

C3 PROGRAMS

At the organizational meeting, collect the following:

- Map of host school
- Ads from all the schools entering
- Lists of all entries in each event
- List of coaches and schools
- List of committee chairs
- List of officers
- List of acknowledgements for the host school
- Disk(s) with typed lists (if any)
- Program cover design
- Name and school of program cover designer
- A print-out of the school information generated in the computer for each division.

After the organizational meeting, prepare the program:

- Program cover design is the front cover.
- Map of host school is the back cover or perhaps the inside back cover.
- Create a title page that includes DTASC, identifies the festival, and has the name, address and phone number of the host school.
- Probably on the title page, list all the events by number and name.
- Probably on the title page, put the time schedule for the day, with locations for assemblies and room chairs.
- Probably on the title page, put the list of important locations (judges, lunches, etc.). If this does not go on the title page, it must go somewhere easily found, such as inside the front or back cover or on the last page of the program.
- Put the events in order in the program, clearly labeled by event number and name, with all the entries listed by section.
- Somewhere in the program, include the lists of coaches and schools, officers, committee chairs, and host school acknowledgements.
- In the acknowledgements section, include the name of the program designer, and the school if it is not the host school.
- Acknowledge the printer somewhere if they're giving a good discount for printing the program. (And give them a copy of the finished program, showing them their name.)
- Include all the ads wherever they fit. Put in extra pages for ads if necessary.
- Keep the number of inside pages divisible by 4 if the program is being printed on 11x17 paper. The map and front cover do not have to be included in the total, as it is not necessary to print on the inside front and inside back covers. If the cover is on card stock, you can print on one or the other inside covers if you wish. If the cover is on regular weight paper, do not print on the inside covers.
- For a stapled program, which is printed on 8.5x11 paper, page count needs to be divisible by 2 for the inside pages. Again, the map and front cover do not have to be included in the total, as it is not necessary to print on the inside front and inside back covers. If the cover is on card stock, you can print on one or the other inside covers if you wish. If the cover is on regular weight paper, do not print on the inside covers.
- Check with the host school to see if there have been room changes, and make corrections to the program.

continued

PROGRAMS, CONTINUED

- Make a list of rooms being used for each event, based on program information, and send that to the host school (as a double check) and to the chair of the judges committee (so they can assign judges ahead of time).
- Select a color for the cover and if necessary purchase cover stock from Kelly Paper or Xpedx to deliver to the printer. Keep the paper warm and dry.

Determine the number of programs needed:

- Make a list of the schools (can use a copy of the schools and coaches list).
- List the number of programs each school has ordered. Every school gets 10 free programs for each division in which they are entered, plus the number of extras they paid for when they registered.
- Judges need 150 programs
- Room chairs need 150 programs.
- Tabs needs at least 3 programs for each division.
- Some extras will be needed at the registration table, usually for host school personnel who should have a copy.
- Other extras can be sold at the festival for \$1 each.

After the program has been finalized:

- Get the program printed. The program committee chair can choose a convenient printer.
- Try to get programs printed at a reasonable price. Many places will give educational discounts. Some mention of the printer should go into the program if they are giving a good discount.
- Arrangements can be made ahead of time for the treasurer to send payment directly to the printer, or get a check to you to deliver to the printer. However, most places prefer to be paid by credit card. In that case, use your own credit card and get reimbursed.
- Make a label of some kind for each school.
- Count the printed programs into bundles with the appropriate label.
- If you can alphabetize the bundles by school name before taking them to festival, that is helpful for registration. However, it is not a requirement.
- Prepare a list of schools and school codes. It is helpful to have two lists on the same page: one alphabetical by code; one alphabetical by school.
- Make 5 copies of the school codes page for festival use.

On Festival Day:

- Bring 5 copies of school codes with you to festival.
- Get the programs to the festival EARLY and deliver them to the Registration table. Programs should be there before 7:30 a.m.
- Submit the bill for printing to the DTASC treasurer and get reimbursed.

PROGRAM COVER DESIGN

Before the organizational meeting, the host school and any other school interested should prepare some designs to consider for the cover.

Pencil drawings and pencil smudge grays are not acceptable because it is hard to get a good copy of them to print.

Hand drawn designs must be in dark black ink on plain white paper.

Computer-generated designs must be printed in black on white paper.

Good photocopies are acceptable.

Designs need to be as clean as possible (mistakes erased completely or whited out).

The cover must include the following:

- DTASC
- The name of the festival
- The year
- Artwork related to the festival events
- On the back, but not so dark as to show through the front, the name and school of the designer.

Examples:

DTASC
Fall Festival
Year
modern actors in modern setting

DTASC
Shakespeare Festival
Year
portrait of Shakespeare
or Elizabethan/medieval-looking actors

Designs are to be brought to the organizational meeting.

At the meeting, a number of coaches will look at the designs and select which one to use for the C Division program and which to use for A/B Division. Additional outstanding designs can be used on a title page or for the back cover (the map would then be the inside back cover).

Covers submitted for consideration become the property of DTASC and will not be returned. Covers not used will be destroyed.

SHAKESPEARE PLAY SUMMARIES

ADDITIONAL STUDENT OPPORTUNITIES

Students from each school may submit summaries of the two featured plays of the festival.

- The summaries should be **no longer than one page** and should cover the **entire play**, listing all the **main character, plots and sub-plots**.
- The summary should give the students attending the festival **an accurate and understandable kid friendly guide to the plays**.
- The summaries should be **well written, typed** or hand-written in black ink, one side to a page, and show evidence of having been **proofed** (i.e. please check your students' papers for spelling and punctuation before submission!)
- **Student's name and school** must be on each entry.
- You may **mail** these summaries with your registration or **bring** the summaries to the organizational (typing) meeting where the teachers present will select the winners.
- Winning summaries be printed in the festival program. Their writers will receive plaques at the festival's awards assembly.