

C5 TROPHIES AND AWARDS

OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES

C5 Trophies Committee Chair

Pre-Festival:

1. Order ribbons (check with Room Chair Committee Chair re ribbons needed; these should be ordered well in advance (at least a month before you need them) & brought to the organizational meeting)
2. Order trophies (standing order for trophies, with current festival events and date) (should be ordered at least a month before the festival)

Monday after organizational meeting:

1. Amend trophy order: may not need as many trophies for some Middle School or Junior Varsity events (particularly JV Tech); may need additional trophies for something; can now order plaque/s for cover design

The day before each festival:

1. Pick up trophies or have them picked up by a reliable party; may be delivered to host school before festival day if mutually acceptable and convenient

Festival day:

1. Get trophies to festival if they were not already delivered to the host school
2. Arrange trophies in the order of presentation

Post-festival:

1. Periodically collect leftover trophies and plaques and get them re-plated for use at a subsequent festival

Reminder: The Trophies Committee Chair is responsible for trophies for all festivals. If the duty is shared between someone in Varsity and someone in Middle School/Junior Varsity, they need to coordinate what they are doing.

C5 TROPHIES AND AWARDS

TROPHY CHAIRPERSON

This job consists of four different tasks, which may be done by others at your discretion. However, YOU are responsible for seeing that each task gets accomplished.

1. Ordering the trophies, ribbons, and appreciation plaques.
2. Picking up the trophies and checking the trophy order.
3. Taking the trophies to the festival.
4. During finals, assembling the trophies in reverse order by event on the stage.

Ribbons: The ribbons take the longest time to be printed. You can order them far in advance and have them ready to count at the organizational meeting.

Before you order, locate extra ribbons from previous festivals. Then check how many persons are entered, and order the ribbons appropriately.

With the list of events in front of you, order trophies. Do not forget to order honorable mention plaques for events and Sweepstakes.

Spell carefully because the words you type will end up on the trophies.

Order from:

Trophy Masters
8331 Lincoln Blvd.
Los Angeles, 90045
email: trophymastla@earthlink.net
phone: (310) 670-6443
fax: (310) 670-5625

Reminders:

- Double check the list of events to make sure you did not leave one out.
- Make sure you add SWEEPSTAKES trophies and HONORABLE MENTION plaques.
- Do not put the date on the HONORABLE MENTION plaques so we can shift them from one event to another, one year to another.
- Do not forget to order a large plaque honoring the host for EACH festival.
- After the org meeting, order a cover plaque for the cover designer(s).

Pickup can be difficult because Trophy Masters is in Westchester and it closes at 5:30. IT IS NOT OPEN ON SATURDAY AND SUNDAY. We checked the prices several years ago, and Trophy Masters is way below other places, so use them. Also, they know when the festivals are held, and will call us to remind us to order trophies, if they haven't received an order. That has saved us more than once.

continued

FALL FESTIVAL RIBBON ORDER

Faxed to Trophy Masters - phone 310-670-6443; fax 310-670-5625

This document is available as a Word doc on the CD in a folder labeled Word Docs.

DTASC – Ribbons needed – pickup on Friday morning (date)

Contact: (name & phone number)

FALL FESTIVAL Ribbons – standard colors with DTASC logo

Judge	500
Participant	2500
Semi-Finalist	1800
Finalist	1700
Room Chair	300
Helper	200
Coach	200
Total	7200

FALL FESTIVAL TROPHY ORDER

Emailed to Trophy Masters – phone 310-670-6443; fax 310-670-5625

This document is available as a Word doc on the CD in a folder labeled Word Docs.

Header for all pages:

DTASC – Trophies and plaques needed – pickup Friday (date)

Contact: name & phone number

Here's an example of how it will look for each division:

DTASC Fall Festival 2015
1st Place - Varsity Division
Tech Theatre - Sets / Lights

DTASC Fall Festival 2015
1st Place - Junior Varsity Division
Audition Monologue

DTASC Fall Festival 2015
1st Place - Middle School Division
Ripped from the Headlines

The Varsity Festival is Sat., Oct. 24. Someone will pick them up on either Thursday Oct. 22 or Friday Oct. 23.

The Junior Varsity and Middle School Festivals are on Sat., Nov. 7. Someone will pick them up on either Thursday Nov. 5 or Friday Nov. 6.

A full set of trophies 1st thru 5th place with DTASC Fall Festival 2015 and category on it, as usual. This order is for all 3 Divisions - Varsity, Junior Varsity, and Middle School.

Please have the 1st place trophy 3" taller than 2nd thru 5th.

THE CATEGORIES:

Tech Theatre: Sets / Lights
Tech Theatre: Costumes / Makeup
Tech Theatre: Graphics / Publicity
Audition Monologue
Non-American Playwrights
Meet My Crazy Family
Ripped from the Headlines
Large Group Drama
Large Group Comedy
Open Musical
SWEEPSTAKES

continued

FALL FESTIVAL TROPHY ORDER, CONTINUED

Honorable Mention Plaques: 7 for Audition Monologue, and 5 for each of the other categories, including Sweepstakes, for each of the 3 divisions.

Spirit Award: 3 tall trophies, at least the same size as for 1st place Sweepstakes.

Here's the wording (1 for each division):

DTASC Fall Festival 2015
Varsity Division
SPIRIT AWARD

Host plaques – 3 for pickup with Varsity trophies, 1 for pickup with JV/MS trophies.

For VARSITY Festival, pickup Oct 22 or 23 (the same wording for all 3, with different names):

The Drama Teachers' Association of Southern California
awards this plaque in grateful appreciation to
Annie Simons
Fall Festival Host 2015
Los Angeles High School of the Arts

Bernard Addison
Robert Selander

For JUNIOR VARSITY / MIDDLE SCHOOL Festival, pickup Nov 5 or 6 (mostly the same as above; different name; different school):

The Drama Teachers' Association of Southern California
awards this plaque in grateful appreciation to
Barbara Zatarain
Fall Festival Host 2015
Woodrow Wilson Middle School

continued

FALL FESTIVAL TROPHY ORDER, CONTINUED

AFTER THE ORG MEETING:

For Varsity Division, we need a duplicate set of trophies for Monologue – 1st thru 5th place, plus 3 more HM plaques for Monologues

That's ONLY for Varsity Division, which is the festival on Oct 24.

Cover plaque:

The Drama Teachers' Association
of Southern California
Awards this plaque to
KAMMIE WILLIAMS
DTASC Fall Festival 2015
In Appreciation for Your Hard Work and Talent
Cover Design for Varsity Festival Program
Carson High School

Tech Trophy changes:

Jr Varsity:

Sets/Lights: only 1st & 2nd place trophies; no HM plaques
Costumes: 1st thru 5th place trophies; no HM plaques
Graphics: 1st thru 5th place trophies; but only 3 HM plaques

SHAKESPEARE FESTIVAL RIBBON ORDER

Faxed to Trophy Masters – phone 310-670-6443; fax 310-670-5625

This document is available as a Word doc on the CD in a folder labeled Word Docs.

DTASC – Ribbons needed – pickup on Friday morning (date)

Contact: (name & phone number)

SHAKESPEARE FESTIVAL Ribbons – standard colors with Shakespeare

2000 Participant

1500 Semi-Finals

1500 Finals

200 Room Chair

200 Judge

Total 5400 ribbons

SHAKESPEARE FESTIVAL TROPHY ORDER

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DTASC – Trophies and plaques needed – pickup Friday (date)

Contact: name & phone number

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1st Place - Varsity Division
Tech Theatre - Sets / Lights

DTASC Fall Festival 2015
1st Place - Junior Varsity Division
Audition Monologue

DTASC Fall Festival 2015
1st Place - Middle School Division
Ripped from the Headlines

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A full set of trophies 1st thru 5th place with DTASC Fall Festival 2015 and category on it, as usual. This order is for all 3 Divisions - Varsity, Junior Varsity, and Middle School.

Please have the 1st place trophy 3" taller than 2nd thru 5th.

THE CATEGORIES:

Tech Theatre: Sets / Lights / Graphics

Tech Theatre: Court Costumes

Tech Theatre: Character Costumes

Audition Monologue

That Way Madness Lies

Shakespeare's Musical

Sibs From Another Crib

Large Group – Macbeth

Large Group – The Tempest

Shakespeare's Lesser Plays

SWEEPSTAKES

continued

SHAKESPEARE FESTIVAL TROPHY ORDER, CONTINUED

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Spirit Award: 3 tall trophies, at least the same size as for 1st place Sweepstakes.

Here's the wording (1 for each division):

DTASC Fall Festival 2015
Varsity Division
SPIRIT AWARD

Host plaques – 3 for pickup with Varsity trophies, 1 for pickup with JV/MS trophies.

For VARSITY Festival, pickup April 14 or 15:

The Drama Teachers' Association of Southern California
awards this plaque in grateful appreciation to
Marcia Barryte
Shakespeare Festival Host 2016
Carson High School

For MIDDLE SCHOOL Festival, pickup April 28 or 29 (different name; different school):

The Drama Teachers' Association of Southern California
awards this plaque in grateful appreciation to
Barbara Zatarain
Shakespeare Festival Host 2016
Woodrow Wilson Middle School

Next page: After Org Meeting

SHAKESPEARE FESTIVAL TROPHY ORDER, CONTINUED

AFTER THE ORG MEETING:

For Varsity Division, we need a duplicate set of trophies for Monologue – 1st thru 5th place, plus 3 more HM plaques for Monologues

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Cover plaque:

The Drama Teachers' Association
of Southern California
Awards this plaque to
KAMMIE WILLIAMS
DTASC Shakespeare Festival 2016
In Appreciation for Your Hard Work and Talent
Cover Design for Varsity Festival Program
Carson High School

Tech Trophy changes:

Jr Varsity:

Sets/Lights: only 1st & 2nd place trophies; no HM plaques

Court Costumes: 1st thru 5th place trophies; no HM plaques

Character Costumes: 1st thru 5th place trophies; but only 3 HM plaques