

# 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 2009*

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### **What is PAC**

PAC ([www.dolphin.upenn.edu/pac](http://www.dolphin.upenn.edu/pac)) is the Performing Arts Council of the University of Pennsylvania.

### **What we do**

PAC and the Platt Student Performing Arts House exist to support the ongoing activities of the member organizations of PAC including rehearsals and shows, and to provide opportunities for skill building and career exploration in a variety of performing arts related fields.

### **Who we work closely with**

Office of Student Life  
Visual Sound  
Annenberg Center  
Theatre Arts  
Music Department  
VPUL Facilities

Dunlop Facilities  
Museum Facilities

### **PAC Meetings**

Once a month the Performing Arts Council holds mandatory meetings which all member organizations must attend.

### **External Communication**

For a variety of reasons you must use the office 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

### **Administrative Staff**

Director –University Life Arts Initiatives: Ty Furman – [tyf@upenn.edu](mailto:tyf@upenn.edu), 215-898-2312  
Associate Director: Laurie McCall – [lmccall@upenn.edu](mailto:lmccall@upenn.edu), 215-898-7038  
Peter Whinnery: Technical Supervisor – [whinnery@upenn.edu](mailto:whinnery@upenn.edu), 215-898-5823

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..

There is a fax machine in room 170 available for PAC related business. You may have things faxed to 215-573-8056. Please be sure to have the sender include your name and your group name on the fax.

The Platt House Web Site  
[www.vpul.upenn.edu/platthouse](http://www.vpul.upenn.edu/platthouse)

Email: [platthouse@pobox.upenn.edu](mailto:platthouse@pobox.upenn.edu) – goes to both Laurie and Ty.

### **Pre-Production Meetings**

Early each semester the Director 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 two representatives to the meeting, preferably stage manager and/or technical director types. If at that point there is not at minimum a stage manager assigned for each production, that organization will lose their rehearsal space until they assign one. ***Light and sound board operators (if needed) must be assigned by the 6 week production meeting 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. It is expected that students who audition and are called back go to each call back they receive.

## **Rehearsals**

***Rehearsal space is never guaranteed.*** It is possible that rehearsals can be cancelled or moved, up to the day of due to University events, inclement weather or other special circumstances.

There are never rehearsals scheduled when the University is closed. That includes all major holidays and breaks.

For groups using copyrighted material. ***No rehearsal space will be allocated until the Director of University Life Arts Initiatives receives written confirmation of rights and royalties.***

Typically evening rehearsals are not scheduled on Fridays or Saturdays, access is limited.

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**.

## **Rehearsals in Irvine**

- 1) after 5pm on weekdays and at all times on weekends, only the one set of main doors at the corner of 34ths and Spruce will be unlocked.
- 2) Those exterior doors will be locked each night at 10pm (after which time there will be no re-entry).
- 3) If your rehearsal begins at 10 pm (some Dance Rehearsals - the doors will be locked at 10:15 pm)
- 4) Always have your PennCards with you at all times.

## **Specific Rehearsal Issues**

### *A Cappella*

Because of the more flexible nature and size of A Cappella groups, PAC and SPA provide 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. The 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 the Director, 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](mailto:plathouse@pobox.upenn.edu).

### *Theatre*

Theatre, Mask and Wig, and Bloomers rehearsal schedules are done on a monthly basis. Requests must be submitted to the Associate Director of the Platt House (forms will be emailed) by the 10<sup>th</sup> of the month prior to the requested month. 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, ARCH room 313, and Annenberg 209 and 516. **You cannot tape out sets in every room, please request permission before taping a ground plan in any space.** If you do tape out a set, it must be removed at the conclusion of your rehearsal time in that 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.

### *All*

***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.

It is sometimes possible to schedule additional rehearsal time. This should always be requested through the Associate Director.

## **Shows**

### **Yearbook Photographers**

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

### **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 University Life Arts Initiatives 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.

### **Dance**

Student Performing Arts owns two dance floors one is 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.

### **Collaborations**

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. The collaboration must be approved by PAC Exec and the Director – 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 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 OSL 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) 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 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 [www.dolphin.upenn.edu/pac/PAC%20Handbook.doc](http://www.dolphin.upenn.edu/pac/PAC%20Handbook.doc).

### **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 containers (envelopes or bags) and 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.

### *Production Check List*

## **The Players**

**Director, University Life Arts Initiatives: Ty Furman, 160 Stouffer Commons, 8-2312,**

**[tyf@upenn.edu](mailto:tyf@upenn.edu)**

SPA Tech Advisor: Peter Whinnery, 41<sup>st</sup> and Walnut, 8-5823, [whinnery@upenn.edu](mailto:whinnery@upenn.edu)

Annenberg Center Student Tech Advisor: Brian Grace-Duff, AC, 3-7287,  
[graceduf@ac.upenn.edu](mailto:graceduf@ac.upenn.edu)

Annenberg Center Director of Audience Services: T. DeLuca, 327 AC, 8-5292, 215-783-4246  
cell, [tdeluca@ac.upenn.edu](mailto:tdeluca@ac.upenn.edu).

Visual Sound Technical Director: David Kerr, 200 Irvine, 573-8511, [irvprod@pobox.upenn.edu](mailto:irvprod@pobox.upenn.edu)

Annenberg Center Box Office Manager: Jennifer Glass, 427 AC, 8-9079, [jenglass@ac.upenn.edu](mailto:jenglass@ac.upenn.edu)

Assistant to the Director of VPUL Facilities –for Irvine Events: Laura Carney, 307 Houston  
Hall, 3-4638, [lcarney@upenn.edu](mailto:lcarney@upenn.edu)

Koren Martin – VPUL Facilities Assistant – for Tickets in HH, IGT, Irvine and HH set up for  
shows – 307 Houston Hall, 8-5552, [korenrm@upenn.edu](mailto:korenrm@upenn.edu)

Office of Student Life Financial Advisor to PAC – Jan, 200 Houston Hall, 8-0455,  
 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 Note:**

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.”

**Meeting Schedule**

All show	Peter Whinnery	6 weeks prior to
Dunlop Auditorium show	Ty Furman, David Kerr	3 weeks prior to
Harrison Auditorium show	Ty Furman, David Kerr	4 weeks prior to
Rainey Auditorium show	Ty Furman, David Kerr	4 weeks prior to
Iron Gate Theatre, Houston Hall	Peter Whinnery	6 weeks prior
Irvine Auditorium prior	David Kerr	3 & 2 weeks
	Koren Martin	4 weeks to
order tickets and if Houston Hall		
to discuss riser and other set up	Laura Carney	4 weeks if
using Irvine		
Annenberg Center	Peter Whinnery	6 weeks
	Brian Grace-Duff	4 and 2 weeks
	T. DeLuca	4 weeks
	David Sullivan	4 weeks
	Thomas Ames	4 weeks and 2 weeks for any Zell Show

\*\* Peter Whinnery can prepare you for any production meeting by explaining the expectations and assisting with design concepts and implementation.

\*\* T. Deluca will assist you with house management issues in all Annenberg Center spaces. You MUST speak with T.

\*\* All shows in IGT, Irvine and Houston Hall must have tickets printed by VPUL (see checklist).

\*\* David Sullivan will assist you in printing tickets for your Annenberg Center shows. The following ticketing policies apply to the Annenberg Center.

1. 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 my 4 and 2 week meeting, occurring sometime after my 4 week meeting and before the 2 week meeting.)
2. At that meeting, all ticketing information must be provided. No changes or updates will be accepted.
3. A hard deadline will be set for comp lists at that time. If the deadline is missed, no comp list will be accepted.
4. 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.

**Other important issues:**

\*\* Any tech requests, above and beyond the lighting and sound provided by the performance space must be approved by the Director.

\*\* 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.

\*\* You must provide a full student tech staff, minimum light and sound operator and stage manager. (This includes DAC, ACK, SMAC and TAC-E)

\*\* All final production schedules and staff lists must be submitted to the SPA Director and SPA 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.dolphin.upenn.edu/pac](http://www.dolphin.upenn.edu/pac) click producing a show. Then click forms.

\*\* You must provide your own ushers: IGT-6, Houston Hall-4, Rainey-4, Dunlop-6, Harrison-6, Irvine-6, Zellerbach-6, Prince-4.

\*\* You are responsible for not exceeding the seating capacity of any space. If you are not sure of the seating capacity check with the Director of University Life Arts Initiatives.

\*\* 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 till 1 pm.

\*\* If you are in a VPUL Space (IGT, Stouffer, 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 me 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.

### **Annenberg Center Marketing**

You must have ready for your meeting with the Box office Manager the following things for their web site. If not – it looks bad on their site.

- Title of show (exactly as they want it written)
- Name of group presenting the show (exactly as they want it written)
- Up to date web site for your organization
- Two hi-res images at 300 dpi in these dimensions:
  - 440x320 pixels
  - 120x90 pixels
- Block of descriptive copy about the show (about 4-5 sentences is fine)

The Annenberg Center reserves the right to approve and, if necessary, alter the images and copy to best fit on the web site.

### *Production Expectations*

#### **What the advisors (Ty Furman and Peter Whinnery) will do:**

- 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. 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 Ty Furman, 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.  
NOTE: For Dunlop, SAC will pay for sound equipment (ordered and approved by the Director of Student Performing Arts, but groups must provide a student to run it.)
- 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
  - Irvine – 6 or 7
  - Zell – 6 or 7
  - Prince - 4
  - IGT - 6
  - HH Aud - 4
  - Rainey - 4
  - Dunlop - 6
  - 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 University Life Arts Initiatives 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 Ty Furman of ongoing problems/concerns
- Produce a written cost estimate 2 weeks prior to the performance to be approved by Ty Furman. Any costs above and beyond technical staff must be approved by Peter Whinnery or Ty Furman prior to commitment.
- Enforce hourly limitations for student performance groups during tech time, while considering emergency and unforeseen situations.
- Alert Peter Whinnery and Ty Furman 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 University Life Arts Initiatives.
- 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 may 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 policies are found at:

<http://www.vpul.upenn.edu/osl/postpol.html>

### **Other important Policies**

The University takes very seriously its own and the state anti-hazing policies and laws. Please familiarize yourself with these policies at:

[www.vpul.upenn.edu/osl/hazing.html](http://www.vpul.upenn.edu/osl/hazing.html)

For other important university policies see:

[www.vpul.upenn.edu/osl/policies.html](http://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 1) they can prove that all costs will be covered with no loss to the organization. AND 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, Student Performing Arts 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](http://www.vpul.upenn.edu/platthouse/events.html) or by contacting the Platt Student Performing Arts House at 215-898-2312 or [platthouse@pobox.upenn.edu](mailto:platthouse@pobox.upenn.edu).

### **Community Service**

PAC has a community service coordinator ([pacomserv@gmail.com](mailto:pacomserv@gmail.com)) 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, Laurie McCall [lmccall@upenn.edu](mailto:lmccall@upenn.edu) or 215-898-7038.

The PAC Community Service Chairperson in conjunction with Platt House staff coordinate 3 main community service opportunities in which all PAC groups are encouraged to participate in.

1. After School Arts at Penn (ASAP) – ASAP is a fun program where local middle school students come to Platt House one day a week after school to learn about and participate in performing arts. PAC groups can help volunteer for just one session to facilitate learning in the performing arts by sharing their area of expertise. You only need a few people from your group to help teach a workshop. Email [pacomserv@gmail.com](mailto:pacomserv@gmail.com) or [lmccall@upenn.edu](mailto:lmccall@upenn.edu) to schedule your session.

2. PAC in West Philly! –West Philly High School features a Creative and Performing Arts Academy (CAPA) Academy and welcomes volunteers of all talents to spend some time performing to and/or instructing their students. Any PAC group can teach a workshop or perform. This can be coordinated with the PAC Community Service Chair at [pacomserv@gmail.com](mailto:pacomserv@gmail.com) or Laurie McCall at [lmccall@upenn.edu](mailto:lmccall@upenn.edu).

### **3. Performing Arts Council -Ticket Donation Guidelines**

PAC's Community Service Chair as well as the Associate Director of the Platt Student Performing Arts House are continuing a new community service initiative. This initiative is to give our community members who have limited resources the opportunity to see live performance art. The Community Ticketing Program will allow PAC groups to donate a portion of their tickets to the community for their show. The Platt Student Performing Arts House Associate Director, Laurie McCall, is the main point person for PAC group leaders as well as the community organizations we are working with. 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:**

- Decide the number of tickets you want to donate. There is no minimum or maximum amount, but a suggested range would be from 5-20 tickets for one performance.
- Choose the performance date(s) your group would like to donate tickets.

Once these two decisions have been made, e-mail Laurie McCall at [lmccall@pobox.upenn.edu](mailto:lmccall@pobox.upenn.edu).

**The e-mail should include ALL of the following information:**

1. The name, date and time of the performance.
2. The location, both the auditorium name as well as the address.
3. A description of the show's content and what audience it is appropriate for (e.g. general admission, children, teenagers, or adults only).
4. Please note the length of the performance and if there is an intermission.
5. 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***. The more advanced notice your group gives increases the chance all of the tickets will be used.

The advanced notice is so the Laurie can have enough time to contact our community partners to make them aware of the tickets. \*Some of our community partners need at least a month prior notification to be able to use the tickets.

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.*

You will distribute the tickets by using **Will Call**. Each PAC group will be notified by Laurie the week of the show as to how many tickets to have available at the box office for each group coming to the performance.

After the show, a member of your group must drop of the ticket stubs that have a mark on them which indicate they were a 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 University Life Arts Initiatives. They will only be paid according to the stipulations of that letter.

Additions or changes must be approved by the Director.

**Your SAC budgets**

- All SAC recognized organizations have a SAC executive board liaison.
- Your treasurer must attend a PAC treasurer meeting – check the PAC web site or the digital sign 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 purchasing card and that should be discussed and arranged with Jan – your OSL 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 Life) will only be allowed one solo show or two collaborative shows for the next academic year.

### **Tours/Trip**

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 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 a 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 be 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.dolphin.upenn.edu/pacshop](http://www.dolphin.upenn.edu/pacshop) or email [pacshop@dolphin.upenn.edu](mailto:pacshop@dolphin.upenn.edu).