



UNIVERSITY OF SYDNEY UNION

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since 1874**

2010 Revues Season Manual

This manual is intended as a guide only. Figures referred to in this manual are best estimates from the 2009 Revue Season. Similarly information regarding the venue, dates, access, hire equipment and contractors, costs, publicity or policy are based on past arrangements. The USU apologises for any inconvenience, but takes no responsibility for any information which may change for any Revue.

**TO BE READ IN CONJUNCTION WITH THE
2010 REVUES SEASON FUNDING APPLICATION & CONTRACT.**

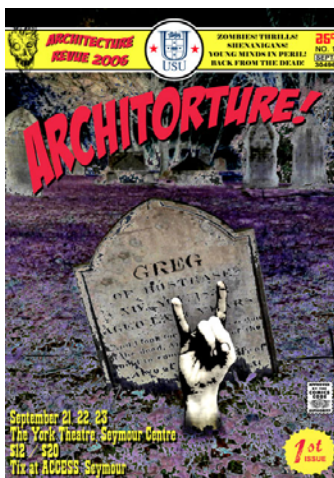
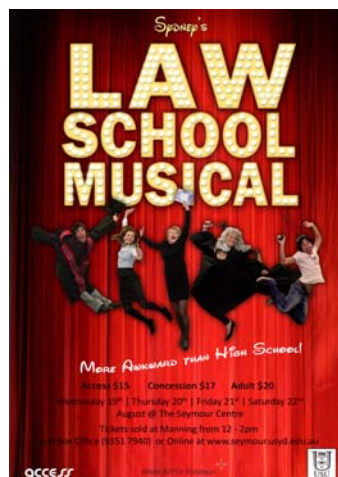
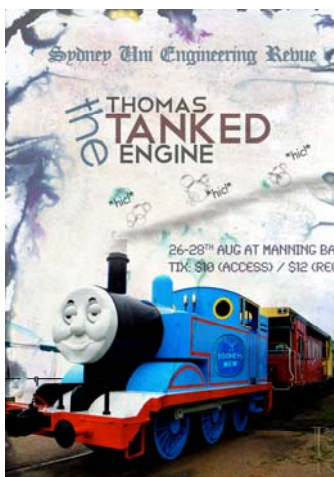
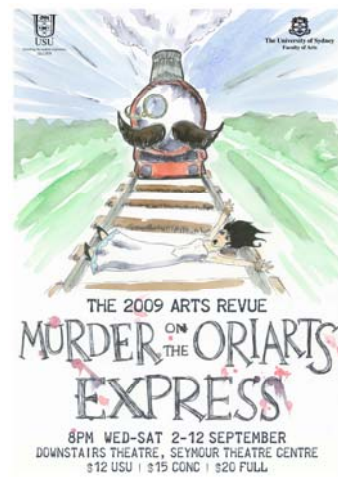
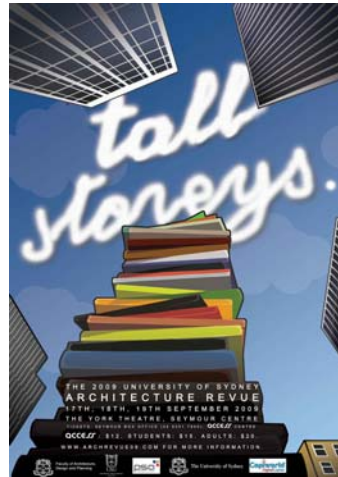
For further information, contact the Revues Coordinator at revues@usu.usyd.edu.au.

Updated 16/03/2010

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About Revues, the Season and this Manual

Presented by the University of Sydney Union (USU), the Revue Season is an important part of the rich cultural life enjoyed at the University of Sydney. Revues have long been a part of the USU and University calendar and are an opportunity for members to enrich and broaden their experiences whilst attending University. The Revues attract a great deal of attention from the broader community, contributing to the reputation of the University, the USU and your Revue's associated Faculty.

This manual provides information and production assistance for those wishing to produce, direct or participate in a Revue and should be read in conjunction with the 2010 Revues Season Funding Application & Contract.

Please note that not all the information contained below may be relevant to your Revue.

2010 Season

2010 sees the introduction of three new Revues – Education & Social Work, Queer and Vet Science, complemented by the return of the Architecture, Arts, Commerce, Engineering, Law, Medical, Science and Womens Revues.

The 2010 Revues Season will be launched on Thursday 05th August at Hermann's Bar and run from week 3 through 9, at four theatres across campus.

Downstairs: Weeks 3 – 6 [9 August to 04 September]

York: Weeks 3 – 8 [9 August to 18 September]

Manning Bar: Weeks 3 – 6 [by negotiation]

Sound Lounge: Weeks 3 – 8 [by negotiation]

Important Dates

19 April *	Defamation and Copyright Training, 5pm-7pm, Education Secondary Maths Room 418
21 April *	Auditors Training #1, 12pm-1pm, Education Lecture Room 424
or	
28 April *	Auditors Training #2, 3pm-4pm, Education Seminar Room 432
28 June	Workshop #1, Music Writing
05 July	Workshop #2, Sketch Writing
12 July	Workshop #3, Marketing
19 July	Workshop #4, Lighting and Sound
26 July	Workshop #5, Directing
04 August	Revue Launch Party, 5pm onwards, Hermann's Bar
13 October	C&S Awards Night, 6pm onwards, Manning Bar
29 October	Acquittal and Archiving report due, 5pm

* Compulsory. You only need to attend ONE session of auditor's training. Please let the Revues Coordinator know which session you will be attending.

Please note, your Revue exec (and Revue Directors, if not on exec) must attend both the Defamation & Copyright and Auditors training before any funding will be processed electronically to you.

2010 Funding Changes

As of 2010, Revues will no longer be required to complete the traditional C&S post-event forms to receive funding [with the exception of O-Week funding]. Instead, each Revue will receive upfront funding from the USU in the form of a Revues Grant. Each Revue will still be classified as a Club or Society, so as to remain exempt from income tax.

Despite not operating as a regular Club or Society, each Revue still must:

- Hold an AGM
- Appoint an Executive
- Provide Audit material due by their Financial Year End
- Comply with C&S Regulations

At the start of each year, your Revue will be required to complete a funding application. **2010 Applications are due by FRIDAY 26th MARCH 2010.** This application will be assessed by the USU Revues Panel, who will determine which venue and week your Revue will perform in, as well as which category of funding your Revue is eligible for.

Please note, your Revue exec (and Revue Directors, if not on exec) must attend both the Defamation & Copyright and Auditors training before any funding will be processed electronically to you.

Before handing in an application, each Revue is required to have an initial face to face meeting with the Revues Coordinator to discuss your funding application. To organise this, please contact the Revue Coordinator on revues@usu.usyd.edu.au or 9563 6205. Make sure you have thoroughly read the 2010 Revues Manual and bring a draft application to this meeting.

As a result of these funding changes:

- Each Revue must now be billed as **“The University of Sydney Union presents...”** on all promotional, advertising and program material;
- Each Revue must provide ACCESS Card Holders tickets a discount of 20-25% off the normal ticket price e.g. ACCESS \$15 / CONC \$20 / FULL \$25 or ACCESS \$12 / CONC \$15 / FULL \$18;
- Each Revue must seek approval from the USU on their performance name. This new measure aims to ensure that no Revue has a name considered offensive to others on the basis of race, gender, religion or sexuality, and that each Revue complies with the USU and University Codes of Conduct.

Each Revue is eligible to receive up to \$300 of O-Week funding (via the traditional C&S forms) and between \$4000 - \$8000 worth of additional Revue funding. The amount of money your Revue receives will be based on a series of funding criteria including, but not limited to: venue, cast size, scale of production, need, and previous financial performance. All outcomes decided by the USU Revues Panel are final; no negotiation will be entered into regarding the decision of the USU Revues Panel.

For example:

A Revue performing in the York or Everest Theatre will be eligible for:

up to \$300	+	\$4000	+	upto \$4000	=	up to \$8300
O-Week funding		Revue Grant		Theatre Grant		

A Revue performing in the Downstairs Theatre will be eligible for:

up to \$300	+	\$4000	+	upto \$2000	=	up to \$6300
O-Week funding		Revue Grant		Theatre Grant		

A Revue performing in the Sound Lounge or Manning Bar will be eligible for:

up to \$300	+	\$4000	=	up to \$4300
O-Week funding		Revue Grant		

Your USU Revue funding must not be used for:

- Payment of individuals involved
- Non production based expenses or social activities

NB: Production based expenses include any venue, in-theatre, equipment and hiring costs, as well as camps, filming, rehearsals, promotion, t-shirts and any expenses encountered in preparation for the performance of your Revue.

For more information the new funding application process, please refer to the **2010 Revues Season Funding Application** or speak to the Revues Coordinator.

Revue Producers

Your Revue is required to hold an AGM at the end of each academic year in order to re-register your club with the Clubs and Societies office and Revues Program. At this meeting you will elect your new executive, present reports on the year past and discuss any major changes you want to make for the next year. You are only required to elect a President, Treasurer and Secretary to re-register your Revue club; however some Revues have an executive of up to 20 members [NB: see How to Start a New Revue for an example internal production hierarchy].

Immediately following this meeting, you are required to contact the Revues Coordinator with an updated executive list. Whilst you may be finishing up for the year, the Revues Coordinator will already be in the process of organising the venues, funding and any changes for your next Revue – so will need to be in contact with your new production team over the summer holidays.

Before submitting a Revues Funding Application, your new Revue executive is required to meet with the USU Revues Coordinator to discuss venue hire, funding and any changes to your individual show and the Revue Season. You should meet with the Revues Coordinator once at month (minimum) to discuss your show's progress, spending and any problems you are encountering.

Here is an example of a Revue timetable.

Category	Task	Deadline
O-Week	Book O-Week stall	DEC 09/JAN-10
Production	Meeting with Revues Coordinator	JAN/FEB-10
Sponsorship	Approach Faculty	JAN/FEB-10
Production	Draft Budget using Revues template	JAN/FEB-10
Sponsorship	Draft Sponsorship Package	FEB/MAR-10
O-Week	First t-shirt run, print pamphlets and merchandise for stall	FEB-10
Production	Fill all outstanding roles on Production Committee (directors, stage manager, backstage manager, ticketing office, FOH manager, AV)	MAR-10 (ongoing)
Production	Draft Revue Application and meet with Revues Coordinator	MAR-10
DEADLINE	Revue Applications forms due	26-MAR-10
DEADLINE	Audition times due to USU ASAP	26-MAR-10
Production	First Producers Meeting with Revues Coordinator - go over rules, new manual, distribution of performance dates etc	APR-10
MEETING	Defamation & Copyright Training	19-APR-10
MEETING	Auditors Training #1	20-APR-10
MEETING	Auditors Training #2	21-APR-10
Organisation	Organise Camp (incl. Booking venue)	APR/MAY-10
Production	Dancers auditions	APR/MAY -09
Sponsorship	Sponsorship package completed & distributed	MAY-10
Promotion	Create Program Committee	MAY-10

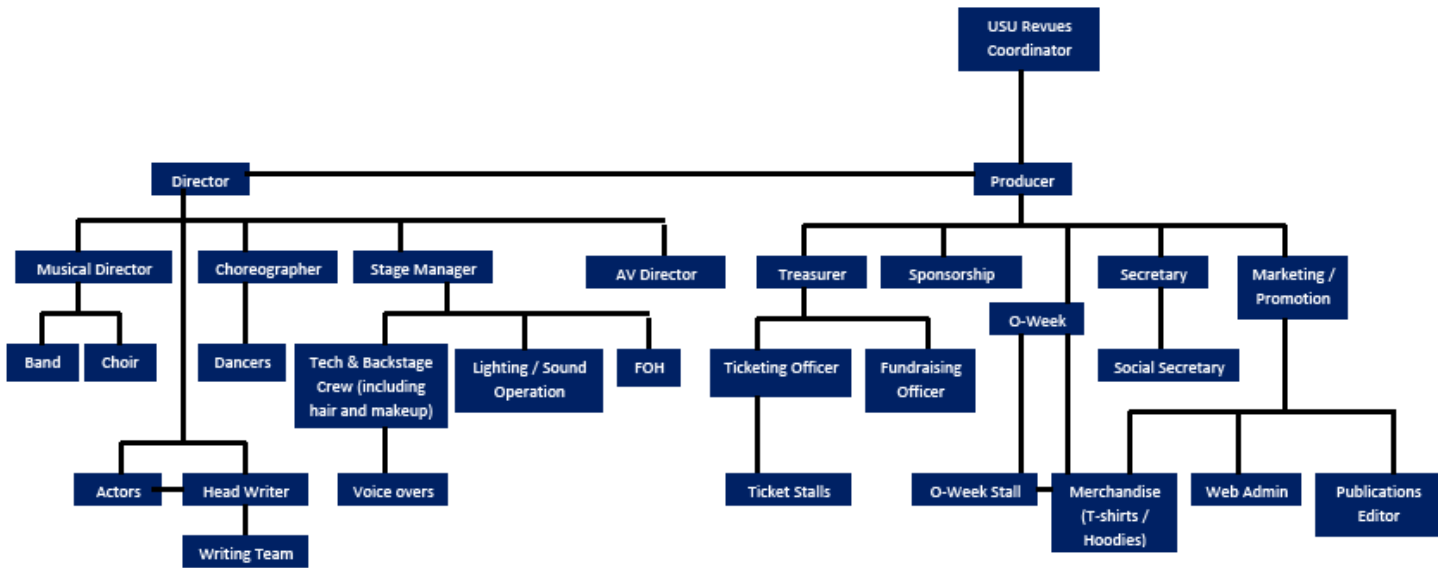
Production	Acting auditions	MAY-10
Production	Dancers auditions	MAY-10
DEADLINE	Performance dates and times finalised	MAY-10
Production	Contracts signed with Seymour Centre	MAY-10
Production	Meeting for walk through with Revue Execs	MAY-10
Production	Meeting for technical equipment with Revue Execs	MAY-10
Production	Writing and Casting of video scripts	MAY/JUNE-10
Production	Meeting with Musical Director to transpose and organise big songs	JUNE-10
Training	USU Holiday Workshops commence	28-JUN-10
Production	Title and theme decided agreed on	JUNE/JULY-10
Production	CAMP	JUL-10
Ticketing	Ticket information (ticket prices, where to buy from) due to USU	12-JUL-10
Sponsorship	Sponsorship arrangements due to USU	12-JUL-10
Promotion	Arrange interviews with Honi Soit / The Bull & publish details of show in what's on listing	JUL-10
Promotion	Poster Design finalised	JUL-10
Promotion	Program started - including USU content and logo	JUL-10
Production	AV Filming	JUL-10
Production	Choreography completed	JUL-10
Production	Crew established	JUL-10
Promotion	Publicity Campaign begins	26-JUL-10
DEADLINE	Promotional material due USU - photo, poster, blurb, title,	26-JUL-10
DEADLINE	USU Revues Launch Party	05-AUG-10
Promotion	Poster/t-shirt design due to USU	6 Weeks before show
Production	Technical Requirements and Hiring finalised with Seymour and/or USU	4 Weeks before show
Production	Second Seymour Walkthrough with Technical Manager. Technical requirements due (audio, projection, sound, lighting, bump in/out times)	4 Weeks before show
DEADLINE	Script due to USU	4 Weeks before show
Ticketing	Ticket Sales Roster & Team Established	3 Weeks before show
Promotion	Book tables to sell tickets outside Manning (C&S Office)	3 Weeks before show
Production	FOH and ushers organised	2 Weeks before show
Production	Props & costumes ready	2 Weeks before show
Production	Full Script Finalised	2 Weeks before show
Promotion	Programs printed	1 Week before show
DEADLINE	Preview show for USU	Performance Week
Ticketing	Post-show invoice USU for ticket sales	OCT-10
DEADLINE	Post-show report due - budget, statistics etc	29-OCT-09
DEADLINE	Archival material due - tshirt, poster, postcard, flyer, disc of photos, final script, dvd etc.	29-OCT-10
Post-Revue	C&S Awards Night	13-OCT-10

How to Start a New Revue

Students wishing to start a Revue are encouraged to meet with the Revues Coordinator as soon as possible. There may only be one Revue per Faculty, School or Department. All Revues must be run through a Revue specific, registered Club or Society (C&S), and all participants must be members of this society AND currently holding a 2010 ACCESS Card, in order for your Revue to be eligible to receive funding.

Individual Revues will be recognised from year to year, from the time at which their application to stage a Revue is approved by the USU, until wrap up of the Revue season and all other matters financial and otherwise are finalised. This includes but is not limited to the payment of all invoices.

Each Revue structures their internal hierarchy differently. For some, the head of the Revue is the Producer. For other, the Director acts as the main decision maker. Here is one example of how you could structure your Revue.



USU Support

The USU supports the Revue season in many ways: through funding, the negotiation and securing of theatre hire and organising of audiovisual equipment hire, security, defamation training and promotion. The USU further provides a Revues Coordinator to provide detailed assistance to Revue production teams in the areas listed above and other issues as they arise.

Revue Coordinator

The USU appoints a Revues Coordinator to provide assistance and co-ordinate between your revue, the theatre, contractors, the USU and other Revues. Specifically, the Coordinator will:

- Administer the coordinated approach to the bulk hire of equipment (light and sound, additional staging etc) and/or contractors and the corresponding saving due to USU's relationship with hire companies.
- Coordinate general on-campus promotion, especially via VERGE Arts Festival.
- Mediate access to USU facilities.
- Mediate if dispute resolution is required.
- Oversee all Revues advertising, marketing and publicity material before it goes to print or publication. **This includes all Revues' scripts.**
- Liaise between Revue Producers and the Theatre.
- Arrange and pay for the main Revues signage at the Theatre.
- Arrange for defamation and copyright training.
- Arrange for workshops by industry professionals.
- Arrange a season launch party.
- Provide advice, support and assistance to the Revues' Producers/Team.
- Ensure that Revues are conducted in a financially responsible manner.
- Ensure that Revues are conducted in a manner responsible to the policies and guidelines of the USU.
- Arrange for ticket sales through the Access Centre.
- Invoice Revues, after the Season, for USU's upfront payment of equipment hire and security.

Copyright and Defamation Training & Auditors Training

As a condition of participating in the USU Revue Season, each Revue is required to attend one session of copyright and defamation training and one session of Auditors Training. Both sessions are compulsory.

It is recommended that all directors, producers and writers attend Copyright and Defamation Training. While it is by no means a substitute for legal advice, it does provide a basic understanding of copyright and defamation law which may be useful in scripting. Feel free to bring along questions or examples of any material you have reservations about using.

It is recommended that all people involved in money handling, such as Ticketing Officers and Treasurers attend Auditors Training, as well as your Revue's Producer. Please let the Revues Coordinator know which Auditors training session you will be attending.

Defamation and Copyright Training will be held on Monday 19 April, 5pm-7pm, Education Secondary Maths Room 418
Auditors Training will be held on Wednesday 21 April, 12pm-1pm, Education Lecture Room 424 and Wednesday 28 April, 3pm-4pm, Education Seminar Room 432.

Workshops

In 2009 we will be providing a number of free skills workshops throughout the July holidays run by USU Revue Alumni, industry professionals and Seymour Centre staff in the areas of sketch writing, directing, ticket sales, and lighting and sound. Whilst in no way compulsory, the areas of each workshop were compiled from the 'perceived weaknesses'

response in the 2008 Application Form. It is recommended that all relevant production and artistic teams attend correlating workshops.

In 2010, our guest workshop leaders are USU alumni **The Axis of Awesome**.

19 April	Defamation and Copyright Training, 5pm, Holme Common Room
28 June	Workshop #1, Music Writing
05 July	Workshop #2, Sketch Writing
12 July	Workshop #3, Marketing
19 July	Workshop #4, Lighting and Sound
26 July	Workshop #5, Directing

Workshop times and dates will be confirmed by the Revues Coordinator towards the end of Semester One.

If you have any ideas for a workshop that would benefit your Revue, please contact the Revues Coordinator.

Launch Party

The 2009 Revues Season Launch party will be held on **Wednesday 04 August, from 5pm** at Hermann's Bar.

The Launch party will feature preview performances by each Revue – you can perform a sketch or musical number. There is free food and drink provided, and we encourage you to bring **all** your cast and crew along to celebrate before the Season gets started.

ACCESS Partnership Discounts

1. Opera Australia (located in Alexandria) has kindly offered ACCESS partners 15% discount on props hire.

For more information see http://www.opera-australia.org.au/scripts/nc.dll?OPRA:STANDARD:2141098672:pc=PC_90371

2. Pro Print Group (located in Marrickville) are an ACCESS partner who provide significant discounts for C&S looking to print t-shirts, jumpers and other printed merchandise. Our contact is Jason – jason@proprintgroup.com.au

Pro Print Group Pty. Ltd.

Ground Floor,
64 - 68 Shepherd Street,
Marrickville NSW 2204
SYDNEY, AUSTRALIA

T +61 2 8011 0653 (Direct)

T +61 2 9564 3700 (Main)

F +61 2 9564 3766

E jason@proprintgroup.com.au

www.proprintgroup.com.au

Rehearsal Venues

All Revues have access to rehearsal space leading up to and during the Revue Season. Bookings for these spaces can be made by using the online room booking form which can be accessed at <http://www.usuonline.com/roombookings.aspx>. Normally C&S room time is capped at 2 hours, but as your performance draws near, you should be able to negotiate longer rehearsal periods. If necessary, the Coordinator will mediate to ensure that time and space is shared equally

between Revues on the basis of time constraints and requirements. Reasonable notice should be given for these requests. Weekend/after hours access incur costs. Venues used for rehearsals must not be left in a state requiring cleaning or moving of furniture. If cleaning or moving is required any costs incurred will be charged to the individual Revue. C&S are also entitled to book a University (as opposed to USU) room for free between 1-2pm weekdays during Semester.

For more information on room bookings visit the University of Sydney Venue Collection (USVC), Holme Building, call 02 9563 6245 or email clubs@usu.usyd.edu.au.

Given that the limited venue resources are shared amongst all of its Clubs and Societies, Revues are also encouraged to consider alternative venues. Colleges are often willing to open their spaces for rehearsals if some cast members attend that college, and in the past Stucco (Wilson St) have also been known to offer their rec rooms to Revues in need of large rehearsal spaces.

Security

As a condition of using the Seymour Centre's theatres, the USU hires each Revue two security guards for each night of performances. Revues are **not** required to pay for Security. For more information contact the Revues Coordinator.

Marketing, Promotion and Advertising

Please see 'Advertising on Campus Policy' under USU Policies for further rules and regulations of marketing, promotion and publicity on campus located at http://www.usuonline.com/About_USU/Advertising/Default.aspx

USU Promotion

The USU provides promotional support for the Revues through billboards, banners, poster boards, back of toilet doors, advertisements in *The Bull* and on our website. Each Revue has a page at [usuonline.com](http://www.usuonline.com), which the USU encourages you to pimp out your page with information about past revues, a current blurb, posters, photos, videos and any other material.

Please note that to be included in USU publicity, your Revue poster and blurb must be received three weeks before performance at the very latest. If you are proactive in providing the USU with your promotional material, your Revue will have access to more marketing opportunities.

The USU provides each Revue with the following opportunities to promote their show:

- Verge Program
- Verge Website
- USU Website
- Postering on USU Noticeboards in all USU buildings
- *The Bull* articles
- Seymour Centre Website and online ticketing
- Back of Toilet Doors

The USU encourages your Revue to gain all possible publicity and use all available promotional tools. While your Revue is responsible for all such publicity and promotion, please remember that all material including t-shirts, posters and flyers must be approved by the Revues Coordinator before going to print.

T-shirts

The USU recommends the **Pro Print Group** for t-shirts, hoodies and any other wearable promotion.

They have a 5-10 working days turn around (dependant on positions and colours) and if you order 50+ shirts they will be delivered for free

For quotes and pricing, email Jason on jason@proprintgroup.com.au or visit their website at www.proprintgroup.com.au

Pro Print Group
Ground Floor
64-68 Shepherd St, Marrickville NSW 2204

Seymour Publicity

In 2010, the USU has secured a space on the Seymour Centre billboard and secured permission for banners to be hung on the University's gates. Considering the dates of the 09 Revue Season, each Revue will need to finalise and submit their show's title and performance details by **Monday 27th July**, and submit to the Revues Coordinator a promotional show blurb and supporting photograph to be used on USU and Seymour publicity.

USU Logo

The USU requires that the USU logo is prominently displayed on all promotional, advertising and program material. A condition of USU funding also requires your show to be billed as **"The University of Sydney Union presents..."** on all promotional, advertising and program material. This includes, but is not limited to, posters, programs, flyers, postcards, t-shirts, jumpers, banners and introductory AVs .

Similarly, if the USU Revue Season acquires an overall sponsor, the USU requires that their logo be displayed at the same size as the USU logo on all publicity and promotional material.

Chalking, Banners, Noticeboards etc.

The USU encourages students to take advantage of all available promotional tools, such as chalking, banners, noticeboards, graffiti and lecture bashing. However, all Revue advertising must comply with the USU and University policies. Any Revue that does not comply with these policies risks the privileges that are granted upon acceptance into the Season.

Reves may choose to promote themselves in the following ways on campus:

- Chalking and flyering on footpaths on campus;
- Postering on noticeboards designated for student use;
- Paint in the graffiti tunnel;
- Spruiking at Manning Theatresports – via Revues Coordinator;
- Submit show details to editors of *The Bull* and *Honi Soit* for 'What's On' and 'News' columns;
- Hang banners from Manning House balcony – via Revues Coordinator;
- Booking a table outside buildings on campus – via each faculty; and
- Booking a table to sell tickets outside Manning House – via C&S.

Reves may not:

- Chalk, paint or in any way mark:
 - Undercover areas;
 - The immediate surrounds of Manning House, the Wentworth Building or the Holme Building; and
 - Sandstone buildings or surfaces.
- Paint using a mixture of chalk on any surfaces. If you make your own chalk, please wait until it is completely dried before it is applied to surface – if your chalking is difficult to remove, your Revue will end up with the cleaning bill.
- Affix posters or notices to trees, posts, footpaths, fences, failing, walls or any other unapproved areas.
- Poster on official university noticeboards or information plinths.
- **Poster over current posters from other Revues, clubs or societies.**

Reves may seek permission from Campus Infrastructure Services, by calling 02 9351 7838, to:

- Place short-term advertising boards, such as A-frames, on university pathways.

- Place electronic advertisements on information pillars.
- Place short term banners on the University's entrance gates on Ross St, Derwent St and City Rd.

Auditions

Revues are required to advertise to list auditions, show details and events on the USU calendar at usuonline.com.

Reviews

The Revues Coordinator will organise reviews for your show via *The Bull* and *Honi Soit*.

You may also wish to contact them to organise articles, profiles or listing in their "What's On" columns.

Contacts:

The Bull editors thebull@usu.usyd.edu.au

Honi Soit editors honi.soit@src.usyd.edu.au

Program

The USU also receives a full page advertisement in each Revue's Program, in a position of their choice; the artwork for this will be provided by the Coordinator. In recognition of the support provided by the Theatre, especially through the discounted hire fee, Revue programs must allow half a page to be dedicated to the Theatre acknowledging the staff and facilities. This will be provided by the Theatre via the Revues Coordinator.

Theatre Hire

The USU supports the Revues by negotiating and securing theatre time at the Seymour Theatre Centre and Manning Bar up to one year in advance of the Season. The USU's relationship with the University ensures that negotiations of the hire price reach a significantly reduced community rate. The Revues are responsible for the payment of all theatre hire fees, typically a 50% deposit in the fortnight prior to opening night and the balance no later than a month after the closing night.

Audiovisual and other Equipment Hire

During Semester One, your production will be invited to an in-theatre meeting with the Theatre's Technical Manager. This meeting is to clarify the Revue's equipment needs and allow the Theatre, or USU, to hire equipment that is common to all or a large majority of the Revues. The Revues Coordinator will arrange for the hiring of this common equipment, pay for it upfront and then invoice your Revue for it at the conclusion of the Revues Season. These hires will cover any sound, lighting or staging equipment not possessed by the Theatre. If there are any particular equipment needs, involving spotlights, moving lights or any other expensive items, please let the theatre know as soon as possible, to allow for hire time and the Theatre to source the best possible deal for you.

Based on Revues in the York Theatre in 2009 equipment hire prices should be in the following ballpark: Sound \$5800.00; Projector \$1100.00; Curtains \$410.00; Mirror Ball \$40.

USU Policies

The support of the USU, as outlined in the previous section, is provided to Revues that operate within the guidelines detailed in this manual and those of the University, the USU and the theatre. This will help the USU ensure that all policies are being met while maintaining the spirit of the Revues. Below is a summary of these policies. A full copy of all of these policies can be obtained by contacting the Revues Coordinator.

The management of the Revue is the responsibility of the Revue Producer(s) and must be conducted in the manner stipulated by the Clubs & Societies Regulations, which are summarised in the Clubs and Societies Handbook and the Clubs & Societies Treasurer's Handbook. Both are available from the C&S Office and http://www.usuonline.com/Clubs_Socs/Starting_a_New_Club/Default.aspx.

In the event that a Revue should be in violation of these guidelines it is at the discretion of the USU to withdraw support for that Revue and recoup any financial outlay. In the event that a Revue should incur any debts, the USU will seek satisfaction of these debts from all available sources. In some cases the Revue's production team may be held personally liable for these debts.

In the event of a debt to the USU, your Revue will incur the following penalties until the full amount is repaid:

- No access to C&S funding
- No access to room bookings
- No guaranteed theatre space in the next Revue Season

Alcohol Policy

The USU's Alcohol Policy aims to encourage the responsible consumption of alcohol at all Revues and Clubs and Societies events in accordance with the Liquor Administration Board's Responsible Service of Alcohol regulations. This policy applies to all on and off campus events, including any fundraisers, cast events and performances.

- Events must be held in a licensed area or under a license obtained through the Liquor Administration Board.
- Non-alcoholic beverages and food must be available and advertised.
- At least two security guards must be present for events attended by 100 people, with at least one additional guard per 100 people thereafter.
- Any USU event where alcohol is present must have the following text on all publicity material: "The USU supports responsible drinking".

The following practices are considered unacceptable:

- Any labelling or titling of promotion that may encourage members to consume liquor irresponsibly and excessively to an intoxicated state.
- Any promotion that encourages members to consume liquor excessively. Examples include, but are not limited to, "all you can drink", "girls drink free", "two for one".
- Service of intoxicated persons.
- The bringing of any alcohol into the theatre itself. This is prohibited by the Occupational Health and Safety Act, the Liquor Act, and the Theatre & Public Halls Act. While foyer spaces are licensed, the theatres are not.

All alcoholic sponsors **must** be approved by the USU and the Theatre (for more information see Sponsorship and Fundraising).

Equal Employment and Opportunity

The USU has a strong policy of equal employment. This policy extends to all aspects of the running of Revues, especially in the formation of production teams, and the way in which casting is conducted. The appointment of the production team is

at the discretion of each Revue, with the approval of the USU, but must be by a ballot, or in the case of a new Revue, via an arrangement made with the Revues Coordinator.

With regard to all content, advertising, marketing and sponsorship, each Revue is reminded of the USU's commitment to and support for an environment free from discrimination, and the right of all to be treated with dignity and respect, regardless of background, beliefs, gender or culture. No Revue may contain sexist, racist or homophobic material or conduct itself in a manner which permits sexism, racism or homophobia.

Harassment and Discrimination

The USU has a strict no-tolerance policy towards harassment and discrimination and this policy must be applied in all aspects of your Revue. If anyone in your Revue's cast or crew is the victim of harassment or discrimination, the issue should be raised immediately with the Revues Coordinator. It is never acceptable to ignore harassment or discrimination.

The University's Staff and Student Equal Opportunity Unit provides the following definitions of harassment and discrimination.

Harassment is any type of behaviour that:

- the other person does not want AND/OR
- offends embarrasses or scares them AND/OR
- is sexual OR targets them because of their race, sex, pregnancy, marital status, transgender, sexual preference or orientation, disability or long term illness, age, family or carer's responsibility, social origin, political belief or lack of political belief, religious belief or lack of religious belief AND/OR
- in the circumstances a reasonable person should have expected would offend, embarrass or scare.

It is also harassment to:

- bully or intimidate someone in a way that offends, embarrasses, humiliates or offends them AND/OR
- endangers that person's health or safety AND/OR
- in the circumstances a reasonable person should have expected would offend, embarrass, humiliate or offend them.

Discrimination is any practice that makes a distinction between individuals or groups so as to disadvantage some people and advantage others.

Discrimination can be 'direct' or 'indirect'.

'Direct' discrimination is where a person is treated less favourably because of their race, sex, pregnancy, marital status, transgender, sexual preference or orientation, disability or long term illness, age, family or carer's responsibility, social origin, political belief or lack of political belief, religious belief or lack of religious belief THAN a person without that characteristic IN the same or similar circumstances. 'Indirect' discrimination results when a requirement, rule, policy or practice that appears to treat everyone the same, has a disproportionately unfair impact on particular people or groups of people when it is applied, and is unreasonable.

Health and Safety

Your Revue must, so far as is practicable, ensure people are not harmed as a result of involvement in their activities and appoint a Safety Officer within their production team to actively promote health and safety. Reasonable measures must be taken, bearing in mind:

- the severity of any potential injury or harm to health;
- the likelihood of it occurring;
- how much is known about the risk and how to remove or control it; and

- the availability, suitability and cost of safeguards.

These measures cover a variety of areas, including fire, electricity, heights, sharp objects, working conditions and many others. If anyone is injured during the course of your Revue, or has a “near-miss”, please let us know. Revues that are accepted into the season are covered by all University’s insurance policies, including public liability insurance in the Theatre.

Insurance

As a registered club or society, your Revue is covered by the USU’s Public Liability Insurance for all your events, on and off campus. This Insurance is particularly helpful for filming AVs off campus. For a copy of the USU’s Public Liability Insurance certificate, please contact the Revues Coordinator.

Performance

The USU requires each Revue to either:

- Hand a script to the Revues Coordinator before the performance
- Ask the Revues Coordinator to sit in on a preview performance.

Your script must be witnessed by the Revues Coordinator **before opening night**.

Sponsorship and Fundraising

The USU has a complex sponsorship arrangement with many companies. In order to avoid a breach of contract it is mandatory that participants in the USU Revue Season notify USU of any potential sponsorship deals before they are signed or agreed upon.

Whilst the USU is a major sponsor and may facilitate general Revues’ Season sponsorship, each Revue is responsible for seeking its own sponsorship. Revues should be aware that the exposure that can be offered to potential sponsors includes cast t-shirts, posters and programs and mention in the Revue itself. Potential sponsors to approach include affiliated Faculty societies, the Faculties themselves, affiliated professional organisations, social networks and businesses.

The USU logo must be in place and legible on all advertising material, and at the very least, the same size as any other major sponsor of your Revue.

The USU has a number of strict guidelines with regard to sponsorship and advertising and commercial activities on campus for the protection of all students. Points to remember include:

- Advertising, promotional and sponsorship activity must comply with the USU's Responsible Service of Alcohol Policy
- Sponsorship, advertising or promotions from alcohol companies is restricted. Key restrictions include
 - limited signage
 - all promo materials must carry a responsible drinking message
 - food and water must *always* be available at sponsored events
 - the sponsorship may not provide any incentive to consume that product more rapidly than a patron's normal drinking pattern
 - free alcohol may not be offered
 - naming rights to events cannot be offered to alcohol companies/products.
- Sponsorship from tobacco companies will not be accepted
- Sponsorship from political parties will not be accepted
- Sponsorship from religious parties will not be accepted
- Sponsorship, advertising or other promotional activity must not discriminate against any group or individual, and cannot contain any sexist content or implications.

All Sponsorship agreements should be discussed with the Sponsorship team in the USU Marketing and Communications Department before **Semester 2**. If you plan on seeking sponsorship beyond this date please contact the Revues Coordinator. Sponsorship enquires should be directed to the Sponsorship and Advertising Manager, Jason Gantry – j.gantry@usu.usyd.edu.au.

The Seymour Centre has no restrictions on sponsors, but reserves the right to restrict the display of any material on their premises. They allow foyer displays (i.e. pull ups and posters) following discussions/negotiation of size and position of display. Seat drops are also permitted. Sponsored products may be served at private functions by Seymour staff (corkage and labour costs apply).

The Seymour Centre **does not** allow the sale of sponsored products through their catering outlets due to their own sponsorship arrangements, and they **do not** allow sponsors to sell products on their premises.

Accounting, Budgeting and Costs

Each Revue is required to submit two budgets, one at the beginning of the year with projected estimates of your show with large and small audiences and an actual budget at the end of the year as part of your post show acquittal report. This final budget must account for all expenses and income including sponsorship, grants, fundraising and earned monies.

An example is provided below. If you are unsure about any of the costs, please contact the Revues Coordinator.

<u>Area</u>		<u>Item</u>	<u>Expense</u>	<u>Income</u>	<u>Funding</u>	<u>Net Total</u>	
THE SHOW	In-theatre	Theatre hire					
		Sound					
		Projector/Screen					
		Other hire					
		Show Costs	Video				
			Props and Set				
			Costumes				
			Programmes (300)				
			Make-up				
				Printing tickets			
				Other			
		Total					
SPONSORSHIP	Company	USU Funding					
		Faculty					
		Sponsor #2					
		Total					
SOCIAL	Item	Writer's Meetings					
		Rehearsals					
		After Party					
		Camp					
		Other Revues					
		End of Semester 1 Party					
		End of Semester 2 Party					
		Misc.					
			Total				
	FUNDRAISING	Item	BBQs				
Chocolates							
Launch Party							
		Total					
PUBLICITY	Item	Posters/Fliers					
		Banners					
		Memberships					
		Shirts Round 1					
		Shirts Round 2					
		O-week					
		Website					
		Publicity events/misc					
		Total					
MISCELLANEOUS	Item	O-Week Expenses					
		DVDs					
		Total					

NB: Your USU Revue funding must not be used for:

- Payment of individuals involved
- Non production based expenses or social activities. Production based expenses include any venue, in-theatre, equipment and hiring costs, as well as camps, filming, rehearsals, promotion, t-shirts and any expenses encountered in preparation for the performance of your Revue.

As part of producing your Revue, you are expected to maintain financial records in accordance with Clubs and Societies Regulations. The producer of your Revue should read and abide by the Clubs and Societies Treasurer's Handbook, which is available from the C&S Office and www.usuonline.com/clubs. In particular, you must maintain a cashbook of (and invoices and receipts for) all transactions, you must only make payment by cheque and you must immediately bank any cash that is received.

While Revues are produced by students, they are performed on a professional stage and this, even accounting for the discounts gained through the USU's annual negotiations with the Seymour Centre, means that minimum costs for a Revue in the York is \$19,500. Keep in mind that with a large cast or an ambitious creative vision, the cost of a revue can easily increase. The most expensive and spectacular revues have exceeded \$40,000 in total budget. With strong preparation for the production and well managed finances, some Revues manage to not only meet costs but donate significant sums of money to charity.

The approximate minimum costs of holding a Revue in the York Theatre 2009 were:

Item	Costs
Theatre	\$9,500
Consumables	\$1,000
Sets and Props	\$500
Costumes	\$500
Mirror Ball	\$40 (shared between 5 Revues)
Curtin Hire	\$410
Hazer Hire	\$330
Sound	\$5763.56
Projector	\$1100
Publicity	\$2000
Total	\$20,000 approx. as a minimum

Theatre costs for 2009 were:

Theatre	Costs
York Theatre: 6 days, 4 performances	\$9,500 + GST
York Theatre: 6 days, 3 performance	\$8,400 + GST
Downstairs Theatre: 10 days, 8 performances	\$5,900 + GST
Sound Lounge: 4 days, 3 performances	\$2,400 + GST
Manning Bar: 4 days, 3 performances	\$3,000 + GST

There are several simple ways to control costs. Revues should be conscious of the cost difference between staging a three and four performance season. Each Revue should consider whether the benefits of a week of Wednesday to Saturday night performances outweigh the financial costs involved. As theatre rehearsal time is scarce, the first performance is often more of a dress rehearsal; please consider this carefully as your costs could be reduced during the week of hire. Please also consider the cost of consumables, such as lamp replacement and production items including tape, lighting gel, repainting, breakages and batteries, which add up to a substantial cost.

Revue should be wary of overtime costs. Your Theatre Hire Fee includes cleaning, electricity, air-conditioning and direct staff of three Theatre Technicians, Front of House Manager and Ushers for scheduled performances. The theatre technicians are included for eight hours per bump-in days and four hours per performance. For more detail about exact costs, refer to your contract with the Seymour Theatre Centre.

Additional labour costs and overtime may apply for additional time in rehearsals and performances paid above your Theatre Hire Fee. For Theatre staff, a meal break must be taken after five (5) hours of work – roster this in your schedule. The costs of professional labour, in particular overtime, can prove onerous if not managed, and can usually be avoided or kept to a bare minimum. Overtime begins after eight hours of work or after 11pm. It is the responsibility of each Revue's Producer to check and authorise the staff time sheets daily. Excessive costs in this respect can be avoided to a certain extent by ensuring:

- Production Schedules and Technical Schedules are provided to the Revues Coordinator as early as possible so as to be distributed to the appropriate people in a timeframe which may alleviate problems or misunderstandings, and resolve them before your week in the Theatre.
- Cast and crew stick closely to the production schedule.
- The technical schedule is adhered to throughout the week of hire
- General rehearsals are not conducted in the Theatre (as opposed to technical rehearsals which would take place in the Theatre).

It is the responsibility of each Revue to keep their dressing rooms, green rooms, and any other spaces they may be permitted to use, clean and presentable. Revues should also note that any and all damage to equipment, furniture, fixtures, walls and other Theatre facilities will be charged to the Revue responsible for the damage by the Theatre.

While it is crucial to meet costs as they arise, some Revues may have difficulty meeting upfront costs. In particular, you must plan for the payment of the deposit against your theatre hire fee which is typically \$4000 + GST, and is due no later than the Monday of your week in the Theatre.

The costs that are paid at the conclusion of your Revue and the Season are typically from the Seymour Theatre Centre and the USU. The Theatre Manager prepares a settlement from: the Box Office; overtime wages (if any), inside costs and other costs (including consumables) incurred by the Revues. If ticket sales do not cover these costs, the Theatre will invoice your Revue for the outstanding amount. If ticket sales exceed these costs, the Theatre will present the remit the remainder to your account.

Similarly the Revues Coordinator will raise invoices to the individual Revues for payment of their share of costs incurred over and above that of the Theatre such as equipment hire and security. All terms are strictly seven days. Late payment may affect future Revues for your Faculty.

Schedules

Your Revue should create both a production schedule and a technical schedule to plan out your week in the theatre and avoid oversights. **At your final walk through at the Seymour Centre, a few weeks before your performance, you need to be able to present them with a solid idea of how your lighting will work (and any special lighting or technical requests) as well as a bump in schedule detailing how you are going to use your time in the Seymour.**

A production schedule, encompassing the bump-in, rehearsal, setup and performance times for each day in the theatre, must be received by the Revues Coordinator no later than two weeks prior to your slot in the Revue Season. As accurately as possible, it should indicate theatre time and staging requirements. The closer this schedule is adhered to, the greater the savings on time and labour, and it will be more likely that we are able to get the equipment requested.

Each Revue must also prepare a technical schedule that accounts for all the time to be devoted to the installation and adjusting of all lighting, sound, rigging and other technical aspects. This schedule can be best co-ordinated in consultation with technical staff at the Seymour Centre. A copy of this schedule must be received by the Revues Coordinator no later than two weeks prior to your week in the Theatre. This schedule will be passed onto the theatre and relevant contracted staff.

It is the responsibility of your Stage Manager to “call” the show once it is in the Theatre, this person will need to know when to cue the lights, curtain, sound, flies and props. Stage Managers are encouraged to call rehearsals as though they are in the Theatre prior to their Revue week. The Stage Manager’s assumption of these responsibilities will free up directors, producers and other production team members to focus on other aspects of the production.

Tickets

Tickets will be sold through the Seymour Theatre Centre Box Office, the Seymour website with additional points of sale available at The ACCESS Centre (by arrangement) and via your own networks.

Your Revue should designate a Ticketing Officer responsible for the safe issuing of your tickets and a clear audit trail, your Ticketing Officer should be the sole person authorised to take tickets, return them and get sales updates from the Theatre Box Office and/or the Access Centre to sell through additional channels.

ACCESS Discounts

Discount tickets must be available to all ACCESS Card Holders. This discount must be at least **25%** within each pricing category – e.g. adult, child, and concession. The discount must also ensure that no ACCESS Card Holder ticket costs more than any other tickets.

Complimentary Tickets

Each Revue is required to supply the USU with a number of complimentary tickets, which will be given to Honi Soit reviewers, USU Board Directors and University Staff, including the Chancellor, VC and Faculty heads. These tickets will be arranged through Revue Producers and The Theatre in the weeks leading up to your performance.

The USU encourages **all** Revues to give complimentary tickets to the Deans of your faculty, Sponsors and supporters.

\$5 Revue Tickets

As a part of the USU Revues Season, you are required to provide other Revues with \$5 tickets. In the past some Revues have chosen to limit the amount of \$5 tickets, while others have allocated \$5 tickets all to a certain night's performance. Please inform the Revues Coordinator two weeks before your performance how you wish to operate your \$5 tickets.

Selling Tickets through the Seymour Centre

From 2008 figures we can estimate the arrangements and cost of Seymour Centre tickets will be:

- o \$2.60 (incl. GST) inside charge per ticket for tickets sold by the Theatre – charged to the Revue by the Theatre.
- o \$5.50 per transaction for phone sales – charged to the customer by the Theatre.
- o \$0.50 (+ GST) Consignment Cost on all tickets sold via Revues – charged to the Revue by the Theatre – deducted from your settlement after the Revues' Season.
- o \$0.50c Printing Fee on all Complimentary tickets – charged to the Revue by the Theatre – deducted from your settlement after the Revues' Season.
- o \$2.50 booking fee per ticket applies to all tickets sold via the USU – charged to the customer.*

Only pull the number of tickets you need - you can always take more later. Unsold tickets must be returned to the Theatre Box Office on the day of the performance by no later than 2pm so they can be returned to the system and sold that night. Returning great numbers of tickets to the Theatre Box Office late will affect your sales detrimentally, and the Theatre will charge you for the administrative work and costs involved.

This system provides Revues with the advantage of clear accounting of proceeds and quick information as to tickets sold. The Theatre's Box Office is the most efficient way to sell tickets on the night of performances.

In 2009, shows performing at the Seymour Centre will also have access to an online booking system through the Seymour's website. Revues are required to submit a promotional blurb and picture to the Revues Coordinator.

Selling Tickets on Campus

Revue clubs are also entitled to hire tables from the C&S Office to set up stalls throughout University roads.

- To sell tickets **outside Manning** – you need to book a table and space on Manning Rd with the C&S office. Please remember that these tables book out quickly, and it is best not to leave booking space until the week before your show. To book a table visit the C&S website.
 - Only Clubs registered with the USU may apply for a space.
 - Only tables supplied by the C&S office shall be used.
 - Only three groups may be represented at any one time – one at each location.
 - Any promotional material must be approved by the C&S Office prior to the promotion taking place and must not contravene USU or University regulations regarding the promotion of events or the distribution of advertising materials.
 - Clubs must comply with any directive of USU staff or University Security.
- To sell tickets **inside Manning** (during Theatresports 12:30-pm-2:30pmish Thursdays) – you may only set up a table during your performance week. Upon arrival you must approach the Bar Manager and ask where the Bar would prefer you to set up and source a table from. The Theatresports host, will give you a quick shout out during Theatresports and point in your direction – to organise more extensive plugs e.g. to have a team playing that day or to get up onstage and perform quickly, please let me know and I'll get you in touch with the host.

Tickets can also be sold through The ACCESS Centre. These tickets will incur a \$2.50 booking fee per ticket purchased. Revues are encouraged to sell tickets through The ACCESS Centre as they have long hours (9am-5pm) and have Eftpos facilities. It is relatively easy to sell tickets through The ACCESS Centre, and any tickets left unsold can be returned to the Seymour Centre Box Office to be sold before each performance thereby maximise selling opportunities.

If you are selling tickets via the Access Centre, please ensure that unsold tickets held at The ACCESS Centre are collected in a timely fashion, at least by 5pm on weekdays as the Centre is not open on weekends. In particular, tickets purchased to be 'collected at the door' need to be collected by your Ticket Officer in a timeframe which enables easy collection at the Theatre. You should assign one of your crew to be at the Theatre at least half an hour prior to performance time to facilitate this.

Acquittal Report and Archival Material

In order to maintain a record of the Revue Season, each individual Revue is required to submit an acquittal report and archival material, due to the Revues Coordinator by **Friday 29th October**.

The acquittal report helps the USU evaluate our Revues program and makes changes for the future which will benefit individual shows and the Season as a whole. It is also a chance for you to give us feedback on how the program met or could better meet your needs.

Some points to consider when writing the report:

- Description of the show
- How the Revue benefited the participants and wider USU membership
- How the Revue affected participants' professional development, skills gained, audiences developed, opportunities gained
- The successes and challenges of the project
- Realistic appraisal on goals outlined in your application
- Major hurdles and outcomes
- Workshops attended
- The Launch
- Response to the show e.g. audience members, media coverage (please attach)

You are also required to attach:

- Your budget actuals as opposed to projected budget in your application form (please attach). Please detail all income including in-kind, grants, sponsorship, fundraising and Faculty support.
- Audience numbers
- As much supporting material related to your Revue as possible – promotional material, examples of work, videos, production stills etc. This not only gives the USU a strong idea as to how the project went, it provides an invaluable resource of USU sponsored artistic activities.

It is also recommended that your acquittal report and archival material are also distributed to any sponsors or supporters of the show, as proof of the fulfilment of any contractual agreements.

The Theatres

In 2010 we will be splitting the shows between four venues – The Downstairs Theatre, The York Theatre, The Sound Lounge and The Manning Bar. Please note that not all the information contained below may be relevant to your theatre.

Contract

The contract between the individual Revues and their respective theatre will be signed for and on behalf of the Revue by the Revue Producer/s and a representative of the Theatre during May. All clauses of the contract must be adhered to by the individual Revues for the duration of the 2010 Revue Season and/or until all matters financial and otherwise are finalised.

Any contractual or invoicing disputes should be brought to the attention of the Revue Coordinator, not the Theatre Manager, in writing. This should happen as soon as possible, and certainly within one week of the incident.

Safety in the Theatre

At all times in the theatre, at least one theatre staff member must be present to accompany Revue participants. If this is not the case, all participants will need to vacate the theatre until a staff member returns.

To ensure that the theatre is always aware of the people inside its theatre, especially in case of emergency, cast and crew may only enter and exit the theatre via the Stage Door by signing on and off the entry list. Revue directors and producers are to proactively ensure that these lists are used. For the security and safety of all, only those involved in the production will be allowed backstage.

To minimise the chance of fire, the theatre is strictly a non-smoking venue. Nothing whatsoever is to be stored in Stairwells as they are fire exits. Props and sets and any other flammable objects, such as scenery, flies and large cardboard, cloth or wood props, must be fire retarded and identified as such, in writing, prior to entry into the Theatre. Any intended use of flames or flammable liquids or guns/projectiles must be approved, in writing, in advance with the Theatre Manager.

Ushers

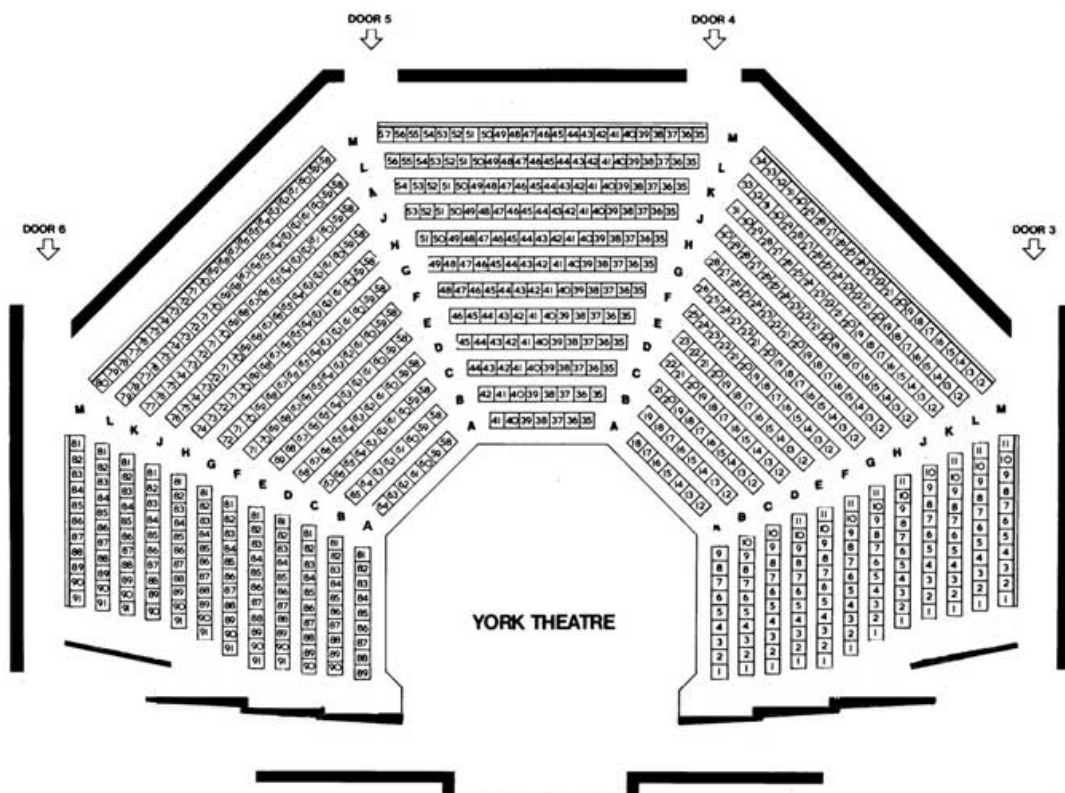
Your Revue is required to provide its own ushers to supplement professional theatre staff for all performances. When in attendance during the performances, the Front of House Manager, or the Head Usher in his/her absence, will provide supervision and guidance to the ushers you provide (e.g. to facilitate collection of your presold tickets). Front of House personnel will be under the authority of and responsible to the Theatre Manager. Should you wish to sell anything in the Theatre before your performances, please inform the Coordinator who will seek approval from Theatre Management on your behalf. Please ensure that your ushers assist the theatre staff in discouraging heckling and other anti-social behaviour that disrupt the Revue and will not be tolerated.

The Seymour Theatre Centre

The Seymour Theatre Centre is wholly owned by the University and has supported student theatre including the Revues for many years. The Seymour Centre contains 3 theatres ranging in capacity from 160 to 788 people, a cabaret room, rehearsal space and extensive foyers. In using a professional venue such as the Seymour Theatre Centre, it is expected that all cast and crew will behave in a courteous and professional manner at all times.

The York Theatre

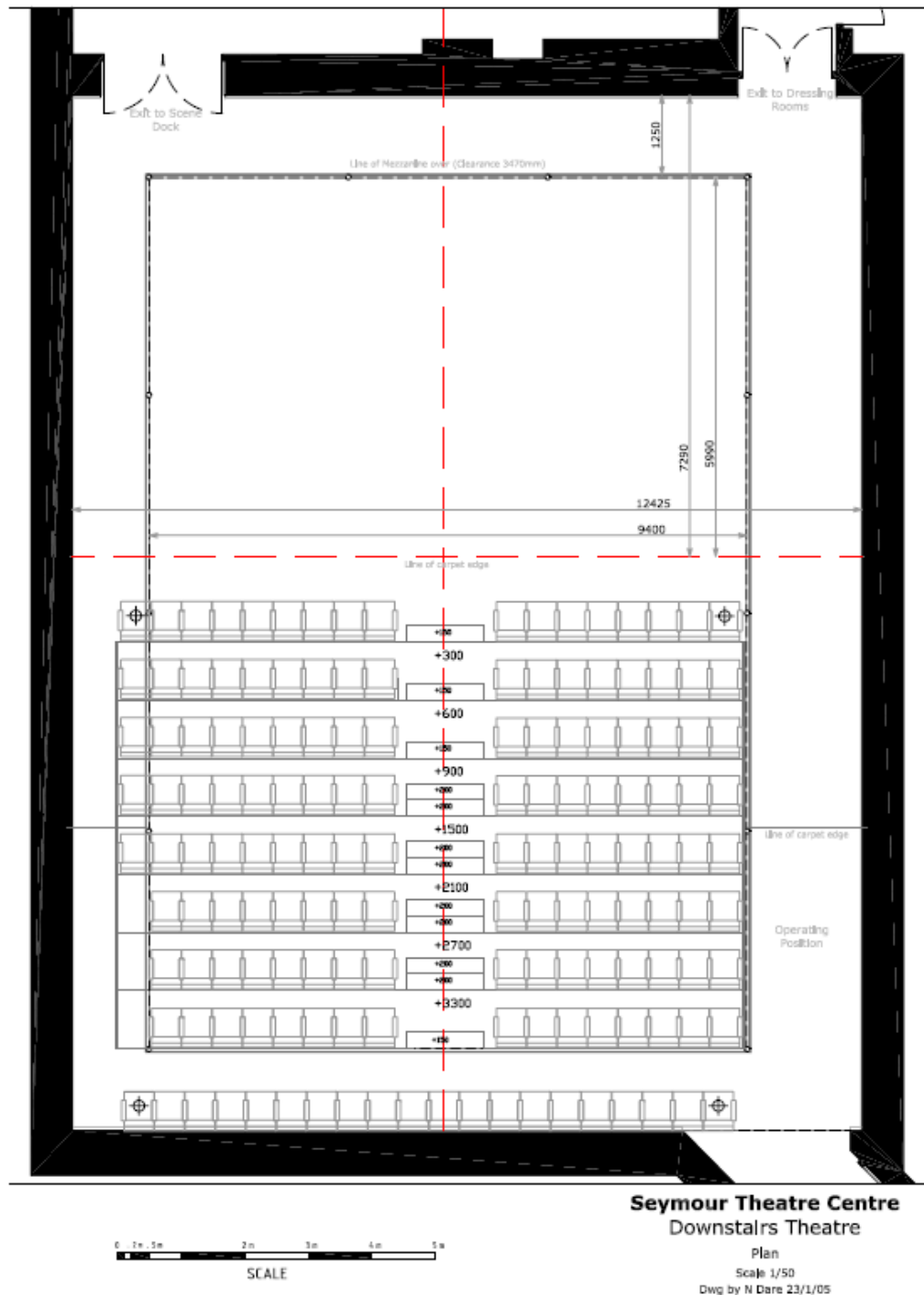
The largest theatre in the Seymour Centre, the York has a seating capacity of 788 in a semi-circular, amphitheatre configuration, featuring a thrust stage. In addition, the theatre features a pair of Juliet balconies with sliding panels that can hide or reveal the full balcony. With only 12 rows of seating from the back of the auditorium to the stage, the theatre offers an exceptional rapport between performers and audiences.



The Downstairs Theatre

The Downstairs Theatre is a small, informal studio-style theatre that holds 150 to 200 people. The fixed raked seating can be supplemented by additional seating in front of the stage area. The balcony that lines the three sides of the stage allows ample space for a band or orchestra. Suitable for casts < 45 people, depending on audience configuration. Two small dressing rooms are allocated for this theatre, but more can be made available upon request. The cost for a Downstairs Theatre technician is included in daily rates.

The Downstairs Theatre books out over a year in advance – so if you would like to hire this venue, please make the Revues Coordinator aware ASAP.



The Sound Lounge



Originally the foyer for the Downstairs Theatre, the Sound Lounge underwent refurbishment late 2004 and is the Seymour's newest venue. Designed for live music, cabaret, performance and comedy, it is an intimate venue with a capacity of 120. This venue would be ideal for a show with a small cast.

Restrictions with this venue is its use as a restaurant and live music venue on Thursday, Friday and Saturday nights (Revue performances are restricted to Monday, Tuesday and Wednesday nights), the permanent piano which takes up a large amount of space on the small stage (which can be used at a fee but not moved) and the lack of back stage space or dressing rooms.

Like the Downstairs Theatre, the Sound Lounge's technical costs are built in with the price – so there is no need to pay extra for lights or sound. Extra technical costs would include projection, screen, smoke machines etc.

Community rate of \$450 + GST per day (Tuesday – Thursday)

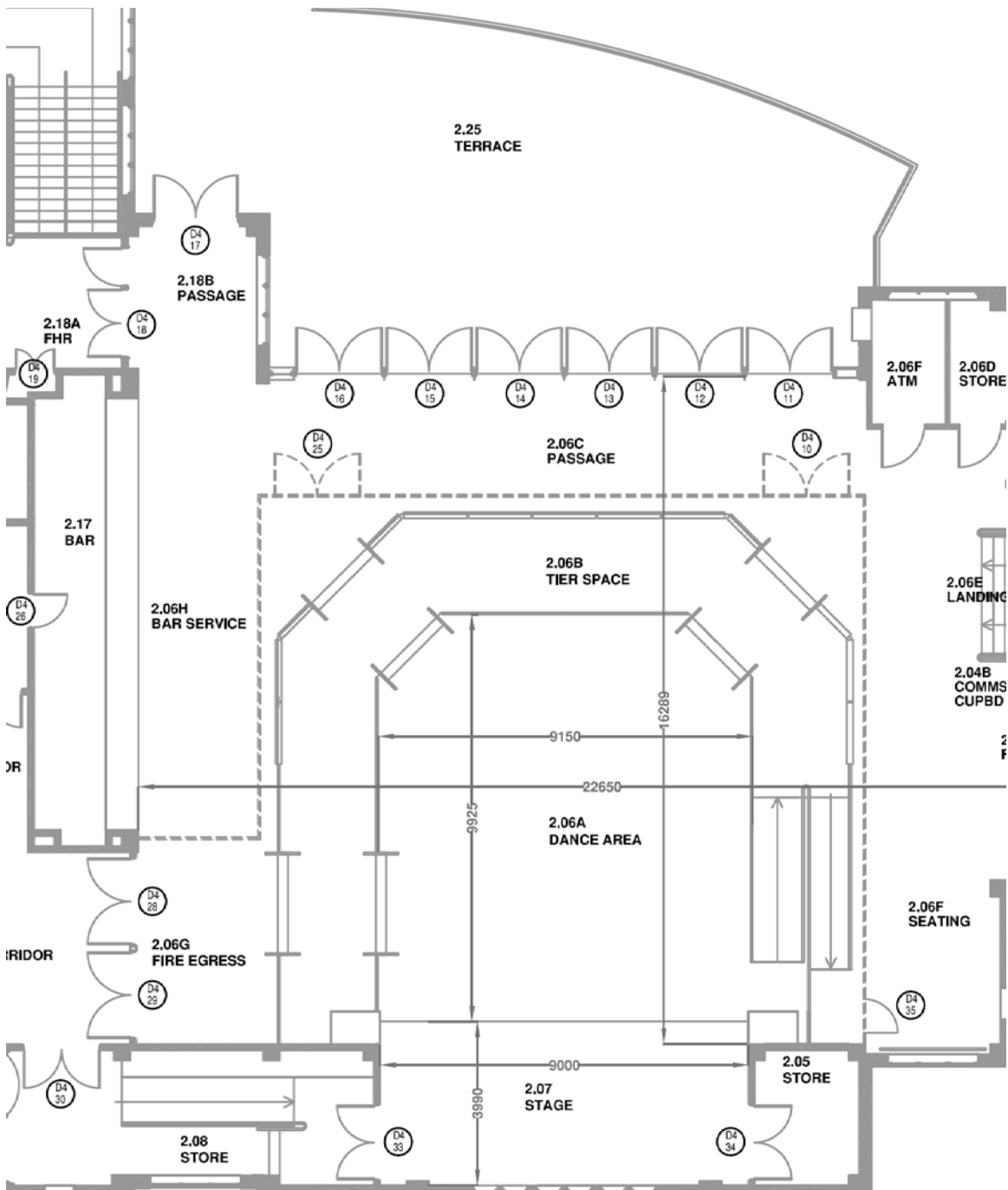
This includes a sound operator for 6 hours and front of house staff for 4 hours.

HOWEVER: The price for MONDAYS will be \$600 + GST per day, if there are no events in larger theatres. The reduced fee assumes that either the York or Everest have public events [but they usually play Tuesday to Saturdays] – thus covering overheads opening costs.

PIANO HIRE is included in hire fee of venue.

The Manning Bar

The Manning Bar is not a theatre venue and this poses challenges for any Revue. Rehearsals and shows must be scheduled around the bar's opening hours and entertainment program. Limited seating of just under 100 is another challenge, though standing room tickets have been used to compensate. Revues which perform at Manning Bar face different technical costs to those in the Seymour Centre. These include: bar staff, cleaners, event manager and technician.



Post-Revue Responsibilities

At the conclusion of your revue, please be sure to fulfil the following responsibilities to ensure a clean handover to your successors:

- Submit your acquittal report and archival material to the Revues Coordinator.
- Pay all outstanding invoices and collect all outstanding monies.
- Complete and submit all of your financial records to the Clubs and Societies Auditors for audit.
- Organise an AGM and complete all re-registration for the following year's Revue so that it can continue to enjoy the financial and other benefits of the C&S Program.
- Submit a report to your club about your Revue's experience so that your successors may benefit by your insights, and so that in the event that your personal Revues information is lost, the people coming in to look after your Faculty Revue the next year may still be able to get some handover.
- Enter your show into the C&S Awards Night and attend the night held on the **13th October 2010** to see who takes away each Revue award.
- Celebrate! You've done it.

Important Revue Contacts for 2010

Alice Workman

Reves Coordinator

University of Sydney Union

The ACCESS Centre, Manning House

The University of Sydney 2006

P (02) 9563 6205

M 0408 118 661

E a.workman@usu.usyd.edu.au

Angela Vogiatoglou

Clubs & Societies Manager

University of Sydney Union

The C&S Office, Manning House

The University of Sydney 2006

P (02) 9563 6161

M 0411 550 904

a.vogiatoglou@usu.usyd.edu.au

Louise Anthony

Programmes Manager

University of Sydney Union

The ACCESS Centre, Manning House

The University of Sydney 2006

P (02) 9563 6803

M 0424 007 012

E l.anthony@usu.usyd.edu.au

Michael Easton

Business Manager

Seymour Theatre Centre

PO Box 553

Broadway 2007

P (02) 9351 7921

F (02) 93517916

measton@usyd.edu.au