



## 2023 Club Guidelines & Information

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## 2023 Schedule

### March

- 12 Meeting:** Required for directors of all participating clubs (8PM Hampton Board Room)  
**Deadline:** to Submit: -Themes  
-Participation Agreement (*in person at meeting*)  
-Ticket Purchase Order Determined  
-Music Order Determined

### April

- 3-6 Deadline:** Story Board Description Meeting  
(with Director & OSF Director)  
**21 5 PM Deadline:** Songs and Show Title to Director for approval and duplicates  
**TBD Film Theme Reveal Video** (JPAC)

### May

- 26 5 PM Deadline:** Music to Music Director  
Lyrics to Director

### August

- 24 Touch Base Meeting** (8PM Hampton Board Room)  
**31 Photo Shoot** [Times TBD]  
**Deadline** to Submit: (to Director, OSF Director & Technical Director)  
- Ticket Orders-Entire club order itemized by each performance  
- Participant List  
- Practice Schedule (with location)  
- Mega Mix Participant List  
- Cut-off Date for ALL Music Changes

### September

- 4 PRACTICE BEGINS!**  
**7:00 pm Deadline** to Submit: (to Director, OSF Director & Technical Director)  
-Costume Prop Description/List and One Liners  
-List of Shifters  
-T-Shirt Order  
-Tech Sheets including light cues  
**7 Tech Meetings** (afternoon)  
CLUB LOVE Visit  
**9 6:00 p.m. Theme Reveal** | Cliff Harris Stadium  
**14 CLUB LOVE Visit**  
**11 JPAC Rehearsals Begin**  
**7:00 pm Deadline to Submit:** (to Director)  
-Costume receipts  
**11-14 JPAC Rehearsals** (1 of each costume on stage by 9/14)  
**21 CLUB LOVE Visit**

**15-16** Audio Recording in JPAC

**18-21** JPAC Rehearsals

**22**     **“Late Nighter”** CLUB LOVE Visit

**24**     **Tech Rehearsal** - *Complete run through with stops for any technical needs, full costumes on all participants/props REQUIRED*

**25**     **Tech Rehearsal** - *Complete run through with stops for any technical needs, full costumes on all participants/props REQUIRED*

**26**     **Dress Rehearsal** - *Complete run through - All performers, props, costumes, blocking, make up, etc. REQUIRED (Clubs and Trio Groups Only)*

**27**     **Preview Performance 7:30 p.m.**

People’s Choice Box Due in Lobby by 5 p.m.

**28**     **First Performance - 7:30 pm**

**29**     **Second Performance - 7:30 pm**

**30**     **Third Performance - 5:00 pm; Final Performance - 8:30 pm**

# Rules and Regulations

## Participation

### In order to participate in Tiger Tunes, an organization:

1. Must be an official University endorsed club/organization
2. Have at least 20 active members (beaus and sweethearts may be included in count) who will be participating in the show

Participants must be currently enrolled at Ouachita with a minimum GPA of 2.0. Only active members and those directly associated with each organization (beaus, sweethearts, etc.) may participate in their respective show or the Mega Mix. **Help from any off-campus source creating lyrics, choreography or musical arrangements is NOT ALLOWED.** This is your student-directed show -- not one created by alumni or professionals.

## Awards and Judging

Shows are judged in 5 categories - theme and lyric, costume, music, choreography and overall entertainment. Category scores will be weighted as follows: Theme and Lyric: 30 percent, Music, Choreography and Overall Entertainment 20 percent, Costumes 10 percent. Awards will be given for each individual category winner for all shows. The overall 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place winners will be determined and receive awards on Saturday night based on cumulative score. An **OSF award** will also be presented to the club showing the most heart, congeniality, support of other clubs and support of OSF in their actions and activities. The winner of this award will receive first choice of theme and song selection for the following year. Sample ballots are available at [www.obu.edu/tunes](http://www.obu.edu/tunes).

There is a point incentive system to keep clubs on track toward deadlines. In the weeks leading up to performance, any materials that are to be submitted to the Director of Tiger Tunes, Technical Director or Music Director after the specified submission time will result in the deduction of 1 point from that club's final score for the initial miss and 1 point for each subsequent day until submission is complete. Point deductions will also be assessed for lack of care to practice rooms and any equipment/university property in those rooms that is damaged or devalued in any way. Points can also be deducted for disrespect to OSF leadership.

OSF takes the judging process very seriously and strives for fairness in all areas. While recognizing that many of the judging criteria are subjective, OSF takes the following steps to ensure a fair process.

1. There are two judges per category per show totaling 50 judges over the five judged performances. Judges cannot judge consecutive years.
2. At least half of all judges will not be affiliated with Ouachita.
3. If alumni or former students are selected to judge they must have been out of school for at least 10 years and commit to be unbiased. If scores come in and appear to be biased they will be thrown out and the other judge's scores will be doubled.
4. Those judging specialty categories like music and choreography are selected by expertise. Music ministers, former members of Ouachita ensembles, dance instructors and studio owners, etc. are typically selected. Costume judges usually own clothing lines or creative stores and theme and lyric judges are authors, writers, etc.
5. Judges receive 20 minutes of instruction prior to the show they are judging. A few of the instructions given include following the rubric - judging small and large clubs the same, judging girl and guy clubs the same and that we judge each show against itself only. If the subcategory is about choreography precision – each judge is instructed to think if that is a 1, a 5, a 10 or a 15. Once selected and the ballot is completed it is submitted. Judges do not jockey ballots all night to see who did better. They judge each show against itself only while the show is fresh on the mind of the judge.

## Story Boards

Each club is required to present a story board of their show to OSF/Tiger Tunes leadership for approval/planning assistance. Please see the submission date on the calendar. If any changes are made after the story boards are approved, changes must be submitted to the student director of Tiger Tunes. Note: your show does not HAVE to follow a story line and can be X songs about X theme, but we'll discuss your plans at the story board meeting.

## Music

All audio tracks used in the show are to be mixed by the Music Director. Timely submission of music to the music director is the responsibility of club directors. Submitted tracks should be formatted in one, six-minute track (**no longer than 6 minutes**); should be an mp3 file (not mp4). *If you plan to sing after your track, that must be within the six-minute allotment as well.* Accompanying the audio should be a detailed description of exactly how music is to be mixed as well as any necessary changes to tempo or key. No more than 3 titles from your group's previous year's show may be used. All tracks are to be the **Radio Edited** versions. Please try to come in between 5-6 minutes and not push it with the time. 6 minutes is a long time and can tend to drag. If you plan 6 minutes and transitions are added it will be longer and cuts will have to be made.

There is a requirement that no shows have any duplicate song as another club or host set. When your music selection is submitted, we will let you know if there are any duplicates. The preference of who gets that song will be determined by the music submission order. We want each show to be as creative, different, and original as possible and this will help keep the shows exciting.

We will **record vocals** to play underneath you as you perform. You can have 20 members of your “choir” record on the recording dates noted in the front of the packet. Any speaking parts you want to include must be included in your 20 people. We will not record solos, chants or things you wish to perform 100% live. The recording helps guests and those watching online understand your lyrics better. Please come prepared with your 20 members. Headphones will be provided, but if you have a favorite pair you can bring them with you.

## Lyrics

At the very least, every **6<sup>th</sup>** word of every song must be different from the original artist recording. Lyrics must be appropriate for all audiences and ages and reflect Ouachita's moral standards. Sexual innuendos, double meanings, and anything that can be interpreted inappropriately **Will Not Be Tolerated**. Lyrical content will be strictly monitored and if there is any doubt as to meaning or implication, revisions will be required.

Any lyrical content deemed inappropriate must be *revised immediately*. All revisions must be approved by the Director, Technical Director and Director of OSF.

## Costumes \*Updated 2023\*

A limit to costume expenses is in place as required by OBU administration. The maximum amount to be spent on each individual costume is \$75.00. In order to account for each club's expenses, *ALL* receipts or copies of receipts must be submitted by the date specified. Receipts must be clearly labeled with individual items and corresponding costs marked. **Donations must be counted at 100% of market value for each donated item.** A costume is *on* the person (pants, shoes, hats, gloves, etc). See example on page 20.

Costumes must be appropriate for all audiences along with lyrics. Any inappropriate or immodest costumes are to be changed immediately. Wardrobe that is deemed unacceptable must be changed immediately. Please make sure that your costume will be appropriate on all body types. If there is a question about a costume please run them by OSF leadership before purchasing. Once costumes are approved they cannot change without permission of the OSF Director.

Certain items are not be used with costumes because of excessive mess or damages that they may cause. Items not to be used include: body paints and oils or **GLITTER! This includes, but is not limited to, spray-on, glue-on, and any kind of glitter on props and costumes or club support pins.** No matter how well

**attached, this always ends up falling off of costumes and getting everywhere. A description of each type of costume to be used should accompany technical sheets when submitted.**

## **Props**

Props are items carried onto stage or by a person. Examples are boxes, axes, flowers, etc. Scenery aids in defining the place or location of a setting. Scenery is generally left in place for the duration of each individual show. Scenery on stage should be kept to a minimum. This will help in getting your show set up and carried out faster. Props are *used* by the person (box, flowers, ax, broom, etc.).

In the interest of originality and creativity, **electric scenery will not be allowed**. Battery powered props are acceptable but ***colored lights may be restricted as not to interfere with lighting design for the show***. A description of all props must be submitted by the date specified.

**ALL props and scenery must fit into the allotted 4' by 5' space in JPAC.** A maximum of 3 shifters from each club will be allowed backstage before each club show in order to prepare props. All props used in the show must be used in all JPAC practices. Please do not allow more than 3 club members backstage before it is time for the entire club to take the stage; anyone that is not a designated shifter and is found backstage any time before or after their club's show will promptly be asked to leave the building for the duration of that performance. Props can be no more than 8ft. high.

Just as costumes may not be composed of any messy or unsafe items, props must be safe and clean also. **Glitter and oils are prohibited from props as well.** Prop & scenery descriptions must accompany technical sheets when submitted along with previously mentioned items.

All props and scenery must be removed from JPAC **by the time set forth by the technical director**. There are NO exceptions. Even if props will be thrown away after the show, it is still the responsibility of the club to remove these items.

## **Mega Mix**

Three performers from each show are allowed to participate in the Mega Mix. **Mega Mix participants will practice with hosts during JPAC practices. During the performances, all Mega Mix participants are to report to the backstage hallway by the beginning of the finale.**

To ensure safety for our guests, participants entering for awards need to leave room for guests to exit in an emergency and must not sit – crouching so they can be ready to exit through front side exits or through the stage. If an evacuation is necessary, JPAC personnel will alert everyone. More details will be shared closer to Tunes.



## Drugs and Alcohol

OSF will strictly uphold and enforce OBU policy on alcohol and drugs.

*"Ouachita Baptist University's policy prohibits the possession, consumption, sale, transfer, purchase, or distribution of controlled substances or alcoholic beverages by students. It is also a violation for anyone to possess, use, be intoxicated or impaired in normal mental and/or physical functioning due to alcohol or other drugs."*

-Tiger Handbook

If any participant in any show appears to have had any alcohol, that participant will be pulled from that and all other Tunes shows this year. Those individuals will then be sent to the Dean of Students and be dealt with in accordance with the university alcohol policy. If the issue is club related, Student Life will deal with your club accordingly as well. In addition, **OSF will fine your club \$500 for each show in which your club has participants found to have used alcohol.** This fine must be paid by the end of the university calendar year. Delinquent clubs will be unable to submit their themes for the next year's Tiger Tunes production or participate in Tunes again until the fine is paid and the club is in good standing with the University and with the Ouachita Student Foundation.

We appreciate your assistance in informing your show participants of this policy and encouraging your members to hold each other accountable. Our desire is not only to put on a great show and have a great time, but also to put our best foot forward in front of our 6,000+ alumni, former students, prospective students and friends attending the performances.

## Ticket Sales

During a directors meeting, club directors will draw numbers to determine the order by which their tickets will be purchased. Group participants are allowed to purchase 2 tickets to the performance of their choice Wednesday-Friday. Club ticket prices are \$15 for Wednesday and \$25 for all other performances. Directors can choose 4 tickets for one performance and this can include a Saturday show. Tickets must be bought in person and not by proxy. Club sweethearts & beaus participating in other shows should not be included in the ticket count of the club for which they are sweetheart and beau. Checks should be written to OBU. If you have an on-campus account, you must initiate a transfer before your tickets can be entered into the system. All sales are final—no refunds or exchanges for any reason. All seats are reserved. Please know if all 700+ participants claimed 2 tickets for a show that would fill an entire performance and we would not be able to fulfill the orders for a certain show. Please do not over order. Access to these tickets is to thank you for preparation for Tunes should be used for immediate family member tickets only. We will allow participant parents to purchase tickets on the same day as the alumni pre-sale (code will be provided) so additional family members can see the show.

**Ticket payment must be submitted in the form of a club check for the total amount of ticket orders or transfer. Clubs are also required to keep and submit a copy of who receives which tickets in case of lost tickets or issues.**

# Practice Guidelines

## Dates

Practices will begin on the date specified in the front of this packet. Clubs may practice a maximum of **12** hours per week, Monday-Friday.

## Procedures

For clubs holding practices at on campus locations, your location will be assigned and reserved for you. Rooms should be left in the same condition they were before the club arrived. Any broken furniture, trash, or general untidiness will be reported by maintenance and will also result in point deductions from your final score. Before practice begins, directors will be asked to submit a practice schedule and a location for each practice. Schedule should include the specific dates, times, and locations of practices. A separate agenda for the late-night practice should also be included at the appropriate time. This information is required for all clubs/organizations, whether practices are to be held on OR off campus.

In addition to regularly scheduled practices, 1 Saturday may be scheduled to work on props, scenery, sets, etc. and 1 Saturday can be used to rehearse. These rehearsals cannot exceed 8 hours and cannot begin before 8 am or end after 10 p.m.

Although practice locations will be reserved for you, when reserving rooms for weekly club meetings, if you would like to use the same room for both practice and meetings, please make that known.

Throughout preparation for the show, OSF and the Tunes directors may drop in on practices. We will not always notify you of visits, so if **any** changes to the set practice schedules are made, please inform the Director by the morning of the day that practice is being changed. These changes have to be approved or you will be fined points.

## Production Rehearsals

Rehearsals in JPAC will begin the Monday 2 weeks prior to the week of Tunes and run up to the first performance date. Each club/show will be divided into Group A or Group B. Group A will practice on Mondays and Wednesdays and Group B will rehearse on Tuesdays and Thursday on stage for 30 minutes. Please plan for you group to stay for the entire 30 minutes unless otherwise instructed. Details on exact times will be provided.

All JPAC practices are **MANDATORY**. If absence is necessary, prior approval must be granted at least 24 hours before the practice to be missed. One week before the first performance, on Tuesday or Wednesday, each club will be required to run through their entire show with blocking, solos, props, etc. Sunday and Monday of the week of the show, clubs will run through the whole show with full lighting, blocking and costumes just as it will be during performance. The next day, Tuesday, will be a full-dress rehearsal run-through with makeup. This rehearsal will be exactly like a performance; clubs will start in

and move from staging locations to backstage, etc. These practices give crew and directors an idea of how things will flow and the opportunity to work on any unforeseen technical issues. We will give you the schedules for these run-throughs at a later date. *Please note all soloists will need to be present at each technical or dress rehearsal. Please cast accordingly.*

For all JPAC practices prior to the Tuesday night Dress Rehearsal, clubs should be at the backstage door/loading dock of JPAC at least 10 minutes before their call time. Late arrivals may still practice, but time will not be extended past the scheduled cut-off. During production rehearsals, all entrances and exits must be through the backstage doors. No food, drink, or gum is allowed in JPAC. In case of bad weather, please go to the hallway by the dressing rooms as opposed to the loading dock to until your call time. Clubs must exit the building immediately after rehearsal and may view other shows during the dress rehearsal only. **If a person is going to film or observe a club's practice, these people must also enter and exit from backstage with the club.** As stated previously, all props and at least one of every type of costume must be used by Wednesday the week before our first performance and for all subsequent practices and performances.

\*\* Please note that during JPAC practices and performances you cannot touch the Cyc (see terminology later in this packet.) The Cyc costs \$40,000 to replace and touching it at all will damage it permanently. Running behind the Cyc to get to the other side of the stage will not be tolerated and if your group continues to do so you may be responsible for replacing the Cyc.

## **Dress Rehearsal**

Dress rehearsal is scheduled for 6:30 pm the Tuesday before our first Tunes performance. For dress rehearsal, all participating club/organization members must wear full costume and makeup. This is the only time clubs can view the other club shows. The rehearsal will run just as the show will for public performances. (All props, scenes, and everything to be used in show must be used). We will run through the show one time. If the show is approved by OSF leadership by the end of the Tuesday show, nothing can change from that point on. No lyrics, choreography, costumes, etc. may change without permission. Guests for each show deserve the same experience each night and judging cannot be fair if the show changes from one show to another. OSF reserves the right to fine the club anywhere from points to up to a \$1,000 fine depending on the change. This could also affect your club's theme, ticket and lyric order draws for the following year's show.

**Preview Performance** will be the Wednesday before our first show. Tickets will be available to students, faculty, staff and Clark County residents for a discounted price for this performance. Any unsold tickets will be available for purchase the day tickets go on sale for alumni. Doors will open at 6:00 pm and the show will begin at 6:30 p.m.

# Submission Guidelines

- All submissions should be emailed to the Director

## Participant List

- Alphabetized by last name; *last name, first name*
- Times New Roman

## Ticket Order

- Broken down by show
- Specific day on first line;
- Number of tickets for that show on next line with total dollar amount next to that
- Times New Roman
- Payment must be submitted in the form of one check per club/group

## Practice Schedules (including weekly verification schedule)

- three columns labeled date, time, and place
- Times New Roman

## Song Lyrics and Show Title

- Left justified
- Margin of at least 3" on right side
- Times New Roman

## Prop List and One Liner

- Left justified
- Standard formatting
- Times New Roman

## Technical Instructions and Costume/Prop Descriptions

- Use a separate page for each
- See info on following page
- Times New Roman

# JPAC & Technical Information

## JPAC Venue Policy

- Please follow OSF instructions for entering and exiting the venue.
- Verser Theatre is adjoining JPAC via the hallway that gives access to backstage. Please keep the noise level down in consideration of the people using these facilities.
- No food or drink is to be brought into JPAC house (seating area) or onto the stage. The rehearsal will be stopped until all food and drink have been removed.
- Any items left backstage that are not within the confines of your clubs box will be considered trash and thrown away.
- No food items allowed in props boxes.
- Do not place anything on equipment or musical instruments.
- Please do not sit on the back of the chairs or stand on their seats/arms.
- At no time should any group member be on or operate any stage equipment.
- During rehearsals and performances, participating members must wear appropriate clothing and footwear at all times.

## Individual Club Technical Rehearsals

The JPAC team wants to enhance your show through adding the technical elements! Coming in prepared and with a collaborative spirit will help us think creatively and improve your show where we can.

**Clubs must submit all technical paperwork and files by the deadline listed in the schedule to the JPAC Technical Director.** Without these files by this date, any technical request may not be able to be granted. Directors will have a tech meeting with JPAC and contract lighting designer(s) during rehearsal weeks as well.

During Tech Rehearsals, you will run your show twice. Some lighting tweaking or programming may be happening while you are on stage. You will want to designate someone to video your show during these performances. After viewing the lighting, please send any thoughts or preferred edits to the Technical Director. Please ask questions about this process prior to your tech rehearsal, if clarification is needed. After technical rehearsals, the only changes that may occur to your lights will be transitional and safety needs as dictated by the JPAC Technical Director.

Things for your club's lighting designer to think about while planning:

- If you were to put each song's energy on a scale of 1 to 10, what number would this song be?
- What is the mood of the song? Are we sad, joyful, moody, sassy, loving, dramatic, party, chaos, exciting, etc.?
- Lighting tells the audience where to look. Is there an interaction that is important to see in the midst of the action? Which group of people or person is the most important to see in that moment?

We have a few options for lights for each scene

- **Cyc (cyclorama)** - This is the backdrop at the back of the stage. We can put different colored lights on it for depth and contrast, and we can use it for silhouettes. Note: we do not use this every year. Specific lighting info for the show will be communicated before tech meetings.
- **Star-drop** - Behind the cyc is a drop that contains scattered twinkle lights. These can be used in combination with the cyc colors or by themselves.
- **Color washes** - We can throw colored lights onto the stage that will "wash out" the stage with a particular color. Most any color is possible.
- **Moving lights** - We have a couple different types of fixtures that can move. One set is a color wash and the other does color, shapes, and texture.
- **Front light** - Enable to see faces, we have white light coming from the front. Specify if it is important to see faces on a certain song.
- **Special LEDs** - From year to year, we may have a LED light structure built behind the platforms. These can do any color of the rainbow and pop on and off to appear like they are moving.
- **Blackouts** - You can specify if you want a smooth transition between the songs or a complete blackout. For each blackout, there is still dim blue light on stage so that the performers can still see but the audience cannot.
- **Two Spotlights:** These can be used for solos, to briefly light important props or people or for whatever else you want. You are welcome to specify when and when not to use a spot, but the crew will add spots if they feel like the moment needs it.

*\*\*\*Ask the JPAC Director for more details from year-to-year. Lighting will vary.\*\*\**

## **Playback Music**

Up until tech rehearsals, music will only be played through the bluetooth speaker provided down center onstage at JPAC. Once tech rehearsals begin, music will be played through the house PA.

## Microphones

Microphones are planned to begin being used on the **Sunday before the show**. However, non-working microphones will be available once JPAC rehearsals begin, if clubs desire to start tracking their microphones.

- **Two Hand-held Microphones:** One mic will be in the stage left wing and the other in the stage right wing. It is up to you to move these mics as a part of your choreography. These mics must never touch the ground; they will be either in the hand of a club member, or on one of the provided mic stands in the wings. These mics must never be operated in front of the speakers on either side of the stage. If they are dropped or damaged by your group, your group will be responsible for the damages.
- **Hanging choir mics:** Please be aware that any lifting stunts, flags or other tall props elements will need to stay clear of the hanging mics that are in two rows 12 feet in the air.

## Sample Tech Notes

- I. "Top Gun" theme- guitar solo
  - A. Blue light on Cyc. - Silhouette effect throughout guitar solo
  - B. Follow spot- center stage on guitar soloist (inside shuttle doors)
  - C. If possible, I'd like to fog the stage just prior to the opening
  - D. Also, is possible, I'd like to see a lift-off effect created with the intelligent lighting with them gradually rising over the audience throughout the four 8 counts of the solo.
  - E. Also, if possible, I'd like to have the "moon" image projected onto the Cyc. Throughout these opening counts.
- II. "Space Cowboy"- Solo and Dance Break
  - A. We'll need one mic for this set (Barrett)
  - B. Follow spot on Barrett- entering stage right
  - C. Mixture of red and blue wash throughout song... Please feel free to experiment with the rented lights for different affects.... We completely trust you.
- III. "Blue Moon"- Solo and A Capella
  - A. I'd like to use both follow spots and down spots with the rest of the stage dark. (Let me know where the down spots will be in case I need to adjust)
  - B. We'll need two mics (Barrett and Collier)
- IV. "Thriller"- Solo
  - A. Immediate green lighting on Cyc (initial silhouette effect) with a quick fade into a green wash (first 8 counts)
  - B. On fifth 8-count, spot soloist in center stage
  - C. One mic (Adam)
  - D. I'm going for a mysterious feel for this song, so I'd once again like to incorporate fog if possible
  - E. Once again, ad lib on the new lights to help with the affect
- V. "Dancing Queen"- Lil' Sisses
  - A. One mic- will be shared amongst the girls
  - B. Bright, retro colors... I'm going for a 70s disco approach so I'd like to see multiple changes in the wash... If I need to break this down into 8-counts I can, but randomness is what I want.
  - C. Please bring out the fullest potential with the new lights for this one. Bright and colorful with crazy projections.
  - D. Lil' Sisses will be entering on the "moon river" from stage left... They will probably require both follow



# Participation Agreement

Please read the packet thoroughly and initial by each respective section listed below. All directors and assistants should sign and specify position at bottom. By signing this page, you are verifying that you have read and understand all of the information provided in this packet, and agree to abide by all expectations set forth by the directors, OBU administration, and the Tiger Handbook. Violation of the expectations set forth by the Directors of Tiger Tunes and or the Tiger Handbook ***by any one or number of club members may result in immediate removal of that entire organization from all remaining Tiger Tunes activities; that club will also forfeit any winnings/awards they may have accumulated.***

\_\_\_ Schedule and Deadlines

\_\_\_ Rules and Regulations

\_\_\_ OBU's Standing on Alcohol

\_\_\_ Ticket Purchase Procedures

\_\_\_ Practice Guidelines

\_\_\_ Submission Procedures & Guidelines

\_\_\_ Technical Information

I, \_\_\_\_\_, director of the \_\_\_\_\_ (org), 2023 Tiger Tunes show, assume the duty of informing each member of my organization of all of the specific expectations set forth in this packet by Tunes Directors and by OBU Policies; I also realize that it is also my duty to make it clear that the actions of one person could be enough to result in the removal of the entire organization from any remaining Tiger Tunes activities and forfeiture of any prize/ award earnings the club may have received.

*Name & Position in Organization*

*Date*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

# Story Board Samples

Club/Organization: CM  
 Director/Co-Director:  
 Theme: PROM

## Example

1

\* Looking for a date

2

\* guys ask girls to Prom

3

\* girls pick out dress

4

\* guy gets suit & corsage

5

\* Date pictures w/ mom & leaving in limo

6

\* At Prom-dancing, sweating, small floor

Club/Organization: CM  
 Director/Co-Director:  
 Theme: PROM

## Example

continued...

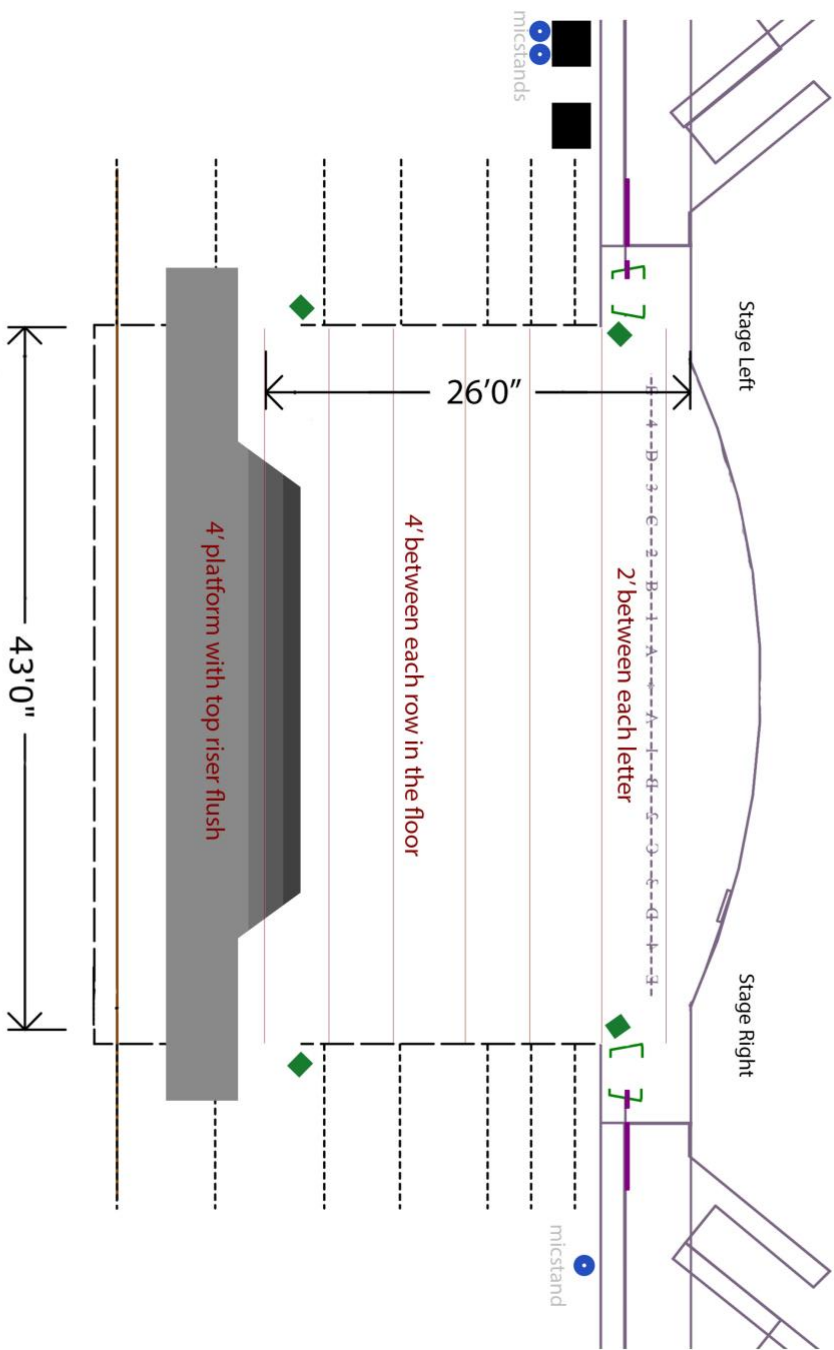
7

\* Chaperons-Kids dance rules

8

\* Great Night at PROM

JPAC Stage Dimensions



JPAC Stage Setup 2018  
Steve Myers

## Sample Costume Budget Breakdown

### Girls Costume:

- Nametags – 50 cents
- Aprons - \$12
- Dress - \$40
- Frilly socks - \$2
- Bows - \$1
- Pearls – \$3
- White tennis shoes - \$10



### Boys Costume:

- Nametags – 50 cents
- Khaki Pants - \$11
- White Button down - \$15
- Bowties/suspenders- \$3
- White tennis shoes - \$10

## Contact Information

We're honored to have the opportunity to work with everyone involved in this year's production and **want to make this an enjoyable and productive experience for all those involved.** We value your opinions and feedback. Please feel free to call, text, or email at any time with any questions, comments, or concerns.

### **Joey Whisenhunt**

Student Director  
OSF Special Events Chair  
Cell: (501) 733-4885  
Email: [whi72903@obu.edu](mailto:whi72903@obu.edu)

### **Jon Merryman**

Director of OSF  
Office: Cone Bottoms 112  
Office: (870) 245-5111  
Cell: (870) 210-0291 (texting is preferred)  
[merrymanj@obu.edu](mailto:merrymanj@obu.edu)

### **Stephen Gent**

Music Director  
E-mail: [tigertunesmusic@gmail.com](mailto:tigertunesmusic@gmail.com)

### **Nick Smith**

Technical Director/Production Manager, JPAC  
Office: JPAC 111  
Office: (870) 245-5262  
E-mail: [smithn@obu.edu](mailto:smithn@obu.edu)