

## C5 TROPHIES AND AWARDS

# TROPHY CHAIRPERSON

This job consists of four different tasks:

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.

Any or all of these tasks may be done by others, but you are responsible for seeing that each task gets accomplished. Suggestion: ordering should best be done by the chairperson.

**Ribbons:** The ribbons take the longest time to be printed. You can order them far in advance and have them ready for the Room Chairperson to count at the organizational meeting. The person in charge of registration could also do this because it is a fairly easy task.

**Before you order,** find out who was Room Chairperson from the last festival, and see if you can locate extra ribbons. Some years we have enough left over for the whole festival. Then check with the person receiving the entries to find out how many persons are entered and order the ribbons appropriately. Then, with the list of events in front of you, type and order for 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.**

**To figure out the number of trophies to order,** attend the organizational meeting and get a list of the number of participants, or groups in the event. Sometimes the entries are really small. Then, use your best judgment to project what you think will be entered into finals. In A/B, they usually do not have more than eight groups minus five trophies, so you need to enter three honorable mentions for each group event. In monologues, order 12 because that's about the top number judges can process in an event. **Check with the VP for A/B to see if they have unusual trophy needs, like "Special Judges Awards," or plaques for Cover Design or Synopsis, etc.**

*continued*

## TROPHY CHAIRPERSON, CONTINUED

See attached *sample order form*. Make changes and mail or FAX to:

*Trophy Masters*

*8331 Lincoln Blvd.*

*Los Angeles, 90045*

### 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 two large plaques honoring the host for each festival.

Pickup is difficult because Trophymasters is in Westchester and it closes at 5:00. IT IS NOT OPEN ON SATURDAY AND SUNDAY. We checked the prices several years ago, and Trophymasters is way below other places, so use them.

**SAMPLE LIST OF TROPHIES NEEDED, A/B FESTIVAL, PAGE 1**

Hale Middle School  
23830 Califa Street  
Woodland Hills, CA 91367

Trophymasters  
8331 Lincoln Blvd.  
Los Angeles, CA 90045

September 25, 1996

Dear Bob:

Please make up the following trophies for the D.T.A.S.C. Fall Drama Festival A and B Divisions.

Technical Theater	Div. A	1-5th
	Div. B	1-5th
Audition Monologue	Div. A	1-5th
	Div. B	1-5th
Pantomime	Div. A	1-5th
	Div. B	1-5th
Neil Simon	Div. A	1-5th
	Div. B	1-5th
Anything Goes	Div. A	1-5th
	Div. B	1-5th
Children's Theatre	Div. A	1-5th
	Div. B	1-5th
Group Serious	Div. A	1-5th
	Div. B	1-5th
Group Humorous	Div. A	1-5th
	Div. B	1-5th
Sweepstakes	Div. A	1-5th
	Div. B	1-5th

Plaques

Honorable Mention Sweepstakes	Div. A	1-5th
	Div. B	1-5th

We have extra plaques from last Shakespeare Festival so please make 24 plates for Division A Honorable Mention and 24 Division B Honorable Mention.

That's a total of 90 trophies, 10 plaques, and 58 plates.

*continued*

**SAMPLE LIST OF TROPHIES NEEDED, A/B FESTIVAL, PAGE 2**

Also make a large plaque stating:

The Drama Teachers' Association  
of Southern California  
awards this plaque  
in grateful appreciation to  
Jacqueline C. Young  
Fall Festival Host 1996  
George Ellery Hale Middle School

Please bill the new treasurer:

Barbara Goodwin

Jo Anne Karr, the High School Trophy Chairperson, will be picking these up when she picks up the high school order. She will call to make arrangements.

My school number is (818) 346-1851. My home number is (818) 704-1505.

Thank you for your consistently prompt good service.

Sincerely,

Jacqueline C. Young  
D.T.A.S.C. Trophy Chairperson A/B Division  
Hale Middle School



SAMPLE SERVICE CERTIFICATE

*Drama Teachers' Association  
of  
Southern California*

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has fulfilled 10 hours  
of  
COMMUNITY SERVICE

for 1 I.T.S. Point

at the

*DTASC  
Shakespeare Festival*

Held on April \_\_\_\_\_, \_\_\_\_\_

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DTASC President

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Coach

SAMPLE PARTICIPATION CERTIFICATE

*Drama Teachers' Association*  
*of*  
*Southern California*

Recognizes

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For participating in the

\_\_\_\_\_ *Annual*  
*Shakespeare Festival*

Held on the \_\_\_\_\_ *day* of \_\_\_\_\_  
in the year *Two Thousand* \_\_\_\_\_

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DTASC President

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Coach