

# Planning Variety Shows and Celebrations

## Lion's Pause Mane Stage

### Hosts:

- Select 1 or 2 people from your org as stage managers to serve as communication between Pause staff and performers (these people cannot be performers as well)
- Select at least 5 people to be on clean up crew
- If serving food, select people to work set up and serving

### Interested in serving food?

**Outside catering or deliveries of food are prohibited unless exception is given by Bon Appetit. All food inside the building must be provided by Bon Appetit or the Lion's Pause.**

If Bon Appetit is unable to accommodate a food request they may grant the use of an outside licensed food vendor. Bon Appetit may also grant access to use kitchen space to prepare food, however this request will only be granted if the day, time, and staff are available

- Using Bon Appetit catering
  - o Your order needs to be placed at least **two weeks in advance**
    - Pack-outs cannot be ordered for an event in Buntrock
  - o Depending on your order they will deliver it or you will pick it up
  - o If catering is delivering food they will set up and clean up the serving area
- Using outside catering
  - o Food is only provided by Bon Appetit or the Pause
  - o All food needs need to be discussed with Bon Appetit ([catering@stolaf.edu](mailto:catering@stolaf.edu)) at least three weeks before your event
    - If they are unable to meet your needs you will receive approval from Bon Appetit about using outside catering
  - o After receiving approval, come up with a plan. Things to consider:
    - Will the food be delivered or will you be picking it up?
    - How will you ensure the food remains at a safe temperature?
    - How will you serve food?
    - What will you do with extra food?
    - How will you pay?
      - Easiest: pay with a credit card checked out from OSA
        - o Remember to get an itemized receipt
      - Other: pay with a check
        - o Get an invoice and W-9 from vendor by the Monday before your event
        - o Complete a check request and have it signed by Student Activities by noon the Monday before the event to receive the check by the next Friday
    - On your Pause reservation you will need to request tables if you plan to use tables to serve food

## Audience Seating

- Just having the show?
  - Theater Style Seating in the Pit
    - 300 chairs max
  - Theater Style Seating in Balcony
    - 125 chairs max
  - Total: 425 chairs max
    - **Do not sell or give out more than 425 tickets**
      - If you would like seating for performers remember to remove those tickets from sales!

## Show Technology

- Create a detailed show outline for every act
  - This includes: Mic needs, instruments used, tracks needed for each music input, lighting preferences, and any stage set up needs (chairs, projector/screen, tables)
  - For assistance make an appointment with the Pause Tech Managers by emailing [techtriumvirate@stolaf.edu](mailto:techtriumvirate@stolaf.edu) 2 weeks in advance
  - For all multi-act shows playlists and lighting preferences will be finalized before the final performance. Flexibility in track and light changing cannot be guaranteed during final performance.

## Green Room

- You may reserve the Pause Green Room through your Pause reservation
  - Reservations can also include coat racks
- The Green Room must be cleaned out immediately following your performance. Any items left behind will be discarded or given to the Buntrock Commons lost and found

**The Office of Student Activities can assist with helping you plan a successful variety show!**

**BC 107, 507-786-3999**