SONGFEST 2019
Group Deadline Descriptions

For the most current and accurate information about times, dates, and locations for deadlines, consult the Songfest production calendar (pepperdinesongfest.com/calendar-groups).

Production deadlines (P-#) are worth up to 10 points. **Critical deadlines (C-#)** are worth up to 50 points. **Mandatory deadlines (M-#)** are so essential to the Songfest process that failure to meet a mandatory deadline may require a group's removal from the show.

1. ## Group Formation (P-1)
   To participate in Songfest, each group must do the following by this deadline:
   a. Email songfest@pepperdine.edu with the following information:
      1. submit a group name (this can be changed later, but should be the best name your currently have)
         - spell out the full name in English (no abbreviations, greek characters, etc.)
         - ex: "Alpha Beta Charlie and Friends"
      2. submit the name, phone, and email for the group Producer, Director(s), and Publicity Representative(s)
         - other leaders (Music Director, etc.) are welcome, but not yet required
   b. Book an appointment for the 1st Group Workshop (deadline M-1)
      1. book appointments online
      2. Use "Appointment Sign-Ups" link on Group Leader page, or visit:
      3. pepperdinesongfest.com/appointments-groups

2. ## Group Workshop – "Reviewing Your Show Concepts" (M-1)
   Group leaders meet with the staff to discuss their show ideas (theme topics, story outlines, song choices, etc.). All group leaders are welcome and encouraged to attend. Questions welcome. Group leaders are expected to have already met with each other prior to this workshop, and to have already brainstormed and discussed multiple show ideas.

   A small portion of this workshop will be used to discuss your group's leadership and organizational status, as well as to convey some general leadership info to each group.

   One workshop appointment per group.

   After completing the workshop, groups should continue working on multiple potential show ideas. Groups should have 3 (or more!) possible shows in the works up until the Final Proposal is submitted.

3. ## Music Workshop (M-2)
   This is a workshop for all groups which will focus on song selection and other musical decisions. Music directors should attend, but this is for ALL leaders involved in the music selection process. Questions welcome- this is intended to be an extremely practical workshop on how to make the best musical decisions for your group's show.

4. **Producer Updates (P-2, P-3, P-6, P-8, P-9, P-11, P-12, P-13, P-17)**

   Group producers must complete an online status report for their group. Most of the update form is the same for each producer update. However, there is one open-response question that will change for each report, covering topics that are particularly relevant at the current point in the show production process.

   Producers are encouraged to be very candid and honest in their producer updates. No one will see producer responses except for the staff (not even fellow group leaders), and it is much easier for the staff to help groups when we have a clear picture of what issues have come up and what difficulties and challenges a group may be facing. We'd much rather hear bad news right away then have a bad situation fester or be surprised by a problem when it's too late for us to help in any way.

   Producers are also welcome to ask questions (though of course they can also ask questions at any time during the year simply by contacting the staff).

   The link to the producer update form is available to group Producers once they have logged in to their group's area of the Songfest website (pepperdinesongfest.com).

   When submitting updates, producers should also ensure that their online group contact information is fully up-to-date (though of course doing additional updates at other times is most welcome).

5. **Initial Show Proposal (C-1)**

   An initial proposal for your group's most-preferred show concept must be submitted online. This proposal should include your theme choice, your main characters, your plot summary, your potential songs, etc.

   Initial show proposals are not binding. You can change any/all of your show material up until the Final Proposal is submitted.

   Groups are welcome to submit multiple show proposals. However, only ONE proposal (your favorite/strongest) should be submitted specifically for this deadline. When submitting any additional non-deadline proposals using the submission form, make sure the Submission Type field is set to "Show Proposal (initial/draft)" and the "For Deadline" field is set to "Other (not for deadline)"

   A completed example proposal (Adobe PDF) is available for your reference on the website. Please review it before drafting your own proposal.

   A pre-formatted template (Microsoft Word) is available for your use. Please download the template from the website and use it to create any proposal you submit. Replace the information there with your own.

   File and submission requirements:
   a. Submit online (login to your group's area of the website and use the file submission link)

1. Select Submission Type as "Show Proposal (initial/draft)"
2. Select For Deadline as "C-1 Initial Proposal"
   b. MS Word file named "proposaldraft-xyz.docx" (where "xyz" is your group's assigned Songfest abbreviation
   c. Use template to create proposal file
   d. Include group abbreviation in top right of every page header
   e. Include "Initial Proposal" in top left of every page header
   f. Include group name spelled out in all-caps English where indicated on first page

This deadline is also the first chance to "claim" particular show material (themes, songs, etc.) for your group. If another group does not also include the same material in their Initial Proposal, then the material is reserved for your group and cannot be taken by another group unless/until your group switches to something else.

Upon reviewing all initial proposals, the staff will notify any group whose proposal content (topic, songs, etc.) is in conflict with that of another group.

6. **Group Workshop – "Final Proposal Development" (M-3)**
Group leaders meet with the staff to further discuss their show ideas (theme topics, story outlines, song choices, etc.). The staff will be giving feedback about their Initial Show Proposal (and any other show proposals submitted). Group leaders should come ready to talk about their latest show plans and developments.

All group leaders are welcome and encouraged to attend. Questions welcome.

One workshop appointment per group. Book your appointments through the Songfest website (log in to your group area and then use the "Appointment Sign-Ups" link).

Though you should definitely be honing in on your favorite show concept and developing it into a complete final proposal, the continued development of multiple show ideas is welcome and encouraged up until the Final Show Proposal is submitted. This helps groups both in terms of creativity and in terms of having quality back-up plans (in the event of conflict with other groups).

After this workshop, you should let the staff know of any changes in your plans (potential switching to a different theme, changing song ideas, etc.). Please keep the staff continually updated via email.

7. **Theme Conflict Resolution Deadline (non-penalty)**
This is a non-penalty deadline, though it may be extremely important and have a large impact on your show if your group has material that is in conflict with the material from another group.

As of this deadline, if two or more groups have equal claim to the same theme topic ("equal claim" means that they both included it for the first time in documents submitted for the same deadline), and more than one group is still claiming the conflicting theme topic (i.e. they have not switched to another topic), then NO group will be allowed to have the theme topic in this year's Songfest. The topic is now off-limits for all groups.

Groups impacted by the above deadline must now come up with an appropriate and claim-free replacement theme. Run your potential replacement topics by the staff (email, please), to ensure they are not also in conflict! **Replacement topics must be pre-cleared before appearing in your Final Show Proposal.**

Groups who would like to voluntarily relinquish their claim on a topic (i.e. allow other groups to use the topic in conflict) should notify the staff prior to this deadline.

8. **Music Director Named (P-4)**
   Each group must formally name their Music Director by this deadline (even if the music director has already been named or listed previously).

   a. Email the Music Director's name, phone number, and email address to songfest@pepperdine.edu AND to Chris Stivers AND to Sam Parmelee.
   b. Make sure Music Director is listed in group's contact list.

   Additionally, group Music Directors must sign up for a Music Directors Meeting (booked directly with Chris Stivers).

9. **Music Director Meetings (C-2)**
   Each group's Music Director must meet with Chris Stivers for an introductory meeting and to discuss the group's music selection and preparation. Questions and concerns welcome.

   These meetings are brief and informal, typically lasting about 15-20 minutes.

   As mentioned above, each Music Director is to book this appointment directly with Chris Stivers.

10. **Initial Song List (P-5)**
    A list of each group's songs is due online. These song lists are non-binding; a group may change their songs up until the Final Song List is submitted.

    A completed example (Adobe PDF) is available for your reference on the website. Please review it before drafting your own song list.

    A pre-formatted template (Microsoft Word) is available for your use. Please download the template from the website and use it to create any song list you submit. Replace the information there with your own.

    File and submission requirements:
    a. Refer to the *Music Guide* for additional content requirements.
    b. Submit online (login to your group's area of the website and use the file submission link)
       i. Select Submission Type as "Song List (initial/draft)"
       ii. Select For Deadline as "P-5 Initial Song List"
    c. MS Word file named "songlistdraft-xyz.docx"
    d. Use template to create song list

e. For each song title, include any relevant notes
1. Performers (especially if the song has historically been covered by more than one performer)
2. Source shows (e.g. "from *The Sound of Music*", etc.)
3. Other notes of interest or clarification
- "instrumental"
- "with tempo of Michael Jackson version but lyrics of Louis Armstrong version"
- "planning to change chorus lyrics"
- etc.
f. Include composers and lyricists
1. Wikipedia/Google are your friends!
2. Performer names ("The Beatles", "Lady Gaga", etc.) are not composers or lyricists. Real names of individuals only, please.
3. It is quite common for the performer[s] and the songwriter[s] to be completely different. Often, the performer is not one of the songwriters. And vice-versa.
g. Include group abbreviation at top right of every page header
h. Include "Initial Song List" at top left of every page header
i. Include group name and theme selection where indicated
j. Include complete lyrics to the entire song- even if you intend to change them or only perform certain sections
k. Songs must match (exactly) the song information submitted in the Final Show Proposal

There is a maximum limit of 5 songs per group show. If a group wants to request an exception, they must do so by the Initial Song List deadline. Exception requests must be emailed to Chris Stivers (chris.stivers@pepperdine.edu) AND Sam Parmelee (sam.parmelee@pepperdine.edu). Explain in detail why you think your group needs an exception. Know in advance it is quite rare for exceptions to be granted.

This deadline is each group's second chance to "claim" songs for their group. If no other group has already claimed your song(s), and no other group includes the same song(s) in their Initial Song List, then each of your conflict-free songs is reserved for your group and cannot be taken by another group unless/until your group switches to something else.

Upon reviewing all initial song lists, the staff will notify groups if any of their songs are in conflict (already claimed, etc.) or if there are other song issues.

11. Final Show Proposal (M-4)
Each group must submit and complete and fully-developed proposal for their preferred show concept (theme choice, story outline, characters, etc.). The Final Proposal is extremely similar to the Initial Proposal (see above), but should be more fully developed and be the most up-to-date representation of a group's intentions.

As far as theme choice goes, the Final Show Proposal is binding. This means that, unless you are told otherwise by the staff (such as in the event of two groups submitting similar Final Proposals with previously unclaimed material), your theme choice for the actual show will be the theme presented in the final proposal and cannot be changed.

Please submit only ONE Final Proposal for this deadline. If there is a reason to submit another Final Proposal (fixing an error, a new request from the staff, etc.), please make sure that the additional Proposal(s) is(are) not submitted for this deadline (select "Other (not a deadline)" in the "For Deadline" selection field).

File and submission requirements are identical to those for the Initial Proposal (see above), with the following additions/changes:
- a. Submit online (login to your group's area of the website and use the file submission link)
    - iii. Select Submission Type as "Show Proposal (final)"
    - iv. Select For Deadline as "M-4 Final Proposal"
- b. MS Word file named "proposalfinal-xyz.docx" (where "xyz" is your group's assigned Songfest abbreviation
- c. Include "Final Proposal" in top left of every page header
- d. All songs (and accompanying info) must match (exactly) the songs included in the Initial Song List (see above)

After reviewing all final proposals, the staff will notify groups if their final theme (or other major show elements) are in conflict (already claimed by another group, etc.). In the absence of such a notification, a group may assume their theme choice and basic story premise from the Final Show Proposal are cleared for their group's use in the show.

Tip: Do not wait until submitting the Final Proposal to talk with the staff about theme and other show material changes. Doing so raises the risk of potential conflict with material (themes, characters, storylines, songs, etc.) already claimed by other groups. You are strongly encouraged to be running all of your show ideas and possible decisions by the staff prior to submitting them in documents. That way, your show is much more likely to be conflict-free (resulting in less stress and more happiness for everyone involved!). As soon as you're interested in pursuing an idea for your group, run it by the staff!

12. <u>Sheet Music Exception Requests (non-penalty)</u>
This is a non-penalty deadline, but can be very important for groups that are in unique situations.

The *Music Guide* has very specific guidelines as to what sheet music is acceptable for Songfest use, as well as how it is prepared. If a group is wanting to use any sheet music that does not fully conform to the requirements spelled out in the *Music Guide*, they must submit an exception request.

To make a sheet music exception request, groups must email Chris Stivers AND Sam Parmelee a written detailed explanation of their request, along with copies of all sheet music that*:
- a. is not printed by a professional publishing company, or
- b. is not commercially available for purchase, or
- c. otherwise varies in any way from the "acceptability" requirements described in Section 1 of the *Music Guide*.

*Use of such music is generally NOT accepted/allowed, but the staff will consider properly submitted requests for exceptions.

This deadline usually doesn't even matter for the vast majority of groups, as most groups are using properly prepared, professionally published, commercially purchased piano/vocal sheet music for all of their songs.

If you have questions about this deadline or whether it applies to you, please contact Chris Stivers or Sam Parmelee.

See the *Music Guide* for more information/requirements about obtaining and preparing sheet music for Songfest use.

13. **Song Conflict Resolution Deadline (non-penalty)**

This is a non-penalty deadline, though it may be extremely important and have a large impact on your show if your group has material that is in conflict with the material from another group.

As of this deadline, if two or more groups have equal claim to the same song(s) ("equal claim" means that they both included it for the first time in documents submitted for the same deadline), and more than one group is still claiming the conflicting song(s) (i.e. they have not switched to another song), then NO group will be allowed to do the song in this year's Songfest. The song is now off-limits for all groups.

Groups impacted by the above deadline must now come up with an appropriate and claim-free replacement song for each off-limits song. Run your replacement songs by the staff (email, please), to ensure they are not also in conflict! **Replacement songs must be pre-cleared before appearing in your Final Song List.**

Groups who would like to voluntarily relinquish their claim on any songs (i.e. allow other groups to use the song[s]) should notify the staff prior to this deadline.

14. **Sheet Music Appointment Scheduling Deadline (non-penalty)**

Each group will be assigned a Sheet Music Appointment time (see below), at which your group's music director(s) will submit (and discuss) the sheet music for all of your songs. In the days/weeks prior to those Sheet Music Appointments, the staff will be emailing all group music directors and requesting very specific scheduling availability information from them.

This deadline is the latest point by which group music directors may respond with the requested information. The earlier you respond, the better (and the more flexibility there might be for your sheet music appointments).

The scheduling details requested of music directors are subject to change (reply with whatever is actually asked of you in the email you receive), but as of this publication the scheduling info needed is your availability for:
    a. Thursday November 15 (8 AM through 9 PM)
    b. Friday November 16 (8 AM through 9 PM)
    c. Monday November 19 (8 AM through 9 PM)
    d. Tuesday November 20 (8 AM through 9 PM)

Each group will ultimately be assigned a Sheet Music Appointment time based on staff, student, and facility availability.

Note that Monday 11/19 and Tue 11/20 fall on the start of the week of Thanksgiving! Please make sure that your music director is available to submit (and discuss!) your group's sheet music on these dates.

15. <u>Reference Tracks (P-7)</u>

Reference tracks (audio files) for each song included in your Final Song List are due online. See the *Music Guide* for complete information and requirements regarding reference tracks. Here is an incomplete summary:

A "reference track" is an audio file that contains a performance of a song- specifically a performance that best represents the desired style and overall "feel", "mood", and "color" that a group is looking for in their own performance.

PARTIAL submission requirements (see the *Music Guide* for complete requirements):
  a. Reference tracks MUST be in either AAC (.m4a) or MP3 (.mp3) format
  b. File must be between 128kbps and 320kbps in quality
  c. BEFORE uploading, make sure your filename clearly indicates the song title:
  a. First Song Title.mp3, Second Song Title.m4a, Title of Third Song.m4a, etc.
  d. AFTER naming each file properly, submit each of them online at the Songfest website
      v. login to your group's area of the website and use the file submission link
      vi. Set Submission Type field to "Song Reference Track"
      vii. Set For Deadline field to "P-7 Music Reference Track"

16. <u>Final Song List (C-3)</u>

This is the final list of songs (and additional information about each song) that are to be used in a group's show.

The requirements and instructions for the Finale Song List are identical to those of the Initial Song List, with the following exceptions/changes:
  a. Refer to the *Music Guide* for additional content requirements.
  b. Submit online (login to your group's area of the website and use the file submission link)
      viii. Select Submission Type as "Song List (final)"
      ix. Select For Deadline as "C-3 Final Song List"
  c. MS Word file named "songlistfinal-xyz.docx"
  d. Include "Final Song List" at top left of every page header

Additionally, **this final song list is binding- no song changes can be made after this deadline.** ALL SONGS submitted in this document MUST BE EITHER:
  b. Identical to what was listed in your Initial Song List and cleared of conflicts by the staff (the staff will notify groups of any songs from their Initial Song List which have conflicts)
  OR
  c. Pre-cleared with the staff BEFORE being included in the Final Song List

Any songs submitted in the Final Song List which have not been pre-cleared, yet are found to be unusable (for any number of reasons, but especially due to conflict with another group) will be DROPPED from the show. Replacements will not be allowed. **Bottom line- it is essential that you clear all your songs with the staff ahead-of-time!!!**

To clear a song with the staff, email Sam Parmelee and ask about your intended songs (include song titles and performing artist). YouTube links and/or file uploads are also very helpful. We'll let you know if the song is already claimed by another group, or if there are any other apparent problems.

17. <u>**Sheet Music Submission Meetings (C-4)**</u>
    At this meeting, group music directors will meet with the staff and turn in fully prepared sheet music for each of their songs. The staff will discuss the structure, performance, and interpretation of the sheet music. The staff will use this sheet music in the process of creating rehearsal recordings (piano-only recordings for the group to use in their rehearsals), and also in creating full orchestrations to be used in the performances.

    This deadline requires significant and detailed preparation. Complete requirements are listed in the *Music Guide*, but here is a partial list:
    a. Single-sided, 8 ½" x 11" photocopies only
    b. The group name, song show order number, and song title must appear on <u>at least</u> the first page of <u>each</u> song.
    c. Include in the music itself all hand-written directions and edits (such as skipped verses/repeats/choruses/intros, altered endings, key changes, tempo changes, skipped measures, etc.). Cross out unused sections, measures, repeats, etc., and clearly indicate continuation points after unused sections or other "jumps". The reading pianist should always be able to tell what music to play without confusion. All instructions for the songs' performance must be clearly marked on the music you submit on this day.
    d. All pages must have consistent and visible numbering (re-number if necessary).
    e. All sheet music should go in a plain envelope (not a file folder)
        1. Envelope should be clearly marked with "Songfest 2019", "Sheet Music", and your group's abbreviation (e.g. "XYZ").
        2. Songs should be paper-clipped and placed in evnvelope in show order.
    f. KEEP COPIES FOR YOURSELF!!!!!! You'll need them later. Both the unmarked original and your submitted version.

    Group music directors need to be very prepared for these meetings. That said, the meetings are also a good time to discuss (or even ask about) small things (e.g. how to end a song, how to add an intro where there isn't one, etc.).

18. **Rehearsal Music Review Period**
    This is the period of time when group leaders listen very carefully to their rehearsal recordings (available for download after logging in to the Songfest website), and may request revisions to those recordings. If those requests are accepted, the staff will then make a new rehearsal recording which incorporates the requested changes. This process can repeat multiple times, until the Review Period is over. **After the close of the Review Period, no more changes can be made, and the latest rehearsal recordings will be final.**

After the Review Period, the staff arrangers will begin working on arranging the music for the pit orchestra. These rehearsal recordings will serve as the structural template they work from. As long as groups plan their own shows (creating choreography, creating vocal harmonies, accounting for length, etc.) to these recordings, and as long as groups hold their usual rehearsals with these recordings, then everything should go very smoothly when groups finally join with the pit orchestra for rehearsal just a few days before the show opens.

To avoid potential surprises, disappointment, and frustration later on, **it is essential that all group leaders** (especially the director, music director, choreographer, and writer) **work together during the rehearsal music review process.** NOW is the time to make sure the musical framework is going to work for everyone (not just the music director). Time your songs. Sing with them. Dance to them. March around. Test them in any/every way that might be important to you for the actual show. If something doesn't work, NOW is the time to ask for changes. **Changes are not possible after the close of this period.**

Typical revision requests might include (but are not limited to):
a. Adding, cutting, or re-ordering measures of music (intros, verses, choruses, repeats, bridges, endings, etc.)
b. Tempo adjustments (making the music faster or slower during some or all of the song)
c. Raising or lowering the key (to make the whole song higher or lower to sing)
d. Changing the way a song starts or ends
e. Cutting material to make a song shorter (usually due to concerns about show length)

If a group submits no requests for revisions for any songs, then the original rehearsal recordings will be the final versions.

19. **Rehearsal Music Revision Requests (M-5)**
Music Directors must prepare and submit a comprehensive list of any/all minor revisions requested for their rehearsal piano audio files. Music Directors are also encouraged to contact Sam Parmelee directly should they need to further discuss their submitted revision requests. As time and circumstances allow, the staff will post updated recordings online in response to revision requests. This process can be repeated until the Rehearsal Music Review Period ends.

Note that:
1) Groups may submit revision requests as many times as they like during the Rehearsal Music Review Period, as long as they submit their first request at some point before this deadline.
2) For groups that do not submit any revision requests by this deadline, the original rehearsal recordings will be the final recordings. No further requests can be made (even if the Rehearsal Music Review Period is still open).
3) For groups that submit revision requests by this deadline, they may continue to make additional revision requests as long as the Rehearsal Music Review Period is still open. No further requests will be accepted after the close of the Rehearsal Music Review Period.

File and submission requirements (partial):
a. Refer to the *Music Guide* for additional requirements.
b. Submit online (login to your group's area of the website and use the file submission link)

        i.   Select Submission Type as "Rehearsal Music Revision Request"

        ii. Select For Deadline as "M-5 Rehearsal Music Revision Request"

  c. MS Word file named "musicrevisions-xyz.docx"

  d. Use template to create song list

  e. Include group abbreviation at top right of every page header

  f. Include "Rehearsal Music Revision Request" at top left of every page header

  g. Include group name and theme selection where indicated

  h. When no more changes to a song are requested, indicate "FINAL"

  i. When you are requesting revisions for a song, indicate "CHANGE REQUESTED"

  j. Make sure your requests refer to the most recent recording version of a song (1, 2, 3, etc.)

Refer to the *Music Guide* for more information.

20. End of Rehearsal Music Review Period (M-6)

No further rehearsal music revision requests can be made.

The latest version recorded by the staff, be it posted online before or after this date, shall be the final recording to be used by the Songfest staff arrangers and by the groups as they rehearse and prepare for performances. **ONCE THE LAST RECORDING IS POSTED, NO FURTHER CHANGES CAN BE MADE!!!!**

Refer to the *Music Guide* for more information.

21. Show Order Draw (non-penalty)

Group representatives meet outside of Student Activities (HAWC). Each group's representative(s) draw a number, which indicates their provisional order of appearance in the Songfest performances. If a group has no representative present, a member of the staff will draw a number for that group.

The draw usually takes less than 10 minutes. There are no penalties or consequences for not appearing (other than not seeing in person the result of the draw). The staff sends the results to all group leaders, regardless of whether or not a group was in attendance.

Note that the show order, as determined by the draw, is provisional and subject to change. Historically, it is quite rare that the provisional order has later changed- but it has happened before. Groups should understand that, no matter what number they draw, no group is "entitled" to any particular position in the show lineup at any time.

Additionally, here are a few comments about the show order draw:

  a. The show order numbers correspond with the group numbers in the Songfest calendar. So while the calendar itself can still change, you should now be able to see/plan more specifically when your group is scheduled for certain activities.

  b. Groups may not swap or trade places.

  c. The last group should know in advance that they will only have a partial audience during the dress rehearsal. This is because the final number involves the majority of the cast, and everyone must be in place (backstage) for this to happen. Please prepare your group

members for this in advance, so that they are not surprised or disappointed to find so many empty seats during the dress rehearsal.

d. Despite what some groups may prefer, there is no historical trend or evidence that any lineup spots are more advantageous (or disadvantageous) than any other. They each have various "pros" and "cons," and the Sweepstakes Award has been won multiple times by a group in every single position. Don't worry or celebrate too much about your lineup position. Just focus on giving your group the best possible experience and delivering the best show that you can.

22. <u>Initial Script (C-5)</u>

A preliminary draft of each group's script is due online. This script should include all character dialogue, lyrics being sung, stage directions, set and action descriptions, etc.

Initial scripts are not binding. You can change any/all of your script up until the Final Script is submitted.

A completed example script (Adobe PDF) is available for your reference on the website. Please review it before drafting your own script.

A pre-formatted template (Microsoft Word) is available for your use. Please download the template from the website and use it to create your script(s). Replace the information in the template with your own.

File and submission requirements:
a. Submit online (login to your group's area of the website and use the file submission link)
   1. Select Submission Type as "Script (initial/draft)"
   2. Select For Deadline as "C-5 Initial Script"
b. MS Word file named "scriptdraft-xyz.docx" (where "xyz" is your group's assigned Songfest abbreviation
c. Use template to create script file
d. Include group abbreviation in top right of every page header
e. Include "Initial Script" in top left of every page header
f. Include group name spelled out in all-caps English where indicated on first page
g. Include song titles
h. Include all lyrics to be sung (indicate which character(s) are singing what)
   1. Included lyrics need to match (exactly) the lyrics indicated in your Song Lyrics document
   2. Do not include unused lyrics.
   3. If you've requested a lyric change, go ahead and include the desired lyrics (and omit the originals).
i. Clearly demarcate between songs and dialogue (see the template)
j. Make sure you have page numbers on every page

As you write your scripts, time them with your rehearsal music recordings and with speaking your own dialogue and acting the actions. You want to make sure your whole show will fit comfortably (with room to spare) within the 12-minute overall time limit. You also need to make sure your dialogue will fit within the 2-minutes-and-30-seconds dialogue time limit.

23. **Song Lyrics (P-10)**
    Song lyrics are due online. Groups must submit all of their intended song lyrics.

    The staff will consider properly submitted requests for very limited lyric changes. Generally, changes should not exceed more than a word or two and should be for limited reasons- such as changing gender/plurality of the song's subject ("he" to "she", or "I" to "we", etc.) or making a song with Songfest-inappropriate content more properly presentable to a public and family-oriented audience.

    A song lyrics example document (Adobe PDF) is available for your reference on the website. Please review it before drafting your own song lyrics document.

    A pre-formatted template (Microsoft Word) is available for your use. Please download the template from the website and use it to create your song lyric(s). Replace the information in the template with your own.

    File and submission requirements:
    a. Submit online (login to your group's area of the website and use the file submission link)
        1. Select Submission Type as "Lyrics"
        2. Select For Deadline as "P-10 Song Lyrics"
    b. MS Word file named "lyrics-xyz.docx" (where "xyz" is your group's assigned Songfest abbreviation
    c. Use template to create song lyric file
    d. Include group abbreviation in top right of every page header
    e. Include "Lyrics" in top left of every page header
    f. Include group name spelled out in all-caps English where indicated on first page
    g. Intended lyrics need to match (exactly) the lyrics indicated in your Initial Script
    h. For each song in which a lyric change request is made:
        1. include the original lyrics and the proposed replacement lyrics.
        2. ~~Strikethrough~~ lyrics to be replaced (i.e. undesired originals)
        3. **Bolded** lyrics are the proposed replacements
    i. For songs in which no lyric changes are being requested, include the original lyrics your group will sing.
    j. For each song in which y, include any notes/comments (if necessary) for the staff to understand what you are requesting (and/or why).

24. **Group Workshop – "Refining the Script" (M-7)**
    Group leaders meet with the staff to further discuss their show. The vast majority of the discussion will be focused on the script. The staff will be giving lots of feedback and constructive criticism about the Initial Script- this is all intended to help you decide what (if any) improvements you want to make as you develop your final script. Every group gets lots of feedback, so don't think that the staff "hates your script" just because they have so much to say. ☺

    Groups should make sure they have their own copies (hard copy or electronic) of the Initial Script, and are prepared to take lots of notes. The staff will have their own copies of the Initial Script.

All group leaders are welcome and encouraged to attend. It is most helpful if, in particular, the writers of the script are able to attend. Questions welcome, though most non-script topics of conversation will be saved until after all the script discussion has finished (to make sure there is enough time for the most important topic of the workshop).

One workshop appointment per group. Book your appointments through the Songfest website (log in to your group area and then use the "Appointment Sign-Ups" link).

25. **Final Script (M-8)**

A final version of each group's script is due online. This script should include all character dialogue, lyrics being sung, stage directions, set and action descriptions, etc. This script does NOT have to include your final lighting/technical cues. These are not due until the Technical Script.

File and submission requirements are identical to the Initial Script (see above), with the following additions/changes:
   a. Submit online (login to your group's area of the website and use the file submission link)
      1. Select Submission Type as "Script (final)"
      2. Select For Deadline as "M-8 Final Script"
   b. MS Word file named "scriptfinal-xyz.docx" (where "xyz" is your group's assigned Songfest abbreviation
   c. Include "Final Script" in top left of every page header

Remember to check your script for time/length (both overall and dialogue-only) before submitting!

26. **Kick-Off Group Description (non-penalty)**

This is the deadline for groups to optionally provide a brief description of themselves for inclusion in the Kick-Off Event handouts and on the Songfest website's Kick-Off Event webpage.

Groups should describe themselves in a brief paragraph. This information will be available to all potential group participants to read before and during the Kick-Off Event as they decide which group they want to join. Think about what you'd like students to know about your group. You might talk about your approach, your priorities, your group history, your goals, your group characteristics... whatever. It's your chance to introduce yourselves to potential participants.

Description requirements:
   a. Do not say anything about other groups.
   b. Do not mention other groups.
   c. Please spell out your group's full name (in English characters only, please). This is how you will be listed in all Kick-Off materials.
   d. The description itself does not need to mention the group name. Whenever/however the description is published, the group name will also be listed.
   e. The staff will edit and/or withhold any descriptions that are Songfest-inappropriate in any way.
   f. Please limit your descriptions to no more than a brief paragraph. 100 words or less (less is better).

Email your descriptions to songfest@pepperdine.edu.

This is not a penalty deadline. However, groups who do not submit a Kick-Off Group Description will not have a description included in the Kick-Off Event handouts or on the Songfest website.

27. **Songfest Kick-Off Event (M-9)**
Everyone involved with Songfest (group members, group leaders, hosts, staff, etc.) gathers together to launch the start of group rehearsals. Key information is provided, the theme is announced, participants choose their groups, and all groups hold their first rehearsals immediately after the Kick-Off Event.

This is an exciting, electric, and fun night. We want groups to have a great time. However, please help us by not standing on furniture. Also, please do not gather near the entryway (so that everyone can enter and find a seat). And, of course, please do not do anything to distract students from the information that is being presented (don't talk during the program, don't be distributing your own materials during the event, be positive about Songfest overall and not just your group, etc.).

BEFORE the event, group producers will need to pick up room setup forms as well as liability waivers for their whole group. Contact Danielle Minke or the Production Assistants for details.

Producers, starting with the Kick-Off Event, you need to send a nightly email to songfest@pepperdine.edu which includes:
   a. Your group abbreviation in the subject, along with the date of your latest rehearsal
   b. The number of people at your latest rehearsal
   c. The size you anticipate your final "steady" group being
   d. Anything else you want us to know about your rehearsals.

These emails will not be required forever, but for now you do need to send them until the staff tells you otherwise. We will closely monitor group sizes and progress through the first several days of rehearsal. Once our overall participation situation is clear and it looks like overall group numbers are stabilizing, the staff will notify group leaders that they may stop sending the daily emails.

28. **Participant Liability Waivers (M-10)**
Every person participating in Songfest (participating in any way- not just performing in the show) must complete a participant liability waiver prior to participating.

All completed liability/participation waivers from each group must be turned in to Student Activities (HAWC 117). For any participants that join after this deadline, their waiver(s) must be turned in to Student Activities before 5 PM the next business day (i.e. by Monday for any rehearsals held over the weekend).

Blank participant liability waivers are available from Danielle Minke and/or the Production Assistants.

29. Technical Directors Meeting (M-11)

This is a mandatory meeting where group Technical Directors meet with the Songfest technical staff to discuss Songfest technical rules, requirements, plans, suggestions, and possibilities. Lots of technical literature and information on a variety of topics (lighting, set construction, prop storage space, etc.) will be distributed. Instructions for making your group's technical consultation appointments will also be provided at this meeting.

Come with any technical questions you may have. There are no bad questions, nor are there technical questions that are too basic or simple. Please ask.

For the performances, each group may use a fly-in pipe/baton (typically used to lower attached scenery or set pieces into view, and to fly/raise them out again). The tech staff will explain where these pipes are located. Then, all groups will draw a number, and will choose in order of their draw which fly-in pipe position they would like to use. So be thinking ahead of time whether your group might prefer something closer to the front of the stage, closer to the back, or somewhere in the middle.

All groups must have a main tech representative present. This should be the group's Technical Director unless they have a direct class conflict. Other group leaders are welcome, but not required, to attend.

30. Technical Consultations (M-12)

Each group's technical director needs to meet with the Songfest technical staff to share and discuss their group's specific technical desires, needs, and plans.

These meetings must take place between Wed Feb 20 and Wed Mar 6 (further scheduling requirements may be specified by the technical staff). One consultation required per group. The appointment scheduling process for these consultations will be explained at the Technical Directors Meeting (see above).

31. Program Information (C-6)

Groups must submit their show information for the printed Songfest program.

A program information example document (Adobe PDF) is available for your reference on the website. Please review it before drafting your own program information document.

A pre-formatted template (Microsoft Word) is available for your use. Please download the template from the website and use it to create your program information. Replace the information in the template with your own.

File and submission requirements:
   a. Submit online (login to your group's area of the website and use the file submission link)
      1. Select Submission Type as "Program Information"
      2. Select For Deadline as "C-6 Program Information"
   b. MS Word file named "program-xyz.docx" (where "xyz" is your group's assigned Songfest abbreviation

    c. Use template to create program file

    d. Include group abbreviation in top right of every page header

    e. Include "Program Information" in top left of every page header

    f. Include group name spelled out in all-caps English where indicated on first page

    g. Include show title

    h. Include theme choice

    i. Include official group leadership

        1. Accurately spelled names for each all group leaders, with roles indicated

    j. Include song information for each song

        1. Song title

        2. Composer(s) and lyricist(s)

            a. actual individual names

            b. not necessarily the performing artist)

Note: this is your last chance to change your group name and/or your show title. Your group will be introduced from the stage using the same name that is printed in the program.

32. <u>Staff Rehearsal Visits (non-penalty)</u>

Members of the staff will be coming to visit each group's rehearsal. During these visits, the staff will watch groups perform at least 2 of their songs. These performances must use the piano rehearsal recordings. Performances can be rough!

The staff will also have some comments and announcements. As soon as the staff arrives, please stop your rehearsals and gather your groups to listen to the staff. The visits will not be long, and groups may resume their normal rehearsal as soon as the staff leaves.

Be ready for visits at any point during your rehearsal. The schedule provided (if any) will just be an estimate- actual visit times will vary. Be flexible!

33. <u>Registration Deadline (P-14)</u>

All current Songfest participants (cast members, group leaders, helpers, etc.) must register prior to this deadline. Each registration must be done through the Songfest website.

Note that registration is a 2-step process. After submitting the registration form, participants will be sent a confirmation email, which includes a confirmation link (URL). To complete the registration process, participants must open this link in a browser and see a confirmation message.

Group leaders can monitor who has registered for their group by logging in to the website and using the "Registration List" link.

34. <u>Final Program Review (P-15)</u>

The staff will bring a physical print-out of each group's program page to their rehearsal for review. All group members need to check the print-out and make sure their information is correct. Any

and all edits (spelling, additions, changes, removals) MUST be physically indicated (written) on the actual printed page.

In addition to their own personal information, group leaders need to also check:
   a. names which should no longer be included (those no longer with the group, etc.)
   b. group name
   c. group show title
   d. leadership roles
   e. participants missing during this particular rehearsal (and who can't check their own names)

The staff will collect the program page towards the end of the rehearsal, and include any edits in the final program.

35. **Spacing Rehearsal Confirmation (P-16)**
    Group producers must confirm whether or not your group will be using each of your available spacing rehearsal times. Confirmations (either way) should be emailed to
    songfest@pepperdine.edu.

    For each group that declines their spacing rehearsal reservation for a given day, all earlier scheduled groups will move later in that day's schedule by one group timeslot.

    Note: There is no penalty for declining to participate in the Spacing Rehearsal(s). A penalty is only assessed when a group confirms their participation and then does not show up for their assigned rehearsal time(s).

36. **Vocal Performance Plans (P-18)**
    Each group's music director must submit copies of group sheet music which indicate their group's vocal performance plans (soloists, harmonies, small ensembles, etc.) according to the requirements fully described in the *Music Guide*.

    For more information and for complete requirements, refer to the *Music Guide*.

37. **Production Plans (P-19)**
    This is a list of ALL props, costumes, and set pieces a group is planning to use in their show. Do not leave anything out!

    Exact costs are not necessary at this time. You DO need to specify what will "count" for your budget, and what will be listed as "no cost" (borrowed, owned, free universal access, etc.). If you are at all unclear or uncertain as to which items "count" against your budget, ASK NOW. See the *Production Guide* for more about which things "count" (or don't count).

    An example production plan (Adobe PDF) is available for your reference on the website. Please review it before drafting your own production plan document.

A pre-formatted template (Microsoft Word) is available for your use. Please download the template from the website and use it to create your production plan. Replace the information in the template with your own.

File and submission requirements:
a. Submit online (login to your group's area of the website and use the file submission link)
    1. Select Submission Type as "Production Plans"
    2. Select For Deadline as "P-19 Production Plans"
b. MS Word file named "prodplan-xyz.docx" (where "xyz" is your group's assigned Songfest abbreviation
c. Use template to create production plan file
d. Include group abbreviation in top right of every page header
e. Include "Production Elements Plan" in top left of every page header
f. Include group name spelled out in all-caps English where indicated on first page
g. Include show title
h. Include theme choice

Note: this is your last chance to change your group name and/or your show title. Your group will be introduced from the stage using the same name that is printed in the program.

38. Staff and Hosts Rehearsal Visits (non-penalty)
The Songfest staff and hosts will be visiting each group in rehearsal. During these visits, groups are to perform their entire show- from curtain-up to curtain-down, including all dialogue, songs, stage action, etc. These performances can be rough! Cast members may use scripts, group leaders may prompt with instructions, etc. These performances must use the piano rehearsal recordings.

The staff will also have some comments and announcements. As soon as the staff arrives, please stop your rehearsals and gather your groups to listen to the staff. The staff and hosts will be on a very tight schedule, and groups may resume their normal rehearsal as soon as the staff leaves.

Be ready for this visit at any point during your rehearsal. The schedule provided (if any) will just be an estimate- actual visitation times will vary. Be flexible! Have fun!

39. Spacing Rehearsal(s) (non-penalty)
This is an OPTIONAL opportunity for each group to familiarize themselves with the Smothers Theatre stage and rehearse whatever they'd like. This is not a technical rehearsal- there will be no lighting cues, hanging scenery, etc. You need to bring your own audio source (iPod, laptop, etc.) to plug in to the theater's music playback system.

To participate in a spacing rehearsal, a group must both:
1. Confirm their participation by the Spacing Rehearsal Confirmation deadline (see above)
2. Have at least 10 cast members present during their rehearsal time.

Times are assigned, but subject to change. For each group that declines to participate, each earlier-scheduled group will move one timeslot later in the schedule. The staff will confirm the final schedule to all group leaders the day before the first spacing rehearsal is scheduled to occur.

There is NO penalty for not participating, as long as your group did not previously confirm your spacing rehearsal. However, if you confirm your participation and then fail to have at least 10 group members present, the penalty will be incurred.

40. **Technical Script (C-7)**
Groups must prepare a technical script, which includes all the material of the Final Script and adds all technical information (lighting, sound, and technical cues clearly indicated). Technical scripts must be submitted online AND emailed to the technical staff.

Refer to the information distributed at the Tech Directors Meeting for examples of cues.

File and submission requirements:
   a. Submit online (login to your group's area of the website and use the file submission link)
        1. Select Submission Type as "Script (technical)
        2. Select For Deadline as "C-7 Technical Script"
   b. Email document to tech staff:
        1. danielle.lobello@pepperdine.edu
        2. nathan.grater@pepperdine.edu
   c. MS Word file named "scripttech-xyz.docx" (where "xyz" is your group's assigned Songfest abbreviation
   d. Use script template to create script file
   e. Include group abbreviation in top right of every page header
   f. Include "Technical Script" in top left of every page header
   g. Include group name spelled out in all-caps English where indicated on first page
   h. Include song titles
   i. Include all lyrics to be sung (indicate which character(s) are singing what)
   j. Clearly demarcate between songs and dialogue (see the template)
   k. Make sure you have page numbers on every page
   l. Include all lighting, sound, and other technical cues

41. **Orchestra Rehearsals (M-13 and M-14)**
Groups must be ready and waiting quietly on the Smothers Theatre steps 10 minutes before their scheduled times.

For more information and requirements, see the *Music Guide.*

42. **Set Load-In (M-14)**
Groups must load their set pieces into Smothers Theatre during this time. Follow all instructions given by the technical staff and the Songfest crew. All set pieces should be constructed, loaded, rigged, and installed in accordance with the information covered at the Tech Directors Meeting and in each group's Technical Consultation.

43. Technical Rehearsal (M-14)

Groups will conduct a technical rehearsal with the support of the technical crew. The main emphasis will be on lighting design, lighting cues, sound effects, and other technical elements and technical-related timing.

Groups will typically work cue-to-cue, rather than doing complete run-throughs of their shows.

Each group must be ready and available on the Smothers steps at least 10 minutes before their scheduled time. Each group must wait quietly until summoned by the staff.

44. Music Cue Script (P-20)

At the very start of each group's orchestra rehearsal, the group must turn in TWO printed hard copies (2-sided, please) of the group's complete script (including all cues) to the Production Assistant(s). The PAs will deliver the scripts to the pit orchestra conductor.

These scripts help the conductor to follow the group's performance and begin each of the group's song at the right time.

45. Budget Report (C-8)

Each group must prepare and submit a budget report which accounts for the cost (and/or non-cost) of every single element (costumes, props, set pieces, etc.) that appears or is used in a group's on-stage show.

A pre-formatted budget report template (Microsoft Excel) is available for your use. Please download the template from the website and use it to create your budget report. Replace the information in the template with your own.

File and submission requirements:
  a. Submit online (login to your group's area of the website and use the file submission link)
       1. Select Submission Type as "Budget Report"
       2. Select For Deadline as "C-8 Budget Report"
  b. MS Excel file named "budget-xyz.xlsx" (where "xyz" is your group's assigned Songfest abbreviation
  c. Budget report must include:
       1. Every prop, costume, set piece, and production element that appears on-stage in your show (whether or not that item "counts" against the $500 limit)
       2. A complete account of how a group's money has been spent
       3. Descriptions of where and how everything used, displayed, or worn in the show was acquired, and at what cost (if any).
  d. Use budget template to create budget file

Groups should be prepared to present receipts for any/all expenses upon request by the Songfest staff. Groups should also be prepared to explain each and every show element (costume piece, prop, set piece, etc.) that does NOT count against a group budget.

46. **Dress Rehearsal (M-15)**
    All groups should meet on the Smothers Theatre steps (or nearby) at 6:30 PM, dressed in full costumes and holding all props not already stored backstage.

    Group leaders will be instructed beforehand about assigning all cast members into Finale Groups A and B. Please make sure that your entire group knows their Finale Group assignment (A, B, or both A and B).

    To ensure that the night runs as smoothly and quickly as possible, the following rules must be observed:
    a. DO NOT enter the theatre, including the lobby, until directed to do so by the staff. Restrooms are available next door in the AC, MB, and CAC buildings.
    b. Once a group is granted entry, each person must immediately move to their designated seats (Finale Group B) or to the stage (Finale Group A).
    c. The quieter everyone is, the faster the rehearsal will go, and the shorter the evening will be for everyone
    d. The dress rehearsal is CLOSED, and NO VISITORS are permitted (visitors include peers, friends, and even family and relatives).
    e. NO FOOD OR DRINK ALLOWED IN THE THEATRE!

    This is a very special and exciting night. Have a great time. Support and cheer your fellow performers!

47. **Songfest Performances (non-penalty)**
    Groups must be in their holding rooms no later than their assigned times. While the group and its leaders overall must be present, it is fine for individual students with class conflicts to arrive later (presumably when their class obligations are over).

    Groups will be led by staff to the theatre, and after their performances they will be led back to their holding rooms (except for the final group, who will stay to perform the show finale). Then, late in the show, groups will be led back to theatre for the performance of the finale.

    While timing will take place at all performances, there is no scoring (and no times will count towards time penalties) until the first judged performance.

    During the finale, make sure your group is behaving in a way that adheres to the rules as listed in the *Production Guide* ("On-Stage Decorum"). No signs, no out-of-character costumes, etc. This is a time of community celebration, and participants shouldn't be doing anything to distract or draw attention away from it.

    Do your best! Have an incredible time!

48. **Directors Award (P-21)**
Each group may give one Director's Award to a single person in their group in recognition of their contribution(s) to the Songfest experience. The awards can be for attitude, helpfulness, leadership, service, team spirit, dependability, and/or other similar traits.

Group producers must submit the full name (proper spelling, please) of their Director's Award winner in an email sent to songfest@pepperdine.edu.

49. **Awards Ceremony (non-penalty)**
Immediately at the conclusion of the final performance, an awards ceremony will be held on-stage. Each group's leaders will present a Director's Award, the staff will present a Producer's Award, and the Songfest Sweepstakes Award winner will be announced.

50. **Show Load-Out (non-penalty)**
Immediately after the final performance and the awards ceremony, groups must load-out all sets and props from the theatre and backstage areas.

Any group absent from load-out may forfeit future Songfest participation, as well as current year results!   Make SURE your group is present, and that you take care of everything you are supposed to take care of.

Load-out will be supervised by the technical staff. Make sure they've cleared your group before you leave.

51. **Trophy Return (non-penalty)**
The winning group's producer and/or director must return the Sweepstakes Award trophy to Student Activities.

The trophy should be in pristine condition. Groups are liable for any damages to or theft of the trophy. Please enjoy holding it for one week, but also please bring it back to Student Activities in like-new condition.