

## KU MEMORIAL UNIONS SHOWCASE EVENT GUIDE

Throughout the year student organizations use the Union to present what could be called **showcase events**. A showcase event is essentially a talent show, with different people or groups presenting or performing throughout the event. Putting on event like this can be very stressful for the organizer—each ‘act’ has different technical needs—how many microphones are needed, different music for each performer, staging (tables, chairs, props) and even lighting requests. A successful production requires thorough planning, and this guide attempts to streamline the process.

Once a student organization has the event’s date, time, and location reserved at the Union, we suggest scheduling a date, time, and location for a Dress Rehearsal. The Dress Rehearsal is complete run-down, in ‘show order’, of all the acts involved in the event, complete with all staging, lighting, and sound cues. One rehearsal of 8 hours or less may be scheduled anytime prior to the event depending on space availability. If additional rehearsals are required, requests for space may be made one week or less prior to event date and will be granted based on availability.

Because of the small window of opportunity to coordinate all performers for rehearsals, it is best to think of your event like a television show—it requires all of the show’s aspects to be coordinated into a sort of ‘script’ that everyone can follow. It is also helpful to have people within your organization assist in the show’s production. Consider the following timeline when planning your event.

### **ONE MONTH BEFORE THE EVENT:**

- **The organization in charge of the event should appoint a Production Crew.** While the Union can provide a sound engineer, there are other people needed to make the event run smoothly. The **Production Crew** includes:
  - 1) The **Organizer** of the event. This person is in charge of communicating the technical needs of all acts and performances to the Union. The Organizer is also responsible for all other communication with performers. Other jobs may include contacting outside organizations for extras such as additional lighting or sound equipment.
  - 2) A **Stage Manager**. This person is in charge of any stage changes that may occur throughout the event, and is backstage during the event to expedite stage changes for each performer. These duties may include moving microphones between acts, moving chairs, tables, or other props for each act, a generally making sure that the actual event runs smoothly.
  - 3) A **Lighting Manager** (if necessary). Like the Stage Manager, the Lighting Manager is in charge of any lighting requests by different groups throughout the event. This position is typically not needed unless your organization brings in additional lighting equipment.

If an event does require outside sound or lighting equipment, the Union recommends the following companies:

**Additional Sound or Basic Lighting: MSM Systems – (785)-830-0556**

**Keyboard, Guitar Amplifier, or other Instrument Rental: Mass Street Music – (78)-843-3535**

**Large-Scale Lighting or Spot Lights: StagePro – (785)-242-0444**

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## TWO WEEKS BEFORE THE EVENT:

- **All performers have been contacted and equipment needs are known.** The Organizer should know what performers need in terms of equipment and should begin filling out the attached Showcase Events Form. On this form are sections for each performer, complete with boxes to check for all applicable equipment required. While the performers do not necessarily need to be listed in order yet, it is a good idea to have a preliminary show order.
- **All music should be coordinated.** In the past, each individual performer has typically brought their own compact disc of necessary music. This can get confusing and create delays, so the Union recommends that a 'master disc' of all music for all performers be created. Again, an established show order is a good idea to streamline the process.

## THE WEEK OF THE EVENT:

- **The Show Order should be finalized and the Showcase Event Form completed.** The Organizer and Production Crew should now have the final order of the performers listed on the attached form. Remember to have all equipment, staging, and lighting needs listed. Submit a copy back to the Union so that the sound engineer for the event is well prepared.
- **The Dress Rehearsal occurs.** All performers and the Production Crew should plan on attending the Dress Rehearsal, as this is the last chance to make any changes! As mentioned before, the Union does its best to accommodate groups for dress rehearsals, so be sure to schedule the Dress Rehearsal well in advance to prevent scheduling conflicts.  
One rehearsal of 8 hours or less may be scheduled anytime prior to your event depending on space availability. If additional rehearsals are required, requests for space may be made one week or less prior to event date.

## THE DAY OF THE EVENT:

- **Decorations can be put up at the event location.** Typically the reserved location is available a few hours prior to the event should your organization choose to decorate the location. There are some guidelines concerning decorations attached to walls or other surfaces at the Union. Any questions should be referred to the Administration Office of the KU Memorial Unions, (785)-864-4651. Please note that any physical damage to the space is the responsibility of the group sponsoring the event.
- **All equipment is checked at least one hour before the event starts.** Sound, lights, and video should be tested. All performers and the Production Crew should be at the location at least one hour before the event starts. If all necessary preparation has taken place, you are practically guaranteed a successful showcase event. The KU Memorial Unions staff is here to assist you in any way we can. Just ask!