

## **NEW TEACHER'S GUIDE**

The following pages will give you an overview of what happens in DTASC and where you can and should be involved.

It includes a list of essential pages from the handbook that you should print and keep available for reference or to make photocopies quickly.

It explains some things about DTASC. Items in bold are generally changes from previous policy.

You can always contact a board member with questions about DTASC activities. Most DTASC members are also available to answer questions, give advice, offer suggestions, etc.

Access the **DTASC web site** for current information, links to maps to help you get to DTASC events, the complete handbook, various forms, sign-up for judges, a page for posting your school's productions (instructions in the general meeting packet), and much more. Use either of these addresses:

**[www.dtasc.org](http://www.dtasc.org)**

**[www.cetoweb.org/dtasc\\_pages](http://www.cetoweb.org/dtasc_pages)**

**WELCOME TO DTASC!**

**PLEASE SET THESE DAYS ASIDE ON YOUR CALENDAR:**

**Fall General Meeting (Fall Festival Planning Meeting) ..... late Aug/early Sept (varies)**

Everything you need to know for the Fall Festival. Standing Committees meet briefly. Sign up for Festival Committees. Mandatory meeting if you plan to register students for the Fall Festival.

**Fall Organizational Meeting ..... at least 2 weeks before Fall Festival**

Preparation for the Fall Festival: assembling judge packets, making school code tags, and a number of other jobs that need to be done for the festival. The more people working, the sooner we get done!

**Varsity (C Division) Fall Festival ..... last Saturday in October (unless it's Halloween)**

Open to 9<sup>th</sup> thru 12<sup>th</sup> grade students. Even if you don't have students entered, come and judge. At the end of the day, we hold an Awards Assembly and present trophies and honorable mention plaques (1<sup>st</sup> thru 5<sup>th</sup> place & 5 HMs per category), plus Sweepstakes trophies and HM plaques for the top 10 schools.

**Middle School (A Div) / Junior Varsity (B Div) Fall Festival .... first Saturday in November**

Open to 6<sup>th</sup> thru 9<sup>th</sup> grade students, competing in 2 divisions. Even if you don't have students entered, come and judge. At the end of the day, we hold an Awards Assembly for each division and present trophies and honorable mention plaques (1<sup>st</sup> thru 5<sup>th</sup> place & 5 HMs per category—more HMs for Middle School), plus Sweepstakes trophies and HM plaques for the top 10 schools.

**Salute ..... 8–15 days after festival**

The outstanding performances from the festival are performed once more, for parents and friends. Students receive individual certificates.

**January General Meeting (Shakespeare Festival Planning Meeting) ..... 3rd Sat in Jan**

Everything you need to know for the Shakespeare Festival. Standing Committees meet briefly. Sign up for Festival Committees. Mandatory meeting if you plan to register students for the Shakespeare Festival.

**Spring Organizational Meeting ..... at least 2 weeks before Shakespeare Festival**

Preparation for the Shakespeare Festival: assembling judge packets, making school code tags, and a number of other jobs that need to be done for the festival. The more people working, the sooner we get done!

**Combined Shakespeare Festival ..... Saturday close to April 24**

Open to 6<sup>th</sup> thru 12<sup>th</sup> grade students, competing in 3 divisions. Even if you don't have students entered, come and judge. At the end of the day, we hold an Awards Assembly for each division and present trophies and honorable mention plaques (1<sup>st</sup> thru 5<sup>th</sup> place & 5 HMs per category), plus Sweepstakes trophies and HM plaques for the top 10 schools.

**Note: For 2016, The Varsity (C Div) and Junior Varsity (B Div) Shakespeare Festival will be on April 16, and the Middle School (A Div) Shakespeare Festival will be held separately on April 30. The combined festival is getting too large for most campuses, and this will give some of the small campuses a chance to host the Middle School festival.**

*continued*

**PLEASE SET THESE DAYS ASIDE ON YOUR CALENDAR, CONTINUED**

**Salute** ..... 8–15 days after festival  
The outstanding performances from the festival are performed once more, for parents and friends. Students receive individual certificates. **The groups selected may be those who won first place in their event, or may be chosen from the best of the Sweepstakes winners for that division. A committee is working on Salute, and your input would be welcome.**

**Scholarship Auditions** .....same day & location as Middle School Shakespeare Festival  
High school seniors perform or present their portfolios. We can always use more judges for this. If you're a high school drama teacher, please check sections F1 and F2 of the handbook to learn how your seniors can apply for either a DTASC or a Mario Lomeli Scholarship. NEVER send anything to DTASC that requires a signature from the person receiving it. **For 2016, the deadline is April 1st, which is a month earlier than usual. We are holding auditions in the afternoon at the Middle School Shakespeare Festival location. One reason for the change is the number of conflicts high school seniors have with auditions held after the middle of May.**

**June Business Meeting** .....2<sup>nd</sup> Sat in June  
We select categories for next year's festivals, review the year, and make plans for the coming year. **In even numbered years, we elect officers. In odd-numbered years, we vote on rules changes.**

**Recognition Luncheon** ..... following a **general** meeting  
A chance to honor those who have been in DTASC for 10, 15, 20, 25, 30 years (or more), and also a good time to socialize.

## OTHER THINGS YOU SHOULD KNOW

### Committees

- DTASC has 2 kinds of committees: Standing Committees which run the organization, and Festival Committees which run things at the Festivals.
- Every DTASC member should be on at least one Standing Committee and also on at least one Festival Committee at each Festival.
- At the planning meetings, you will be able to sign up for the Festival Committee of your choice, and you will also meet with your Standing Committee.
- Standing Committees sometimes meet at other times or conduct business by email or conference call.
- Festival Committees sometimes have responsibilities before the festival as well as on the day of the festival. A number of Festival Committees can do all their pre-festival work at the organizational (org) meeting.
- DTASC is an all-volunteer organization; it requires the help of its members to keep functioning.

### Rules

- DTASC rules attempt to:
  - » remind us that we are Theatre *Educators*, first and foremost
  - » create a level playing field for all students
  - » keep performances appropriate to student audiences in middle and high schools
- Rule changes are currently voted on every 2 years. The current rules were approved at the June 2015 business meeting.
- Rule violations at festival should be reported by the drama teacher to someone in Rules (see festival program for location). Please report immediately anything showing overt sexuality, demeaning any race/creed/gender/etc, or endangering students.

### DTASC T-Shirts

- DTASC sells t-shirts at festivals. Sometimes they're available at meetings.
- If you and your students pre-order the t-shirts, they're less expensive than if you buy them at festival. You still pick them up at festival. Details for ordering them are in the packet handed out at the planning meeting.

### Other things students can do besides perform (could involve students outside drama)

- Design a cover for a festival program (see C3–4); design must be at the org meeting; winning designer receives a plaque
- Design a t-shirt (especially a Shakespeare Festival t-shirt) (see C6–7,8,9); winning — designer receives a plaque and a free t-shirt
- Write a synopsis of one or both of the featured Shakespeare plays (see C3–5); entries must be at the org meeting; winning synopses are printed in the Shakespeare program; the writers get certificates

NOTE: All submissions become the property of DTASC. Anything that must be at the org meeting can be mailed with your registration packet.

# DTASC HANDBOOK – PAGES TO PRINT

Please print the following pages and keep them in your DTASC notebook for easy reference (*some of these may be handed out at the meeting*):

Table of Contents for each section (A TOC, B TOC, C TOC, D TOC, E TOC, F TOC, G TOC, H TOC) — or at least “What You Should Know About the DTASC Handbook”

- A1 Calendar for current school year
  - A2 Current Board Member list with contact information
  - A4 Affiliated Orgs —Associate Members with contact information (available only from the DTASC web site, starting about 2 weeks after the general meeting)
  - C Check the TOC for C to find the committee you’re on for festival and print out your responsibilities
  - C2 Information about the organizational meeting – which you should try to attend
  - C3 Assignments for your students: Program Cover Design (page C3–4); Shakespeare play summaries (C3–5)
  - C9 Room Chair instructions, so the students you bring as room chairs will know what to do
    - All divisions: Room Chair Speech, page C9–3 and Room Chair PowerPoint Presentation: script on C9–4 thru C9–6; PowerPoint on CD and web
    - A/B Divisions: also pages C9–9 thru C9–12
    - C Division: also pages C9–7, C9–8, C9–12
  - D1 Teacher Responsibilities and Teacher Code; Quick Reference for Teachers; registration forms (how to); how to avoid late fees; how to get performance rights
  - D2 Student Code of Conduct (available in English and Spanish) and Participant Checklist
  - D3 New Teacher’s Guide
  - D4 Parent Guidelines
  - D5 Ad Sheet (page D5–1 only)
  - E1 Festival Rules for Participating Schools
  - E2 General Scene Rules for all DTASC Festivals
  - E3 Specific Rules for Fall Festival, including Tech (first page is a Table of Contents for E3; last page is an index to Fall Festival rules; page E3–6 is an overview of tech categories)
  - E4 Specific Rules for Shakespeare Festival, including Tech (first page is a Table of Contents for E4; last page is an index to Shakespeare Festival rules; page E4–6 is an overview of tech categories)
  - H1 Any lists of plays that are for the current school year
  - H2 Score Sheets and Share Sheets — so you can see what the judges are looking for
- Index

The entire handbook is available by the Fall General meeting on the DTASC web site. There is a pdf of the entire handbook, of each complete category from A to H, and of each section and sub-section. If you want to download it at the Fall meeting, bring a flash drive.

The date in the name of the pdf changes when the section is updated. Be sure you have the most recent versions. Check the CD or web site if there is a question, or email a board member.

A “Changes to Handbook” pdf has a detailed list of changes since the handbook was computerized in 2004 and went on CD in 2006. It also has changes by year.