



Red Book

SHOWCASE AND VARIETY SHOW GUIDE

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LIVE PRODUCTIONS GUIDE

Includes information for Variety Shows and other live production opportunities

CONSIDER THE POSSIBILITIES

Discuss with your organization the possibility, benefits, costs, and time requirements of participating in a Frontier Fiesta production. Having a well-organized team to share responsibilities can help ease the demand of live productions.

- **Collaboration Opportunities**
 - Collaboration is considered having at least 20% of members from a different organization actively participating in the cast of a performance or show. Collaborating with other organizations is not required, but it is highly recommended for bonus points. See page for more details.
 - An exemption can be filed based on extenuating circumstances for teams that are unable to provide 20% involvement in the cast. The appeal must be reviewed and approved by the **Director of Productions** to be eligible for bonus point opportunities.
 - We encourage unique partnerships with organizations that have not put on a Variety Show or other types of productions previously.
 - Collaborate with other organizations to split the costs. There is no maximum on how many organizations can work together!
- **Financial Support**
 - The Activities Funding Board (AFB) at the University of Houston is an agency of the Student Fee Advisory Committee (SFAC). Funding is for student organizations to utilize. Refer to the website for requests. <https://www.uh.edu/afb/>
 - AFB Funds cannot go towards the security deposit. For questions, concerns, and refund schedule refer to the FFA Operations Redbook.
 - Activities Funding Board may reimburse up to \$3,000 spent on Frontier Fiesta related purchases per organization.
 - An advance pay may be available through AFB for up to \$500.00.
 - Keep itemized receipts that are neat and without tears. Unreadable receipts will NOT be accepted. It is highly recommended that you make a copy of the receipt to print out in case you lose the original.
 - The deadline to turn in AFB funding requests is **February 12th, 2021**.

RECORDING SHOWS

Due to the pandemic, Frontier Fiesta Association has decided to have Step Shows and Variety Shows pre-recorded to maintain COVID-19 Guidelines. To ensure the

safety of the students, the **Director of Productions** will accommodate for organizations to abide by the guidelines. All organizations need to follow the following COVID-19 Guidelines and read their dedicated section for more details.

COVID-19 GUIDELINES

Due to the circumstances with the pandemic, there are new precautions to be followed. However, even with the disaster there is good news to follow. This section **MUST** be read and understood. Failure to follow the guidelines will result in disqualification.

General Precautions

The best way to prevent illness is to avoid being exposed to the coronavirus and to implement practices that reduce its spread. This can best be accomplished by:

- Avoid Close Contact
 - Put distance between yourself and other people. Remember that some people without symptoms may be able to spread the virus.
 - Stay at least six feet (about two arms' length) from other people.
 - Avoid gathering in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

- Wear a Face Covering
 - You could spread COVID-19 to others even if you do not feel sick. Wearing a cloth face covering in public protects other people in case you are infected.
 - While on campus, students, faculty, staff, visitors (over the age of 10 years old) and contractors are to comply with the UH guidance on face coverings.
 - Individuals are asked to wear a face covering that covers their nose and mouth.
 - Cloth face coverings should be washed daily.
 - The use of surgical masks, surgical N-95 respirators or other medical masks is discouraged to maintain the resources for health care providers and first responders.
 - Continue to keep at least six feet between yourself and others. The cloth face cover is not a substitute for social distancing and regular handwashing.

- Frequent Handwashing
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.

- Practice Respiratory and Cough Etiquette
 - If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. This should be done often, especially after blowing noses, coughing, or sneezing, or having been in a public place.
 - If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

- Follow Other Good Hygiene Practices
 - Make sure to avoid touching your eyes, nose and mouth with unwashed hands and avoid personal contact with sick people.
 - Avoid sharing food, cups, or utensils.
 - To the extent possible, avoid touching high-touch surfaces in public places and minimize handling cash, credit cards, and mobile or electronic devices.

- Clean and Disinfect
 - Clean and disinfect frequently touched objects and surfaces.
 - Follow CDC cleaning recommendations.
 - Be aware of your health and if you feel the onset of any symptoms, stay home except to get medical care.
 - Be generally aware of who you are in close contact with, especially for extended periods of time, so that contact tracing can be performed if you become symptomatic.

Provide information, as needed, to allow contact tracers from the University and the Health Department to conduct tracing.

STEP SHOWS

INTRODUCTION

First, on behalf of The Frontier Fiesta Association in collaboration the Center for Fraternity and Sorority Life at the University of Houston we would like to thank you for your participation and interest in the Step Show that will be taking place during the week of March 29th- April 2nd, 2021. Your participation in this event is greatly appreciated and we look forward to seeing you perform and engage in the culture and longstanding tradition of Frontier Fiesta.

Below you will find some of the guidelines and rules that each team is expected to follow as well as the “Core Values” that we intend to uphold during the performance.

QUESTIONS?

Please feel free to reach out for questions or concerns.

Director of Productions

- Name: Victoria Lopez
- Email: ffpro@central.uh.edu

CORE VALUES

- **CREATIVITY** – Frontier Fiesta encourages all participants to express themselves throughout the performance, with this idea in mind all participants will be required to create their own theme for each performance.
- **SPIRIT** - Performers participating in Frontier Fiesta are expected to express the spirit of Frontier Fiesta through performance and show the pride in their respective schools
- **BROTHERHOOD & SISTERHOOD** – Participants are expected to demonstrate brotherhood and sisterhood, developing friendships, and continuing in personal development. Stepping is supposed to provide an outlet for the audience and participants to explore respective cultures.
- **DEDICATION** – Dedication is the key success. Participants are facing the challenge of developing their ideas and bring them to life. Participants are dedicated to creating the best step show with the tools given and time allotted.
- **ORIGINAL CHOREOGRAPHY** – Students are given the opportunity to express themselves through original choreography.

PREPARING A STEP SHOW

The following actions are a suggested outline to follow. For the official rules and policies, please read the section titled “Live Productions Policies” on page 4 as well as the Step Show Policies (page 13). Be sure to familiarize yourself with the policies in these sections.

- **Planning Ahead**

- All Steps Shows are *required* to have a Run-Through, Final Rehearsal and Final Recording with the **Director of Productions** on the dates listed. Time slots will be between 6:00PM-10:00PM for all rehearsal. An excel sheet will be sent out to Step Show Leaders to request time slots. Slots will be given on a first come, first served basis.
 - Run-Through: Thursday or Friday, **February 18-19, 2021**
 - Final Rehearsal: Thursday or Friday, **March 4-5, 2021**
 - Final Recording: **March 8th-12th, 2021**

- **Can't Make Rehearsals In-person?**

- *Online Rehearsals can only happen per request to **Director of Productions***. Requests need to be submitted by **February 12th, 2021**.
- Time slots will be between 6:00PM-10:00PM for all rehearsals via online. Team leader or one other representative will request a time to schedule with the **Director of Productions** on Microsoft Teams.
- An excel sheet will be sent out to Team leaders to request time slots. Slots will be given on a first come, first served basis.
 - Initial Rehearsal: Thursday or Friday, **February 18-19, 2021**
 - Final Rehearsal: Wednesday or Thursday, **March 3-4, 2021**
 - Final Recording: **March 8th-12th, 2021**

CHOREOGRAPHY

— EST. 1939 —

Choreography is important to step shows. This is your team's opportunity to showcase your ability of stepping and representing your organization. Choreography adds energy and excitement to any production and should therefore be very well thought out and planned. **Choreography must be demonstrated to the Frontier Fiesta Association during scheduled rehearsals.**

- **Where is the Stage?**

- The stage will be in the Student Center South for recording.
- Maximum 15 participants on stage at one time.

- **Routine Expectations**

- Each routine may consist of any combination of skits and steps. However, each routine should have stepping for at least 50% of the routine time.

- Teams may consist of 3-15 members with two additional members allowed as “stagehands” or assistance, if needed.
- Fraternities and sororities can form teams if the team does not exceed 15 participants.

PERFORMERS

The next task is to assemble your step team. It is **required** that each main role of your cast has enlisted a substitute to take their place should someone be unable to perform.

- **Requirements to be a performer**
 - Must be a part of the registered student organizations at their respective school
 - Performers must have at least a 2.0 GPA and be a full-time student.
 - Performers list with PeopleSoft ID’s (of all current members and potential participants) must be submitted by **February 12th, 2021**.
 - Late submissions will result in a deduction of points.
 - Any groups that do not drop an ineligible member after notification will be disqualified for any awards.

MUSIC

Generally, Showcases and Step Shows use prerecorded music to go along with dances or other performances. Many shows use popular music while others use orchestral music.

- **What can be played during the show?**
 - Do not play a popular song just to play it, rather choose the best song you can incorporate into your performance.
 - Make sure all music selected is clean, tasteful, and family-friendly.
 - A typed list of all music used in any shows **MUST** be submitted to the **Director of Productions** by **March 3rd, 2021** for approval by the Frontier Fiesta Association.

COSTUMES/ATTIRE

Costume design and show attire should attempt to represent your organization effectively.

- **What should you wear?**

- Costumes/attire can either be rented, bought, or made. Keep in mind the comfort-level of the costume/clothing, as it will affect your performance on-stage. Remember to include make-up, as it can accentuate a performer/character's attributes and make them "come alive" for performances where stage lights might otherwise wash out vibrant features.
- All costumes/attire must be tasteful and family friendly.
 - Costumes must not feature lose glitter, excessive nudity, or profane language
- All groups **MUST** submit images or drawings of costumes/attire for approval to **Director of Productions** by **March 3rd, 2021**.
- Do not purchase costumes/attire until it has been approved.

PRACTICE MAKES PERFECT

Practice makes perfect. Frontier Fiesta is a perfect opportunity to showcase the skills the organizations have as a whole. Practicing the show beforehand allows to get any last-minute changes out of the way before it is showcased in front of the UH community.

- **Schedule for practice**
 - It is important to schedule weekly practice times for performers.
 - Be sure to plan various in-house/on-site practices before recording so that everyone is familiar with the stage, lights, and sound equipment.
- **Practice reminders**
 - Any organization that does NOT attend rehearsals for the Frontier Fiesta Association will NOT be eligible for any Step Show awards and may NOT be permitted to perform on-site
 - All performers must be in attendance or points will be deducted.
 - Exemptions will be made for students who are in class during rehearsal times.
- **What time are rehearsals?**
 - Frontier Fiesta scheduled rehearsals will be held on the dates on your Step Show Registration Form as well under section "Preparing a Step Show".
 - Please ensure that you sign up for rehearsals with the **Director of Productions** ffpro@central.uh.edu
 - You will be sent a confirmation email that includes your rehearsal schedule as well as a checklist of what will be required at each rehearsal.

- Rehearsals shall be conducted by the Frontier Fiesta Association at designated dates and locations for approval of content. A rehearsal is defined as a run-through of the entire step show.

STEP SHOW ADDITIONAL INFORMATION

- Content will be judged subjectively for any offensive content or any material not appropriate for a family-oriented atmosphere.
- There is no theme for the Step Show; each group is responsible developing their own show
- The Step Show at Frontier Fiesta will consist of one round, the duration being 5 minutes of time.
 - Participants must be aware that while it is fine to not meet the time requirement, you must not exceed the time limit or deduction to the final score will be made at the discretion of the judges.
- There is no deposit necessary for this event
- You must agree to the Rules & Policies in order to participate.

LEADING UP TO SHOWTIME

Promotion is key leading up to Showtime. Promoting your show can bring the UH community together and get excited to attend Frontier Fiesta. Remember this is showcasing all the hard work each group has put in creating a show for UH to possibly visit again and again.

- **Advertising and Promotions**
 - While show locations and times are listed in the official Frontier Fiesta program, many organizations choose to do additional internal promotions for their show.
 - Consider creating videos and post promo-videos on your social media accounts to let your friends, family, and alumni know about your show in Frontier Fiesta.

SHOWTIME

Shows must start and end on time according to the schedule provided by Frontier Fiesta Association.

The **Director of Productions** will assign show times for all performances and will announce these times to participating organizations.

All participants MUST arrive 30 minutes before the entire show for every show

WHO ARE THE JUDGES?

They are those that are not involved in organizations that participate in Step Show to prevent bias judging and to keep it fair for all groups.

Judges are chosen:

- Among staff (The Center for Fraternity and Sorority Life at the University of Houston)
- Faculty
- Alumni
- Frontier Fiesta chairmen

JUDGING CRITERIA

Teams will be judge based on the following criteria.

Earned Points

- Performance (30 points)
 - Complexity and execution of choreography – level of difficulty, synchronization
 - Overall organization of show
 - Each organization has equally strong presence throughout show.
- Precision/Execution (30 points)
 - Have quality and clean performance
- Creativity/ Originality (15 points)
 - Overall uniqueness of show
 - Variety of talents, singing, dancing
 - Unique acts, multimedia, choreography, choice of music
 - Display of originality, concept, completeness
- Appearance (15 points)
 - Be cohesive in appearance
- Sportsmanship (10 points)
 - Utilize all organizations, having equal amount of presence.

Bonus Points

- + 1 point each
 - Early Application Submission
 - Turning in application by **January 15th, 2021**
 - Survey Completion

- Surveys must be completed by the end of the grading period.
- + 5 points each
 - Social Media Competition
 - Teams will design their own poster and it will be posted on the Frontier Fiesta Instagram account. The team with the most likes will win the competition.
 - Most Creative

Deductions

Point deductions will be a minimum of 1/2 a point, maximum of 5 points per infraction at the discretion of the **Director of Productions** and the Frontier Fiesta Board of Directors.

- Missed deadlines – Paperwork, etc. (1/2 a pt. per day)
- Tardiness (1pt. for each tardy. Tardy is being more than 15 minutes late to a rehearsal or meeting.)
- Missed (or low attendance) rehearsals (5pts.)
- Misconduct (2-5 pts. at the discretion of the Frontier Fiesta Board)
- Did not wear masks at all times (10pts per violation)

VOTING

Voting will take place on Get Involved. Step Shows will be aired over the week of Fiesta Live on March 29th - April 2nd, 2021. Voting goes live March 29th at 10am and closes April 2nd at 5pm. Viewers are judging on 2 categories; performance and appearance. As previous years, judges will score teams based on precision/execution, creativity, sportsmanship, and energy.

PRIZES

1st Place of \$500

2nd Place of \$300

3rd Place of \$200

In the event of a tie, the winner will be determined by level of most viewed performance.

Award winners will receive their dedicated prize money. Organizations will be able to use the prize money to their discretion. The organizations pictures will be displayed around campus on the Digital Screen Marques.

STEP SHOW POLICIES

- **No profanity, violence, substance abuse, nudity, or sexual content will be allowed.** The judging criteria will allow for scoring reductions for unsportsmanlike-like behavior, profanity, obscenity, violence, and sexually explicit material.
- **No alcohol or smoking is allowed on site, and it is strictly prohibited to consume alcohol before coming to site.** Any individuals who violate this policy will face consequences according to the Student Code of Conduct, and teams will face point deductions or disqualification at the discretion of the Frontier Fiesta Association.



Variety Shows

WHAT IS A VARIETY SHOW?

Variety Shows are one of the oldest traditions held at Frontier Fiesta. Every year Registered Student Organizations (RSO) create short productions based on Broadway and big screen hits and compete against one another for the Joel Koppel Award. Each show should be unique and original.

THE BEGINNING OF VARIETY SHOWS

Variety Shows encourage unique partnerships with organizations. The Variety Shows of the 1940s and 1950s produced such stars as actor James Garner, singer Kenny Rogers, and choreographer Patsy Swayze. While a variety show production requires a great deal of work, it is one of the most rewarding activities at Frontier Fiesta.

NEW TO VARIETY SHOWS?

Due to the heavy workload to produce a Variety Show, organizations are highly encouraged to team up to make the final production happen throughout Frontier Fiesta. Discussing with your organization for the possibilities, benefits, costs, and time requirements of participation. Having a well-organized team to share responsibilities can help ease the demand of live productions.

- **How do I reserve a spot in a Variety Show?**
 - To reserve a Variety Show site, your organization **MUST** complete and submit a Variety Show Application on Get Involved by **January 29th, 2021**.
 - If your Variety Show Application is completed by **January 15th, 2021** for early submission then your organization can earn 1 bonus pt.
- **Questions?**
 - Contact the **Director of Productions** as he/she will be able to guide you and your organizations in the process. ffpro@central.uh.edu

VARIETY SHOW BASICS

- **Name of show**
 - Well-established shows will already have a name that has been in use since the 1940s.
 - For newer shows, do some research and revive names of old shows or come up with your own! This could be your chance to create a name that will be used for several more decades.
 - You can ask the **Director of Productions** for name ideas or references from the past. *Ex. Golden Nugget, Delta Crossing, etc.*

- **Organization of your committee**
 - The three major components of any variety show are the performance, site construction, and finances. It is highly recommended to organize your production focusing on these three aspects and have a chairperson in charge of the entire project.
 - Variety Show Chairperson
 - This person should be able to coordinate with the **Director of Productions** and their organization(s). Consider a chairperson without many time commitments outside of Fiesta. Usually when two or more organizations partner, each organization has a chairperson to alleviate management demands. If your show has more than one variety show chairperson, **make sure ONE person is accountable** to the Frontier Fiesta Association to ensure paperwork, etc. are submitted on time to reduce confusion.
 - Financial Chairperson
 - **Form a Budget**
 - It is particularly important to form a budget before your show, which includes all materials and their cost. Get price quotes from several sources when renting items. Taking time to budget materials in the beginning can save last-minute expenses. (It also helps prevent last-minute problems.) If your Financial Director allows several people to make purchases, make sure to have a system in place for payment/reimbursements. **Ensure that you keep receipts for every purchase for potential Activities Funding Board (AFB) reimbursements.**

FINANCES

Surprise! On behalf of Frontier Fiesta Association, Variety Shows are no longer requiring a financial commitment to form a team. With all the hardships each student has encountered, We have decided this is best to help out all organizations who were affected due to the disaster.

PREPARING A VARIETY SHOW

The following actions are a suggested outline to follow. For the official rules and policies, please read the section titled “Live Productions Policies” on page 4 as well as the Variety Show Policies (page 26). Be sure to familiarize yourself with the policies in these sections.

- **Info Sessions**

- The Variety Show Chair and at least ONE other representative must attend one MANDATORY Variety Show meeting. There will be 5 info sessions. 3 online and 2 in-person.
 - Online will be held January 26th, February 2nd, or February 4th, 2021.
 - In-person will be held January 28th or February 5th.
 - All meetings will be at 8:00PM
- **Rehearsals**
 - All Variety Shows are *required* to have an Initial Rehearsal, Final Rehearsal and Stage Rehearsal with the **Director of Productions** on the dates listed.
 - Time slots will be between 6:00PM-10:00PM for all rehearsal. An excel sheet will be sent out to Variety Show Chairs to request time slots. Slots will be given on a first come, first served basis.
 - Initial Rehearsal: Wednesday or Thursday, February 17-18, 2021
 - Final Rehearsal: Wednesday or Thursday, March 3-4, 2021
 - Final Recording: Wednesday, March 8th-12th, 2021
- **Can't Make Rehearsals In-person?**
 - *Online Rehearsals can only happen per request to Director of Productions.* Requests need to be submitted by February 12th, 2021.
 - Time slots will be between 6:00PM-10:00PM for all rehearsals via online. Variety Show Chairperson or one other representative will request a time to schedule with the **Director of Productions** on Microsoft Teams.
 - An excel sheet will be sent out to Variety Show Chairs to request time slots. Slots will be given on a first come, first served basis.
 - Initial Rehearsal: Wednesday or Thursday, February 17-18, 2021
 - Final Rehearsal: Wednesday or Thursday, March 3-4, 2021
 - Stage Rehearsal: March 8th-12th, 2021

DETERMINING A THEME

The theme for Frontier Fiesta 2021 Variety Shows is Frontier Fiesta As Seen on TV. Your Variety Show will be required to select a sub-theme for your show, which MUST be approved by the Frontier Fiesta Association.

- You MUST inform the **Director of Productions** of your desired sub-theme on your Variety Show Registration Form. Sub-themes will be claimed on a first come, first served basis.

- The theme of your front should reflect the theme of your show. For example, if you choose to do a spin-off, I Love Lucy, your background may be designed to look like a living room. You do not have to limit your theme to an existing production, you can come up with a unique concept.
- Variety Shows should include shows that have been aired.
- Groups MUST incorporate UH Cougar & Houston Pride into their shows.

SCRIPT

After your theme has been approved, the next step is to write your script. Scripts should be treated as the most important component of your Variety Show because it can make or break your show. Decide what effect you want to have on your audience (do you want them laughing, crying, in suspense?). Generally, groups do a rendition of a famous musical, show, or movie, so that the audience is familiar with the characters, setting, and story line.

- **Things to consider when writing your script:**
 - Make something original or tweak a pre-existing story
 - Time period of setting
 - Character development
 - The number of main and supporting characters
 - Variety Shows will be given 4 wireless microphones and one handheld microphone to use during their performance.
 - Non-acting performers (dancers, singers, instrumentals)
 - Background characters
 - Placement of characters on stage (called Blocking)
 - Transitions, breaks in action
 - Acts (when and how they begin/end)
 - Background & main music (and when it should be played)

If you would like to see a sample Variety Show script, contact the **Director of Productions** at ffpro@central.uh.edu

- **Scripts Requirements**
MUST be typed with a cover sheet with the following:
 - Title of show
 - Title of the story
 - Names of the organizations
 - Authors
 - Each page must be numbered with the name of the show on the header
- **What is on the first page?**
 - A list of characters (main and supporting)
 - A brief description of who they are

- You do not have to write an entire biography of each character, just what is necessary to convey that these characters are important in some way.
 - You may also want to mention who is a protagonist and/or antagonist.
 - Try to establish which characters are the true main characters so you can spend the most time developing them, then go back to develop the supporting characters.
- A brief description of the setting
- **What is after the first page?**
 - The subsequent pages should have the story divided into acts (2 to 5 acts total, all titled).
 - Along with the setting of each act:
 - List of characters in the scenes
 - Descriptions of what each character is doing
 - Where they are placed
 - All written dialogue
 - Transitions
 - Technical effects
 - When music is played
 - When sets changes
 - Dancing/singing/other talents are performed.
 - Make sure the dialogue for each character is labeled along with actions in parentheses. Consider searching online for a sample script to use as an outline.
- **What is in the script?**

Now that you have a format to follow, your organizations need to know what to put in the script. Anything is fair game, as long as it is appropriate for all ages and family friendly. Just like your theme, the script **MUST** also incorporate school spirit and Cougar Pride into the story.

- The simpler the overall story line, the easier the audience and judges will be able to follow along but that does not mean creating a richer and more complex story is out the door.
- Attempt to not have any loose ends at the end of your show.
 - Some stories can be self-contained upon the stage; however, others can make the audience feel a part of the story by using the narrator or background characters to use the entire tent area as an extension of the stage.
- If writing is not your forte, then consider the UH Creative Writing Program or other story writers to help.

- If iconic show or characters are chosen, do not let them become flat renditions within your story line. Character development is important so the audience can remember and identify with them.
- Consider using familiar scenes (if using an existing show).
- Try using a copy of the performances chose as an outline so the best scenes can be focused on.
 - There is a wide selection of musicals/movies, etc. which can be chosen to model the production. This allows the planning of having an engaging story line.
- Variety Shows must be a minimum of 15 and maximum of 20 minutes long.
- Variety Shows scripts **MUST** be submitted to the **Director of Productions** by **February 15th, 2021.**
 - Turning your script in on-time is essential, as it **MUST** be reviewed and approved. Initial revisions and critiques will be made by the Frontier Fiesta Association.
 - Each Variety Show is required to re-submit an updated script within one week of receiving revisions from the Frontier Fiesta Association.
 - Amendments can be made after the deadline upon approval.
 - Late or incomplete scripts will result in a deduction of points.

CHOREOGRAPHY STUDENT-LED ★ STUDENT-RUN
— EST. 1939 —

Musical numbers are usually a large part of any variety show. Most shows will have partner dances, stunt dancing, and many other creative performances. Choreography adds energy and excitement to any production and should therefore be very well thought out and planned. It may be necessary to go out of your organization for a choreographer. *If you are lacking in this area, consider asking for help from the School of Theater and Dance or go to dance classes.* Avoid having inexperienced people try to come up with a dance that will fall flat in your show. If you have many dancers on stage, you should not have many background activities. **Choreography must be demonstrated to the Frontier Fiesta Association during scheduled rehearsals.**

- **Where is the Stage?**
 - The stage will be in the Student Center South for recording.
 - Maximum 15 participants on stage at one time.
- **Need references?**
 - Check out this video on YouTube:

- Frontier Fiesta 2017: Chi Omega, Sigma Nu, & Sigma Phi Epsilon
<https://youtu.be/56UYcSpot2E>
- Contact the **Director of Productions** for more references at
ffpro@central.uh.edu

BACKGROUND, SET DESIGN, & PROPS

Set design interrelates both production and construction. It would be useful to have a separate individual who can keep communication with those in charge to oversee this activity. Set design involves interpreting the setting of scenes into props and backdrops.

- **Background, Set Design**
 - Sets are often changed several times during a show, so care **MUST** be used when designing the set.
 - The following are suggestions for set design:
 - Create the illusion of an elaborate set by painting a three-dimensional backdrop.
 - Make sure props and backdrops do not block audience views.
 - Painted canvas backdrops are easy to make and store.
 - To reduce production time and budget, use the same backdrop for same/similar scenes.
- **Props**
 - All shows must submit visual representations of any props being used in the production by **March 3rd, 2021**.
 - Sketches, photos, web images, etc. are acceptable but must accurately represent the actual prop and include brief descriptions on how they will be used.
 - All props and costumes to be used in the show must be ready for use by the Final Recording (**March 8-15th, 2021**).

PERFORMERS

The next task is to assemble your production team. It is **required** that each main role of your cast has enlisted a substitute to take their place should someone be unable to perform.

- **Requirements to be a performer**
 - Performers must have at least a 2.0 GPA and be a full-time student.
 - Performers list with PeopleSoft ID's (of all current members and potential participants) must be submitted by **February 13th, 2021**.
 - Late submissions will result in a deduction of points.

- Any groups that do not drop an ineligible member after notification will be disqualified for any awards.

MUSIC

Generally, Showcases and Variety Shows use prerecorded music to go along with dances or other performances. Many shows use popular music while others use orchestral music.

- **What can be played during the show?**
 - Do not play a popular song just to play it, rather choose the best song you can incorporate into your performance.
 - Make sure all music selected is clean, tasteful, and family-friendly.
 - A typed list of all music used in any shows **MUST** be submitted to the **Director of Productions** by **March 3rd, 2021** for approval by the Frontier Fiesta Association.
 - The list must be in order of execution and include the names of the artists, title of the songs, and source of the material. Songs that are mixed together must be listed individually and labeled as a mix.
 - Any show that does not submit its music by the deadline will have points deducted from their overall score.

COSTUMES/ATTIRE

Costume design and show attire should attempt to represent the theme of the performance.

- **What should you wear?**
 - Costumes/attire can either be rented, bought, or made. Keep in mind the comfort-level of the costume/clothing, as it will affect your performance on-stage. Remember to include make-up, as it can accentuate a performer/character's attributes and make them "come alive" for performances where stage lights might otherwise wash out vibrant features.
 - All costumes/attire must be tasteful and family friendly.
 - All groups **MUST** submit images or drawings of costumes/attire for approval by **March 3rd, 2021**.
 - Do not purchase costumes/attire until it has been approved.

PRACTICE MAKES PERFECT

Practice makes perfect. Frontier Fiesta is a perfect opportunity to showcase the skills the organizations have as a whole. Practicing the show beforehand allows to get any last-minute changes out of the way before it is showcased in front of the UH community.

- **Schedule for practice**
 - It is important to schedule weekly practice times for performers.
 - Be sure to plan various in-house/on-site/online practices before opening night so that everyone is familiar with the stage, lights, and sound equipment.
- **Practice reminders**
 - Any organization that does NOT attend rehearsals for the Frontier Fiesta Association will NOT be eligible for any Variety Show awards and may NOT be permitted to perform on-site
 - All actors/actresses must be in attendance or points will be deducted.
 - Exemptions will be made for students who are in class during rehearsal times.
- **What time are rehearsals?**
 - Frontier Fiesta scheduled rehearsals will be held on the dates on your Variety Show Registration Form as well under section “Preparing a Variety Show”.
 - Please ensure that you sign up for rehearsals with the **Director of Productions** ffpro@central.uh.edu
- **What to bring during rehearsals?**
 - Be sure to bring updated scripts, music, backgrounds, props, etc. you will use during your final performance.
 - You will be sent a confirmation email that includes your rehearsal schedule as well as a checklist of what will be required at each rehearsal.
 - Rehearsals shall be conducted by the Frontier Fiesta Association at designated dates and locations for approval of content. A rehearsal is defined as a run-through of the entire variety show, including dances, acting, and other performances

VARIETY SHOW ADDITIONAL INFORMATION

- Content will be judged subjectively for any offensive content or any material not appropriate for a family-oriented atmosphere.
- Refer to COVID-19 Guidelines

LEADING UP TO SHOWTIME

Promotion is key leading up to Showtime. Promoting your show can bring the UH community together and get excited to attend Frontier Fiesta. Remember this is showcasing all the hard work each group has put in creating a show for UH to possibly visit again and again.

- **Advertising and Promotions**

- While show locations and times are listed in the official Frontier Fiesta program, many organizations choose to do additional internal promotions for their show.
- Consider creating videos and post promo-videos on your social media accounts to let your friends, family, and alumni know about your show in Frontier Fiesta.

SHOWTIME

Shows must start and end on time according to the schedule provided by the **Director of Productions**. Points will be deducted if the show starts late or goes over its allotted time.

- The **Director of Productions** will assign recording times for all performances and will announce these times to participating organizations.
- Variety Shows **MUST** be a minimum of 15 and maximum of 20 minutes long
- All participants **MUST** arrive 30 minutes before the entire recording or they will have 1/2 a point deducted from their overall score
- Shows will be streamed over Fiesta Live for the student body to view and judge.

WHO ARE THE JUDGES?

They are those that are not involved in organizations that participate in Variety Show to prevent bias judging and to keep it fair for all groups.

Judges are chosen:

- Among staff
- Faculty
- Alumni
- Frontier Fiesta chairmen

JUDGING CRITERIA

Earned Points

- Script Quality (30 points)
 - Originality of script and creativity of writing
 - Character development
 - Incorporation of theme
 - A diversity of stories and/or perspectives are included.
 - Appropriate for all audience/Family Friendly
- Performance (20 points)
 - Complexity and execution of choreography – level of difficulty, synchronization
 - Quality of acting – knowledge and execution of script, cues, transitions, etc.
 - Overall organization of show – timely and well-planned transitions, connection between different scenes
 - Each organization has equally strong presence throughout show.
- Creativity (15 points)
 - Overall uniqueness of show
 - Variety of talents, singing, musical performances, dancing
 - Unique acts, multimedia, choreography, choice of music
- Use of Theme (15 points)
 - Front incorporates theme of show
 - Consistent and creative theme throughout the show
 - Display of originality, concept, completeness
 - Incorporates Cougar Pride
- Appearance (10 points)
 - Quality and creativity, incorporation of show theme for backdrops, props, scene settings, and costumes
 - Use of stage and spacing, blocking techniques

Bonus Points

- + 1 point each
 - Survey Completion
 - Surveys must be completed by the end of the grading period.
 - Fiesta Royalty participation that meets the minimum fundraising goal (up to 3 points)
 - Early Application Submission
 - Turning in application by **January 15th, 2021.**
- + 5 points each
 - Social Media Competition

- Teams will design their own poster and it will be posted on the Frontier Fiesta Instagram account. The team with the most likes will win the competition.
- Most volunteer hours
- Collaboration with three or more organizations (20% involvement or greater in the show cast)
- Participating with an organization that has not done a Variety Show in the past 3 years
- Best Actor
- Best Actress
- Most Creative
- Joined Battle Royal (5 members or greater)
- +10 points
 - Attention to detail
 - Appearance/design
 - Originality
 - Incorporation of theme

Deductions

Point deductions will be a minimum of 1/2 a point, maximum of 5 points per infraction at the discretion of the **Director of Productions** and the Frontier Fiesta Board of Directors.

- Missed deadlines – front design, paperwork, etc. (1/2 a pt. per day)
- Tardiness (1pt. for each tardy. Tardy is being more than 15 minutes late to a rehearsal or meeting.)
- Missed (or low attendance) rehearsals (5pts)
- Incomplete volunteer hours (5pts)
- Misconduct (2-5 pts. at the discretion of the Frontier Fiesta Board)
- Did not wear masks at all times (10pts per violation)

VOTING

Voting will take place on Get Involved. Variety Shows will be aired over the week of Fiesta Live on March 29th - April 2nd, 2021. Voting goes live March 29th at 10am and closes April 2nd at 5pm. Viewers are judging on 2 categories; performance and appearance. As previous years, judges will score teams based on script quality, creativity, and use of theme.

VARIETY SHOW AWARDS

Gwen Hruska Award

- The Gwen Hruska Award is awarded to the Variety Show that has the **best overall sportsmanship** based on overall conduct and behavior, adherence to policies and deadlines, respectfulness, and positive attitude throughout Frontier Fiesta, including rehearsals, build week, and the event itself. The winner of this award will be chosen by the Frontier Fiesta Association Board of Directors and the Variety Show judges.

Joe Koppel Award

- The Joe Koppel Award is awarded to the **best overall Variety Show** and includes all aspects of the judging criteria (Creativity, Use of Theme, Appearance, Performance, Script Quality, Energy, Crowd Appeal, Bonus Points, and Deductions). More information on this award can be found on uh.edu/fiesta.

1st Place of \$500

2nd Place of \$300

3rd Place of \$200

In the event of a tie, the winner will be determined by level of most viewed performance.

Award winners will receive a trophy and prize money. Organizations will be able to use the prize money to their discretion. The organizations pictures will be displayed around campus on the Digital Screen Marques.

VARIETY SHOW POLICIES

- **No profanity, violence, substance abuse, nudity, or sexual content will be allowed.** The judging criteria will allow for scoring reductions for unsportsmanlike-like behavior, profanity, obscenity, violence, and sexually explicit material.
- **No alcohol or smoking is allowed on site during build week, and it is strictly prohibited to consume alcohol before coming to site or while on site during build week.** Any individuals who violate this policy will face consequences according to the Student Code of Conduct, and teams will face point deductions or disqualification at the discretion of the Frontier Fiesta Association.

GENERAL POLICIES

- The safety of all Frontier Fiesta participants, visitors, vendors, staff, students, and faculty is of the utmost importance. Any act that compromises such safety will be subject to the consequences under rules and regulations of UH Safety

and Risk Management, UHPD, and HPD. Keep safe by being careful and vigilant.

- Security and safety are the sole responsibility of each participating organization. Each production show participant must sign a theft/damage and liability waiver for any claims due to theft, damage, or injury.
- Professional entertainers, technicians, or other persons not currently enrolled as a University of Houston student may not be featured “on stage” in any live performance.
- If the Variety Show Chair or Step Show leader sends an email to me by reading this, then you will get an extra five points added to your total when judging occurs. Only the Variety show chair or Step Show leader must email me telling me you found the secret message and send a picture of your dog or your organization’s favorite dog picture.
- All team members, stagehands, lighting technicians, sound technicians, and any other participants vital to the production show must refrain from consumption of alcoholic beverages prior to or during the performance, or on the show site.
- Additionally, the University of Houston is a tobacco free campus and the use of tobacco products including vaporizers on-site is prohibited at all times.
- Offensive media and language are strictly prohibited. Violators will be banned from Fiesta Live and the performance team will be disqualified from any awards.
- The replacement cost of unreturned or damaged items will be the responsibility of the renting organization. If the amount exceeds their security deposit, there will be a hold on their payout.
- Glass is NOT allowed on-site at Frontier Fiesta.
- All students MUST follow the UH student code of conduct.
 - Failure to adhere to these policies may result in point deductions, loss of security deposit, disqualification, and/or a referral to the Dean of Students Office.

READY? SET? FIESTA!

SIGN US UP!

Registration forms for Variety Shows can be found online at uh.edu/fiesta.

CONTACT

If you have any questions on Variety Shows, please contact the **Director of Productions**.

- Name: Victoria Lopez
- Email: ffpro@central.uh.edu.
- Phone: 832-452-1468



WHAT DAY WAS THIS DUE?

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Early Registration for VS & SS	16
17	18	19	20	21	22	23
24	25	26 ONLINE- MANDATORY VARIETY SHOW INFO MEETING	27	28 IN-PERSON MANDATORY VARIETY SHOW INFO MEETING	29 Registration for VS & SS Due	30
31						

FIESTA 2021

Variety Shows (VS)
Mandatory Info Meetings are mandatory to review the dates listed and answer questions organizations may have.

Contact

For any questions or concerns contact **Director of Productions** at ffpro@central.uh.edu

February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 ONLINE-MANDATORY VARIETY SHOW INFO MEETING	3	4 ONLINE-MANDATORY VARIETY SHOW INFO MEETING	5 IN-PERSON-MANDATORY VARIETY SHOW INFO MEETING	6
7	8	9	10	11	12 Last day for requests for rehearsals online	13 VS & SS Performers List Due
14	15 VS Scripts Due	16	17 VS Initial Rehearsals	18 VS & SS Initial Rehearsals	19 SS Initial Rehearsals	20
21	22	23	24	25	26	27
28						

FIESTA 2021

Variety Shows (VS)
Variety Show Scripts will be returned for revisions. It is expected to send in the revisions a week after revisions from Director of Productions.

Step Shows (SS)
Step Show rehearsals can be flexible with times with sent in requests or informing the Director of Productions.

Contact
For any questions or concerns contact Director of Productions at ffpro@central.uh.edu

March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 VS Final Rehearsals VS/SS Props, Music, Costume Due	4 VS & SS Final Rehearsals	5 SS Final Rehearsals	6
7	MARCH 8TH - 12TH VS & SS Final Recording					13
14	15	★ 16	FRONTIER	★ 18	19	20
21	22	23	24	25	26	27
28	MARCH 29TH – APRIL 2ND FRONTIER FIESTA LIVE 2021					

FIESTA 2021

Variety Shows (VS) & Step Shows (SS)

All performers must be ready to record the week of March 8 – 12. A schedule will be sent out to schedule a time to record in Student Center South. Location will be given closer to time

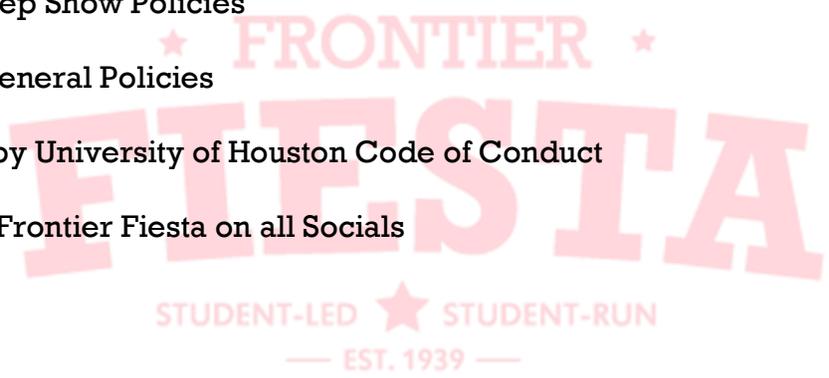
Contact

For any questions or concerns contact Director of Productions at ffpro@central.uh.edu

Step Show Cheat Sheet

Cheat Sheet is here as a checklist to make sure your organization has turned in everything on time. Use this as a guideline and NOT skip reading the policies in the Redbook.

- Submit Step Show Application on Get Involved by **January 29th, 2021**
- Submit online rehearsals requests to Director of Productions by **February 12th, 2021**
- Reviewed COVID-19 Guidelines
- Reviewed Preparing a Step Show
- Read Step Show Policies
- Read General Policies
- Abide by University of Houston Code of Conduct
- Follow Frontier Fiesta on all Socials



Questions? Comments? Concerns?

Contact

Victoria Lopez

Director of Productions ffpro@central.uh.edu or (832)-452-1468

Variety Show Cheat Sheet

Cheat Sheet is here as a checklist to make sure your organization has turned in everything on time. Use this as a guideline and NOT skip reading the policies in the Redbook.

- Submit Variety Show Application on Get Involved by **January 29th, 2021**
- Attendance at Mandatory Variety Show Meeting **January 26th/28th, 2021,**
February 4th/9th, 2021
- Submit online rehearsal requests to Director of Productions by **February 12th, 2021**
- Reviewed COVID-19 Guidelines
- Reviewed Variety Show Basics
- Reviewed Preparing a Variety Show
- Read Variety Show Policies
- Read General Policies
- Abide by University of Houston Code of Conduct
- Follow Frontier Fiesta on all Socials

Questions? Comments? Concerns?

Contact:

Victoria Lopez

Director of Productions ffpro@central.uh.edu or (832)-452-1468