



Come resonate with the arts...

Performer Policy & SOP Manual

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For the sake of continuity and simplicity, “concerts” also refers to “recitals”.

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GENERAL POLICIES

- By appearing with the Utah/Idaho Performing Arts Company (UNIPAC) and/or acceptance of a role or concert spot, you give permission to UNIPAC (and its agents) to use your name, image, and/or likeness in all marketing for the performance(s) and for future marketing and archival purposes without compensation.
- Do not use cologne, perfume, or scented lotions.
- Only beverages in a closable container will be allowed on stage or in any rehearsal area.
- **Leave valuables at home.** UNIPAC, owners of rehearsal/performance space(s), or hired staff/volunteers of the aforementioned organizations or groups, are not responsible for your lost, missing, or stolen belongings.
- Drink lots of water; stay hydrated.
- Performer Paperwork **MUST** be submitted by the deadline in the Performer Agreement. Failure to do so may result in your role or concert spot being recast or reassigned.

UNIPAC

PO Box 546

Draper, UT 84020

OR

director@unipac150.org

Volunteering

- It is requested that all performers volunteer for at least ONE concert or staged performance during the season.
 - **Staged Productions.** This can be either helping with set construction, props, costume construction, etc. OR volunteering a family member to usher for a performance (or to help with set construction, props, costume construction, etc.).
 - **Concerts.** Ushering for a concert you are NOT singing in is preferable. You may also volunteer a family member to usher for a concert you are singing in.
- All performers & crew will be expected to help market production by means of distributing handouts or hanging posters; whatever means is 'proper' for the production, the performer, and/or the area. UNIPAC will create a Facebook event page for each production and will send the link to all performers involved with it. DO NOT create your own!

Bios/Headshots Guidelines

(For all productions and concerts. See *Season Guide* for individual production due dates.)

- ALL bios and head shots will need to be submitted using the online form on the Performer's Page at www.unipac150.org.

Joey's 35 Rules of the Theatre
(AKA, 35 Life Lessons Learned From Doing Theatre)

- 1.) Wear deodorant.
- 2.) Change your socks daily.
- 3.) Shower daily.
- 4.) Don't rock the boat; it may fall out from under you.
- 5.) If it's not yours DON'T TOUCH IT!!!
- 6.) Do what your superior tells you (within reason).
- 7.) If you're going to argue with said superior, wait until no one is around.
- 8.) Knowing when it's a bad time to flush is just as important, if not more important, than actually flushing (and NOT flushing at those times.)
- 9.) Don't cause problems for your fellowman. (Refer to #4.)
- 10.) If you can't stand the heat, stay out of the kitchen. Or off the stage; whichever the case may be.
- 11.) See number 5.
- 12.) Share. Except underwear, that's just gross.
- 13.) Don't be afraid of the ghosts that haunt you. They're only a figment of your imagination, despite the fact that something just fell 30 feet and landed two inches in front of you, nearly killing you.
- 14.) See number 3.
- 15.) Don't use too much hairspray. It could cause the tenor playing your boyfriend to pass out and thus you'll be left with the understudy who is 400 pounds overweight, reeks of B.O. (he obviously didn't pay attention to numbers 1, 2, 3, and 14), and just finished an anchovy sandwich.
- 16.) Don't use too much hairspray. If the lighting ignites into flames your hair will be the first thing to go.
- 17.) It is only permissible to use too much hairspray if you are a dancer IN "Hairspray."
- 18.) DON'T BREAK FOURTH WALL. In other words, stay focused. Don't let yourself get distracted by other things. ("To be or not to... That girl in row 14 is hot!...Damn! What was my line?") You see, it's BAD.
- 19.) Don't be afraid to let loose.
- 20.) Don't be afraid to act like a child every once in a while.
- 21.) It's okay if you forget your line. That's what friends are for. To help you when you make a mistake.
- 22.) Don't make mistakes!
- 23.) If your friend is struggling, help 'em out.
- 24.) COUNT!!! This is very important while performing anything with music.
- 25.) Don't eat in your costume if you wish to be alive for your next birthday. (Don't overeat either. It's actually good for you to go without food and water for a short time.)
- 26.) Drink plenty of water.
- 27.) Don't be afraid to go for the high note even though you just drank a gallon of water and hitting the high note will cause you to pee your pants.
- 28.) Don't criticize yourself too much. That's the audience's job.
- 29.) Always keep a roll of duct tape handy.

- 30.) Always keep a needle and thread handy.
- 31.) Breath.
- 32.) See number 5.
- 33.) And never, never, never, never, never touch something that's not yours!!! Upon penalty of death.
- 34.) When it's all said and done, hold hands, remember the good things and forget the bad things.
- 35.) See number 1.

Company Directory

- UNIPAC Office & Mailing Address
erda@unipac150.org
Utah: 801.842.6292
Idaho: 208.495.4383
UNIPAC
PO Box 546
Draper, UT 8402
- General Director
Joey Calkins
director@unipac150.org
208.880.9515
- Assistant to the General Director
- Finance Director (Utah)
Elisa Eames
inmemorium@gmail.com
- Company Manager (Idaho)
Kea Loveland
kealoveland@gmail.com
- Online Marketing Director
Chris Siebeneck (Utah)
- Board Members
Janilyn Anderson (Utah)
Sean Rogers (Idaho)
Danica Yates (Utah)

Submission Form Procedures

All bios and headshots and repertoire for concerts need to be submitting using the appropriate form through the website: www.unipac150.org.

Bio/Headshot

- 1.) Go to www.unipac150.org
- 2.) Select (and click) the “Performer Page” tab
 - a. This will open another web page.
- 3.) Select “Bio and Headshot Submission” from the column on the right. This will open another page.
- 4.) Read the guidelines on the left.
- 5.) Enter your name as it should be listed on the program.
- 6.) Select the correct concert title/date from the drop-down options.
- 7.) If for a concert, enter you voice type/Fach. If for an opera or play, enter your character name(s) or role with the production.
- 8.) Enter your email.
- 9.) From the drop-down options select the title/date of your last UNIPAC appearance. If this is your first appearance with UNIPAC, select “UNIPAC Debut”.
- 10.) If you have previously performed with UNIPAC and would like to have your bio or headshot from that performance/production used again (as it was in the previous program), select “Bio”, “Headshot”, or “Bio and Headshot” from the drop-down options. If submitting a new bio or headshot, or if this is your UNIPAC debut, you may leave with the default option, “No, thank you”.
- 11.) Please enter your bio into the text box provided following the provided guidelines.
- 12.) Upload your photo following the guidelines. Maximum file size is 20MB.
- 13.) Click “Submit”.
- 14.) Success! Unless there was a required field that wasn’t filled in, you will receive a message saying, “Thank you. Your information has been submitted.”

Music/Repertoire Submission

- 1.) Go to www.unipac150.org
- 2.) Select (and click) the “Performer Page” tab
 - a. This will open another web page.
- 3.) Select “CONCERT – Music Submission” from the column on the right. This will open another page.
- 4.) This form will need to be completed for EACH song you wish to perform for the concert.
- 5.) Fill in your name and email address.
- 6.) If you are providing your own accompanist or are using an instrumentalist (either provided by yourself or UNIPAC) or are doing a duet with someone, enter their name in the “Name & Instrument of person joining you” box.
- 7.) Select the concert title/date from the drop-down options.
- 8.) Enter the title of the song you wish to perform.

- 9.) Song Number: First submission for the concert, select “1”. Second submission, “2” and so forth. Please submit your songs in the order you prefer to perform them. It is not guaranteed that they will be programmed that way, but your preferences are taken into consideration and will be honored as the overall concert order allows.
- 10.) Enter the names of the composer and lyricist/poet/librettist and the show title. If from a song cycle, enter the name of the cycle.
- 11.) Select the language you will be singing in from the drop-down options. If “other” enter the language in the box on the right of the drop-down menu.
 - a. If singing in a language other than English, please provide a translation to be printed with the program.
- 12.) To ensure you are within your allowed time, select the closest time (round up) to the timing of the song. If the song is 4 minutes, 35 seconds, select 05:00.
- 13.) If the song is not part of the standard repertoire or at all “uncommon”, please provide a link to a recording (YouTube or otherwise) or a recording (20MB max file size). This will help in programming the concert.
- 14.) Music Submission Method: How do you plan to submit the music for the accompanist? Music can be upload using the form, emailed, dropped off, or snail mailed.
- 15.) Click “Submit”.
- 16.) Success! Unless there was a required field that wasn’t filled in, you will receive a message saying, “Thank you. Your information has been submitted.”
- 17.) To submit more than one song, refresh the page and start the process again.

STAGED PRODUCTIONS

General Policies

- **BE ON TIME!!! (“If I’m early, I’m on time. If I’m on time, I’m late. If I’m late, that’s unacceptable!”)** “On time” does NOT mean pulling into the parking lot at the scheduled time, but that you are ready to rehearse, warmed up, and in the building at the scheduled time.
- Do not leave personal items on the floor, in the aisles of the theatre, or in the rehearsal area.
- Pay attention to what is going on on-stage. Be prepared for your entrance(s).
- Write down your blocking!
- No smoking! No alcohol consumption! (Or any illegal drug use!)
- Flip flops or sandals are not advisable.
- Please leave children (including spouses and pets) at home unless other arrangements have been made.
- If you are running late, CALL or TEXT the Director or Stage Manager.
- If you didn’t include a conflict on the conflict calendar at your audition, don’t become upset if you are told “no, we can’t work around that.” And don’t expect it to be accommodated.
- DO NOT go wandering around rehearsal and performance venues. We will be using people’s homes, the theatre, and libraries. Respect their space and privacy.
- PLEASE, PLEASE, PLEASE bathe daily, wear deodorant, and brush your teeth. We’ll be working in close proximity to each other for the next few weeks/months.

Other Policies/Information

Advertising/Marketing:

- All company members are needed to help promote the production.
- A publicity photo shoot will be held with select members of the cast approximately one month prior to opening.

Operas:

- Opera performances will have English super titles (regardless of performance language) projected above the stage.
- Performances will be accompanied by piano and/or orchestra.
- It is expected that the performer (Leads, Principles, and Chorus Members) provide their own score. This may be by purchasing said score or downloading it from our website. NO ONE will be turned away because of their inability to provide their score; arrangements can be made. Contact the Company Manager for more information.

Tickets and Comps:

- Tickets for the operas are \$12 for Adults & \$8 for Seniors, Students, & Military.
- Tickets for the plays are \$10 for Adults & \$7 for Seniors, Students, & Military.
- All Principles and Orchestra Members will receive ONE or TWO comp tickets which can be used for select performances. (Subject to change depending on number and type of performances. Number of comps is determined by production run.)

- All Company Members will receive a voucher for two \$5 tickets (essentially a “Buy-One, Get-One” offer), good for any performance.

Costumes:

- Costumes will be arranged by UNIPAC. In most cases, performers will need to provide their own footwear and undergarments.
 - There may be times when we ask the cast member to provide their own; if they have what is needed.

Tech Week:

- All company members are expected to help with load in and load out. (Depending on the needs of the production.)
- Final Dress (or one of the performances) may be recorded; DVDs will be made available to cast members depending on licensing agreement. (Price to be determined by videographer.)
- Pictures will also be taken of at least one dress rehearsal or performance. Either a photo CD will be provided to cast members (at a cost) or will be provided (for free) for download online (subject to change).

Performances:

- Unless otherwise specified, call time is one hour prior to curtain.
 - No performer should be in the lobby during this time (except to use the restroom if one is not available backstage).
- Makeup is not be put on in the patron restrooms; use the provided dressing rooms.
- Bottled water will be available backstage for performers if another source of drinking water is not available.
- Keep quiet backstage; you can be heard in the audience.
- A meet-and-greet will be held after the performance.

Costume Policies

- **Do not leave costumes lying around!!!** Each person is responsible for hanging up their own costume at the end of each performance. If any of the crew/staff have to clean up after you, the costume(s) will be confiscated and you will have to come beg to get it back.
- **Please keep the dressing rooms clean;** don't leave costumes on the floor.
- **Please take care of your hygiene!!!** Use deodorant. Do not use perfume or cologne, it will not cover up the smell, it will just add to it.
- If a costume needs to be fixed, let the Stage Manager know so it can be fixed. The SM will have a Costume Repair Form for you to fill out.
- **Please be careful.** The staff does not have time to mend costumes each night.
- If you have costumes that you are using from home, please leave them at the theatre.
- There will be Febreze for you to use in each of the dressing rooms, please take advantage of it. **Only spray inside the costumes.**
- Do not touch any costume piece that does not belong to you or hasn't been assigned to you!
- **Most of all have fun! Toi, toi, toi!**

CONCERTS/RECITALS

- Concert Rep Lists are subject to approval by the General Director. All rep is approved on a first-come, first-served basis. In other words, those who submit their rep lists BEFORE the due date are given priority over those who don't! Use the Music Submission Form on the Performer's Page; www.unipac150.org.
- Music and all required parts must be submitted NO LESS than **one month** prior to the concert unless otherwise specified.
- UNIPAC will provide one pianist for the concerts unless otherwise specified. Plan on only ONE rehearsal with the accompanist for ALL concerts. The accompanist's fee/agreement only covers the performance and ONE rehearsal. Additional rehearsals are subject to a fee payable to the accompanist BY the singer/performer at the accompanist's discretion.
 - If the performer wishes to have another instrumentalist, or provide their own accompanist, it is at their own expense.
- Approximately six to ten weeks prior to the concert, a reminder email will be sent to those participating in the concert. The performer will have 72 hours to confirm participation or their spot may be given to another performer.

Performances:

- Unless otherwise specified, call time is 45 minutes to curtain.
- Performers may rehearse on stage before the concert as early as the building is scheduled, typically 60 to 90 minutes prior to curtain. (Schedule with the Producer and/or Stage Manager.) Once the house is open (30 minutes to curtain, depending on venue), rehearsing must cease. No exceptions!
- The performers are expected to sit together at the front of the house.
- At the end of the performance, all performers will go on stage for a final bow and group picture.

See the *Season Guide* for specific information regarding each concert (ie, amount of music, guidelines for selecting music, venue information, due dates for rep, bio, and etc.).

General information is as follows:

- Chamber Series
 - Performance begins at 7:30; house opens at 7:00.
 - Ticket prices are \$6 for Adults and \$4 for Seniors/Students/Military. Each performer will receive ONE comp ticket.
 - Dress: Dress Sunday Best
- Music for a Sunday Evening
 - Performance begins at 7:00; house opens at 6:30.
 - Free Admission
 - Dress: Sunday Best
- Bravi Tutti Series
 - Performance begins at 7:30; house opens at 7:00.
 - Ticket prices are \$5/person or \$20/group (up to 6). Comp tickets are dependent upon the venue (determined by rental fees).
 - Dress: Semi-Formal to formal. Tuxedos for men are preferred.