

DTASC HANDBOOK CHANGES, SEPTEMBER 2011

- Remove any pages that are replaced at the meeting.
- This list will tell you which pages/sections have had changes in 2011, so you can print a replacement from the pdf on the CD.
- If a section is not listed here, it remains the same as it was in 2010. Pages in this section explain changes by year, i.e., most recent changes first, then backwards by year. In 2009, several pages explain all changes since the handbook was computerized.

Title Page Updated with this year's handbook committee members.

Handbook TOC Updated to include new items this year.

- A1 New calendar being handed out at September meeting.
- A2 New board list being handed out at September meeting.
- A3 See Brian Bozanich, membership chair, if you need a copy of DTASC contacts.
- A4 Will be posted on web site only.
- C1 Updated Host section: Table of Contents at beginning, 2-page index at end; some pages removed, the rest reorganized; some up-dating of content
- C2 thru C13 Re-numbered first page with committee chair's responsibilities
- C8 Added Parent Pass pages
- C9 Added room chair speech & PowerPoint script for training; re-numbered pages
- C10 Added Rules Violation Checklists and Report Forms; some updating to first page; removed a page
- C11 Judges: Added Tech comments for share sheets
- D1 Added #12 and #13 on page 1; updated pages in Quick Reference Guide; added fee explanation sheet; re-numbered some pages
- D2 Added Student Code of Conduct in Spanish
- D3 Updated page numbers; changed dates of events to show how we determine when the event is held (according to by-laws)
- E2 General Rules — slight change in wording for #2.
- E3 Fall Event Rules — Added Quick Overview of Tech Categories as page 6. Added some more examples in C Div Lights, and updated references there also. Updated page numbers on Table of Contents and Index. Most page numbers changed.
- E4 Shakespeare Event Rules — Same changes as E3.
- E5 Rules for Previous Categories — Updated with last year's categories.
- F1 DTASC Scholarships — Added a page of Audition Tips and a few other reminders and hints. Added space on the application for schools applied to.
- F2 Mario Lomeli Scholarships — Added same page for Audition Tips etc. Limit of 3 applicants per school for Lomeli. Updated references here and there.
- G TOC Updated to include G5
- G2 Fall Events — Updated

continued

2011 CHANGES, CONTINUED

- G3 Shakespeare Events — Updated
- G4 Past Hosts — Updated
- G5 Festival Statistics gets its own section. First page will show last 5 years, but will keep all statistics for all festivals in this section.
- H2 Ballots and share sheets have had considerable updating. “Rubric” is no longer used. Requesting judges to use X for No Shows. S/E/G/F/N section is larger and darker — easier for judges to see. Have added a letter grade below each category to help judges understand rating system a little better. Tech ballots have 2nd page; can go to 39 entries on one sheet of paper. All ballot pages included in H2 pdf.
- Index Page numbers updated. Added some items that were new this year.

Reminder: Students participating in DTASC and CETA Fall Festivals who wish to be reminded of scholarship deadlines should:

- email Kathleen Switzer at kmswitzer@earthlink.net.
- in the subject line of the email, please write “Lomeli Scholarship Reminder”
- in the body of the email, include name, school, and email address.

DTASC HANDBOOK CHANGES, SEPTEMBER 2010

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- A1 New calendar being handed out at September meeting.
- A2 New board list being handed out at September meeting.
- A3 See Brian Bozanich, membership chair, if you need a copy of DTASC contacts.
- A4 Will be posted on web site only.
- B1 Bylaws — Changed “typing meeting” to “organizational meeting.”
- C1 Updated Host section with timeline and list of things to be done.
- C4 Cross referenced duties to sample letters in packet; updated DTASC history.
- C8 Added Registration table sign-in forms for Fall and Shakespeare
- C14 Standing Committees list updated
- D1 Some rearranging; added some emphasis; updated pages in Quick Reference Guide
- D2 Some rearranging; added some emphasis
- D3 This is now the NEW TEACHER section — and worth reading even if you’re not new.
- E1 Participating School Rules — Updated slightly.
- E2 General Rules — Updated slightly.
- E3 Fall Event Rules — Reorganized so that all A Tech is together, all B Tech is together, all C Tech is together. Added Table of Contents as first page. Updated Index (last page). Used dotted marquee around titles.
- E4 Shakespeare Event Rules — Reorganized so that all A Tech is together, all B Tech is together, all C Tech is together. Added Table of Contents as first page. Updated Index (last page). Used fringed banner around titles.
- E5 Rules for Previous Categories — Updated slightly.
- F1 DTASC Scholarships — Slight changes to forms. Applications must be typed; the pdf is a form that candidates can fill in on their computer screen and print out. Must mail the printed application with a letter of recommendation and anything else needed.
- F2 Mario Lomeli Scholarships — Same changes as F1.
- G1 Presidents — Updated due to election in June.
- G2 Fall Events — Updated
- G3 Shakespeare Events — Updated
- G4 Past Hosts — Updated; added page of Festival Statistics covering last 5 years, which will be updated every year (most recent year added; most distant year dropped)

continued

2010 CHANGES, CONTINUED

H TOC Table of Contents — Updated

H1 Lists of Plays — Added “American Experience” and “Pulitzer Prize-Winning Plays”

H3 Computer Manual — Reminder: the version on the web does not include the information about the default username & password; the version on the CD does.

Index — Updated to match current contents.

List of changes — Updated to match current contents. Current year is always at the front; previous years’ page numbers will change. Added a list of all changes since 2004.

Composite TOC — Updated to match current contents.

REFERENCE SECTIONS ADDED IN 2010:

New Teacher’s Guide.....	D3
Welcome to DTASC.....	D3-1
Please set these days aside on your calendar:	D3-2,3
Other Things You Should Know	D3-4
Pages to Print (location is new).....	D3-5
Table of Contents for Fall Rules	E3-1
Table of Contents for Shakespeare Rules	E4-1

DTASC HANDBOOK CHANGES, SEPTEMBER 2004 TO 2009

If you still have the printed handbook from September 2004, here is a complete list of contents, the year each was last updated, and notes about it.

In 2009, we added the handbook url to the bottom of all pages in the handbook. However, the revision year did not change unless there were changes to the content on the section.

Title Page	2009	Added handbook committee members since 2004; changed the format slightly.
Handbook Table of Contents	2009	Updated to match current contents.
A TOC Table of Contents	2009	Updated to match current contents.
A1 Calendar	2009	Updated every summer.
A2 Board List	2009	Updated every summer.
A3 Members	2009	Get a copy from Gai; this section is not on the CD nor on the web site.
A4 Associates	2009	Renamed. Now lists Associate members for the current year with a blurb about what they do and a dynamic link to their web site; will only be available from DTASC web site handbook section about two weeks after the fall meeting.
A5 Resources	2009	Sources for plays & costume information have had minor reformatting but no change in content; the last 2 pages about Hollywood restaurants have moved to H10.
A6 General Forms	deleted	Moved to section H5. All forms are now H5.
B TOC Table of Contents	2007	Updated to match current contents.
B1 Constitution	deleted	Replaced by Bylaws when we incorporated.
B2 Bylaws Now B1	2009	Substantially re-written when we incorporated (see 2007 pdfs for changes); revised slightly in 2009 to be politically correct.
C TOC Table of Contents	2007	Updated to match current contents.
C1 Host	2009	Updated page C1-1. If you still have all the printed pages: Keep pages C1-1 thru C1-8; the rest are sample letters etc for Host to use and do not need to be in your printed notebook. They are still in the pdf and are also on the CD as a separate file of Word docs called "DTASC Host."
C2 Organizational Meeting	2009	Updated to reflect current practices.
C3 Programs	2009	Everything is updated; new 1 st page.
C4 Publicity	2009	New 1 st page; other pages are the same, but the page number is 1 higher.
C5 Trophies/Awards	2009	New 1 st page; next 4 pages are basically unchanged except that the page number is

continued

2004–2009 CHANGES, CONTINUED

			1 higher (fixed some typos); added forms to fax to Trophy Masters; included on CD as Word docs to edit and update each festival. Former C5-5 and C5-6 were deleted; they were certificates that duplicated those in H4.
C6	T-Shirts	2009	New 1 st page; minor changes to next page and last page in this section; other 2 pages unchanged.
C7	Hospitality	2009	New 1 st page; other pages are the same, but the page number is 1 higher.
C8	Registration	2009	New 1 st page; updated to reflect current practices.
C9	Room Chairs	2009	New 1 st page; spelling correction on C9-2; new page inserted as page C9-8; all others the same except for page number being higher.
C10	Rules	2009	New 1 st page; otherwise no changes yet.
C11	Judges	2009	New 1 st and 2 nd page; next 7 pages are the same, but the page number is 2 higher; added script from video in 2007; this year added new ranking sheet and forms used for festival, after script.
C12	Tabs	2009	New 1 st page; other pages are the same, but the page number is 1 higher; updated information because we have a computerized Tabs system; recommended that Tabs chairperson keep old info as a resource in case of power failure. Note: Pages C12-4 thru C12-8 were removed from the 2006 handbook were removed in 2008; original page C12-9 is now C12-4.
C13	Tech Director	2006	No changes yet.
C14	Standing Committees	2007	Added this section in 2007.
D TOC	Table of Contents	2009	Updated to match current contents.
D1	Teacher’s Checklist & Code	2009	Festival Checklist and Teacher Code now together; “Coach” changed to “Teacher”; added 2 pages on how to get performance rights; inserted 3 pages of Quick Reference for Teachers with a list of forms coach needs at various times and what page of handbook they’re on.
D2	Student Code	2009	Was section D3. Updated in 2009; items on list combined and re-ordered more logically; Participant Checklist now on page D2–2.
D3	Participant Checklist	deleted	Moved to page D2–2.
D4	Parent Supervisors	2006	No changes yet.
D5	Ad sizes	2008	Added new page at beginning to show ad sizes for smaller programs; original page

continued

2004–2009 CHANGES, CONTINUED

			is now D5-2 and has slight change to title.
D6	Membership Form	deleted	Moved to section H5. All forms are now H5.
D7	Miscellaneous Forms	deleted	Moved to section H5. All forms are now H5.
E TOC	Table of Contents	2009	Updated to match current contents; changed E5 from “Rules for Recurring Events” to “Rules for Previous Categories.”
E1	Participating School Rules	2009	Updated every 2 years with rule changes; changed title this year.
E2	General Rules	2009	Updated every 2 years with rule changes; changed title this year; moved 2 General rules from Fall to this section & updated numbers.
E3	Fall Event Rules	2009	Updated every September; changed title this year; moved 2 items under General to E2. Rules for all festival categories are included. Index added.
E4	Shakespeare Event Rules	2009	Updated every September/January; changed title this year. Slight editing to section on extra costume entries. Rules for all festival categories are included. Index added.
E5	Rules for Previous Categories	2009	Changed title to fit contents; corrected a typo; added rules for last year’s events.
F TOC	Table of Contents	2009	Updated to match current contents.
F1	DTASC Scholarships	2009	Slight changes to forms.
F2	Mario Lomeli Scholarships	2009	Adding a new form to hand out at CETA Festivals so students will be aware of this scholarship that requires participation in both CETA and DTASC festivals (scholarship is shared by both orgs).
F3		deleted	used to be Mario Lomeli, but all DTASC scholarship info now combined in same section.
G TOC	Table of Contents	2009	Updated to match current contents.
G1	Presidents	2006	Updated every election.
G2	Fall Events	2009	Updated every summer.
G3	Shakespeare Events	2009	Updated every summer.
G4	Past Hosts (was G3)	2009	Updated every summer.
H TOC	Table of Contents	2009	Updated to match current contents, with detailed lists of all sub-sections.
H1	Lists of Plays	2009	Added pages H1-6 thru H1-11 (H1-9,10,11 are new since last fall).
H2	Score Sheets	2009	Updated with computerized Tabs forms; recommended that Tabs chairperson keep old info as a resource in case of power failure.

continued

2004–2009 CHANGES, CONTINUED

H3	Computer Manual	2009	Included in handbook for the first time; the version that will go on the web does not include the information about the default username & password; the version on the CD does.
H4	Certificates	2009	Community Service Certificates were generic in 2004; Participation certificates became generic in 2006; 2 pages for each certificate; additional pages dropped.
H5	Forms	2009	Moved from A6 and D7 in 2009; some reformatting and updating (and all specific years removed except for a rule change), but no major changes to forms; inserted form for Submitting Events at H5-5 with an additional paragraph about length of scene and size group it's for.
H6	Sample Letters	2004	No changes.
H7	Other Items of Interest	2004	No changes.
H8	Maps of Schools	2009	Only 3 of the original 6 maps are still correct; there are now 16 maps.
H9	Maps & Directions	2006	No changes; most info is now emailed or on the web site.
H10	Miscellaneous	2009	Moved Hollywood Restaurant info here from A5.
	Index	2009	Updated to match current contents.
	List of changes	2009	Updated to match current contents. Current year is always at the front; previous years' page numbers will change. Added a list of all changes since 2004.
	Composite TOC	2009	Updated to match current contents; this 1-page TOC for handbook was added in 2008.

REFERENCE SECTIONS ADDED IN 2009:

Quick Reference Guide for Coaches.....	D1
Where to Find Forms in DTASC Handbook.....	D1–2
Where to Find Other Useful Information in Handbook	D1–2
For June Business Meeting	D1–2
Fall Festival.....	D1–3
Shakespeare Festival	D1–4
Fall Festival Rules — Index for Fall 2009.....	E3–23
Shakespeare Festival Rules — Index for Shakespeare 2010.....	E4–23
Overview of Festival Committee Chair Responsibilities.....	1st page, C3 thru C12
Pages to Print	on CD

DTASC HANDBOOK CHANGES, SEPTEMBER 2009

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- Added handbook url to all pages of handbook.

Handbook Cover Updated list of committee members; changed formatting somewhat

A1 TOC Corrected to match current contents.

A1 New calendar being handed out at September meeting.

A2 New board list being handed out at September meeting.

A3 See Gai Jones, membership chair, if you need a copy of DTASC contacts.

A4 List of Associate Members and contact info as of Fall general meeting 2009; available only on DTASC web site, beginning about 2 weeks after Fall meeting.

A5 Last 2 pages moved to H10.

B1 Corrected all mention of “chairmen” to “chairpersons.”

C1 Updated page 1Host FAQ to reflect current situation.

C2 Organizational meeting - updated to cover changes in procedures now that much of the work is automated in the computer.

C3 Program - updated to cover changes in procedure now that much of the work is automated in the computer and because we’re using a smaller size. Clarified who selects winning Shakespeare summaries. New 1st page with summary of chairperson’s duties; other page numbers +1.

C4 New 1st page with summary of chairperson’s duties; other page numbers +1.

C5 Trophies - updated to include current ordering information; Word files for Fall and Shakespeare Festivals and for Ribbons are on the CD and can be edited, printed, and faxed to Trophy Masters. New 1st page with summary of chairperson’s duties; other page numbers +1.

C6 T-Shirts - updated to include current ordering information. New 1st page with summary of chairperson’s duties; other page numbers +1.

C7 New 1st page with summary of chairperson’s duties; other page numbers +1.

C8 Registration - updated to current system. New 1st page with summary of chairperson’s duties; other page numbers +1.

C9 Room Chairs - added a short checklist that would eliminate some of the problems in Tabs. New 1st page with summary of chairperson’s duties; other page numbers +1.

C10 New 1st page with summary of chairperson’s duties; other page numbers +1.

C11 Added a new Ranking sheet - How to Rank the Easy Way. New 1st page with summary of chairperson’s duties; other page numbers +1. Added forms used at festival.

continued

2009 CHANGES, CONTINUED

- C12 Tabulations - updated to current computerized system. New 1st page with summary of chairperson's duties; other page numbers +1.
- D1 Updated. Inserted Quick Reference Guide (3 pages starting at D1-2; following page numbers changed).
- D2 Combined some items and re-numbered. D3 is now D2-2.
- E TOC Changed title of E5.
- E1 Changed title; separated requirement for scripts so it's more noticeable.
- E2 Changed title; re-worded #9 for accuracy; moved General section that used to be in E3 to rules #13 and 14 here; changed numbers for rest of rules.
- E3 Changed title; moved General section to E2; added reminder that E1 and E2 rules are always in effect; included changes made at the September 2008 meeting; included rules for *all* 2009 events. Added Index to Rules.
- E4 Changed title; edited section on extra costume entries slightly; added reminder that E1 and E2 rules are always in effect; included changes made at the January 2009 meeting; included rules for *all* 2010 events. Some page references in the tech section have changed, as a new page 3 was added. Added Index to Rules.
- E5 Updated for this year; title changed; typo corrected.
- F1 Changes to DTASC scholarship info: added items 5 & 6 under Requirements on cover sheet; changed coach section slightly on application. Deadline is May 1st.
- F2 Added new first page to be handed out at CETA Festivals.
- G2 Updated through current year.
- G3 Updated through current year.
- G4 Updated through current year.
- H TOC Added detailed lists for all sub-sections.
- H1 Added Shakespeare's Flowers (2 pages), Irish Playwrights.
- H2 Added some things to the ballots to help make them more foolproof and to give Tabs easier access to judges if necessary.
- H5 Forms updated; collected all forms here.
- H8 Some maps added; some updated.
- H10 Created from pages that did not belong in A5.

Partial Index of DTASC Handbook Added some lines; a work in progress. **Added "Pages to Print"**

Notes:

- Names of pdfs on the CD and web site include the month and year they were updated. Be sure you are using the most recent version.
- CDs have the month and year of issue on the label. Each year has a different color label from the previous year. Be sure you are using the most recent version. The 2009 CD is labeled in PURPLE.

DTASC HANDBOOK CHANGES, SEPTEMBER 2008

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A1	New calendar being handed out at September meeting
A2	New board list being handed out at September meeting
A3	See Gai Jones, membership chair, if you don't have a copy of DTASC contacts
A4	No changes (Affiliated organizations: will someone please volunteer to update this with contact information between now and June so it can go in next year's handbook?)
B1	Added "Publicity Coordinator," a board-appointed position.
C6	Updated t-shirt information; made the form generic
D1	Added #6 about obtaining Performance Rights; added 2 pages of information on how to get Performance Rights.
E2	Updated for this year
E3	Updated for this year
E4	Updated for this year
E5	Updated for this year
G2	Updated
G3	Updated
H1	Added H1-8, Modern Plays Based on Shakespeare
H5	Forms updated
H8	Some maps added; some updated

Partial Index of DTASC Handbook Added some lines; a work in progress

Notes:

- Names of pdfs on the CD and web site include the month and year they were updated. Be sure you are using the most recent version.
- CDs have the month and year of issue on the label. Each year has a different color label from the previous year. Be sure you are using the most recent version. The 2008 color is GREEN. The PC/Mac version has 1920 on it; the Mac only version does not.

DTASC HANDBOOK CHANGES, SEPTEMBER 2007

- Remove any pages that are replaced at the meeting.
- This list will tell you which pages/sections have had changes in 2007, so you can print a replacement from the pdf on the CD.
- If a section is not listed here, it remains the same as it was in 2006. The next two pages list the changes made in 2006.

A1 New calendar being handed out at September meeting
A2 New board list being handed out at September meeting
A3 See Gai Jones, membership chair, if you don't have a copy of DTASC contacts
A4 No changes (**Affiliated organizations: will someone please volunteer to update this with contact information between now and June so it can go in next year's handbook?**)

B TOC (Table Of Contents) Updated

B1 Replaced; some changes were necessary as we incorporated and acquired tax-exempt status

B2 Deleted; by-laws and constitution are now combined as by-laws in B-1.

C TOC Updated

C2 Some revision

C6 Updated for this year

C11 Judges' orientation script added; comment prompt all on one page (C11-7)

C14 New section added about Standing Committees

E2 Updated for this year

E3 Updated for this year

E4 Updated for this year

E5 Updated for this year

G TOC Updated

G2 Updated

G3 Updated

H1 Added H1-7, Absurdist Playwrights

H2 Current score sheets, rubrics and tabulations key

H8 Some maps added; some updated

Partial Index of DTASC Handbook Added this year; a work in progress

Index to DTASC Web Site Added this year

The indices are being handed out at the September meeting.

2007 CD is labeled in BLUE.

DTASC HANDBOOK CHANGES, SEPTEMBER 2006

- Remove any pages that are replaced at the meeting.
- This list will tell you which pages/sections have had changes, so you can print a replacement from the pdf on the CD. The CD is labeled in RED.

A TOC (Table Of Contents) Updated for this year

- A1 New board list being handed out at September meeting
- A2 New calendar being handed out at September meeting
- A3 See Gai Jones, membership chair, if you don't have a copy of DTASC contacts
- A4 No changes (will someone please volunteer to update this with contact information between now and June so it can go in next year's handbook?)
- A5 Typos corrected; no changes to content
- A6 Remove any pages with A6 at the bottom; forms have moved to H5

B TOC No changes

- B1 No changes this year; updated 9/05. Print a new copy if your pages have no "Rev 9/05" on the bottom left.
- B2 No changes this year; updated 9/05. Print a new copy if your pages have no "Rev 9/05" on the bottom left.

C TOC No changes

- C1 Host section has new material on pages C1-1 and C1-6; other page numbers have changed. NOTE: If you want to save space in your handbook, you can remove pages C1-10 thru C1-38, or just insert the new page C1-1 and remove the rest of C1. (Don't get carried away and remove C2, C3, etc.) You only need this if you're hosting, and it's all on the CD. The new C1-1 (Host FAQ) is being handed out at the September meeting.
- C2 Some revision
- C3 Some revision
- C4 No changes yet
- C5 Minor changes to C5-1 only
- C6 Minor changes to C6-1; new form for C6-4; other pages did not change
- C7 No changes yet
- C8 Minor changes
- C9 No changes yet
- C10 Added form for Rules to use at Festival, C10-2
- C11 No changes yet
- C12 Remove all of C12 that's in your handbook; print the new C12 section from the CD to replace it
- C13 No changes yet

D TOC Updated for this year

- D1 Remove old D1; new D1 (Teacher Checklist & Code) is being handed out at the September meeting.

continued

2006 CHANGES, CONTINUED

- D2 Remove old D2; new D2 (Student Code of Conduct) is being handed out at the September meeting.
- D3 Remove old D1; new D3 (Participant Checklist) is on CD.
- D4 No changes
- D5 Minor changes; replace the one in your notebook with the Ad Guidelines handed out at the September meeting.
- D6 Replace old D6 with new D6 (Membership Form)
- D7 Some forms updated, some not
- E: Remove all the pages in section E and print the new set from the CD, or if you have actual green pages in your handbook, replace all the non-green pages. All of this section has been revised since the original handbook was printed.
- E TOC Updated this year
- E1 Changes
- E2 Changes
- E3 Changes
- E4 Changes
- F: Everything in F has been updated since the original handbook was printed.
- F TOC Updated
- F1 Minor changes; old F1 and F2 are now together in F1, DTASC Scholarships
- F2 This is now Mario Lomeli Scholarships and has 5 pages
- G: Everything in G after the TOC has been updated this year.
- G TOC No changes
- G1 Updated
- G2 Updated
- G3 Updated
- H TOC No changes
- H1 Added H1-6, Shakespeare's Contemporaries
- H2 Remove all of H2 and replace it with the new version. This explains the scoring system. The original handbook had information from when Tabulations was done by hand. Now that it's computerized, you need the new pages.
- H3 Still does not exist
- H4 Minor changes
- H5 Print out the new H5 pages and insert into your handbook; there were no H5 pages in the original handbook
- H6 No changes
- H7 No changes
- H8 Some maps added; some updated
- H9 No changes; you may have some in your handbook that are not on the CD, but they'll be there next year