



# Step Sing 2024

## Contact Information

**Productions Promoter:** Mallory Campbell, [mcampbell9@una.edu](mailto:mcampbell9@una.edu)  
**Coordinator of Student Activities:** Becca Bush, [studentprograms@una.edu](mailto:studentprograms@una.edu)

## Important Dates

*All meetings will take place in the SGA Chambers*

**Interest Meeting:** October 3<sup>rd</sup> @ 5:00pm  
**Registration:** October 3<sup>rd</sup> @ 5:00pm to October 24<sup>th</sup> @ 5:00pm  
**Captain Meeting #1:** October 24<sup>th</sup> @ 5:00pm  
**Final Logistics Due:** November 28<sup>th</sup> @ 5:00pm (Submit Digitally)  
**Captain Meeting #2:** January 16<sup>th</sup> @ 5:00pm  
*\*\*Last meeting to change any element of your show!\*\**  
**FINAL CAPTAIN MEETING:** Monday, January 29<sup>th</sup> @ 5:00pm

**Rehearsal Dates:** January 30<sup>st</sup> and 31<sup>st</sup> in Norton Auditorium from 4:00pm to 9:00pm

**Show Dates: Norton Auditorium @ 7pm | Doors @ 6pm**  
February 1<sup>st</sup> – Campus Show (Free of charge to students)  
February 2<sup>nd</sup> & 3<sup>rd</sup> – Judged shows & paid admission

## Expectations

The University Program Council is the host of this event. They expect all participants to compete in a respectful manner; exhibiting pride for their performance as well as their University.



## POLICIES FOR STEP SING 2024

Revised— September 22, 2023

### DISCLAIMER:

Please notice the following items that are NOT permitted

- GLITTER (this includes loose glitter or glitter pieces on costumes or banner)
- Offensive Language/Lyrics
- Leaving props in Norton after the event
- Jumping on or off the stage at Norton

This is not a comprehensive list. These rules are often neglected. Failure to follow these rules will inconvenience and/or disqualify your team from future participation in UPC sponsored events.

### I. GENERAL RULES

- Step Sing will be held annually during the end of January or beginning of February.
- Participation in Step Sing is open to any group of UNA students who wish to participate.**
- All acts proposed for performance must abide by university policy regarding propriety and sensitivity for campus and community presentations as reflected in costumes, theme, music, lyrics, makeup, props and choreography.
- The maximum number of acts to participate in Step Sing during a given year is 15. The first 15 groups to submit their signed contract will receive priority.
- All acts in Step Sing must comply with the following specifications:

Number of Performers	10 to 25 Total
Maximum act length	10:00 minutes

### F. Judging Criteria

Choreography	10 pts
Creativity	10 pts
Musical Quality	10 pts
Showmanship	10 pts
Storyline	10 pts

- Choreography: Defined as any movement whether dance or otherwise, designed to enhance the production. (Did the group look like they practiced for the show? Did the routines seem together, consistent and/or complimentary to each other and to the theme?)
- Creativity: evaluates a group's decisions concerning storyline, costuming, props, choreography, and rewritten song lyrics.
- Musical Quality: refers to the music arranged by participating group members. This category is included to evaluate the degree of difficulty and quality of singing done by soloists, ensembles, and large groups. (Did it sound good? Volume is important, but not more important than music quality.)
- Showmanship: designed to provide an overall estimation of an act. General showmanship, and quality of acting are the major contributing factors in this category.
- Storyline: measures how well the group told a story related to the theme.

**G. Participants and performers must meet these requirements:**

1. All participants must be currently enrolled students.
2. An individual may perform in or direct only one Step Sing act.
3. Groups must follow established technical regulations for Step Sing as described in Section IV.
4. At no time during an organization's performance shall anyone be allowed to leave the stage/backstage area. Performers are not allowed to go down the stairs at the sides of the stage to audience.

**H. After confirmations are made, any changes, additions, or deletions in regard to theme, songs, staging, practices and costumes are to be submitted to the Productions Promoter & Coordinator of Student Activities.**

**II. REGISTRATION GUIDELINES**

ALL submissions are to be made online through <https://cglink.me/2sy/s73>

**A. Registration and Captain Meeting Dates:**

Please see the "Important Dates" page at the end of this packet for due dates, captain meeting dates, and instructions for submitting materials correctly.

**B. Immediately following the final performance:**

1. All props must be removed from Norton Auditorium 30 minutes after the show.
2. **Once the winners are announced, please ensure your team remains in place at their location.** Once the stage is cleared, no more than 5 members of your team are allowed to follow your runner to backstage to gather your items and proceed out of Norton. We will dismiss groups to gather and leave the auditorium in performance order, with the Winning Team dismissing last.
3. Failure to remove properties by the time stated will result in ineligibility of the organization and/or all performing group members from participating in future UNA events until 5 service hours are completed in Norton Auditorium. These hours must be verified by the Norton Technical Director.

### III. RULES OF GOVERNANCE

- A. The Step Sing Procedures Committee will be made up of the Coordinator of Student Activities, the University Program Council (UPC) Productions Promoter, Norton Technical Director, and one nonaffiliated UPC member at large.
- B. Violators of the Step Sing rules, and corresponding technical regulations are subject to the penalties outlined in Section VI – Infraction Assessment.
- C. The Norton Technical Director (TD) reserves the right to determine the safety of any activity associated with the performance from a group and will recommend to UPC supervision that unsafe actions be disallowed. This may include acrobatic stunts from individuals not obviously trained or practiced in their performance. The decision to permit these actions will be left to UPC leadership, with the opinion of the TD placed on record.

### IV. TECHNICAL REGULATIONS

#### A. Performance Space

- 1. Stage size is 40' ft. x 30' ft.
- 2. You may choose up to 25 lighting cues from the options provided by the Norton Technical director. Lights on & off are NOT included in the 25.
- 3. Hand-held microphones will be permitted. **Mic drops ARE NOT permitted. If a microphone is damaged during your performance, you will be held responsible for replacing the microphone through the Norton Technical Director.** Failure to replace properties will result in ineligibility of the organization and/or of all performing group members from participating in future UNA events until properties are replaced.
- 4. Fire, pyrotechnics, animals, GLITTER and/or motor vehicles are strictly prohibited. Violation of this regulation results in an automatic disqualification.

#### B. Props

- 1. All props for an act must be complete and in Norton Auditorium according to the schedule defined in the "Important Dates" page of this packet. If any items are not completed by the scheduled date, the Coordinator of Student Activities and Productions Promoter reserve the right to not allow the use of such props.
- 2. Participants of your specific performance must set up and strike stage props.
- 3. Props are anything that is not attached to the costume (signs or anything that is not present in the whole show or if it touches the ground).
- 4. Groups should not spend an unreasonable amount on props. (For the avoidance of doubt, \$10 per person is a reasonable amount. Groups obviously spending above this amount may initiate stricter rules in the future.)
- 5. **Each team is allowed to use free standing props; however, all props must fit within a 10x5 square marked out for your group backstage. Each prop must be suitable in size, shape, and weight for TWO members of the group to carry it on and off the stage.**
- 6. Props can be carried, rolled, etc. on and off the stage by two people on your team. If it must be assembled on stage to stand, it is allowed, but will be included in your 10 min time restraint.
- 7. All props must fit through a single door 34" x 80"
- 8. Groups leaving items in the backstage, dressing, or technical areas of Norton Auditorium will be suspended from future UPC events until 5 service hours have been performed by members of the organization. The Norton Technical Director

will notify UPC of any items found at the conclusion of the event, and service time must be arranged and completed before clearance will be granted by the Norton Technical Director (TD).

### **C. Costumes and Makeup:**

1. All costume and makeup designs must be approved by the Production Promoter prior to purchases or fabrication and prior to the deadline found in the Important Dates.
2. Costume Budget: the budget for costumes should also be reasonable. For avoidance of doubt, \$625 is the highest reasonable limit to spend on each group's costumes. (This is approximately \$25 per person)
3. Each group must submit an itemized list outlining complete costume costs. This may include screenshots, or quotes including the price of the items.
4. Groups that fail to submit costume sketches or samples to the committee by the deadline may not be allowed to participate or they may be required to wear purple t-shirts and pants if they fail to get costumes approved.

### **D. Audio & Script**

1. Four cordless microphones on microphone stands will be available to performers.
2. Each performing group **is required** to designate a member of their organization to be in the sound booth each night.
3. Each performing group is required to submit a script with both storyline and the music lyrics by the deadline outlined in the dates on page 10.
4. Audio for speaking parts, can be recorded in advance. This is encouraged as it increases the crowd's ability to understand what is being said.

### **E. Lighting**

1. Groups will be permitted to have 25 "lighting changes" (excluding on & off) for each performance. A list of options for effects will be provided by the Norton TD, and groups will be required to submit a "lighting sequence" form by a deadline to be set by the TD. In January, each group will have the opportunity to meet with the TD to discuss lighting options for their show.
2. Any group not submitting a form by the deadline will be given a basic "white light only" performance environment, and only "lights up/down" will be permitted. Lights up, and final blackout do not count as "changes."
3. The technical representative will be responsible for coordinating all lighting and sound during the performance. Representatives will be instructed as to the proper technique for communicating with the lighting and sound operators at dress rehearsal. The Norton Tech Crew is not responsible for mistakes that occur as a result of unclear communication.

### **F. Stage Rehearsals**

1. Each act will be allowed equal stage time, with no exceptions. All aspects of the performance must be worked out in the allotted time of 45 minutes.
2. Dress Rehearsals are closed. Any individuals not on your group's roster will not be allowed on stage, in the wings, or in the auditorium unless previously approved by the Coordinator of Student Activities.
3. No major changes will be allowed in audio, staging, or costuming after the Dress Rehearsal.
4. Everyone needs to be in costume. Only one member of the performance must have full hair and makeup on.

5. Anything not presented at dress rehearsal will not be used in show.

**G. Special Rules** (note- some may overlap with previous rules- this is for emphasis concerning the venue space)

1. No team may pull/enter an audience member onto the stage/performance area.
2. Glitter is not permitted in costumes, banner, or on scenic/prop elements.
3. Actions which damage Norton equipment or facilities will result in disqualification and potential liability for the replacement of damaged equipment.
4. Prop/Scenic elements are not permitted to be left in the backstage or technical areas in, or around Norton Auditorium. This includes the outside sidewalks and corridors adjacent to the facility.
5. Penalty for EACH infraction of the Special Rules will require a minimum of 5 service hours PER INFRACTION.
6. The central goal of step sing is the group singing portion. Therefore, at least 5 minutes (half) of the teams' show must be entire groups singing without the use of a microphone.

**V. JUDGING**

**A. Selection**

1. Step Sing will be judged either one or two nights depending on judge availability.
2. At least 5 individuals will be scheduled to judge the show(s).
3. The highest and lowest score of each group will not be counted.
4. Please realize that the judges may not be entertainment professionals. Efforts will be made to find some individuals with knowledge or experience performing. Judges participate with this event on a voluntary basis to support students and help you give back to the community. They will ultimately represent the general public and therefore may judge performances in an arbitrary manner. If you think this is not a fair practice, please elect not to participate in Step Sing. UPC will attempt to assure the judges that volunteer are un-biased. Because this is impossible to guarantee, the highest and lowest judge's score for each group will be dropped (except in a *sick judge* circumstance).

**B. Scoring:**

1. The maximum score given by each judge will be 50 points.
2. Score Sheet: Score sheets will be collected after each act and will be tallied during the performance by staff members of the Office of Student Engagement these scores will determine the first and second place winners in each division.
3. Upon the conclusion of the event, the judges will gather and rank the performances. The team ranked in the first position upon the conclusion of Saturday night's show will be declared our overall winner.
4. When the results have been established, they will be delivered to the Masters of Ceremony for announcement.
5. The highest and lowest judges' evaluation of each group will not be counted (except when *sick judge* procedure must be initiated).

**C. Winners:**

1. In the announcement of Step Sing Winners, only the placement of the top two acts in the Large Group and Small Group Categories will be identified.
2. Trophies/plaques will be awarded for the top two acts in the Large and Small Group Divisions. The Traditional trophy will be awarded to the Large Group and a new trophy will be awarded to the winner of the small group division.
3. If two or less groups compete in a division, only the top act will be identified

## People's Choice Award

1. Audience members are asked to donate money to their favorite group's act.
2. Each group is responsible for providing two buckets to collect monetary donations from audience members. Buckets may be decorated however the group sees fit.
3. Each group is responsible for having 2 individuals collecting the donations in the wings of Norton Auditorium before the performances each night.

## F. Banner Drop

1. Each group will be provided with a flat twin sheet (38" x 75") at the first captains meeting.
2. Each group will design a banner displaying their group's theme at the banner drop on January 24<sup>th</sup> @ 7pm at Norton Auditorium.
3. Banners will be judged on a scale of 1-10, with thirty (30) being the highest possible total. Areas the groups will be judged on:
  - a. Creativity
  - b. Use of Theme
  - c. Artistic Appeal
4. The judging panel will be made up of participating UNA faculty or staff members.
5. The winner of the Banner Drop will be announced during the award presentation of the night of the final performance.

## VI. INFRACTION ASSESMENT

### A. General Information:

1. This information should be viewed as a guideline to rule enforcement as specific circumstances may dictate alternate action.
2. Penalties for infractions not specifically listed will be assessed by the Step Sing Procedures Committee.

### D. Penalties/Violations Defined:

Violations of the Step Sing rules and technical regulations result in a range of penalties. Penalties will range from point loss and cash penalties to immediate disqualification and next year disqualification. While it is beyond the scope of this document to cover all possible infractions, the following list of penalties will familiarize the captains with the degree of the penalty for general areas:

<b><u>Violation</u></b>	<b><u>Penalty</u></b>
Use of or participation by ineligible members	<b>Disqualification</b>
Failure to submit prop sketches	<b>No props allowed</b>
Failure to submit music	<b>No Music</b>
Failure to group sing for 5 minutes	<b>10 point deduction</b>
Failure to submit costumes	<b>Purple T-shirts and blue jeans</b>
Unapproved Costume Worn	<b>5 point deduction from score</b>

Late submissions of any kind <i>*see important dates</i>	No use in show
Failure to submit practice schedule	<b>You receive a standard schedule written by the Student Activities Coordinator</b>
Failure to submit donation bucket	<b>Disqualification from People's Choice Award Running</b>

## **VII. CONDUCT**

- A. If a group adds an element to their performance which is determined to be inappropriate, the group in question will be notified of the offense in writing and may be referred to the Office of Student Conduct.
- B. Throwing of any objects (boots, canes, etc.) into the crowd or from the stage is prohibited. Failure to abide by this rule will result in ineligibility of the group and its participants from future UPC events until **5 service hours are completed** for Norton Staff. Norton Technical Director must confirm that these hours have been completed.
- C. No team can pull any member of the audience on the stage. Failure to abide by this rule will result in ineligibility of the group and any of its participants from future UPC events until **5 service hours are completed for Norton Staff**. Norton Technical Director must confirm that these hours have been completed.
- D. **No props are allowed to be left on stage after a performance.** Failure to abide by this rule will result in ineligibility of the group and all individuals therein to participate in future UPC events. Please see above (Section IV-B-8) for reference.
- E. **No groups are allowed to rush the stage or jump on/off the stage following the performances or the announcement of winners for the show. (They may use the stairs in an orderly fashion).** Failure to abide by this rule will result in ineligibility of the group and all individuals therein to participate in future UPC events until **5 service hours are completed in Norton Auditorium** and approved by Norton Staff.
- F. Any students participating who show signs or symptoms of intoxication **will be prohibited from performing** due to safety concerns. This includes staggering, slurring, odors, or any other indication alcohol or other substances have been used prior to performing.

## **VIII. NORTON AUDITORIUM POLICY**

- A. No outside food or drink is to be brought into the Norton Auditorium lobby or onto the stage. The rehearsal will be stopped until all food and drink have been removed.
- B. At no time will the use of any tobacco product be allowed on stage or in the building.
- C. Language, behavior and rehearsal clothing must be appropriate for a coed environment.
- D. Please do not sit on the back of the chairs or stand on their seats/arms.
- E. At no time should any group member be on or operate any stage equipment.
- F. During rehearsals and performances, participating members must wear appropriate clothing and footwear at all times.
- G. Any group that is responsible for physical damage to University property while practicing or performing in Step Sing will be required to pay for its repair.
- H. No jumping/climbing on or off of the stage.
- I. **The Technical Director, Assistant Technical Director, and UPC Personnel reserve the right to evaluate any participant who may appear intoxicated by Norton staff or programming volunteers.** Should it be deemed necessary by the individuals listed, UPD on site will evaluate the participant prior to performance. Appearance is defined as "obvious physical impairment,



excessive alcohol scent, slurred speech, or any combination thereof.”

- J. Any student that falls, regardless of obvious physical injury, is subject to the evaluation from a UPD officer.
- K. Any intoxicated individuals will be penalized under university and any applicable Civil/Criminal codes, and the organization they represent will be immediately disqualified, and may be subject to suspension from future events.

#### **I. STEP SING POLICIES**

- A. Step Sing policies are subject to change at any time by the Step Sing Procedures Committee.
- B. If any concerns or questions should arise, the Coordinator of Student Activities will call a meeting of the Step Sing Procedures Committee.
- C. Absence from a Step Sing Captains meeting with notice given to the UPC Productions Promoter or Coordinator of Student Activities will result in a required submitted 2 service hours before the team can participate in the show.

#### **II. PRACTICE POLICIES**

- A. Full practice schedule must be submitted at first captains meeting.
- B. All practices are to conclude by 10pm every evening.
- C. **All practices are subject to being audited by the Program Council. Meaning that we have the right to stop in. Any team found to not be in accordance with these policies will have a five-point deduction to their final score upon first offense. Second offense will result in the organizations removal from the program.**

# Important Dates

**Registration Deadline:** October 24th at 5:00pm (<https://cglink.me/2sy/s73>)

**Captain Meeting #1:** October 24<sup>th</sup> 5:00pm Chambers

- DUE:
1. Drafted Costume sketches
  2. Drafted Prop sketches (such as 3D sizes, shape and color of each prop)
  3. Captains must submit a tentative practice schedule with dates, times, and locations
  4. Storyline draft (can use a script draft)
  5. Theme
  6. Introductions to show
  7. Draft itemized list of costume costs
  8. List of songs to be used in show
  9. Full practice schedule must be submitted. (time, location)

**Details Finalized:** Tuesday, November 28<sup>th</sup> at 5:00pm (Via Campus Group Form)

- DUE:
1. Finalized costumes and Prices
  2. Finalized prop sketches and prices
  3. Finalized list of songs (NOT Lyrics)
  4. Updated storyline draft
  5. Group Photo for program
  6. Group Bio for program
  7. Captain's Headshots for program
  8. Captains Bio for Program

**Captain Meeting #2:** January 16<sup>th</sup> at 5:00pm SGA Chambers

***\*This is the FINAL dates to change any element of your show!***

***\*Everything being turned in must be printed—if it is not turned in, it's not in the show!***

- DUE:
1. TWO finalized flash drives of edited music.
  2. Script including lyrics to ALL songs (including the name of your show title)
  3. Captains will draw to select dress rehearsal time slot.
  4. Song Lyrics
  5. Finalized Roster (Names & L #s)
  6. Banner Drop Banner

**FINAL Captain Meeting:** January 29<sup>th</sup> at 5:30pm SGA Chambers

Covering instructions on dress rehearsal and last meeting for questions and concerns.

DUE: Finalized lighting cue sheet for Norton

**Banner Drop:** January 29<sup>th</sup> @ 7:00pm in Norton Auditorium

**Late Night Breakfast:** January 29<sup>th</sup> @ 7:30pm in the GUC Banquet Halls

**Rehearsal Dates:** January 30<sup>st</sup> & 31<sup>st</sup>

Dress Rehearsal: 4:00pm-9:30pm

Individual 4