# Hippodrome 2023

# Variety Act Guidelines

# March 31

# MISSION OF HIPPODROME

Hippodrome is a celebration of the arts and features the creative talents of Wichita State Shockers! Students interested in participating in Hippodrome can do so in the following ways

* CREATE A SKIT

Assemble a group of friends to write, direct and produce a 15-20 minute production to be performed at the CAC Theater for one nights. Skits are judged by faculty, staff, alumni and members of the Wichita arts community. Awards are given in the categories of best actor/actress, script and overall performance.

* SHOWCASE A TALENT  
  Talented Shockers from all areas of the arts take the stage in between skit productions. We welcome all forms of artists including musicians, magicians, comedians, singer/songwriters and more. Variety acts are judged and cash prizes are awarded to the top performers.
* EMCEE THE SHOW

The Friday night show is emceed by a selected student performer. This performer will introduce skits, variety acts and keep the audience entertained during any down time. Emcees are provided a small stipend for their time.

The SEAL office would like to extend a warm welcome and an advanced thank you to all participants. Your dedication and hard work helps us make Hippodrome possible.

If you have any questions, please do not hesitate to contact the SEAL office. We will gladly answer and address any questions or concerns you may have. So please be sure to thoroughly read and understand all the Hippodrome rules for this year.

On behalf of the SEAL office, we are excited about Hippodrome this year and wish all the participants the best of luck, but most of all, HAVE FUN!

**Erica Stacey**Coordinator of Student Experiences

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# AUTHORITY OF THE

# Office of Student Engagement, Advocacy & Leadership

The Office of Student Engagement, Advocacy & Leadership has developed these skit guidelines and rules to produce a competition which is fair, safe, and fun for everyone. As the sponsors of Hippodrome, the SEAL office has final control over all matters pertaining to any performance held under its auspices.

The Office of Student Engagement, Advocacy & Leadership reserves the right to modify performance rules as needed. All changes, whenever possible, will be given to Directors in writing.

Any additions or changes made to your skit needs to be submitted in writing by your Director to the Office of Student Engagement, Advocacy & Leadership.

The Office of Student Engagement, Advocacy & Leadership reserves the right to stop any skit in progress, if the skit’s subject matter, content or other variables significantly change from the original script submitted.

All complaints, grievances or questions should be submitted in writing to the Office of Student Engagement, Advocacy & Leadership care of the Coordinator of Student Experiences, Erica Stacey. Your concern will be addressed as soon as possible and your Director will be given an official reply by the SEAL office.

Please note that the Office of Student Engagement, Advocacy & Leadership reserves the right to assess additional penalties as necessary.

# DATES AND DEADLINES

**Wednesday, March 2– Due by 5:00 p.m. on ShockerSync**

* Interest Form due
* Drug-Free Policy Agreement due

**Wednesday, March 9 – Due by 5:00 p.m. in SEAL, RSC 216**

* Submit individual/group photo for playbill
* Music due on flash drive with coversheet
* Notified of your Tech Rehearsal and Performance Date(s) after March 19

**Tech Rehearsals**

**Tuesday, March 21 – 6:00 pm in CAC Theater**

**Dress Rehearsal**

NOT REQUIRED FOR VARIETY ACTS

**Performances & Awards**

**Friday, March 31 – 7:00 p.m. in CAC Theater**

# PERFORMER EXPECTATIONS

## GENERAL CHARACTERISTICS

## Hippodrome variety acts have the following characteristics:

* **Performance length:** must not exceed 5 minutes
* Setup/Teardown Time: <5 minutes
* **Equipment**: Must be able to carry equipment inside auditorium in one trip. No assistance will be provided.
* **We can provide**: up to three (3) corded microphones with stands, one (1) cordless microphone with stand, one (1) wooden flat seat stool.
* **Performance dates**: All variety show acts will perform on Friday.

**USE OF MUSIC/SOUND EFFECTS**

If your performance includes prerecorded music, the music must be on individual tracks and on a submitted on a flash drive. It is important to make sure that the music is in **Audio format on a Flash Drive**. Each sound cue should be on a separate track, even if it is the same song. If you fail to check these settings, you risk your music not working correctly. Please have a folder on the flash drive with the title of your variety act performance. The flash drive will need to be turned in with the Music/Sound Effects Cover Sheet.

## REHEARSALS

Performer(s) are required to attend one (1) 15 minute rehearsal. At that time you will perform a run through of your act in its entirety and are expected to bring props and any necessary equipment. This is a run through and allows our technical crew to rehearse and schedule light and sound ques. Performer(s) will have an opportunity to ask questions of the Office of Student Engagement, Advocacy & Leadership and Technical Crew following the run through.

Rehearsal times are scheduled by the Office of Student Engagement, Advocacy & Leadership and take place the week prior to performances. Please see the dates and deadlines list for your reference. Preferences in time and date will be given based on work and class schedules.

## PERFORMANCES

All variety acts will perform once on Friday. Please review the dates and deadlines page for specifics. All variety acts will be given a specific load-in/load-out time as stage doors only open between skit performances. You and your performers are responsible for the load-in and load-out of equipment. Stage hands will be available for some props and to move microphones.

The Office of Student Engagement, Advocacy & Leadership will provide a curtain puller and spotlight operator if requested.

## PLAYBILL

Hippodrome produces a program called the Hippodrome Playbill. To be included in the Playbill you will need to provide a profile/group picture, title of Variety Show Act, and name(s) of participant(s). To ensure the playbill goes to print on time, please be aware of all deadlines. See Playbill Form at the end of this packet.

# **JUDGING & AWARD’S**

## Judging Performances are judged on the following criteria

* Creativity
  + Performance demonstrate originality
  + Utilized creative moves, costumes or music to make performance special
* Delivery/Quality
  + In-tune singing/playing, polished dance moves, vocal projection
  + No/few mistakes
  + Looks polished and is dressed appropriately
  + Performer(s) display poise and confidence
* Showmanship
  + Personality is displayed through performance
  + Engages with the audience; eye contact, movement on stage
  + Attire and props are appropriate and enhance performance
* Entertainment Value
  + Audience response to performance
  + Overall interest in seeing the performance again
* Talent/Technical Ability
  + Demonstrates a level of skill appropriate for the performance
  + Routine/act is well coordinated

## Cash Awards

## The following are awarded based on judges scoring.\*

* 1st place: $150
* 2nd place: $100
* 3rd place: $75

**\***Cash prizes are awarded in the form of a check which is cut by the State of Kansas. Any outstanding debts to the University or State may be held by the respective issuers.

## Award Ceremony

All awards are announced following the completion of all performances on Friday. There will be a brief intermission following the completion of the show in which scores are tallied.

# Performance Policies

## Drug-Free Policy

Any Hippodrome participants found to be impaired or under the influence of legal or illegal drugs or alcohol at any point from arrival to the end of the event will cause their self or group to be disqualified from Hippodrome. Both legal and illegal drugs and alcohol may affect the participant’s performance, the safety of other participants and puts at risk the reputation of all participants.

Directors and organization presidents will be signing a Drug-Free Policy on behalf of the entire organization to make sure that everyone is aware of this policy. In addition, any individual(s) found under the influence will be reported to the Director of Student Conduct and Community Standards potentially resulting in sanctions for individuals and groups.

## Facilities/Use of Stage

For safety reasons, no scenery or persons are to be flown on stage.

For the sake of time, no sets will be permitted for use by variety acts.

For safety reasons, there will no live animals on stage.

Performers will need to stay behind a marked line along the front of the stage. Just beyond this line will be microphones for the performers. These microphones are very expensive and groups will be charged the replacement costs if damage is done to them by any of your skit performers.

It is understood that if your group damages the theater or its equipment, your group will be charged for replacement or repair cost associated with the damage.

All sets, backdrops, props, equipment, or other items must be removed from the theater upon completion of each performance.

Lighting /Sound/ Special Effects

These are not judged categories, but they certainly impact the overall impression of your skit which will affect its entertainment value, which is a judged category. It is your choice how simple or complicated you want the lighting, sound, or special effects to be. The more changes you have in this area, the more possibilities for mistakes. There are limitations on some special effects so please check in advance before assuming you can move forward with an idea. There are regulations applying to ***fog machines, candles, strobe lights and sound***. The Office of Student Engagement, Advocacy & Leadership and the Technical Crew have final say on any and all aspects of this part of your performance. Any questions about lighting/sound/special effects should be directed towards the Technical Crew.

## Passes

Passes are issued to Hippodrome participants who need to come into the front theater doors either to work equipment or enter the stage from inside the theater. All passes must be returned to the Stage Manager before your load out time will stop. All other entertainers **must** enter through the back stage door of the theater. All participants other than your spotlight must leave the CAC Theater through the back stage door.

## Tickets

Although you may be participating in Hippodrome, **you and your guests will have to purchase tickets to Hippodrome if you choose to view other performances.** Friday tickets are $6 for WSU Students, $10 for WSU Faculty/Staff and $12 for the General Public, respectively. Tickets are available at the door.