VARIETY SHOW PLANNING GUIDE

PROPERTY OF POINT VICTENDE ELEMENTARY PTA
Variety Show:
The Point Vicente Variety Show is an opportunity for kids to showcase their talents in front of their friends and family as well as the school.

Performances:
There is a night performance (for family and friends) and a school assembly for the kids only.

Performance Dates:
Performance dates are usually set by the PTA at the beginning of the school year. Dates should be confirmed as early as possible.

Planning Committee:
It is recommended that a planning committee be set with the following:

- 2 Chairs
- 7 Dedicated parent volunteers who can help do work prior to and be available on the show date
- 4 Responsible 5th grade kids who can facilitate and be part of the “stage crew”

Step by Step Guide:
1. PTA to designate and solicit 2 Chairs for the show at the beginning of the year.
2. Communicate dates of performance dates and work backwards with regards to timelines. (Typically the performance is in March, but that can be adjusted due to conflicting events)
3. Once the two chairs are selected and committed:
   a. Create a “parent” flyer asking parents to step up and volunteer to be part of the committee.
   b. Ask Principal to distribute flyer
   c. Publish flyer on PTA website
   d. Eblast through Room Mom network
   e. Start getting a committee together.
   f. Schedule a preliminary planning/brainstorming meeting 5 months before the show
      i. At that meeting get everyone’s name and contact information
      ii. Start talking about the show – who is interested in doing what – delegate tasks
      iii. Create and decide upon a theme and scope
         1. Recommend that you cap the amount of acts to no more than 20
         2. Limit the show to 90 mins
         3. Give each act a time limit – recommended 90 seconds minimum
         4. You can do group only acts, or a combination of groups and solos. If you do solos, recommend that you limit the amount so you get a good balance of acts.
4. After show theme is decided, then create a flyer/permission slip to distribute to the school. See sample addendum.
a. Get approval from Principal and PTA president before distributing flyer
b. Ask Principal to distribute
c. Put on PTA website
d. Distribute through room mom eblast

5. Start breaking down tasks – sample sheet is below in the addendum

6. Start collecting the acts together and organizing names and parent contacts.

7. The main planning should start 3 months prior to the show
   a. Schedule a “try out” to screen the acts for appropriateness
   b. Schedule a rehearsal – one week before the show to do a run through
   c. Start designing a program – sample addendum

8. Create a very detailed script and guide for the audio and stage crew so they can handle the transitions. This is critical to maintaining an organized show.

9. Get MC’s to provide filler content between the acts

Other Recommendations:

- The school sound system is an older model. The best way to facilitate music is to get the music burned on a CD and play it through the sound system. If there is a parent that is willing to donate a DJ service or the cost of hiring a DJ, that is an option. Keep in mind, if you do use a DJ, that will require approval from the Principal in advance. Any outside vendor should be cleared through the school administration beforehand.
- Coordinate any A/V questions with the principal and school custodian.
- The sound is one of the most important jobs in the Variety Show. Get commitment from someone in advance to help facilitate sound for the day and the night show.
- Make sure you have a very clear communication strategy with the parents of the kids. In 2016, we asked that one parent be the point contact for each group.
- Set up 200 chairs in the MPR for the night show.
- From a timing standpoint, make sure you allow yourself plenty of time the month before the show to deal with the details of the planning.
Sample task breakdown

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Number of People</th>
<th>Names of Volunteers</th>
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<tbody>
<tr>
<td>1 Overall Program Coordination</td>
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<tr>
<td>Get list of acts organized</td>
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<td>Facilitate try outs</td>
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<td>Organize the order of the acts</td>
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<td>Organize and write the “in between” scripts/jokes</td>
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<td>2 Overall School Promotion</td>
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<td>Beth send out email to parents</td>
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<td>Website placement</td>
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<td>Backpack Flyers</td>
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<td>Reminder email a few days before due date</td>
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<td>Room Mom distribution list</td>
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<td>Teacher/Class communication</td>
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<tr>
<td>3 Overall Communication to the Chaperones of the Groups</td>
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<td>4 Evening Program Design and Print</td>
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<td>5 Audio/Sound System Coordinators</td>
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<td>Organize music/Audio</td>
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<td>Organize microphones</td>
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<td>Spotlights</td>
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<td>6 Student Volunteer and Crew Coordinator</td>
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<td>7 Auditions Supervisors/Coordinators</td>
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<td>8 Practice Coordinators</td>
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<td>9 Night show stage coordinators</td>
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<td>10 Day show stage coordinators</td>
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<tr>
<td>11 Set Director/Prop coordinator</td>
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<td>12 Decorations</td>
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<tr>
<td>13 Green Room Organizer (night show)</td>
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<td>14 Green Room Organizer (day show)</td>
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<td>15 Setup crew night show</td>
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<td>16 Clean up crew night show</td>
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Point Vicente PTA
Presents
The 2016
V A R I E T Y
S H O W

Evening performance: Thursday, March 31, 2016 at 6 pm.
Daytime school performance: Friday, April 1, 2016.

IMPORTANT INFORMATION: If your child would like to participate, please complete the attached permission slip and return it to the front office on Friday, February 4, 2016. **Space is limited, up to 20 acts, for a 90 minute show**, subject to the show guidelines outlined. In good order, signed permission slips will be accepted only on February 4, 2016, on a first come, first serve basis during normal school hours. Early submissions will not be accepted.

Show Guidelines:

- Note that all acts approved will be able to perform at the evening show. The daytime performance may be limited due to time restrictions.
- Any current Point Vicente Elementary school student is eligible to register.
- Performance is for **groups only** (groups of 2 or more children). **No solo acts**.
- Performance acts may include singing, dancing, instrumental performances, drama, comedy, magic or skits deemed appropriate for the family atmosphere of the PTA.
- Participants can only perform in one act only.
• Each performance group can be up to 1 ½ mins (90 seconds) long.
• Groups must supply their own music and/or props.
• All groups must attend auditions and rehearsal and have a group chaperone present. Auditions are scheduled for Thursday, February 18 and Friday, February 19 during school lunch hour.
• Music must be supplied at the time of audition on a CD and left with the committee.
• Proper attire is a MUST. Props and attire will be reviewed for appropriateness at time of audition and/or rehearsal.
• All participants and attendees must act responsibly and be on their best behavior at all times.
• All groups must have one parent group contact/chaperone who will be responsible for the supervision of the group during the show and auditions/rehearsals.

For more information, contact: Sara Cho sara.j.cho@gmail.com or Lisa Barnes at lisadibug@prodigy.net.

Point Vicente 2015 Variety Show Permission Slip
Return to the front on February 4, 2016

No early submissions. Acts are accepted on a first come, first serve basis. Up to 20 acts for a 90 minute show.

Signed forms will be accepted at the front office.

PRINT NEATLY

Student Name ___________________________ Grade __________
Teacher ______________________________________________________
Group act ______________________________________________________
Additional names in group act ______________________________________
______________________________________________________________
Type of Talent (briefly describe act)
______________________________________________________________
Name of Song/Artist______________________________________________________

Group Name ____________________________________________________________

Group Contact Parent

Name _________________________________________________________________

Phone _________________________________

Email _________________________________

I give my child, __________________________________________, permission to participate in the Point Vicente Variety Show. I understand it is my responsibility to inform the school if my child has a medical condition and that I am responsible for the supervision of my child for all activities relating to the show. I agree to have my child participate in the mandatory audition and rehearsal. I agree to uphold to all the guidelines stipulated for the show.

Parent/Guardian Name: _________________________________

Parent/Guardian Signature: _________________________________

Contact Phone #: _________________________________

Email:
2016 Variety Show

Act Schedule

1. Let it go: Ada Leia Bilgic, Sophia Coats, Lailah Enriquez, Crystal Gu, Ayla Lee, Suxi Liu, Kaitlyn Shin, Chloe Hanser, Sarah Varghese, Isla Waddington
2. The Marvelous Magicians: Lila Mendonca, Naomi Rowe,
3. Piano Solo: Navraj Singh (Songs: This is My Planet Earth and Snake Charmer)
4. Divas and a Dude: Sarah Barnes, Kamran Dowlatshahi, Julia Fernandez,
5. Magic Show: Zachary Robins, Dakota Windish
6. 2nd Grades in the USA: Amanda Fernandez, Lauren Kawai, Susana Romero, Maryam Soliman,
7. Piano & Singing: Desmond Fu, Ella Fu
8. Dance/Juggling/Gymnastics: Meeka Rahimi, Julie Stein
9. Animal: Savannah McLenden, Audrey Teachenor
10. Classroom Jokes: Maddie Gregory, Halah Lebsack, Jo Padilla
11. Singing and Dancing: Magdalena Lachowicz Roxi Ranald
12. Yes, Magic Show!: Gia Bohorquez, George Bohorquez
13. Everybody Dance Now: Pietra Capotosto, Amanda Teachenor,

Special Thanks

Event Chairs
Lisa Barnes
Sara Cho

Volunteers
Summer Bichlmeyer Cristina Kawai
Tara Capotosto Delanie Sinton
Jacqueline Enriquez Kindra Windish
Christina Fernandez
Ella Fu

Special Guests
Noah Lantz, DJ/Sound