

# **TEACHER'S DTASC FESTIVAL CHECKLIST**

- \_\_\_\_\_ 1. I registered online for the correct division(s) and events.
- \_\_\_\_\_ 2. I filled out and mailed the entry form with a check (for the full amount due) by the appropriate deadline. (On any personal checks that will be replaced by a school check, I wrote "Please Hold.")
- \_\_\_\_\_ 3. I paid my annual membership fee only once this year. (\$30.00 per year)
- \_\_\_\_\_ 4. I went over all festival rules with my students.
- \_\_\_\_\_ 5. I made certain that all material we used came from authorized texts and approved lists (excluding 'Student Original' and 'Anything Goes'). **It is age and audience appropriate.**
- \_\_\_\_\_ 6. I have obtained performance rights as necessary.\*
- \_\_\_\_\_ 7. I signed up for a festival committee and I will serve on it.
- \_\_\_\_\_ 8. I submitted my three suggested qualified judges at the appropriate planning meeting or online or to the judge committee.
- \_\_\_\_\_ 9. I signed up 1–5 student room chairs, and gave them each a copy of the Room Chair information sheet from the DTASC Handbook, **and reviewed it with them.**
- \_\_\_\_\_ 10. I distributed Student Codes of Conduct to my students, discussed them with the students, and collected all the signed copies.
- \_\_\_\_\_ 11. **I stressed to my students the importance of a good attitude at the festival. As a participant, they should win without arrogance and lose without apology. As a member of the audience, they should respect the performance and the auditorium as well as the entire school.**
- \_\_\_\_\_ 12. **I have explained to parents that they need to get Parent Passes at the Registration Table when they arrive in the morning.**
- \_\_\_\_\_ 13. **I have arranged for adult supervision of my students at all assemblies.**
- \_\_\_\_\_ 14. I am bringing the following with me to the festival:
  - (1) scripts for all events we entered,
  - (2) signed Student Codes of Conduct,
  - (3) my signed Teacher Code and Checklist, and
  - (4) the emergency contact information for my students,and I will leave the first 3 at the registration table when I sign in.
- \_\_\_\_\_ 15. Before Rounds 1, 2 and Semi-Finals, I will check with the Judges Room to see if I am needed to judge (unless I have a committee job which takes all day).
- \_\_\_\_\_ 16. I will encourage my students to make all necessary cell phone calls **between** rounds and **before or after** assemblies.
- \_\_\_\_\_ 17. I understand that at festival I am required to check in with Rules after each round (unless I am working in Tabs, Judges or Rules, as Rules can find me easily in those locations).

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## **TEACHER CODE**

I, \_\_\_\_\_, hereby warrant that I have adhered to all festival rules and regulations set forth by the Drama Teachers Association of Southern California.

As coach of \_\_\_\_\_, I accept the responsibility for the content and manner in which all of my students' scenes are presented **and for my students' behavior at festival and in the awards assemblies.**

\_\_\_\_\_  
Teacher's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature (Required)

\_\_\_\_\_  
Date

\*See D1–6 and D1–7 for "How to Get Performance Rights"

## QUICK REFERENCE GUIDE FOR TEACHERS

### WHERE TO FIND FORMS IN THE DTASC HANDBOOK

Ad sizes .....	D5-1 (5½" x 8½" program)
Associate Membership .....	H5-2
Community Service Certificate .....	H4-1, H4-2
Director's DTASC Festival Checklist & Code .....	D1-1
Events Submissions .....	H5-5
Judge Submissions .....	H5-3 and on the web site
Membership .....	H5-2
Nomination of Officers .....	H5-6
Participation Certificate .....	H4-3, H4-4
Rules Submissions .....	H5-4
Scholarship, DTASC .....	all of F1
Scholarship, Mario Lomeli .....	all of F2
<b>Student Code of Conduct</b> (leave signed at reg table) .....	D2-1
Student Code of Conduct in Spanish (leave signed at reg table) .....	D2-3
<b>Teacher Code</b> (leave signed at registration table) .....	D1-1
Verification Form, Costume .....	E3-27 and E4-31
Verification Form, Graphics/Publicity (Fall) .....	E3-25
Verification Form, Sets/Lights (Fall) .....	E3-23
Verification Form, Sets/Lights/Graphics (Shakespeare) .....	E4-30

### WHERE TO FIND OTHER USEFUL INFORMATION IN THE HANDBOOK

Associate Members .....	A4-1
Ballots (blank) .....	H2-2, H2-4, H2-6, H2-8, H2-10
Board Members contact info .....	A2-1
Calendar .....	A1-1
Guidelines for Parent Supervisors .....	D4-1
Lists of Plays .....	H1
Participant Checklist .....	D2-2
Performance Rights .....	D1-6,7
Program Cover Design info (Student Artwork) .....	C3-3
Room Chairs – What to Do .....	C9 (C: C9-3; 4,5,6; 7,8; 12; A/B: C9-3; 4,5,6; 9,10,11; 12)
<b>Rules, Fall Festival</b> .....	all of E1, E2, and E3
<b>Rules, Shakespeare Festival</b> .....	all of E1, E2, and E4
Shakespeare Play Summaries info .....	C3-5
Share Sheets (blank) .....	H2-1, H2-3, H2-5, H2-7, H2-9
T-Shirt Order Form .....	C6-6

### FOR JUNE BUSINESS MEETING

#### BEFORE MEETING (CHECK DEADLINES FOR EACH)

- Events Submissions .....
- Nomination of Officers .....
- Rules Submissions .....

## QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

### FALL FESTIVAL

#### BEFORE FESTIVAL

- Ad sizes .....D5-1 (5½" x 8½" program)
- Teacher's DTASC Festival Checklist.....D1-1
- Fall Event Rules.....E3, plus E1 and E2
- Guidelines for Parent Supervisors .....D4-1
- Lists of Plays .....H1
- Program Cover Design info (Student Artwork).....C3-4
- Room Chairs – What to Do (A/B Div) .....C9-3; 4,5,6; 9,10,11; 12
- Room Chairs – What to Do (C Div) .....C9-3; 4,5,6; 7,8; 12
- Share Sheets (blank) for Fall Festival.....H2-1, H2-3, H2-7, H2-9
- T-Shirt Order Form .....C6-6

#### OTHER PRE-FESTIVAL DUTIES

- Attend Mandatory Meeting
- Sign up for a festival committee, find out what your duties entail, and perform them
- Verify early that you can sign on to the DTASC registration site, and update your information
- Register online
- Print the online registration form that shows the total amount owed and mail it WITH A CHECK and (the following are optional) your ad, program cover designs, and t-shirt order form to your division registrar by the deadline
- Submit names of 3 new judges (can be done on the web site)
- Get Student Codes of Conduct and Festival Participant Checklists out to students early enough to collect all signatures; discuss the contents with the students
- Train room chairs, following the guidelines in the handbook (see pages above)
- Reminder: It is your responsibility to secure performance rights to anything not in the public domain
- **Attend the organizational meeting to help prepare everything for the festival**

#### BRING TO FALL FESTIVAL:

- Student Code of Conduct (leave signed at reg table) .....D2-1 and/or D2-3
- Teacher Code (leave signed at registration table).....D1-1
- A set of scripts for all your students' scenes  
(leave at reg table) .....E1-1

#### IF YOU HAVE TECH ENTRIES, BRING:

- Verification Form, Costume.....E3-27
- Verification Form, Graphics/Publicity (Fall) .....E3-28
- Verification Form, Sets/Lights (Fall) .....E3-26
- Reminder: each entry must have a notebook with the  
required information; see details in .....E3-23,24,25

#### POST FESTIVAL:

- Community Service Certificate .....H4-1
  - Participation Certificate .....H4-3
- (or get them from the Forms folder on the CD: Certificates Fall.pdf)

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## QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

### SHAKESPEARE FESTIVAL

#### BEFORE FESTIVAL

- Ad sizes .....D5-1 (5½" x 8½" program)
- Teacher's DTASC Festival Checklist.....D1-1
- Guidelines for Parent Supervisors .....D4-1
- Program Cover Design info (Student Artwork).....C3-4
- Room Chairs – What to Do (A/B Div) .....C9-3; 4,5,6; 9,10,11; 12
- Room Chairs – What to Do (C Div) .....C9-3; 4,5,6; 7,8; 12
- Shakespeare Event Rules.....E4, plus E1 and E2
- Shakespeare Play Summaries .....C3-5
- Share Sheets (blank) for Shakespeare Festival.....H2-1, H2-5, H2-7
- T-Shirt Order Form .....C6-6

#### OTHER PRE-FESTIVAL DUTIES

- Attend Mandatory Meeting
- Sign up for a festival committee, find out what your duties entail, and perform them
- Verify early that you can sign on to the DTASC registration site, and update your information
- Register online
- If you have extra costume entries, follow the directions in E4-8.
- Print the online registration form that shows the total amount owed and mail it WITH A CHECK and (the following are optional) your ad, program cover designs, summaries, and t-shirt order form to your division registrar by the deadline
- Submit names of 3 new judges (can be done on the web site)
- Get Student Codes of Conduct and Festival Participant Checklists out to students early enough to collect all signatures; discuss the contents with the students
- Train room chairs, following the guidelines in the handbook (see pages above)
- Reminder: It is your responsibility to secure performance rights to anything not in the public domain (Shakespeare's plays are in the public domain)
- **Attend the organizational meeting to help prepare everything for the festival**

#### BRING TO SHAKESPEARE FESTIVAL:

- Student Code of Conduct (leave signed at reg table) .....D2-1 and/or D2-3
- Teacher Code (leave signed at registration table) .....D1-1
- Any script that is not the work of Shakespeare

#### IF YOU HAVE TECH ENTRIES, BRING:

- Verification Form, Costume.....E4-31
- Verification Form, Sets/Lights/Graphics (Shakespeare).....E4-30
- Reminder: each entry must have a notebook with the required information; see details in .....E4-27,28,29

#### POST FESTIVAL:

- Community Service Certificate .....H4-2
  - Participation Certificate .....H4-4
- (or get them from the Forms folder on the CD: Certificates Shakespeare.pdf)



## The Drama Teachers Association of Southern California

### **EXPLANATION OF FEES FOR DTASC FESTIVALS:**

**ENTRY FEE** is \$8 per student. The fee must be paid for each student in each group. If students drop out, under normal circumstances DTASC does not refund the fee. If students are added, the school or coach must pay the additional fee, which can be paid at registration on the day of the festival. For tech categories, the fee is per student in the group actually presenting at the festival, including any live models. It does not matter how many students are involved in preparing the tech entry; only those who actually present it at festival pay fees.

**EXAMPLES:**

- Tech Category, Sets/Lights C Div can have 1–4 participants. If only 1 student is presenting the entry, the fee is \$8. If 4 students are involved in the presentation at the festival, the fee is \$32. A/B Div can have 1–6 students in the presentation. If 6 are presenting at the festival, the fee would be \$48.
- Audition Monologue: A school can have one or two entries in this category. If one student is entered, the fee is \$8. If two students are entered (each competing separately), the fee is \$16.
- Event 6 can have 3–10 students, so the entry fee would range from \$24 to \$80, depending on the number of students performing.

**AD FEE:** A mandatory ad fee is charged to each school for each festival. The minimum ad price (for an approximately business card size ad) is \$15. Schools can opt for a larger ad at a higher fee. A 1/4 page ad is \$25; 1/2 page is \$50; full page (no bleed) is \$100. We do not accept ads that bleed. Any such ad will be reduced in size to meet the printing requirements.

**PROGRAMS:** Each school receives 10 programs per division entered, at no additional charge. Schools wanting more than that can buy additional programs at \$1 each. A limited number of programs will be available for sale at the festival at \$1 each.

**COACHES' LUNCHESES:** Drama teachers (coaches) and other adults may buy one of the lunches being prepared for the judges. The set cost is \$8 per person.

**DUES:** DTASC dues are \$30 per school year for each drama teacher at the school and for each additional staff member involved in the drama program with students attending DTASC Festivals. Dues may be paid separately, or with the registration for either Fall or Shakespeare Festivals. Dues must be paid if a teacher wishes to enter students in a festival. Dues are paid once per school year.

## HOW TO GET “PERFORMANCE RIGHTS”

adapted from the Educational Theatre Association

To obtain permission to use a song or scene protected by copyright, you must determine who owns the copyright on the material you intend to use, contact the owner, and request the right to use the work in the territory and format you intend, and—in some cases—pay the owner a fee.

### FOR A SONG:

**The Easy Way:** If the songs are listed on the BMI/ASCAP website, your students are covered under the EdTA umbrella.

#### ASCAP

Go to: <http://www.ascap.com/ace/search.cfm?mode=search>

Once you're on the website, find the link at the top left which says “ACE Title Search” and click on it. On the second screen, find and click where it says “CLICK HERE TO SEARCH THE DATABASE.” On the third screen, type in the title of the song and click on the “Search” button. On the fourth screen, look at the information about your search. If your song is listed, you have performance rights.

#### BMI

Go to: <http://www.bmi.com/>

Once you're on the website, find where it says “Search BMI Catalog” and type in the title of the song. Click the “Go” button, click the “accept” button on the second screen and look at the information about your search on the 3<sup>rd</sup> screen. If your song is listed, you have performance rights.

**The Hard Way:** To obtain a song from a musical that is not listed on ASCAP nor BMI, you will have to contact the Royalty house that owns the musical. To find out who owns the show in question, go to this website where shows and their Licensing companies are listed alphabetically:

<http://www.musicals101.com/alphinde.htm>

#### MUSIC THEATRE INTERNATIONAL

MTI offers a simple link on their website to a pdf file that allows individual performance rights for single scenes/songs from their musicals. [http://www.mtishows.com/ftp/Indiv\\_Rights\\_App\\_Permission\\_Form.pdf](http://www.mtishows.com/ftp/Indiv_Rights_App_Permission_Form.pdf). Simply fill out the form, fax it in, and you will probably have a signed form faxed back to you within 48 hours.

#### SAMUEL FRENCH, INC

To obtain rights to a musical scene or song from Sam French, I recommend sending a letter on school letterhead via fax or snail mail to the New York office (not the Los Angeles office). In your letter, briefly state what you need and what it will be used for. Toward the bottom of the letter, provide a place for a licensing agent to sign. It will take several weeks to get a response, but I have had good luck so far. Eventually you should receive your letter back signed off.

#### TAMS-WITMARK

They are evil. This is from a letter sent to me in response to my request for performance rights for one song: “Tams-Witmark does not license or give permission to use single songs or monologues from our shows. We license the full-stage version only.”

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### **FOR A SCRIPT:**

Believe it or not, obtaining performance rights for almost any song is easier than obtaining performance rights for almost any script.

#### **BROADWAY PLAY PUBLISHING CO.**

Simply go to this webpage and make sure your selection meets their requirements:

<http://www.broadwayplaypubl.com/compet.htm>

#### **PLAYSCRIPTS, INC**

Currently, Playscripts, Inc is waiving royalties for the performance of *excerpts lasting less than 10 minutes* at adjudicated school theatrical festivals or competitions, unless otherwise noted. These particular performances, and only these, are automatically authorized by the playwright when you purchase “Books only.” (Note: Any other cuttings must receive prior approval from Playscripts.)

Simply go to this webpage and print it: <http://www.playscripts.com/faq.php3?id=46>

#### **DRAMATISTS PLAY SERVICE**

Students or schools may apply for permission to perform scenes in competitions by submitting the special online Scene application form: <https://www.dramatists.com/cgi-bin/db/secure/scenenpa.asp>

Note that not all DPS plays are available for such use. If your Scene application is immediately approved, you will receive a license invoice by e-mail. If your application requires review, you will receive notification within approximately two weeks by regular mail. Scene inquiries for titles not available on the special Scene application form or for musical performance rights should be sent to [nonpro@dramatists.com](mailto:nonpro@dramatists.com). The standard fee for scene use is \$30 per performance, regardless of title.

#### **DRAMATIC PUBLISHING**

Simply go to the webpage: <http://www.dramaticpublishing.com/RoyApp.php>

Fill out the application – Note: There is a special box in the bottom left corner titled: “Competition/Cutting.” Make sure you fill out this section. Submit your application and wait for a response.

#### **SAMUEL FRENCH, INC**

Send a letter on school letterhead via fax or snail mail to the New York office (not the Los Angeles office). In your letter, briefly state what you need and what it will be used for. Toward the bottom of the letter, provide a place for a licensing agent to sign. It will take several weeks to get a response, but I have had good luck so far. Eventually you should receive your letter back signed off. If this plan doesn't work, you'll have to apply for a normal license and pay. The average cost for a performance rights to a single monologue is \$15.

#### **ELDRIDGE**

Royalty confirmation letters for competition or any other question about royalties should be e-mailed to [info@histage.com](mailto:info@histage.com).

#### **PIONEER DRAMA SERVICE**

Send them an email by going to this website and typing in your information.

<http://www.pioneerdrama.com/contactus.asp?ID=1>

### **TIPS:**

Do this for your students. Do not trust that your students will follow through and obtain their performance rights on their own. This is not a job for a student and you do not want to risk endangering your school's relationship with any royalty house.