PAC Handbook

This handbook is intended for members of the Performing Arts Council. It should provide all resources including personnel, policies, and equipment necessary to produce a show at Penn.

Last edited September 2015

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What is PAC?
PAC is the Performing Arts Council of the University of Pennsylvania.

What do we do?
The Performing Arts Council (PAC) is organized into four sub-committees: Dance, Theatre, A Cappella, and Singers Musicians and Comedians (which also includes spoken word). PAC and it's advisory office, Platt Student Performing Arts House, offer training workshops and master classes throughout the year, alumni programs, career training, a summer theatre internship scholarship, as well as resources on the performing arts in Philadelphia. PAC and Platt House exist to support the ongoing activities of the member organizations of PAC including rehearsals and shows.

Who do we work with?
- Annenberg Center
- Museum Facilities
- Music Department
- Office of Student Affairs
- Theatre Arts
- Visual Sound
- VPUL Facilities

PAC Meetings
Once a month the Performing Arts Council holds mandatory General Body Meetings (GBMs), which all member organizations must attend.

External Communication
For a variety of reasons you must use the Platt House mailing address for any external communication with clients and vendors. The address should always include your group name, your name if possible and all of the following:

Platt Student Performing Arts House
160 Stouffer Commons
3702 Spruce Street
Philadelphia, PA 19104-6026

If you are having packages sent – please have them sent only in your chair/president’s name with the group name and Platt Student Performing Arts House in the address.

Platt House Fax Number: 215-573-8056
PAC Groups are permitted to use the fax machine (the photo copier located in 170). Please be sure to have the sender include your name and your group name on the fax.

Administrative Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Platt Student Performing Arts House</td>
<td>Laurie McCall</td>
<td><a href="mailto:lmccall@upenn.edu">lmccall@upenn.edu</a></td>
<td>215-898-2312</td>
</tr>
<tr>
<td>Associate Director, Platt Student Performing Arts House</td>
<td>Maria Fumai Dietrich</td>
<td><a href="mailto:mariafu@upenn.edu">mariafu@upenn.edu</a></td>
<td>215-898-2150</td>
</tr>
<tr>
<td>Technical Supervisor</td>
<td>Peter Whinnery</td>
<td><a href="mailto:whinnery@upenn.edu">whinnery@upenn.edu</a></td>
<td>215-898-5823</td>
</tr>
<tr>
<td>Assistant Shop Supervisor</td>
<td>Michelle Moller</td>
<td><a href="mailto:pacshop@dolphin.upenn.edu">pacshop@dolphin.upenn.edu</a></td>
<td>215-898-5823</td>
</tr>
</tbody>
</table>
Pre-Production Meetings
Early each semester, the Director of the Platt Student Performing Arts House and the Technical Supervisor of Student Performing Arts will hold mandatory pre-production meetings. Each group that has a show scheduled for that semester must send at least 2 representatives to the meeting, preferably stage manager and/or technical director types. If by that point, a production has not assigned a stage manager at the minimum, that organization will lose their rehearsal space until they assign one. **Light and sound board operators (if needed) must be assigned by the 3 week production meeting (when the Tech Rider is due) with the Technical Supervisor, or the group will lose rehearsal space.**

Auditions
Auditions are held at the discretion of sub-committees. Each sub-committee chair is responsible for monitoring audition and call back times to avoid conflicts. Platt House staff assists in securing the necessary space. It is expected that students who audition and are called back go to each call back they receive.

Securing Rehearsal Space
- **Rehearsal space is never guaranteed.**
- How to reserve reoccurring space:
  - ACK and SMAC weekly reoccurring space reservations are arranged on a semester basis by Platt House staff.
  - The DAC Chair similarly manages DAC weekly reoccurring space reservations with the support of Platt House staff.
  - TAC-e space is allocated on a monthly basis to account for University partner organizations Perelman Quad and Annenberg Center Live processes.
  - It is the responsibility of PAC groups to complete the necessary forms and correspondence to ensure Platt House staff and PAC-Exec are equipped with the necessary information to allocate space fairly.
  - A la Carte rehearsal space is available by completing the Rehearsal Space Request Form ([http://www.vpul.upenn.edu/platthouse/rehearsalspace](http://www.vpul.upenn.edu/platthouse/rehearsalspace)) or e-mailing platthouse@pobox.upenn.edu. At least three days’ notice is required.
- Space reservations can be changed or cancelled even within 24-hours due to University closure or space constraints.
- Standing space reservations are not in effect for University holidays and breaks.
- PAC-sponsored activity including mandatory rehearsals is not permitted during Reading Days and Finals.
- **If you are not using regularly scheduled rehearsal space you must cancel it with at least 2 working days notice.** If you do not, it is possible that the facility will charge your group a fee. Cancellations should be sent to the Associate Director of the Platt Student Performing Arts House and your sub-committee chair.
- For groups using copyrighted material, no rehearsal space will be allocated until Platt House Director receives written confirmation of rights and royalties.
Rehearsals In Spaces Other Than Platt House

- We are at the discretion of our campus partners – it is expected that PAC groups be good citizens and respect all rehearsal venues.
- If you have a problem with a VPUL space (Houston Hall, Williams, ARCH, IGT, Irvine) not being opened or staffed please call a VPUL manager at 215-399-6019.
- When in Irvine, always have your PennCards with you at all times. Note: there are no rehearsals held in Irvine when there is an event in the main hall.

Sub-Committee Specific Rehearsal Issues

- **A Cappella:** Due to their flexible and modest rehearsal space needs, Platt House provides limited rehearsal space for ACK groups. Most ACK groups rehearse in classrooms or multipurpose rooms in VPUL spaces like Williams Hall or Houston Hall. These spaces can be reserved at http://www.vpul.upenn.edu/perelmanquad/reserve/reserve.php. You must request with plenty of notice – the ideal is 2 to 4 weeks in advance. In addition, many a cappella groups will reserve space in College Houses. This must be done, usually by a resident, with the main office of that college house. Platt House is available on a limited basis for a cappella rehearsals, typically one rehearsal slot per week.

- **Dance:** The dance rehearsal schedule is done on a semesterly basis by the Dance Arts Council Chair, approved by Platt House staff in any number of suitable spaces including the Emily Sachs Dance Gallery in Irvine, Platt Rehearsal Room in Houston Hall, The Parents 2004 Studio in the Platt House, The Harnwell College House Dance Gallery, and the Studios in the Pottruck Fitness Center. All rehearsal changes, inquires etc. should be addressed to both the DAC chair and plathouse@pobox.upenn.edu.

- **Theatre:** Theatre, Mask and Wig, and Bloomers rehearsal schedules are done on a monthly basis. In consultation with the Theatre Arts Council Chair, Platt House staff determines the fairest arrangement for groups based on show dates, cast size, and show type. Theatre rehearsal spaces available to PAC are 179 and 180 in the Platt Student Performing Arts House, Platt Rehearsal Room, IGT Stage and Rehearsal Room, Irvine G-16, G-7, and Green Room, and Annenberg 209 and 516. You cannot tape out sets in every room (i.e., you can not put tape down on the rehearsal room floor for the semester). Spike tape (cloth backed) is better than Painters tape for taping out ground plans. Avoid Masking tape and Duct tape. Please request permission before taping a ground plan in any space. Once a group is in their performance space for tech week they are not allocated rehearsal space.

- **Music and others:** Most music organizations other than a cappella establish semesterly rehearsal schedules requested to the Associate Director to be scheduled in the Platt Student Performing Arts House.

Shows

**Yearbook Photographers**
You should always have the yearbook photographers on your comp list, particularly in Annenberg Center Live. They will not let them in without a ticket. This applies to others like videographers, etc.

**PAC Executive Board**
PAC Exec Members are granted a ticket to each of your shows if they wish to attend. This is to guarantee that the Exec Board can get to as many shows as possible to support all PAC groups.

**Groups that deal with rights and royalties**
You must request rights and royalties in a timely fashion. There are a few companies that cannot take either purchase order or procard and will not send materials without payment. This means that you must work significantly in advance since issuing a check from an invoice can take three to five weeks.
**Special Audiences**
If you expect, intend to or have invited any of the following to your event (shows or otherwise), the Director of Student Performing Arts must be notified three weeks in advance of the event.

- Any elected official – local, regional, national or international.
- Any Press other than UPenn (DP, Almanac, Yearbook, Penn Current, etc).
- Anyone with a basic level of fame or public popularity.

If you are uncertain about meeting the criteria above, notify the Director and they will make the determination.

**Collaborations / Space-Shares**
Due to availability of adequate performance venues, every PAC organization may perform up to one and a half shows each academic year. That is one solo show and one collaborative show. PAC Exec and the Director of the Platt Student Performing Arts House must approve the collaboration – criteria listed below. A PAC group may perform one solo show or two collaborative shows if they so desire.

PAC Collaborations must be worked out between the two organizations. Collaborative shows will receive additional tech time to facilitate the coordination, but not more than 10 additional hours. Collaborations may take the form of a true collaboration – that is two organizations producing and performing one show together, or it may be a sharing of space – that is one group does a *shortened* early show and the other a *shortened* later show.

All schedules and financial arrangements must be made prior to the show and be kept in writing. The PAC executive board or the Director of the Platt Student Performing Arts House are available to consult on financial or other arrangements. It is the responsibility of both organizations to follow-up on financial matters to be certain that revenue is divided appropriately. It is important to know that most facilities will only transfer revenue to one account; the producing organizations must follow-up with OSA financial staff to divide proceeds.

If a PAC organization wishes to perform more frequently, they may not use any SAC allocated funds for said performance - that is the space and all production costs must be secured and paid for by revenue (only if there is no SAC debt).

**Production requirements**
Performance groups are expected to produce their show with the funds supplied by the Student Activities Council (SAC) and any additional funds they may have from revenue. Production costs of all approved (by the Director of the Platt Student Performing Arts House) performance venues will be covered by SAC, not taken from allocated production funds. All facility charges will show as a deficit to each organization on SAC on-line until the end of each fiscal year when those costs are credited back to the organization. Any non-standard production costs (see below) will not be credited back to the organization. Such costs must be approved by the Director of the Platt Student Performing Arts House before the production, and will only be approved if the group has sufficient revenue at that time to cover said costs.

Additional information on productions, including building a staff and sample production schedules is available at [http://www.vpul.upenn.edu/pac/producing.php](http://www.vpul.upenn.edu/pac/producing.php).
Dance Floors
Student Performing Arts owns two dance floors; one is a regular marley. The other has a harder surface for tap, ballroom, swing and Latin style dance. The floors are for shows only and must be transported by the group to and from the show location. To arrange for pick up and drop off contact Visual Sound at irvprod@pobox.upenn.edu.

Non-Standard Production Costs:
- Follow-spots
- Additional staffing for video taping
- Additional staffing for curtain (Zell)
- Additional lighting or sound equipment beyond what is provided in the theatre.
- More than 7 microphones for a cappella groups
- LCD projectors and screens

Securing Personal Items During A Show:
You must be responsible for securing your personal belongings and valuables during your show and sometimes rehearsals. It is generally the stage manager’s responsibility to gather those items (or for the cast member to give to the Stage Manager) place them in individual zip lock bags and then keep them with him/her at all times in the booth or wherever during the show so that at no time are valuables left unattended. This also means you should make your SM’s job easier by not bringing laptops, multiple ipods, etc. to the show so that they have a reasonable amount to manage. Most of the spaces we perform in are difficult to secure completely during performances.

Production Check List
Contacts
1. Director, Platt House: Laurie McCall, Platt House, lmccall@upenn.edu
2. Associate Director, Platt House: Maria Fumai Dietrich, mariafu@upenn.edu
3. PAC Tech Advisor: Peter Whinnery, 41st and Walnut, 898-5823, whinnery@upenn.edu
4. Annenberg Center Student Tech Advisor: Phil Haberek and Jim Cackovich, 573-7287, phaberek@ac.upenn.edu, jimcack@ac.upenn.edu
5. Annenberg Center Director of Audience Services: Kristina Bonaventure, kbona@ac.upenn.edu
6. Visual Sound Technical Director: Dawn Blandford/Ryan McTaggart 200 Irvine, 573-8511, pqav@pobox.upenn.edu
7. Annenberg Center Box Office Manager: Al Freeman, freeman@ac.upenn.edu, 427 AC, 898-9081
8. Assistant to the Director of VPUL Facilities –for Irvine Events: Laura Carney, 307 Houston Hall, 573-4638, lcarney@upenn.edu
9. VPUL Facilities Assistant – for Tickets in HH, IGT, Irvine and HH set up for shows: Katrina Shope – Kshope@upenn.edu -307 Houston Hall, 898-5552.
10. Office of Student Affairs Financial Advisor to PAC – Jan, 200 Houston Hall, 898-0455, keedzh@upenn.edu

Please be certain to see each of these people to set up details for your show. These meetings are not optional. Note that your first stop should always be Peter Whinnery. Please note the approximate advanced time that you should see these people prior to your performance. You may be asked to see others.

Ticketing and Program Notes
- It is imperative that ticket transactions happen fairly and transparently with a same-time exchange of money for ticket.
- Online Tickets can be sold only through Ticketleap or Event Brite. NO online tickets can be sold if the show is in Annenberg and they are selling tickets for you on their site.
- All tickets for PAC recognized groups should include: “Alcohol is not permitted at this event.”
- All program covers will include: “Alcohol is not permitted at this event. Violators will be sent to the Office of Student Conduct.”
- All shows in IGT, Irvine and Houston Hall must have tickets printed by VPUL (see checklist).
- It is illegal to oversell houses and student groups who do so are responsible for the consequences.
- You are responsible for not exceeding the seating capacity of any space. If you are not sure of the seating capacity check with the Platt House Director or Technical Supervisor.
- The following ticketing policies apply to the Annenberg Center.
  - Students must meet with either the box office manager or the asst. box office manager before any tickets will go on sale. (This will be a separate meeting from the 4 and 2 week meeting with Jim Cackovic/Phil Haberek, occurring sometime after my 4 week meeting and before the 2 week meeting.)
  - At that meeting, all ticketing information must be provided. No changes or updates will be accepted.
  - A hard deadline will be set for comp lists at that time. If the deadline is missed, no comp list will be accepted.
  - The company manager for the performance group is expected to be available for any ticketing questions or problems while tickets are on sale. (including prior to and during performances) If they are not, resolutions will be left to the sole discretion of the acting box office manager.
  - Annenberg Center Live House Manager Kristina Bonaventure will assist you with house management issues in all Annenberg Center spaces.

### Meeting Schedule

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<thead>
<tr>
<th>Venue</th>
<th>Who Should Be Present</th>
<th>Time of Meeting</th>
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<tbody>
<tr>
<td>All</td>
<td>Peter Whinnery</td>
<td>6 weeks prior to show</td>
</tr>
<tr>
<td>Harrison Auditorium</td>
<td>Laurie McCall, Dawn Blandford/Ryan McTaggart</td>
<td>4 weeks prior to show</td>
</tr>
<tr>
<td>Rainey Auditorium</td>
<td>Laurie McCall, Dawn Blandford/Ryan McTaggart</td>
<td>4 weeks prior to show</td>
</tr>
<tr>
<td>Iron Gate Theatre, Houston, Irvine Auditorium</td>
<td>Dawn Blandford/Ryan McTaggart</td>
<td>3 &amp; 2 weeks prior</td>
</tr>
<tr>
<td></td>
<td>Katrina Shope</td>
<td>4 weeks to order tickets and if in Houston Hall to discuss riser and other set up</td>
</tr>
<tr>
<td></td>
<td>Laura Carney</td>
<td>4 weeks if using Irvine</td>
</tr>
<tr>
<td>Annenberg Center</td>
<td>Jim Cackovic/Phil Haberek</td>
<td>4 and 2 weeks</td>
</tr>
<tr>
<td></td>
<td>Kristina Bonaventure</td>
<td>4 weeks</td>
</tr>
<tr>
<td></td>
<td>Al Freeman</td>
<td>4 weeks and 2 weeks for shows in Zell</td>
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Peter Whinnery can prepare you for any production meeting by explaining the expectations and assisting with design concepts and implementation.

**SAFETY ISSUES!**
- All weapons used as props in any production must be inspected by Peter Whinnery or Phil Haberek before first use.
• Any sharp props such as knives, pokers, tools, etc must also be vetted by Peter Whinnery or Phil Haberek prior to first use.
• All potentially flammable or explosive pros must be inspected and approved by Peter Whinnery or Phil Haberek prior to first use.
• No open flame or smoking is allowed in any performance space
• All weapon props should be regulation theater props and there for not dangerous such as plastic, collapsible, or fake.
• Any objects that were not vetted and cause bodily harm during rehearsal or production will result in loss of show privileges at the very least.

**Other important issues:**

• The Platt House Director must approve any tech requests, above and beyond the lighting and sound provided by the performance space.

• All tech week schedules must not exceed the maximum tech staff hour limitations for your organization.

• Theatre: 50 hours, Musicals: 60 hours, Dance: 40 hours, Comedy, ACK, Other: 20 hours

• As a standard, Zellerbach users will not be permitted to use the front curtain.

• Prince seating capacity - With Row A out, they will release 177 tickets of the 189 seats (200 with row A in of the 211) for sale. The evening of the show, the remaining tickets will be available for walk-up sales at the box office. This is to ensure houses are not oversold and they do not violate fire code.

• All final production schedules and staff lists must be submitted to Platt House Director and Tech Advisor 2 weeks prior to tech week.

• You must submit a written show report form to PAC exec within two weeks after the show has ended. The form can be found here – [www.vpul.upenn.edu/pac](http://www.vpul.upenn.edu/pac) click producing a show. Then click forms.

• You must provide your own ushers: IGT-6, Houston Hall-4, Rainey-4, Harrison-6, Irvine-6, Zellerbach-6, Prince-4. In the Annenberg Center one additional student will be needed to serve as dressing room post.

• If you are using Iron Gate Theatre, loading and unloading must happen from the rear driveway off Sansom Street. You may NOT use the small parking area in front. The rear gate must be kept locked at all times. You may NOT park any cars inside the gate.

• IGT Load ins on Sundays cannot happen until 1 pm.

• If you are in a VPUL Space (IGT, ARCH, Irvine or Houston Hall) and there is no staff person to unlock the space call 215-399-6019.

**Annenberg Center Volunteer Usher Responsibilities**

Each group assigning volunteers for their shows submit the names of the volunteers to the Box Office Manager at least 72hrs prior to show start. If your groups does not provide ushers you will pay for the equivalent number out of revenue.
VOLUNTEER USHER OBJECTIVE: To provide quality customer service to patrons attending SPA events at the Annenberg Center for the Performing Arts, assist in event preparation and conclusion and effectively assist patrons in an emergency.

ESSENTIAL JOB DUTIES (to be discussed at orientation)

1. Arrive on-time one hour prior to show start to undergo orientation with House Manager.
2. Dress Code for front of the house usher staff is all black business casual.
3. Assist with event programs. Duties include stuffing programs with inserts, distribution of programs to stands, maintenance of programs and collection of programs at events’ end.
4. Actively assist with established emergency procedures. (Familiar with location of exits and emergency behaviors)
5. Assist House Manager with procedures related to safety and security of the patrons and center.
6. Assist patrons with disability-related issues.
7. Provide accurate knowledge to patrons regarding venue logistics (i.e. location of ticket office, restrooms, phones, concessions, coat check, etc.)
8. Read event tickets and ensure proper dates, times and location of theatre before permitting patrons in.
9. Escort patrons to their seats.
10. Monitor physical surroundings in assigned area prior to and throughout event for safety, cleanliness and functionality; contact the House Manager with questions, comments, or concerns.
11. Respond quickly and courteously to patrons’ needs, questions, comments, or concerns with answers and/or action.
12. In case of emergency, actively assist in safeguarding patrons.
13. Check out with House Manager at end of event.

Production Expectations
What the advisors (Laurie McCall and Peter Whinnery) will do (i.e., what to expect from Peter and Laurie):

- Provide basic advisement on the requirements of using a particular space.
- Provide a basic sample and overview of a production schedule, and the student tech staff needed.
- Discuss appropriateness of initial design concepts.
- Review the production schedule hourly limitations. (Mandated by the Provost’s Office)

These are the maximum number of hours your group may use tech staff. Work light rehearsals with no tech staff will not count. Group will be charged for any hours over 10 Work light hours. Work light hours cannot be scheduled on Performance days. Work light hours should be scheduled before Tech hours (i.e. 5-7pm) and cannot be scheduled after Tech hours (i.e. 11-midnight) Meal hours will not count.

- Theatre - 50 tech hours including shows (approximately 38 non show hours)
- Musical - 60 tech hours including shows (approximately 48 non show hours)
- Dance – 40 tech hours including shows (approximately 28 non show hours)
- A Cappella & Other – 20 tech hours including shows (approximately 12 non show hours)

If the maximum tech hours are exceeded your organization will lose performance privileges for the following semester or year.

- Advise on collaborative projects prior to scheduling.
- Provide ongoing support and advisement when necessary.

What the students will do:

- Schedule and attend 6, 4 and 2-week production meetings with the appropriate staff person. (See production check list)
• Provide a complete list of production and technical staff needs to Laurie McCall, Peter Whinnery and your facilities staff (Irvine Production or Annenberg Center).
• Provide AT MINIMUM a light and soundboard operator and stage manager for each performance in IGT, The Prince, The Studio and Houston Hall Auditorium.
• Have a full production staff (see above) (dependant on type of performance and location) 2 weeks prior to tech week. If the minimum production staff is not met the show will be cancelled.
• Provide the minimum ushers per space requirements
  o Irvine – 6 or 7
  o Zell – 6 or 7
  o Prince - 4
  o IGT - 6
  o HH Aud - 4
  o Rainey - 4
  o Harrison – 6
• Usher names should be submitted to the facilities staff 1 week prior to the production. If the minimum number of ushers do not show the facility will provide ushers for that show and the next show at the organizations expense. (SAC will not cover this expense)
• Your organization must adhere to the tech hour restrictions listed above.
• Submit the post show evaluation form to PAC exec.
• Have any technical costs above and beyond equipment already in the theatre approved by the Director of Student Performing Arts prior to rental or purchase.

What the technicians/facilities staff will do:
• Work in an educational and considerate manner with all students. Serve as mentor, teacher, advisor.
• Schedule and attend 4 and 2 week production meetings
• Provide written templates of standard tech schedules
• Alert Peter Whinnery and Laurie McCall of ongoing problems/concerns
• Produce a written cost estimate 2 weeks prior to the performance to be approved by Laurie McCall. Any costs above and beyond technical staff must be approved by Peter Whinnery or Laurie McCall prior to commitment.
• Enforce hourly limitations for student performance groups during tech time, while considering emergency and unforeseen situations.
• Alert Peter Whinnery and Laurie McCall when a student group approaches or exceeds their allotted tech time in a space.
• Make every effort to keep all costs, equipment and staffing at a minimum.
• Complete a written post-production evaluation form within 2 weeks of the performance date. Collected by the Director of Student Performing Arts.
• Complete budget transfer/billing transactions within 2 weeks of the performance date.

Poster Policies
• You may not poster over other university organizations
• You may only post two posters on each kiosk.
• You may not poster on the ground, poles, signs, benches or buildings.
• You may chalk Locust Walk and Wynn commons and only on uncovered ground where rain will wash it away.
• You man not chalk buildings, building steps or any decorative item (like the compass).
• You may not use spray chalk or hair spray over the chalk.
• You must have permission to post in any university building – particularly college houses.
Additional polices are found at:
http://provost.upenn.edu/policies/pennbook/2013/02/15/poster-policy

Other Important Polices
The University takes very seriously its own and the state anti-hazing policies and laws. Please familiarize yourself with these policies at:
http://provost.upenn.edu/policies/pennbook/2013/02/15/antihazing-regulations

For other important university policies see:
www.vpul.upenn.edu/osl/policies.html

Under no circumstances is alcohol or other illegal substances to be present in any rehearsal or performance facility. If students are identified with alcohol or other illegal substances in a rehearsal or performance space they will be subject to investigation and possible repercussions as determined by the office of Student Conduct. In addition the group will immediately lose all rehearsal and performance space for the remainder of that semester.

If alcohol or other illegal substances is logically presumed to have been present at a show or rehearsal, either in connection with students or the audience, additional security will be mandated for that organization on subsequent shows at their cost.

*All tickets for PAC recognized groups should include “Alcohol is not permitted at this event.”*
*All program covers will be required to include “Alcohol is not permitted at this event. Violators will be sent to the Office of Student Conduct.”*
*All posters should say “This is an alcohol free event”.*

If problems of this nature persist, individual facility managers have the right to refuse facility use for specific organizations.

Other Events.
PAC groups may not serve as sponsoring agents for all-campus, large performances unless they meet the following two requirements.

1) They can prove that all costs will be covered with no loss to themselves (the PAC group).
2) They partner with one or more committees of SPEC (social planning and events committee).
SAC allocated funds may only be used towards performances of the funded organization.

Workshops
On a regular basis and often in collaboration with other University organizations, Platt House and the Performing Arts Council provide master classes and workshops in skill building related to the performing arts. These are available to all students and sometimes community members, and can be found at: www.vpul.upenn.edu/platthouse/events.html or by contacting Platt Student Performing Arts House at 215-898-2312 or platthouse@pobox.upenn.edu.

Community Service
PAC has a community service coordinator whose responsibility it is to assist, if needed, any PAC groups who do or wish to do community service as part of their mission. The Community Service Chair also collaborates with Center for Community Partnerships and the Civic House to provide opportunities for performing arts groups and their members to serve the greater Philadelphia community. Information on service activities can be found by contacting the Platt House Associate Director, Maria Fumain Dietrich, mariafu@upenn.edu.
Community Ticketing Program
An inventive way to expand your audience while giving the opportunity to see live performances to those who may otherwise be unable to do so, the Community Ticketing Program offers a platform for PAC groups to donate a portion of their tickets to the community for their show. The Platt Student Performing Arts House Associate Director is the main point person for PAC group leaders as well as the community organizations seeking tickets. To make this experience a positive one for all involved we have decided on some guidelines to clarify the process of ticket donations.

PAC groups interested in donating tickets should e-mail Platt House Associate Director Maria Fumai Dietrich at mariafu@pobox.upenn.edu with the following information:

- The name, date and time of the performance.
- The location, both the auditorium name as well as the address.
- A description of the show’s content and what audience it is appropriate for (e.g. general admission, children, teenagers, or adults only).
- Please note the length of the performance and if there is an intermission.
- Include the number of tickets you are donating for each date (especially if you are donating tickets for multiple shows).

PAC groups must e-mail this information minimally 3 weeks before the show. Such advance notice is required to ensure community organizations ample time to utilize the opportunity.

If there is a certain community organization you would like to reach out to, include that in the e-mail as well. If your group already has a contact person within a community organization, you do not need to go through our process to donate tickets to them.

Platt House staff will inform you of the names and quantities of Community Ticketing Program takers. Groups are responsible for distributing the tickets via Will Call.

After the show, drop off the ticket stubs that have a mark on them indicating they were a used donated ticket. This allows us to keep track of who has taken part in our program.

Instructors – paid or guest artists
All instructors or Directors must have signed letters of agreement with the Director of Student Performing Arts. They will only be paid according to the stipulations of that letter. Additions or changes must be approved by the Director. Please fill this form out to start the payment process. 

Your SAC budgets
- All SAC recognized organizations have a SAC executive board liaison.
- Your treasurer must attend PAC treasurer meetings – check the PAC web site or the Platt digital signs for dates and times.
- You may pay most invoices through your SAC account, but be aware that requesting a check for payment of an invoice can take three to five weeks time. Some invoices can be paid with a procard and that should be discussed and arranged with Jan – your OSA financial advisor.
- Any overspending in the categories given to you by SAC will put you in debt. You cannot move allocated money without requesting to from SAC.
- Any PAC organization carrying a SAC deficit of $5000 or more at the end of the academic year (to be determined by the Director of the Platt Student Performing Arts House and the Associate Director of
Student Affairs) will only be allowed one solo show or two collaborative shows for the next academic year.

Tours/Trips
SAC generally does not fund trips or tours.

The Shop
Theatre and musical theatre groups may use the shop to design and construct sets and costumes or design lights and sound. All sets must be approved by the Technical Supervisor (Peter) and by any necessary staff for the performance facility (Annenberg, Visual Sound) before construction begins.

Dance and other organizations may schedule up to 10 hours only in the shop as available (Theatre and Musical Theatre take precedence) to create drops or very simple set elements.

The costume area is available to be scheduled by any PAC organization.

Shop Policies
- **All work sessions must be scheduled through the Technical Advisor's office.** Failure to do so will result in denial of use. Repeated failure may result denial of any future use.
- Unsupervised work is not allowed.
- Wear appropriate clothing: Exposed skin is vulnerable to irritation and injury. Wear trousers and long sleeved shirts. Consider keeping a set of work clothes in the shop. Leather work boots are highly recommended. **Open toe shoes, sandals, flip flops, etc. are prohibited in the shop.**
- It is expected that **safety goggles** and appropriate hearing protection will be worn when working with any kind of power equipment.
- All users of power tools must be shown the proper adjustment and safe use of each tool. This training must be documented before use of tools will be allowed. If you are not **thoroughly familiar** with the operation of a piece of equipment, **obtain the necessary instruction** from the Shop Supervisor, your instructor, or other qualified person before proceeding.
- All tools are to be returned to their proper storage area at the end of a work session. **Clean up at the end of each work session.** This includes: disposing of scrap lumber and materials, returning unused material and stock to its proper storage area, and **sweeping the floor.** All trash must be taken to the compactor daily.
- **Tool Time!** The last 15-30 min. of each work session will be devoted to clean-up so allow for it (even if you plan to return the same day).
- No tools are to leave the shop without the permission of the Technical Advisor or Shop Supervisor. **All tools must be signed out** and inspected upon return. Lost tools must be replaced by the group responsible.
- Report any damage or breakage of equipment to the Technical Advisor or Shop Supervisor immediately upon discovery. By doing so, the item can be repaired or replaced quickly without interfering with the work of everyone using the shop.
- Spray painting is not permitted within the shop due to fire code restrictions and health risks associated w/ inhalation of the paint. The shop is not adequately ventilated for spray painting. Small scale, short duration spray painting may be completed outdoors (or on the ramp).
- Groups must **clean up** all areas and materials used for **painting** at the end of the work session. This includes brushes, rollers, buckets and unused paint. All unused paint must be disposed of or stored properly.

For more information on the PAC Shop including materials and equipment available go to [www.vpul.upenn.edu/pacshop](http://www.vpul.upenn.edu/pacshop) or email pacshop@dolphin.upenn.edu.