

PERFORMING ARTS UNION

HANDBOOK 2008

Contacts List:

PAU Chairman - pau@susu.org
Societies Officer – societiesofficer@soton.ac.uk
VP Welfare and Societies – welfare@soton.ac.uk
SCA (Student Community Action) – scaction@soton.ac.uk

Useful places to know:

Accounts Office - level 2, SUSU
Committee Room - level 2, SUSU
General Office - level 2, SUSU
Small Meeting Room - level 1, SUSU
Student Activities Office - level 1, SUSU (02380 594569)

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1. About the Performing Arts Union.

The Performing Arts Union (PAU) is a sub-committee of Societies Department Committee (SDC) within Southampton University Students' Union (SUSU).

PAU provides a voice for performing arts societies within the Union. This means that instead of having a small society with 20 members, PAU provides a larger community with hundreds of members all of whom correspond with and support one another.

PAU meets approximately every 3 weeks to discuss the issues affecting its societies, pass budgets (under £5000) and resolves general problems.

PAU minutes and budgets are ratified by SDC (Societies Department Committee) and the PAU chairman sits on SDC to report any issues affecting PAU. SDC is responsible for the funding, organisation and capital items of *all* non-Athletic Union societies and groups. The PAU Chairman supports the interests of PAU societies within the Union.

At present (May 2008) there are 27 societies within PAU:

Ballet
Ballroom and Latin Dance Society
Brass Band
Bel Canto (chamber choir and SU Phil)
Break dance Society
Circus Society
Comedy Club
Concert Band
Contemporary Dance Society
Jazz Dance
Jazz Orchestra - SUJO
Jazzmanix
Live Music Society
LOpSoc
Magicians Order
Medics Revue
Showstoppers
Sinfonietta
StageSoc
SU Singers
SU Strings
Symphonic Wind Orchestra - SUSWO
Symphony Orchestra - SUSO
Street Dance
Tap Dance
Theatre Group
Wessex Films

Information about what a society is; who can be a member; how to set up a new society and how the union can support societies can be found in the Societies Handbook.

2. The Committee.

The PAU Committee is made up of:

- **Chairperson** - Chairs PAU meetings, represents performing arts societies on SDC (Societies Department Committee) and Union Council.
- **Vice Chairperson** - Assists chairperson and deputises in their absence. Can also lead discussions when the chairperson has a conflict of interest on an issue.
- **Secretary** – Takes the minutes at PAU meetings and circulates them to the committee and the appropriate Union departments. Also compiles the agendas for each meeting.
- **PAU Week Organiser** - Organises performing arts week (usually the week after Freshers' Week); including publicity and workshops, as well as producing the end of week show.
- **Publicity Officer** - Creates publicity in the form of posters, flyers etc. for PAU as a whole. Liaises with publicity outlets appropriate to PAU, such as Surge, SUSU TV, The Edge and the Wessex Scene.
- **Webmaster** - Maintains the PAU website (<http://pau.susu.org>)
- **Representative for each PAU Society** – This is usually the president, but can be anyone deemed suitable by individual committees.
- **SUSU Societies Officer**
- **2 Union Council Representatives.** Elected by Union Council from its Officers.

3. Venues.

The Annex Theatre (Formerly Arts H): Lecture Theatre H, Building 2a.

- This lecture theatre was refurbished in 2003 as a studio theatre, complete with sound and lighting rig and desks. It is now used as a performance space by many of the PAU societies.
- This space can be used by any PAU society as both rehearsal and performance space, providing it has been booked in the proper way (see section 6.1)
- The technical theatre equipment in this space is owned by the Union, but maintained by the PAU society StageSoc. The society has a dedicated Annex Officer responsible for the upkeep of the space itself, as well as the equipment, and the stores in lecture theatres H and J (see section 4).
- Any queries regarding the performance space or the performance equipment should be routed through this officer; s/he can be contacted through: societies@soton.ac.uk, who will forward your queries on to the current Annex Officer.
- As this building is a dual purpose space; used by the University as well as the PAU, it must be used in accordance with the guidelines set out in The Annex Document (see appendix I for details.)

The Nuffield Theatre: Highfield Campus

- The Nuffield is a professional theatre located on Highfield Campus. The venue is primarily a producing theatre funded by the Arts Council but also hosts shows from external and touring theatre companies.
- However, once a year the theatre provides a week long slot to the PAU, whose allocation is rotated annually between Theatre Group, LOpSoc and Showstoppers for their main show.
- The Nuffield also has a studio bar theatre, which can be requested and booked through the Nuffield, providing there is a suitable slot and the society in question has suitable budget available.
- The venue has all its own technical equipment, some of which is available as standard with a booking, and some available to hire on request.
- Booking this venue and hire of their equipment is achieved through direct liaison with its staff.

The Turner Sims Concert Hall: Highfield Campus

- The Turner Sims Concert Hall was opened in 1974, and now hosts more than 60 concerts a year.
- Similarly to the Nuffield Theatre, the Turner Sims works largely with external musicians and companies but is also available to students and PAU societies for concerts, shows and rehearsals.
- Once again, this is dependant on the venue's availability and the sufficient budget of the individual show or society.
- The venue has a 'house rig' of lights, but societies are generally not allowed to use these and as such equipment for any show in this venue must be sourced from elsewhere.
- Booking of this venue is achieved through direct liaison with its staff.

The West Refectory: Students Union, Highfield Campus.

- The West Ref adjoins the Stag's head in the Student's Union, and is commonly used to host external musical acts.
- However, the venue does occasionally host internal events by societies, and can be booked through university conferences depending on sufficient availability and adequate event budget. For more information please contact societies@soton.ac.uk
- The venue offers a limited number of rigging points for lighting equipment but has no equipment of its own.

4. PAU Storage Facilities:

The PAU has access to a number of dedicated storage spaces around the University where its societies are able to store anything from props and costumes to musical instruments and power tools. The available facilities are as follows:

PAU Small Store: Located inside the entrance to Lecture Theatre H, Building 2a (The Annex).

- This space is predominantly used for the storage of power tools, paint, and other small items used in the preparation for a performing arts show in The Annex
- 2 PAU keyboards are also stored here.
- The equipment in this store is maintained by StageSoc and the Annex Officer, but is owned by the Students Union.
- Use of this equipment must be in accordance with the guidelines set out in the Annex Document (see appendix 1 for details).

PAU Large Store: Located in Lecture Theatre J, Building 2a (The Annex).

- This is used for the storage of larger items required for a show in the Annex.
- This includes flats, wood for building set and staging.
- This store can also be used by the current show taking place in The Annex to store props, costumes and set during the show's run
- However, this must be removed during the show's get-out (see appendix 1 for details)

PAU House: Located 46 Chamberlain Road.

- This house is owned by the University and used by PAU societies for the storage of set, props and costumes when they are not in current use for a show.
- Downstairs houses large set items and the wood room, whilst upstairs is dedicated to small props and costumes, as well as storage for Wessex Films and LiveSoc.
- Any queries relating to the house should be routed through the StageSoc House Officer who can be contacted at stagesoc@soton.ac.uk

5. ACCESSING PAU FACILITIES.

- To gain access to any of the PAU storage facilities an individual needs to be put on the PAU key list which is held by SUSU reception, and controlled by PAU Chairperson.
- If you wish to be added to this list, please email pau@susu.org with your name, society, student number and mobile number giving details of why you need access.
- Access can be gained to each store by collecting a set of keys (there are two sets for each store) from the SUSU reception desk and leaving your student card behind the desk so reception knows who has got the keys.
- The keys should not be taken out for more than 24 hours, and preferably should not be kept overnight unless SUSU reception is closed.

Keys taken out for longer than 3 nights without prior permission will result in the owner of the card left as insurance being fined £5 before their card will be returned.

6. Room Bookings; (meetings, rehearsals, performances etc.)

6.1 University Rooms –

- These are available from 6pm on weekdays and all day at weekends.
- The PAU societies are not able to book these rooms directly with the University.
- Societies must submit their room requests for the whole year to the Societies Department by mid-September, detailing the size of the room required and the dates needed.
- The VP Welfare and Societies, PAU Chair, and Societies Officer will then decide which societies will have which rooms, for which weeks.
- The rooms allocated to each Society for the year will be notified to Societies by Freshers' Week

6.2 Union Rooms –

To book rooms in the Students Union go to <http://bookings.susu.org/> and register your society details and book rooms. These rooms include:

The Activities Room

Location - Squash Court Gallery, Level 1

Capacity - 60

Description - Large room – hard floor (open 10:00-22:00)

Facilities - Table tennis on request
Judo mats, punch bag

Clubs and Societies Room

Location - West Building (upstairs)
Capacity - 150
Description - Large Room (open 10:00-22:45)
Facilities - Folding tables and chairs, carpeted floor

Committee Room

Location - Level 2, Union Building 42
Capacity - 30
Description - Meeting room (open 9:30-22:45)
Facilities – OHP available on request to buildings manager

Cube/Uniplex

Location - Level 2/3 Union Building 42
Capacity - Cube (floor space) 550, Uniplex (seating) 337
Facilities - Seating MUST be requested,
Contact UF for films (uf@soton.ac.uk)
Contact ENTS Manager for events (em@susu.org)

Multi-purpose Studio

Location - Level 1, Union Building 42
Capacity - 75
Description - Large room with wooden floor
Facilities - Sprung wooden floor suitable for dance and fitness

Small Meeting Room

Location - Level 1, Union Building 42
Capacity - 30
Description - Small meeting room (open 10:00-22:30)
Facilities – tables and chairs

Union Bars

Location – level 2/3 union building 42

See Societies Handbook for information about bar licensing and food health regulations.

Union opening hours – Mon-Thurs 8am-11pm, Fri/Sat 8am-11:30pm, Sun 8.30am-11pm

7. Events

Performing shows –

- Societies currently underwritten by the Union (May 2008) are; Theatre Group, Showstoppers and LOpSoc.
- Being underwritten means that the Union will cover any losses sustained by a show, provided that show does not exceed its submitted budget, in which case underwritten status for that show will be void.
- If an underwritten show makes a profit, that money is split 50:50 between the Union and the society.
- If your society wishes to become underwritten you need to apply through PAU, your status changes with the next academic year.

- For underwritten Societies - Budget policy should be followed (appendix 2)

- PAU Event Organisation forms can be located in the Student Activities Office, Level 1 SUSU, or on the PAU website. See section 8: *Money Matters*.

- Technical equipment and assistance is available from both StageSoc (stagesoc@soton.ac.uk), and the Union (ventec@susu.org)

- First Aid – details of first aid boxes can be found in the Societies Handbook, any accidents must be entered into the accidents book and reported to the appropriate persons.

7.1 Publicity and ticket sales for events

Places to publicise events:

- SUSU - only 6 posters allowed in the union buildings and all must be stamped by union (sabbs or execs)
- The Guide - ENTS monthly flyer lists everything occurring in union (boxoffice@susu.org)
- Union Films - design a PowerPoint slide to be shown before films at union (uf@soton.ac.uk)
- Uni-Link buses: Posters on buses, free for limited period
- Bulletin - University Magazine
- The Edge: The University's supplement magazine distributed in the Wessex Scene. This magazine is dedicated to music and performance: Submit reviews, audition and performance dates to: theedge@soton.ac.uk
- Surge Radio - SUSU radio station, contact them and record your own jingle to be played over the airwaves to students as well as online. Contact producer@surgeradio.co.uk
- PAU website - <http://pau.susu.org> - write up your event and it will appear on the PAU website for all to see.
- Flyering in the Union Concourse - get permission from Mike Tinmouth (M.Tinmouth@soton.ac.uk), or Katie Harper (societies@susu.org); PAU's Union liaisons.

8. MONEY MATTERS

Read Societies Grant Aid, it provides societies with all the information needed about money matters.

No claims can be made without a valid receipt (credit card receipts do not count as valid receipts)

8.1 Budgets - Every society is allocated a budget by the Societies Officer; budget forms are given out at the Students Union AGM, societies needs to complete these forms and return them to Student Activities Office before the end of term. Societies Officer allocates a budget for each society, however if you feel you need more you can always ask later in the year for a top up. Things to use your budget for; transport and travel costs, teaching/instructor costs, etc. Under Societies Department policy each society's budget will be the subject of review before the end of the 1st semester. In the case of PAU societies this will be conducted by the PAU Chairperson. This meeting will involve a review of your society's expenditure so far and proposed use of your budget. Following this meeting, your society's budget may be altered in order to ensure that Union funding is being given to those who require it and not being unused.

8.2 Capital Items – Twice a year societies can ask for capital items, these are items that will last for more than three years and are an investment for the society which may be too expensive for the society to buy on their own. To apply for capital items you need to collect a form from the Student Activities Office and then complete it and hand it into the office alongside three quotes for the item you want. Then briefly present your capital item request to PAU for our information, and then you will be informed of the time and date of the next appropriate SDC meeting (usually the second SDC meeting of term) for capital item requests.

At the SDC meeting you will be asked to explain your capital item request why you need the item; and the reason for your contribution amount.

8.3 SCA projects - another source of income. By running workshops you can obtain money to buy equipment to use for the workshop. Contact scaction@soton.ac.uk or find the website at <http://action.susu.org>

8.4 Sponsorship – For advice about raising sponsorship for your society, contact the Marketing Manager on promo@soton.ac.uk

8.5 Instructor Costs - societies employing a teacher for classes are able to claim back a percentage of the teaching costs. See Grant Aid for more details.

Please feel free to contact the Student Activities Office or Accounts Department about any money issues; they are there to help you.

Appendix I: The Annex Document

Guidelines for use of The Annex

StageSoc: December 2007

1. Responsibilities of the Performing Company Pre-Show:

- 1.1 The nominated producer will take responsibility for the use of The Annex by a performing company and any consequences that may arise. They will be the first point of contact. During the run of a show in The Annex, the upkeep of the space is the responsibility of the show producer from the start of their get-in until the end of their get-out
- 1.2 Before using any part of The Annex for any purpose related to performance, notice must be given to the Annex Officer. This should include the date and time of intended use of The Annex, the purpose of use and the individual (producer) responsible.
- 1.3 If The Annex is used by a company for purposes other than performing a show, then the show producer remains responsible whether they are present or not.
- 1.4 Generally, The Annex should not be used by a company during the run of another show. If this is necessary, contact must be made with the producer of the current show using The Annex, before any plans are made.
- 1.5 The display boards in the Annex foyer have been distributed by the PAU and it is therefore up to independent societies to decide what to display on them. Other societies should stay clear of them. The two display boards outside of lecture theatre H are for upcoming and present performances and should also be left clear for the use of the correct performing company.
- 1.6 If a show has special technical requirements that will affect the normal day-to-day use of The Annex for lectures, these should be discussed with the Annex Officer well before the show's get in. These will then be passed on to SUSU who can liaise with the university where necessary.

2. Responsibilities of the Performing Company during use

- 2.1 On arrival at the Annex:
 - To check that the building is as you would expect to find it.
 - To report any issues to the Annex Officer immediately, who will pass any issues on to SUSU.
- 2.2 Ensure all health and safety requirements are covered while working in The Annex. This includes:

- Supplying any additional safety equipment required e.g. electrical safety cut-outs and dust masks.
 - MDF and solvent should only be worked with outside due to poor ventilation in The Annex.
- 2.3 In the interest of security, do not leave anything unattended in The Annex foyer at any time.
- 2.4 During performances, make sure the small store is locked.
- 2.5 Ensure correct manual handling procedure is followed while carrying of heavy loads down the stairs in The Annex. At least one member present within the show's production team should have been to manual handling training and should pass the technique on to other helpers.
- 2.6 Ensure fire regulations are adhered to:
- All the fire doors into the foyer and the lecture theatres are unlocked.
 - Check that all the fire fighting equipment is present and has not been tampered with.
 - Maintain a clear path for people to leave the building by in case of emergency; try and avoid people walking through piles of sawdust as this is a trip hazard.
- 2.7 If you cut any fresh LX gel, please use the chinagraph pencil provided to number the pieces and return to the right places in the gel drawer.
- 2.8 The cyclorama (white back cloth) should not be taken down without permission from Annex Officer, who will advise on how this is best done. The show will then be responsible for replacing it at the end of their run. Paint/drinks/silly string/anything else that might stain/mark it should be kept well away. It is expensive to clean and the show responsible may be charged.

When leaving The Annex (General):

- 2.9 Items should not be left:
- In J
 - In the J projection box
 - In the space between H & J
- Under any circumstances
- 2.10 Leave props and set tidily in the large store clearly labelled with the show name. *NOTE: Any material left unlabelled will be available for other shows to use or to be disposed of.*
- 2.11 Tools and equipment should be put away in their appropriate locations, either the stores or the box. All spaces should be left tidy

and organised. Locations are clearly labelled as to where items should go.

- 2.12 Leave the building in a clean and tidy state, including clearing all litter, this includes the lighting box. Bins should be emptied and rubbish disposed of properly; do not leave bin bags in the foyer.
- 2.13 Ensure any issues whatsoever arising during use of the space are reported to the Annex Officer. Depending on the nature and severity of the issue, these will be passed to the union who will liaise with the university where necessary.
- 2.14 Ensure both stores, the lighting box windows, and doors are locked.
- 2.15 Ensure all health and safety requirements are met:
 - Cables taped down with visible tape.
 - Trip hazards clearly marked.
 - Overhead hazards clearly marked where risk of head injury is present.
- 2.16 Once The Annex is clear, the producer should contact security (22811) to notify them the company are leaving and the building can be secured.

When leaving The Annex (Sun-Thurs evenings):

- 2.17 Any props or set left in lecture theatre H should be tidily stacked behind the line of the black curtains against the sides / back wall. If the cyclorama (white back cloth) is in place, no items are to be leant against it. Items should be clearly labelled with the show name and then should not be used by any other companies. The store should be used wherever possible to leave the lecture theatres clear.
- 2.18 Leaving anything in the foyer should be avoided wherever possible. If absolutely necessary, permission needs to first be obtained from the buildings and estates manager. Anything left in the foyer should be clearly marked and left tidily stacked against the side of the building avoiding the PAU notice boards if possible. A clear exit route should be left at all times and items left should be fireproofed.
- 2.19 The area in front of the black curtains (tabs) in H is the area for lecture equipment and should be left totally clear for lectures. The black tabs should be left closed.
- 2.20 Ensure both lecture theatres are fully equipped for lectures the next morning. Both lecture theatres should contain:
 - White / chalk board
 - OHP (plugged in)
 - OHP screen

When leaving The Annex (Fri & Sat evenings):

- 2.21 Leaving anything in the foyer should be avoided wherever possible. Anything left in the Annex foyer should be clearly labelled and left tidily stacked against the side of the building avoiding the PAU notice boards if possible.
- 2.22 It is not necessary to re-instate the lecture theatre equipment.

When leaving The Annex (After a Get-Out):

- 2.23 Generally the LX should be totally de-rigged after a show. However there are many cases where this may not be required. Contact should be made with the Annex Officer to confirm this.
- 2.24 Any items from PAU house should be returned to their appropriate place in the house and not left in The Annex.
- 2.25 Props and set should be not be left in The Annex unless approved beforehand by the Annex Officer. Items specific to a show should have arrangements made for their disposal. Items considered useful for future shows should be discussed with the Annex / House officers and stored if deemed useful.
- 2.26 All publicity should be removed from the display boards in the Annex foyer, from immediately outside the building and from the lecture theatres.
- 2.27 Items should not be moved or taken from either store and no extra items should be left in The Annex without talking to the Annex Officer.

3. Responsibilities of StageSoc

- 3.1 As stated in their constitution; StageSoc, headed by their nominated Annex Officer, are responsible for the upkeep and maintenance of the stores and equipment in The Annex.
- 3.2 After use of The Annex, a member of permanent SUSU staff will ensure that the building has been left in a suitable state.
- 3.2 The Annex Officer will ensure that ISS are aware of all PAU performance dates for The Annex, in order for them to carry out their risk assessment.

4. Responsibilities of The University

- 4.1 Notify SUSU of any 3rd party room bookings of either H or J who will then pass this information onto the Annex Officer. This will hopefully ensure any activities of the PAU do not interfere with the booking.
- 4.2 Maintaining the building to a useable level, which may include repair of dangerous faults reported through SUSU by the Annex Officer.
- 4.3 Ensure security of the building and the contents. This includes ensuring the projection box of H remains locked as this contains a lot of very valuable equipment.
- 4.4 Not to move any set or props from a show unless absolutely necessary. If this is the case, notice should be given to SUSU who will pass this information on to the Annex Officer.
- 4.5 Report any problems about the state of the rooms to SUSU. The relevant parties will then be contacted. This will ensure the problem is dealt with in such a way it should not occur again.

5. Responsibilities of lecturers / other users of The Annex.

- 5.1 The space behind the front black curtains (tabs) in lecture theatre H is for the use of the PAU. The curtains should remain closed and the area should not be used by lectures.
- 5.2 Note down the exact details of any problems encountered, including the date and time. Pass this on to the University who will work with SUSU to resolve them and ensure they do not happen again.

Appendix II

Show Budget Policy: For Underwritten Shows:

1. If a PAU society is putting on a performance, they must fill in the 'Event Organisation Form' which can be downloaded from the PAU website
2. When putting together a budget, the production team must ensure that the level of deposits budgeted for is at least 10% of the predicted expenditure.
3. The production budget must be passed by the committee of the hosting society before it is taken to PAU.
4. Once the society committee has passed the budget the show producer should ensure that a copy is emailed to the PAU secretary, and that it is added to the agenda.
5. A budget may only come to PAU if it is an agenda point.
6. A budget should be passed by PAU *at least* four weeks before the opening night of the show. (As PAU is approximately every 3 weeks, it may mean you bring your budget to be passed quite early).
7. A member of the production team must attend the meeting to present the budget to PAU committee. If no one represents the budget, it will not be passed.
8. The PAU committee will then vote on whether they deem the budget to be reasonable.
9. Once a budget is passed, it goes to SDC to be ratified.
10. Any budgets totalling over £5000 expenditure must also be *passed* by SDC; following the same procedure as at PAU.
11. Once again a representative must attend and SDC meeting to do this at least four weeks before the show.
12. Once a budget has been ratified/passed by SDC, a copy will be sent to accounts.
13. Two weeks before the production the deposit must be paid into the Accounts Office (SUSU Level 2)
14. Once the deposit has been paid, claims can be made against the production account.
15. On completion of the show run ticket money should be banked with accounts as soon as possible.

16. All claims from the show must be made within three academic weeks of the last night of the production. Any further claims must go through the VP Welfare and Societies.
17. Any losses made by a show will initially be covered by the deposits and the rest met by the Union.
18. However this will *only* apply to show who have *not exceeded* their submitted show budget. If this is the case, losses must be covered by the society.
19. Any profit made by a show, after the return of deposits, will be split 50:50 between the Union and the society.

For more information, see the *Grant Aid* booklet, available from the Student Activities Office.