



Red Book

CARNIVAL BOOTH, SHOWCASE, AND VARIETY SHOW
GUIDE

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CARNIVAL BOOTH GUIDE

WHAT IS A CARNIVAL BOOTH?

A carnival booth is a great way for all student organizations to be seen on campus at Frontier Fiesta. Carnival booths are interactive activities in which attendees can participate and are a great way to promote your organization!

- **Suggestions** – *for more past examples, check the **Frontier Fiesta Guide***
 - Hands-on activities
 - Sell handmade items
 - Distribute homemade snacks (if approved for a Food Permit)
 - Face paint
 - Sell promotional items
 - Artistic work or other talents

CARNIVAL BOOTH POLICIES & EXPENSES

- To reserve a Carnival Booth site, your organization must complete and submit a Carnival Booth application on Get Involved by **Friday, February 15th, 2019**.
- All activities must be reviewed and approved by Frontier Fiesta.
- All approved submissions will only receive a 10'X10' space, one table, and two chairs unless additional requests are made and approved by the Director of Productions no later than March 1st.
- Glass is not allowed on-site at Frontier Fiesta.
- To help keep sites clean, trash should be collected at the end of each day's activities and placed in a trash bag in front of your site by midnight. All trash disposed of in this manner will be picked-up by the Frontier Fiesta Association. All other trash disposal is the responsibility of the organization.
- Tables and chairs must be returned to their specified location after the last day your organization participates. Groups who fail to return tables and chairs, or do not clean their site will lose a portion of their site security deposit. The replacement cost of unreturned or damaged items will be the responsibility of the organization.
- **The only monetary unit accepted at Frontier Fiesta is the Fiesta Buck.** All carnival booths must accept Fiesta Bucks for payment. All Fiesta Bucks collected from carnival booths **must be turned in to the Fiesta Bank at the conclusion of each day's operations.** Each organization's collection will be tallied and a direct deposit for the amount of 75% of returned Fiesta Bucks will be issued to the organization following the event.
- **All students MUST follow the UH Student Code of Conduct.**

- Failure to adhere to these policies may result in loss of security deposit or removal from site.
- 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.
- If a group is not present during their scheduled times to participate they are not able to receive their \$50 security deposit back.
- **Finances**
 - To reserve a Carnival Booth there is a **\$50 refundable security deposit** due no later than **Friday, February 22nd, 2019**.
 - Activities Funding Board may refund up to \$3000 spent on Frontier Fiesta related purchases in order to set up or run your carnival booth. AFB Paperwork is due no later than **Friday, February 15th, 2019**. **AFB money may not be used for security deposits.**
 - Organizations are able to charge Fiesta Bucks for their activity (1 Fiesta Buck = \$1).
 - Organizations keep 75% of Fiesta Bucks earned. In order to receive this reimbursement, your organization must complete the vendor setup process no later than **Friday, February 15th, 2019**. This process is explained in detail on the Carnival Booth Registration form.
 - ***Failure to provide the required documentation lined out in the Carnival Booth Registration form, by April 1st, 2019, will lead to the forfeiture of all monies raised during the Frontier Fiesta event***
 - Be sure to only charge for participation in whole number amounts (\$1, \$5, etc.).

Please see page 19 for information on how to sign up for a carnival booth at Frontier Fiesta, as well as a list of important deadlines.

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.
- An appeal 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 to costs. **There is no maximum on how many organizations can work together!**

- **Finances**

- Financial support
 - Activities Funding Board may refund up to \$3,000 spent on Frontier Fiesta related purchases **per organization**.
 - Keep *itemized* receipts that are neat and not torn. **Unreadable receipts will not be accepted**. It is highly recommended that you make a copy of it to print out in case you lose the original.
 - **The deadline to turn in AFB funding requests is Friday, February 15th, 2019**. Visit uh.edu/afb for more information.

VARIETY SHOWS

Refer to the **Frontier Fiesta Guide** for more information and guidance.

WHAT IS A VARIETY SHOW?

Variety Shows are short productions which are usually musical in nature and may be based on Broadway and big screen hits. Variety Shows traditionally follow a story line based on a chosen theme and incorporate scenes with acting and dance numbers. Some examples of Variety Shows include mini versions of popular musicals such as Oklahoma! And Grease. They can also be an original story set to music, or a collection of popular songs.

Because of the heavy work load required to produce a Variety Show, organizations usually team up to make the show happen. While the performances change from year to year, the names of many shows date back to the original days of Frontier Fiesta.

HISTORY OF VARIETY SHOWS

Variety Shows are one of the oldest elements of Frontier Fiesta. 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?

- Refer to the **Frontier Fiesta Guide** for additional help and examples from past Variety Shows.

THINGS TO CONSIDER BEFORE PLANNING

- **Name your show**
 - Well-established shows will already have a name that's 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.
- **Organize 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 between the Frontier Fiesta Association 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, money, etc. are submitted on time to reduce confusion.
- Build Chairperson
 - This person should be able to coordinate between the Frontier Fiesta Association 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 build chairperson, **make sure one person is accountable** to the Frontier Fiesta Association to ensure build plans are submitted on time. As well as coordinate site safety and front building teams to reduce confusion.
 - **Refer to the FFA Operations Red Book for more information.**
 - Email ffops@Central.uh.edu for any questions regarding build.
- Financial Chairperson
 - Form a Budget
 - It is highly important to form a budget before your show, which includes security deposit, site fee, and 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.**
 - Cost
 - The Variety Show package site fee includes the setup of a tent, chairs, tables, curtains, lights, and sound. **This package will be about \$2,500 which can be divided between the organizations.** This alone will save Variety Shows nearly \$1,250; but by applying for AFB Funding, all

organizations could have their packages paid for by AFB directly.

- In addition to the site fee, **all Variety Shows must pay a \$900 refundable security deposit. AFB funds cannot go towards the security deposit.** *For questions or concerns refer to the FFA Operations Red Book.*
- **Failure to provide the required documentation lined out in the Variety Show Application form, by April 1st, 2019, will lead to the forfeiture of all monies raised during the Frontier Fiesta event**

PLANNING

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 8 as well as the Variety Show Policies (page 22). Be sure to familiarize yourself with the policies in these sections. Refer to the **Frontier Fiesta Guide** for more information and guidance.

- Determine a theme
 - **The theme for Frontier Fiesta 2019 Variety Shows is “STUDENT-LED”** 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 of Grease, your front may be designed to look like a garage. You do not have to limit your theme to an existing production, you can come up with a totally unique concept.
 - **Groups must incorporate UH Cougar & Houston Pride into their shows.**
- Write a 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.

- **Remember that you have a maximum 20 minutes for your show.** If you choose to use an iconic show or character, don't let them become flat renditions within your story line. Character development is important so that the audience can remember and identify with them. Consider using familiar scenes (if using an existing show). Try using a copy of the performance you choose as an outline so that you can focus on the best scenes for your show. There is a wide selection of musicals/movies, etc. from which you can choose to model your production, so you can plan on having an engaging story line. **Scripts must be appropriate for all ages. All scripts must be reviewed and approved by the Frontier Fiesta Association.**
- You don't necessarily have to limit your show to any pre-existing productions but watching different media can give you some clues as to how to develop characters, form transitions, design sets, and most importantly, have a great story. You can incorporate many types of pre-existing productions, pop culture references, iconic people and characters into your own work. Variety Shows must also incorporate school spirit and Cougar Pride into the story as well but try to go beyond simple school rivalries. The more original the story is the more likely it is to stand out.
- The simpler the overall story line, the easier the audience and judges will be able to follow along (but that doesn't mean you cannot create a more rich and complex story). Try to not have any loose ends at the end of your show. Some stories can be self-contained upon the stage, but 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. Try to come up with something original. *Also consider the UH Creative Writing program or other story writers to help you.*
- Anything is fair game, as long as it is appropriate and family friendly. **Your show's script must be submitted to the Director of Productions by Wednesday, February 6th, 2019.** 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.

- **Scripts 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
- **The first page must include:**

- 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 particular characters are important in some way.

- You may also want to mention who is a protagonist and/or antagonist.

— EST. 1999 • 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
- The subsequent pages should have the story divided into acts (2 to 5 acts total, all titled) along with the setting of each act, and list of characters in the scenes. Descriptions of what each character is doing and where they are placed, all written dialogue, transitions, technical effects, when music is played, and when set changes, dancing/singing/other talents are performed should be included as well. 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.

- **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
 - Keep in mind that **each Variety Show 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)
- Use of multimedia (Video, Lighting, Special Effects)
- If you would like to see a sample Variety Show script, refer to the **Frontier Fiesta Guide** for more information and guidance.
 - Choreograph your show
 - **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.**
 - **Check out these videos on YouTube:**
 - Frontier Fiesta 2017 : Chi Omega, Sigma Nu, & Sigma Phi Epsilon <https://youtu.be/56UYcSpot2E>
 - Refer to the **Frontier Fiesta Guide** for more Examples
 - **Keep in mind that only 15 people can be on stage at one time. The stage size for all Variety Shows is 16'x32'.**
 - Background & Set Design

- Because set design spans the division between production and construction, it is best to have someone separate yet in communication with those in charge of production and construction to oversee this activity. Set design involves interpreting the setting of scenes into props and backdrops.
- Sets are often changed several times during a show, so care must be used when designing the sets. The following are some hints for set design:
 - Create the illusion of an elaborate set by painting a three-dimensional backdrop.
 - Props can often be found around the house.
 - 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.
 - **Fiesta is not responsible for providing tools or supplies for hanging backdrops.**
 - **ALL backdrops must be coated with fire retardant paint or spray.**

- **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. Submit your performers list (with all current members and potential participants) by **Wednesday, February 6th, 2019**. 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, Showcase and Variety Shows use prerecorded music to go along with dances or other performances. Many shows use popular music while others use orchestral music. Don't 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 Sunday, February 17th, 2019 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. 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 Sunday, February 17th, 2019.**

- **Props**

- **All shows must submit visual representations of any props being used in the production by Sunday, February 17th, 2019.** Sketches, photos, web images, etc. are acceptable but must accurately represent the actual prop, and include brief descriptions on how they'll be used.

- **Technicians**

- Make sure to select and train your lighting technicians, music technicians, and other behind-the-scenes members (called techies) to ensure they know what they are doing. Whoever is working your lights and music needs to be familiar with the equipment when it is delivered to your tent. Lighting should not blind the performers, and music should be loud enough for the entire audience to hear, but not too loud to cause discomfort. Two people should oversee your performance, it is also recommended that you have one back-up in case neither technician can make it to a show. If you have effects like strobe lights or other special effects, you must warn the audience beforehand. **All technicians must demonstrate their proficiency to the Frontier Fiesta Association during stage rehearsal.**
- Variety Shows
 - Technicians need to be familiar with the choreography, script, and able to recognize cues.
 - Performers using microphones should practice walking and talking with the microphones.
 - **Each tent will have 4 wireless mics, 1 handheld mic, as well as stage AV equipment.**

- **Practice Run-Throughs**

- It is important to schedule weekly practice times for performers. Be sure to plan various in-house/on-site practices before opening night so that everyone is familiar with the stage, lights, and sound equipment. Groups

that share a tent with another show are responsible for coordinating practice times with each other. **Please make sure to send the Director of Productions your on-site practice schedule by Friday, March 1st, 2019.**

- **Variety Shows Additional Information**
 - For the first few months of production, practice should be scheduled by scene.
 - 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. Content will be judged subjectively for any offensive content or any material not appropriate for a family-oriented atmosphere.
 - **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.** Frontier Fiesta scheduled rehearsals will be held on the dates on your Variety Show Registration Form.
 - **Please ensure that you sign up for an initial rehearsal and final dress rehearsal with the Director of Productions.** Also, 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.

TYING UP LOOSE ENDS

- **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 and Frontier Fiesta.
- **Show Times**
 - The Director of Productions will assign show times for all performances and will announce these times to participating organizations. Show times are arranged so visitors can attend one show after another. It is vital to stick to your show schedule not only for competition purposes, but also to allow visitors maximum opportunity to see all the shows. **Points will be deducted if shows do not start/end on time.**
 - Variety Show performance will be during the following times:
 - **Thursday, March 21st 6:00 p.m. - 10:00 p.m.**

- **Friday, March 22nd** 5:30 p.m. - 9:30 p.m.
- **Saturday, March 23rd** 12:30 p.m. - 9:00 p.m.
- **Times subject to change**
- Frontier Fiesta will provide you with a schedule of your performance times.
- **Variety Show organizations must create a physical schedule of their performance times to put on their front along with the names of the orgs participating.**

JUDGING CRITERIA

- Creativity (20 points)
 - Overall uniqueness of show
 - Variety of talents, singing, musical performances, dancing
 - Unique acts, multimedia, choreography, choice of music
- Use of Theme (20 points)
 - Front incorporates theme of show
 - Consistent and creative theme throughout the show
 - Display of originality, concept, completeness
 - Incorporates Cougar Pride
- Appearance (20 points)
 - Quality and creativity, incorporation of show theme for backdrops, props, scene settings, and costumes
 - Use of lighting and sound effects
 - Use of stage and spacing, blocking techniques
- 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
- Script Quality (10 points)
 - Originality of script and creativity of writing
 - Character development
 - Incorporation of theme
- Energy/Crowd Appeal (10 points)

- Level of crowd interaction and audience reaction to the show
- Bonus Points
 - + 1 point each
 - Social Media Competition
 - Survey Completion
 - Fiesta Royalty participation (up to two points)
 - Early Application Submission
 - + 5 points each
 - Having the most participation at the 5k
 - Most volunteer hours
 - Collaboration with more than one organization (**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
 - Most Attended Show
 - Most Money raised in the Fiesta Royalty competition
 - +10 points
 - Best Front
 - Overall quality of construction
 - Attention to detail
 - Appearance/design
 - Originality
 - Incorporation of theme
- Deductions – Point deductions will be a minimum of 1/2 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.)
 - Incorrect front dimensions & specifications (3pts)
 - Missed safety training (5 pts. and a required make-up date)
 - Missed rehearsals (5pts.)
 - Incomplete volunteer hours (5pts)

- Misconduct (2-5 pts. at the discretion of the Frontier Fiesta Board and CSI)

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)

1st Runner Up

2nd Runner Up

Award winners will receive a trophy.

VARIETY SHOW POLICIES

In addition to the Live Productions Policies on page 17, all Variety Shows must adhere to the following 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.
- Any organization that does not conduct rehearsals for the Frontier Fiesta Association will not be eligible for any Variety Show awards and will not be

permitted to perform on site. All actors/actresses must be in attendance or points will be deducted.

- All props and costumes to be used in the show must be ready for use by the Final Dress Rehearsal (March 5th or 6th, 2019).
- Two representatives per organization that intend to be on site at Fiesta City during construction are required to attend the safety brief whether you are only building, decorating, or rehearsing. One of the attendees must be the Build Chair.
- Variety Shows must be a **maximum of 20 minutes long**.
- A **maximum of 15 people can be on stage** at one time.
- Each act is allowed to have **two (2) stage crew** designated to handle music and props for their show. These people must be available as the group performs to set the stage and cue sound personnel.
- All participants **MUST arrive 30 minutes before the entire show for every show** or they will have 1/2 a point deducted from their overall score.
- **The price of admission to all production shows will be one Fiesta Buck per person.**
- The only monetary unit accepted at Frontier Fiesta is the Fiesta Buck. All productions must accept Fiesta Bucks for payment. Any show in violation of the Fiesta Buck Policy will be shut down and disqualified from all awards. All Fiesta Bucks collected from performances must be turned in to the Fiesta Bank at the conclusion of each day's operations. Each organization's collection will be tallied and a direct deposit for the amount of 75% of returned Fiesta Bucks will be issued to the organization following the event.
- **In the event of a tie, the winner will be determined by level of success in the Fraternal Excellence Program through the Center for Fraternity & Sorority Life.**

LIVE PRODUCTION 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.
- **All participants must be currently enrolled UH students with a minimum cumulative GPA of 2.0. Your list of performers MUST be approved by the Frontier Fiesta Association.** A list of all performers must be sent to the Director of Productions by **Friday, March 1st, 2019**. 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.

- **All team members, stage hands, 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 is strictly prohibited. Violators will be escorted from Fiesta City and the performance team will be disqualified from any awards.
- 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.
- To help keep sites clean, **trash should be collected at the end of each day’s activities** and placed in a trash bag in front of your site by midnight. All trash disposed of in this manner will be picked-up by the Frontier Fiesta Association. All other trash disposal is the responsibility of the organization. **Tables and chairs must be returned to their specified location after the last show of your event.** Groups who fail to return tables and chairs, or do not clean their site will lose a portion of their site security deposit. The replacement cost of unreturned or damaged items will be the responsibility of the renting organization.
- 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.

Please see page 19-22 for information on how to sign up for a variety show at Frontier Fiesta, as well as a list of important deadlines.

READY? SET? FIESTA!

SIGN US UP!

Registration forms for Carnival Booths, Step Shows, and Variety Shows can be found online at uh.edu/fiesta.

CONTACT

If you have any **productions** questions, please contact the Director of Productions.

Email: ffpro@central.uh.edu.

Phone: 832-361-4391 ★ FRONTIER ★

If you have any **operations** questions, please contact the Director of Operations.

Email: ffops@central.uh.edu



DATES & DEADLINES

JANUARY 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday		
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
		Mandatory Variety Show Info Meeting				

FEBRUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
					Mandatory Variety Show Info Meeting	
3	4	5	6	7	8	9
		Mandatory Variety Show Info Meeting	Variety Show Initial Scripts, Performers List Due			
10	11	12	13	14	15	16
		Feedback from the board Due			Carnival Booth Application Due	
					ARF Funding Requests Deadline	
17	18	19	20	21	22	23
Revised Scripts, Music, Props, Set Design and Costume Design Due	Variety Show Security Deposit/ Site Fee, Theft & Liability Waiver Due	Run - Through		Feedback from the board Due	Carnival Booth Security Deposit Due	
24	25	26	27	28	1	2
Final Scripts Due		Initial Rehearsals				

MARCH 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
3	4					
		Final Dress- Rehearsals	Final Dress- Rehearsals			
10	11	12	13	14	15	16
		MARCH 9th through MARCH 17th is BUILD WEEK				
17	18	19	20	21	22	23
		Stage Rehearsals		Frontier Fiesta	Frontier Fiesta	Frontier Fiesta
24	25	26	27	28	29	30
					Frontier Fiesta Award Show	
31	1	2	3	4	5	6

Tear Down