Section C

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Interested in Hosting?

Frequently Asked Questions

Is my school big enough?

Typically MS/JV Fall Festival needs about 45 rooms; Varsity Fall needs about 65 rooms; combined Shakespeare needs about 75 rooms. Some rooms can be re-purposed during the day. This breakdown shows what's needed for Varsity festivals. (See G5 for details from recent festivals.)

TYPE OF ROOM	EVENT OR USE	SPECIAL NEEDS IN EACH ROOM
Very large room (library, cafeteria)	Judges (might have 150 to seat)	Coffee pot and tables for snacks; TV & DVD player; long counter/tables
1 room with lots of tables, chairs, plugs	Tabulations	Access to internet/computers/printer, access to copy machine.
1 large room	Room chairs	Board for writing announcements
1 medium room	Rules	Computers, internet, copier
1 medium room	Sorting share sheets	Lots of tables or flat surfaces
1 medium room	Host school headquarters	Extra supplies
student eating area; adult eating area	Lunch	Tables for eating (judges often eat in judges HQ)
1–3 rooms/areas — preferably adjacent to each other	Events 0,1,2: Tech (3 categories which each need their own space)	Central table and 4 chairs for judges; tables for tech presentations; electrical outlets for computer & lighting displays
7–10 small rooms	Event 3: Audition Monologue	2 chairs; board & writing implement
12–25 medium rooms	Events 4–6: for 2-4 person scenes	4 chairs; board & writing implement
9–20 large rooms	Event 7–8: for 3–6 person scenes	4 chairs; board & writing implement
7–10 very large rooms	Event 9: for 3–10 person scenes	4 chairs; board & writing implement

How much will this cost me?

The festival should cost your school nothing. DTASC will reimburse up to $2500 to cover Host expenses for the festival (including but not limited to custodial fees, security, chair rentals, energy expenses). Any expenses not listed must be pre-approved by the DTASC president.

What are the perks?

There are several perks to hosting the festival:

- First, it is an excellent opportunity to raise funds for your theatre program. There are usually over 1,500 people at your school during the day of the festival. They need to eat. Be creative.
- Your students will take tremendous pride in hosting the festival. It brings the festival experience to a new level.
- Your school's parents, administration, and staff will have the opportunity to see the excellent opportunities you are providing for your students.
- Plus, the festival host pays no entry fees or ad fees and doesn't have to hire a bus. (You still need to pay your dues for the year.)

If I say yes, will I be on my own?

Definitely not. Any member of the DTASC board will be happy to give any guidance needed. We don't expect you to be an expert the first time you host a festival.

Host Responsibilities

Prior to the General Meeting:

1. Get permission from Administration to host the festival
   1.1. Financial guidelines and Facility requirements (C1–2)
   1.2. C Division Host should get permission for organizational meeting (large tables needed, lots of chairs, internet access)
2. With your Administrator, please arrange the following:
   2.1. PA system and bells will be turned off on Festival Day
   2.2. Air conditioning or heating may be needed throughout the day and into the evening
   2.3. Outside lights for evening hours
   2.4. Phone access in case of emergency
   2.5. Emergency services available
   2.6. Location of bus parking
   2.7. Access to the computer lab
   2.8. Use of copy machine and overhead projector
   2.9. Use of walkie-talkie system
   2.10. Notify District that you are hosting the DTASC festival. Make it clear that DTASC is NOT renting the school.
   2.11. Marquee notification

Between General Meeting and Organizational Meeting:

1. Notify faculty of festival and the use of their rooms. (C1-27)
   1.1. Room floor plan (C1-6)
2. Assign rooms to each event
   2.1. Create a list of which rooms are available for which events
   2.2. Create a list of available rooms for Judges, Rules, Room Chairs, Tabs, Share Sheets and Assemblies
3. Prepare a list of acknowledgments (i.e., Principal, Plant Manager, and other important people)
4. Secure support personnel:
   4.1. Stage crew – to help with assemblies
   4.2. Student Government (C1-30)
   4.3. Custodians (C1-28)
   4.4. Cafeteria – if their facility and services are needed
   4.5. Security (C1-29)
   4.6. Computer Tech Support – to help with computer access for Tabs (if needed)
   4.7. PTA or Booster Club (C1-8 and C1-9)
   4.8. Other interested faculty and parent support groups
   4.9. Students/Former drama students (C1-31)
5. Arrange Lunches
   5.1. Judges' lunches may go through your own cafeteria/catering services or be catered by a local restaurant. The budget is $8 per judge, including beverage, dessert,

continued

paper products, utensils. The number of judges/coaches will be available after the organizational meeting

5.2. Make arrangements for student lunches and determine costs

6. Judges/Coaches Hospitality
   6.1. Arrange for Coffee and Snacks to be provided
7. Get student volunteers to help with Organizational Meeting.
8. Signs
   8.1. Coordinate getting signs from DTASC Divisional VP
   8.2. Make additional signs that can be posted around the school giving directions to important rooms (bathrooms) and/or buildings
9. Prepare e-mail to be mailed to all participating schools
   9.1. Directions to school & information about bus drop-off and parking
   9.2. Map of school
   9.3. School rules, lunch information, and other misc. information (see samples on C1-18 thru C1-26)

Organizational Meeting:

1. See C2 for complete information

Immediately following Organizational Meeting:

1. Communication with DTASC membership
   1.1. Send out e-mail to participating schools (C1-18 thru C1-26). This e-mail will be sent to the Membership Secretary
2. Make signs for each classroom that will be used
3. Pick up classroom layout form from faculty members
4. Locate enough chairs to use in each room
5. Make arrangements for coffee and snacks in the Judges/Coaches Room

Week before Festival:

1. Remind all support personnel about duties for the festival
2. Remind all teachers whose rooms are being used.
3. Double-check with administrator:
   3.1. Bells will be turned off
   3.2. Air conditioning or heating will be available throughout the day and evening
   3.3. Evening lights will be on
   3.4. Sprinklers will not be used the night before the event or the night of the event
   3.5. Use of walkie-talkie system
   3.6. Access to the computer lab
   3.7. Use of copy machine and overhead projector
   3.8. Marquee notification
4. Make sure that you have keys to all necessary rooms and to the elevator (need for handicapped access)

continued

5. Get white butcher paper for Tabs results

Night before Festival:

1. Set up each classroom to be used:
   1.1. Each room needs 4 chairs, a performance area, whiteboard and marker
   1.2. Place form on door indicating what events will take place therein. Leave space on form to write last minute changes, directing participants to new room
   1.3. Post layout drawing on INSIDE of classroom door (what the classroom must look like after the festival so that the teacher who loaned the room is not inconvenienced) (Note: can also photograph room with smart phone as reference)
   1.4. Make sure rooms are clean and ready
2. Get cash box for any transactions
3. Remind all support personnel to put away any personal valuables and sensitive information
4. Mark seats in auditorium for each school
5. Coffee pot to judges room
6. Prepare bill to be presented to DTASC president detailing expenses incurred

Day of Festival:

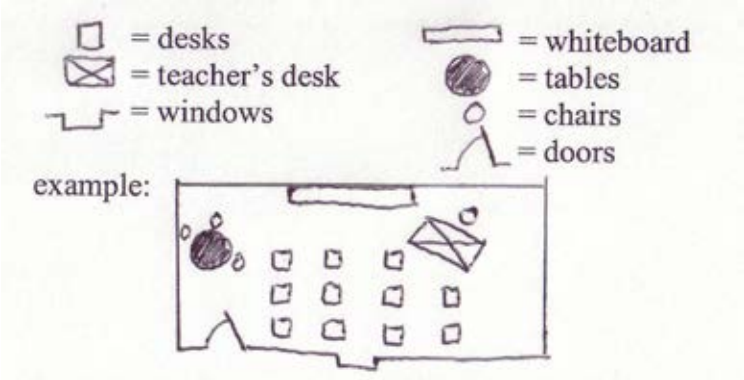
1. Meet with support personnel
   1.1. Custodial staff on duty by 7 am
   1.2. Stage Crew on duty by 7:15 am
2. Unlock doors to Judges, Room Chairs, Rules, Tabs and restrooms by 7 am
3. Set-up 3 tables for registration by 6:45 am
4. Set-up table to sell t-shirts and additional tables for school concessions by 6:45 am
5. Have coffee and snacks ready by 7:15 am for judges (should be available until 3 pm)
6. Put up signs which tell where things are located
7. Set-up sound system for morning assembly (if inside, this can be done the night before)
8. Set-up sound system, lights, podium, 4 chairs and tables for awards assembly
9. As Round 1 and 2 end, begin shutting down rooms that will not be used later

Notes:

- It works best to have a team of students and/or parent volunteers shutting rooms down throughout the day so that the judges, tabs, rules, room chairs, share sheets, and final round rooms are being shut down during the final assembly. That way, as soon as the final trophies are given out, EVERYONE, including you and your team, can go home.
- At the end of the day, you should check to see that the rooms have been returned to their proper order.
- Make sure that extra trophies, stopwatches, participation ribbons, banners and sandwich boards have been secured if these items have been left at your school.

ROOM #_____

Since all rooms are arranged differently, please use this key when making your floor plan.



Special Notes:

Please lock up any items which could be damaged or lost!

Sample Seating Chart for Awards Assembly

Sample

Send with letter to Coaches

ROBERT LOUIS STEVENSON JUNIOR HIGH SCHOOL AUDITORIUM

TO: DTASC Coaches

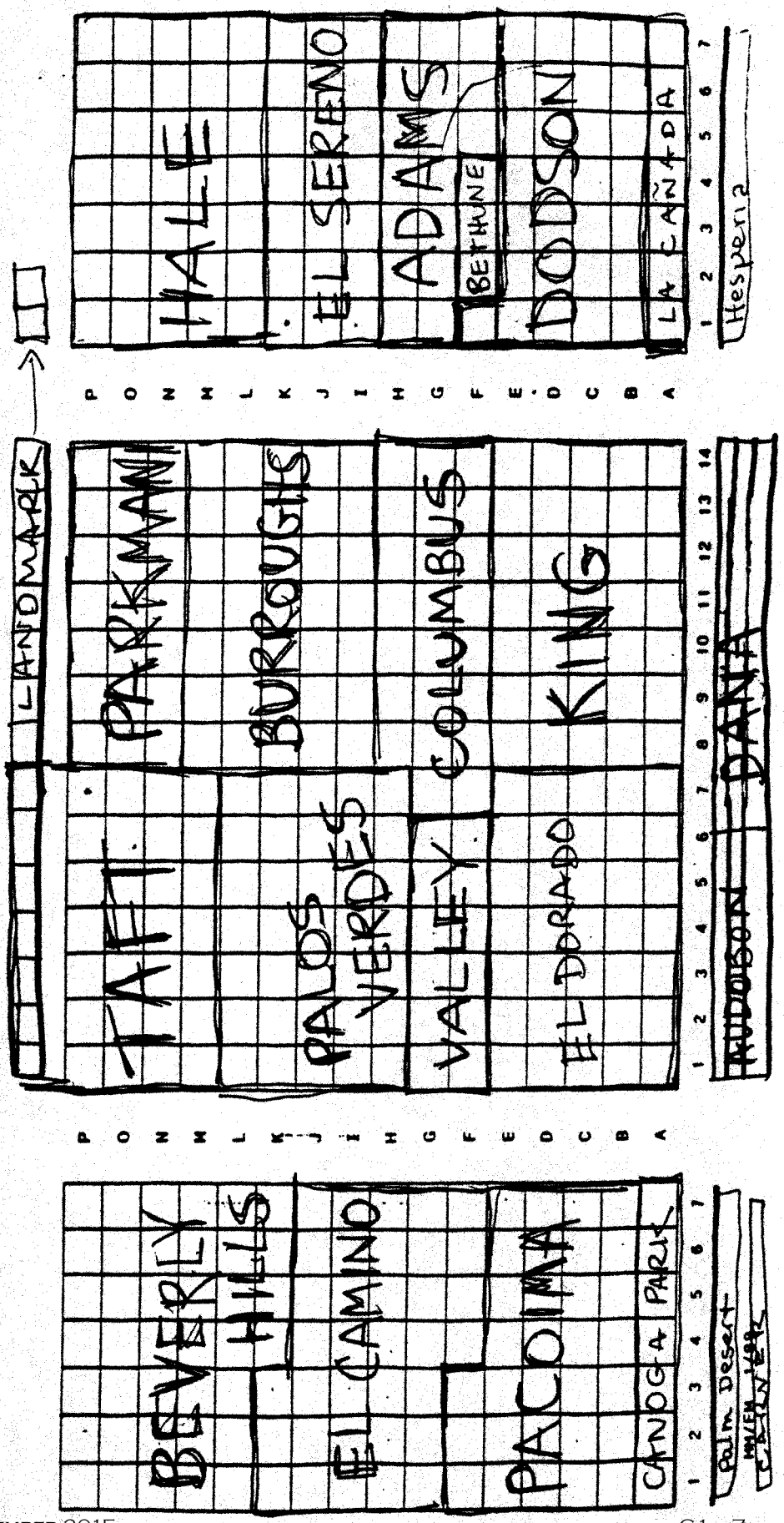
FROM:

DATE: November 17

SUBJECT: Festival Seats

ASSEMBLY FOR:

PERIOD



DTASC Host Committees

Food Committee (Committee Chair: Reba Soroky)

- Breakfast
  - Find companies to provide the food
    - Possible breakfast items: breakfast burritos, bagels, juice, coffee
    - Breakfast should aim to be less than $3.00
    - Plan to serve approx. 750 breakfast meals*
  - Pick-up food/ Plan delivery (should be ready to serve around 7:30)
    - Utensils, napkins, cups
  - Have cash boxes ready
  - Organize volunteers to serve breakfast (7:30-9:30)
    - Parents and students may help (make sure that at least one adult is supervising)
- Lunch
  - Find companies to provide the food
    - Possible food items: sub sandwiches, pizza, In N' Out Truck, soda, water, chips, salad
    - Lunch meals should be around $5.00
    - Plan to serve approx. 1300 Lunch meals*
  - Pick-up food/ Plan delivery (should be ready to serve around 11:15)
    - Utensils, napkins, cups
  - Have cash boxes ready
  - Organize volunteers to serve lunch (11:15-1:00)
- Snack
  - Snacks can be available all day (especially after lunch 1:00-8:00)
  - Snack ideas: popcorn, snow cones, candy bars, granola bars, chips
  - Have cash boxes ready
  - Organize volunteers to serve snacks (9:30-11:00; 1:00-8:00)
    - Parents and students may help

Rooms Committee (Committee Chair: Lynn Dubrow)

- Get layout drawing of each room (or polaroid)
- Set-up rooms (Friday Evening)
  - Make sure each room has 4 folding chairs, a performance area, whiteboard, whiteboard marker and eraser
  - Place form on door indicating what events will take place therein. Leave a space on form to write in last minute changes, directing students to new room.
  - Hang vinyl signs: Information, Registration, Parking, Tabulations, Judges, Room Chairs

continued

- Close down rooms after use.
    - Make sure all furniture is placed back and all trash is picked up.
    - Remove folding chairs from rooms
    - Talk with custodian throughout day for help.

Hospitality Committee (Committee Chair: _____)

- Set-up judges room
    - Prepare coffee and place out snacks (7:45)
    - Check periodically to make sure the judges room stays clean, food and drink stocked
    - Coffee should be available until 3:00 for judges
- Make tags for all Hospitality volunteers (so they will be noticed)
- Organize parents and students to help greet schools as they come in
    - Volunteers should greet at parking lot and registration table
    - Volunteers should be in gym for opening and award ceremonies
- Organize parents and students to help with directions/ questions throughout day

Decorations Committee (Committee Chair: _____)

- Make different signs to post: School Map, Bathroom Signs, Welcome, etc.
- Make school name signs for gym.*
- Post signs in gym (Friday evening)

*names of schools and final number of participants will be given after DTASC organizational meeting .

REVISED ROOM LIST WITH EVENTS Shakespeare Festival, April 18, 2015

125	JV - 4	Women in Disguise
127	JV - 4	Women in Disguise
128	JV - 4	Women in Disguise
129	MS - 4	Women in Disguise
130	MS - 4	Women in Disguise
225	JV - 3	Monologues
226	MS - 8	Lear
226	JV - 3	Monologues
227	JV - 3	Monologues
229	JV - 3	Monologues
230	JV - 3	Monologues
600	V - 3	Monologues
601	V - 3	Monologues
602	V - 3	Monologues
603	V - 3	Monologues
604	V - 3	Monologues
605	V - 3	Monologues
606	V - 3	Monologues
607	V - 3	Monologues
608	V - 3	Monologues
609	V - 3	Monologues
701	MS - 3	Monologues
702	MS - 3	Monologues
703	MS - 3	Monologues
A5		TABULATIONS
A10		RULES
B1	V - 4	Women in Disguise
B10	V - 5	All in a Day's Work
B11	MS - 5	All in a Day's Work
B12	V - 5	All in a Day's Work
B13	MS - 5	All in a Day's Work
B14	JV - 5	All in a Day's Work
B2	V - 4	Women in Disguise
B3	V - 4	Women in Disguise
B4	V - 4	Women in Disguise
B5	V - 4	Women in Disguise
B6	V - 4	Women in Disguise
B8	V - 5	All in a Day's Work
B9	V - 5	All in a Day's Work
C1	V - 0	Tech - Sets / Lights / Graphics
C2	MS - 0	Tech - Sets / Lights / Graphics
C2	JV - 0	Tech - Sets / Lights / Graphics
C3	V - 1	Tech - Court Costumes
C4	MS - 1	Tech - Court Costumes
C4	JV - 1	Tech - Court Costumes
C5	V - 2	Tech - Character Costumes
C6	MS - 2	Tech - Character Costumes
C6	JV - 2	Tech - Character Costumes
D1	V - 5	All in a Day's Work

D11	JV - 9	Merry Wives
D13	JV - 9	Merry Wives
D16	JV - 9	Merry Wives
D3	V - 5	All in a Day's Work
D9	MS - 7	Play's the Thing
E1	JV - 5	All in a Day's Work
E10	V - 7	Play's the Thing
E11	V - 9	Merry Wives
E12	JV - 8	Lear
E13	JV - 8	Lear
E2	JV - 5	All in a Day's Work
E3	V - 8	Lear
E4	V - 8	Lear
E5	MS - 7	Play's the Thing
E6	MS - 9	Merry Wives
E7	MS - 9	Merry Wives
E9	V - 9	Merry Wives
F10	V - 6	Villains
F11	JV - 6	Villains
F12	JV - 6	Villains
F13	JV - 6	Villains
F3	V - 6	Villains
F4	V - 6	Villains
F5	V - 6	Villains
F6	V - 6	Villains
F8	V - 6	Villains
F9	V - 6	Villains
G1	MS - 8	Lear
G2	MS - 6	Villains
G3	MS - 6	Villains
J1		ROOM CHAIRS
LgGym	V - 7	Play's the Thing
Library		JUDGES
M1	MS - 7	Play's the Thing
M2	MS - 7	Play's the Thing
Odin	V - 7	Play's the Thing
S5	V - 8	Lear
SmGym	V - 7	Play's the Thing
T2	V - 7	Play's the Thing
T22	V - 9	Merry Wives
T23	V - 9	Merry Wives
T24	V - 9	Merry Wives
T25	V - 8	Lear
T26	V - 7	Play's the Thing
T27	V - 8	Lear
T28	JV - 7	Play's the Thing
T29	JV - 7	Play's the Thing
T5	JV - 7	Play's the Thing
T6	JV - 7	Play's the Thing

REVISED ROOM LIST WITH EVENTS Shakespeare Festival, April 18, 2015

Middle School Rooms	
0 – Tech – Sets / Lights / Graphics	C2
1 – Tech – Court Costumes	C4
2 – Tech – Character Costumes	C6
3 – Monologues	701, 702, 703
4 – Women in Disguise	129, 130
5 – All in a Day's Work	B11, B13
6 – Villains	G2, G3
7 – Play's the Thing	M1, M2, D9, E5
8 – Lear	226, G1
9 – Merry Wives	E6, E7
Junior Varsity Rooms	
0 – Tech – Sets / Lights / Graphics	C2
1 – Tech – Court Costumes	C4
2 – Tech – Character Costumes	C6
3 – Monologues	225, 226, 227, 229, 230
4 – Women in Disguise	125, 127, 128
5 – All in a Day's Work	B14, E1, E2
6 – Villains	F11, F12, F13
7 – Play's the Thing	T5, T6, T28, T29
8 – Lear	E12, E13
9 – Merry Wives	D11, D13, D16
Varsity Rooms	
0 – Tech – Sets / Lights / Graphics	C1
1 – Tech – Court Costumes	C3
2 – Tech – Character Costumes	C5
3 – Monologues	600, 601, 602, 603, 604, 605, 606, 607, 608, 609
4 – Women in Disguise	B1, B2, B3, B4, B5, B6
5 – All in a Day's Work	B8, B9, B10, B12, D1, D3
6 – Villains	F3, F4, F5, F6, F8, F9
7 – Play's the Thing	F10, Odin's Hall, Large Gym, Small Gym, E10, T26
8 – Lear	T2, S5, T27, E3, E4, T25
9 – Merry Wives	E9, E11, T22, T23, T24

Sample MS/JV Festival Schedule

Fall Festival, November 8, 2015
Woodrow Wilson Middle School, Glendale

Please remember all times are approximate!
Changes in times or locations may be announced from the amphitheater stage.

Schedule

7:30 – 8:45	Registration — Tripidome
8:45 – 9:00	Opening Assembly — Gym end of Athletic Field (Room Chairs Report to Auditorium on arrival)
9:00 –10:30	Round 1
10:45 –12:15	Round 2
12:15 – 1:30	Lunch — Outside Lunch Area
1:30	Assembly, Both Divisions — Gym end of Athletic Field
1:45 – 3:00	MS Division Round 3 JV Division Semi-Finals
3:45	Post JV Finals — Gym end of Athletic Field
4:00 – 5:30	MS Division Awards Assembly — Auditorium JV Division Finals
5:45 – 7:30	JV Division Awards Assembly — Auditorium

Sample Varsity Festival Schedule

Schedule

7:30 – 8:45	Registration — At entrance gate
8:45 – 9:00	Opening Assembly — Quad (Room Chairs Report to Auditorium on arrival)
9:00 –10:30	Round 1
10:45 –12:15	Round 2
12:15 – 1:30	Lunch — Outside Lunch Area
1:30	Post Semi-Finals — Quad
1:45 – 3:00	Semi-Finals
3:45	Post Finals — Quad
5:00 – 8:00	Awards Assembly — Auditorium

Some Fun Things That Host Schools Could Provide

Some fun things that host schools have provided at their own expense. Some schools have chosen to provide that something extra that made their festival a little more memorable. Some of these things have turned into fundraisers for the school. Here are some ideas you might want to consider:

1. Provide music (Broadway or Elizabethan depending on festival) before each assembly.

2. Provide lunchtime taped music or live performers such as Drill Team or Madrigal Singers in lunch area.

3. Make colorful cardboard pennants with each school's name on them to take home as a souvenir. Shakespeare festival has made coats of arms for each school.

4. Host school takes pictures of each school as the participants arrive for the day and emails a free copy to the coaches.

5. Provide a show for those students not advancing to final round. Some schools have gotten volunteer professionals to demonstrate fencing or improv techniques. Others have held trivia game shows with audience participation. Movie posters or donated prizes were given to winners.

6. Prepare a slide show or video (7–10 minutes) of the day's events which is shown at the final assembly. This requires setting the pictures to music. It's really popular if you have the ability to pull it off.

7. Provide game booths at lunch and final rounds. This has been especially effective using a Renaissance theme during Shakespeare festivals.

8. Provide computer game room during final round.

9. Make banners, displays, slide shows, etc. of festival-related subjects which can be viewed around the school.

10. Have a student guide assigned to each school who greets them upon arrival and helps them find important locations.

DTASC Signs available

These signs need to be displayed at Festival.

- 2 large banner, white with purple letters and logo:

DTASC

Drama Teacher's Association of Southern California

- 1 sign each. Most are sandwich boards that stand near doors. A few can be taped to tables with duct tape.

RULES

TABULATIONS

REGISTRATION

INFORMATION

JUDGES

ROOM CHAIRS

T-SHIRTS

- 2 signs each, 3 x 5, white with purple letters *(Note: as of 2015, these are missing, but they will be replaced at some point)*

PARKING

Drama Teacher's Association of Southern California

SIGNS NEEDED FOR SHAKESPEARE FESTIVAL
(SATURDAY, MARCH 29TH, 2003)

LARGE
Welcome to the DTASC Shakespeare Festival 2015
(or any other more catchy slogan, but please include: DTASC, which festival, and year)

MEDIUM

Signs for each building block, maybe two per block: A, B, C, D, E
Bathroom signs: Girls Restroom, Boys Restroom, etc

SMALL
Sign mounted on posterboard or other firm base for each school attending the festival, with the name of the school and some kind of Shakespeare or other Elizabethan profile or image, preferably set on a small post (these will be posted in each school's seating area in the gym for the awards ceremony)

Sign for each room being used: a regular sized sheet of paper showing what categories and groups will be competing in the room and at what time; usually taped to door

SHAKESPEARE DRAMA FESTIVAL
Valley View, Host School

Drama Teacher's Assoeiation of Southern California, A/B Divisions

SATURDAY, MARCH 29th, 2003
7am to 6pm

Want to raise funds for your club or organization? Contact Ellen Huerta at ext. 213 as soon as possible!

VENDOR LIST

Organization/Contact	Will be selling:	Time frame:
In-N-Out Burgers – Dave Dingman/Leigh Scott	$5.00 lunch: hamburgers, cheeseburgers, or grilled cheese with chips + drink	11-30am to 1:30 pm
Drama Club- Ellen Huerta	—Beverages: soft drinks, coffee, orange juice, water —Floral Garlands for hair	All day
PTSA- Nancy Clark	Bake sale, including breakfast type items; bagels, muffins, etc	All day
Kiwanis Club - Ted Enke	Hot dog cart	After regular lunch hours only; 2pm to 6pm
Builders Club - Ted Enke	Candy bars	All day
Drama Club - John Abril	Sno Cones & Cotton Candy	Mid-morning to late afternoon; must be eaten in food area-no "carryout"
Foreign Language Club - Kathleen Erickson	Specialty candy	All day
Leadership - Mary Warren	Ice Cream	All day

SHAKESPEARE DRAMA FESTIVAL
Valley View, Host School

Drama Teacher's Association of Southern Cafifornia, A/B Divisions

SATURDAY, MARCH 29TH, 2003

TEACHER VOLUNTEER SIGN-UPS

Many jobs available—we need and appreciate your help!

All day (8am to apprx. 6pm)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

HALF-DAY

8AM-IPM	IPM-6PM
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

OTHER (When or how can you help?)

Name	When/how I can help:
1.	
2.	
3.	
4.	
5.	

March 18, 2003

Dear Coach and Students of _____:

Your code number is _____

The staff and students of Valley View Middle School are excited to be hosting this year's DTASC A/B Shakespeare Festival, and would like to welcome you to Valley View and Simi Valley! Please go over the information in this letter carefully so you will have a great festival day!

Bus Parking: Busses will enter the main school entrance and park on the south side of the front parking lot. If this area becomes full, busses will need to park on Tapo Street.

Car Parking: Parking for judges and coaches will be in the northern half of the front parking lot. When this is filled, additional cars will have to park on Tapo Street or on the athletic fields at the back of the Valley View campus. To reach this parking area from Tapo Street facing north, turn left (west) on Walnut Street and look for the gate opening on your left. This area is for car parking only—no busses on the athletic field.

Registration & Assemblies: Registration will take place at the front of the school near the parking lot by the school marquee. The opening assembly will take place in the amphitheater area between the main administration building and the multipurpose room. Awards assemblies will be held in the gym for the A Division and the multipurpose room for the B Division. Seating charts will be available to coaches at morning sign-in, and signs indicating where each school is to sit will be posted in the gym and multipurpose room.

T-shirts: There will be a T-shirt table located in the amphitheater area; coaches may pick up any pre- ordered T-shirts there.

Lunch Tickets: Coaches or other adult chaperones should pre-purchase lunch tickets ($5.00) for all students who are buying lunch. Tickets will be sold at the lunch ticket table near the front of the school. Please purchase these tickets before 9:30am, and be sure to buy enough tickets for all students who are eating lunch at one time. No money will be handled in the lunch line, so lunch tickets MUST be purchased in advance. Lunches will be served on a first come, first served basis by ticket only.

Lunches: Coaches or other adult chaperones should distribute the pre-purchased lunch tickets ($5.00 each) to students, then students will present those tickets in the lunch line. Lunch will be fresh-cooked by the In-N-Out Burger wagon, and available lunch choices will be hamburger, cheeseburger, or grilled cheese sandwich. All lunches include chips and soda. The lunch eating area will be in the patio area between the multipurpose room and the gym. Judges' and pre-paid coaches' lunches will be served in Room A-8, catered by Joe's Catering of Simi Valley.

continued

Snacks: A variety of drinks, snacks and other foods will be available for purchase throughout the day, including breakfast items, candy, soda, coffee, hot dogs, and popcorn. Some will be sold in the amphitheater area near the multipurpose room, while others will be in the patio area between the multipurpose room and the gym

Room Chairs: The first room chair meeting will be in the multipurpose room. Room chairs should proceed directly to the meeting upon arrival. Room chair headquarters for the rest of the day will be in room D- 11. Room chair students are encouraged to bring a stopwatch that they know how to read.

Students should not enter rooms until judges and room chairs arrive. Please wait outside!

Campus Rules: Students are not to leave campus except for medical emergencies. Smoking by anyone at any location on campus is strictly forbidden. The library (judges headquarters) and tabulations room (B- 11) are for adults only. No food is allowed in classrooms or the gym. Please do not touch anything in classrooms where scenes are being performed. During performances, please be courteous and quiet so everyone can enjoy the scenes. Please pick up your own trash and help us keep our campus clean!

Rules and Disqualification: Please review all festival rules before the festival, to avoid any problems. If a rules infraction is observed, do not discuss it with anyone in the room. You may report the rule infraction on a rules violation slip which you may obtain from the room chairs or in the rules committee room, B-22. Fill out the form completely making sure you know the code of the school you are citing, the room and the round that you saw the infraction in, and list the rule you think was broken. Give the completed form to the room chairs or take it to the rules committee in room B-22. Decisions by the rules committee are final. Attempts to influence judges by students, coaches, or parents may disqualify your school. Unsportsmanlike conduct will not be tolerated in rounds, assemblies, or anywhere on campus. Do not risk disqualification of your entire school!

Directions: See the enclosed map and directions for bus drivers, coaches, and parents who may be driving students to the festival

A **Reminder:** Please be considerate and supportive of all who are at the festival. Make new friends! Be a good audience for others. Win with grace and humility-that shows real class. We are here to celebrate theatre, learn through participation, and to share with others the joy of performing. We all love to win a trophy, but the rewards of the day are so much more than that- getting excited about theatre and experiencing the magic of William Shakespeare!

Questions? Contact:

David Dingman, host
School: 805-520-6820
Home: 818-717-9023
Cell: 818-416-0265
Email: ddingmangsimi.k12.ca.us

Aviara Oaks Middle School
A California Distinguished School
6880 Ambrosia Lane
Carlsbad, CA 92009
(760) 602-6040

Dear Colleagues and Participants: April 6th, 2002

Instructions to A.O.M.S.

See attached map.

Bus Parking Have the busses pull into the first drive way (elementary school) and go all the way around to the end of the U Shape drop off. The busses should then proceed up the hill on the one way street, and park on Ambrosia Ln.

Car Parking Go to the second drive way (middle school) and look for parking, if the lot fills up then go up the hill and look for parking along Ambrosia Ln.

Registration & Assemblies

Registration will take place in the quad in front of the middle school Multi-purpose building. The opening assembly will be held out doors in the quad area. **In case of rain umbrellas will really be useful to you!** The Awards Assembly will be indoors. A division will be held in the Middle School Multi-Purpose building and B division will be held in the elementary cafeteria. Seating charts for the Awards Assembly will be available when your coach signs in and seats will be marked with your school's name.

T-shirts

There will be a T-shirt table located in the quad area; coaches may pick up any preordered shirts there.

Lunch & Snacks

Carlsbad High School Theater Department will be selling snacks all day in front of the Middle School Multi-Purpose building. Friends of A.O.M.S. Musical Theater will be selling breakfast snacks in the quad. Student lunches tickets will be sold in the quad area. The lunches can be picked at the school elementary cafeteria windows, students, must present their lunch ticket to receive their lunch, the lunches tickets cost $5:00 and include a deli sandwich, (turkey, ham or veggie) soda, chips and a cookie. Pre-sold lunch order forms have been sent to all coaches. The lunch tickets will also be sold at table in the quad- However, lunches are sold on a first come first serve basis by ticket only. We suggest that you pre-order your tickets, to assure you will get lunches. Judges and prepaid Coach lunches will be served in the elementary staff lounge located directly beside the library. ***Students must stay on campus all day**. There isn't much around anyway!

Room Chairs

The first room chair meeting will be in the Middle School Multi-Purpose Building. Room chairs should proceed directly to the meeting upon arrival. The room chair head quarters for the remainder of the day will be in room 1455, just up the quad stairs from the Multi-Purpose building. ***Room chair students are encouraged to bring a stopwatch that they** know how to read.

STUDENTS SHOULD NOT ENTER ROOMS UNTIL JUDGES AND ROOM CHAIRS ARRIVE. PLEASE WAIT OUTSIDE!

continued

Rules and Disqualification

Please go over all festival rules with you students before the festival, this will avoid problems. As a coach, please be fair and enforce the rules before you arrive for the festival. If your students believe another group has failed to adhere to a particular rule they should report to YOU THE COACH and you in turn can contact the rules committee located in room 1448. Also we ask, that if you are asked to judge that you try hard to judge in a different division then you are entered. If you are entered in both divisions, only judge if absolutely needed.

The rules committee and/or festival hosts and D.T.A.S.C. president are given authority, in extreme circumstances, to place on probation, disqualify, and or eject- with a letter of reprimand sent to the director and principal of the school in question-all entries of a school for unsportsmanlike conduct and/or discourteous behavior by the director, students and or parents, (e.g. abusive language, and/or vituperous (worthy of censorship) conduct by a representative of an entered school- director, student parent-toward an official of the festival.) The decision on the matter shall be final.

NO SMOKING ON CAMPUS! Any adult or student who smokes risks disqualification for his./her entire school.

VERY IMPORTANT
INFORMATION! *On a personal note, we will be using some classrooms on the* ***elementary campus,*** *while the schools are quite close they are not connected in any way, Most of the B DIVISION rounds will be held in these classrooms. Except for the chairs provided for participants for scenes there will small chairs, desks and lots of elementary toys and things. PLEASE REMIND STUDENTS NOT TO TOUCH ANYTHING IN THE CLASSROOMS!*

ENTERTAINMENT

The San Diego Renaissance Festival Group will be set up in the quad area at lunch time with jugglers, troubadours, hair braiders and vending booths so students might want to bring some extra money to buy souvenirs.

REMEMBER

We are here to celebrate theatre, learn through participation and to share with others the joy of performing. Trophies are great but the rewards of the day, we hope transcend mere hardware and get students fired up about Shakespeare and about theatre!

QUESTIONS??? CALL

Roger Graziani- A/B President
Hm. (626) 358-4994
School (310) 277-5900 ext. 450

Andrea Schuck-host
School (760) 602-6040
Hm. (760) 603-9668
e-mail~ aschuck@sdcoe.kl2.ca.us

Judi Stapleton co-host
School (760) 602-6020 ext. 4897
Hm. (760) 729-0763
e-mail~ judijudd@sdcoe.kl2.ca.us

THE DRAMA TEACHERS' ASSOCIATION OF SOUTHERN CALIFORNIA
PRESENTS
THE SHAKESPEARE FESTIVAL—A & B DIVISION
MARCH 14, 1998
AT
GEORGE ELLERY HALE MIDDLE SCHOOL
23830 CALIFA STREET
WOODLAND HILLS, CA 91367
(818) 704-1505

Dear students of _____

We at Hale Middle School are thrilled to welcome you to the Shakespeare Festival '98. Please take a minute to review these very important items which will help make that day a success.

1. **PLAN TO ARRIVE AT 8:00 A.M.** Please be on time. We want to get out early. **PARKING:** Note the enclosed map. Buses should park on the service road after entering through the faculty parking lot entrance on Califa Street. Judges park in the lot on Califa. All participants park on the street (Califa Street or Hatteras Street).

2. WHAT TO EAT? Breakfast—a bake sale with assorted items.
STUDENT LUNCHES MUST BE ORDERED BEFORE THE FIRST ASSEMBLY.

Student Lunch:	Ameci's Submarine Sandwich, Sunchips, & Soda—$3.50
Adult Lunch:	Subway Sandwich Board, Assorted Salads, Deserts—$6.00
Snacks:	Hale Candy Bars $1.00, Sodas $.75, Fruit $.50, Caramel Apple $1.00, Water $1.00

3. WHAT TO BUY? 1998 D.T.A.S.C. Shakespeare Festival T-shirts—$13.00
They come in natural (wheat) color and have comic designs of Taming and Hamlet on them. I've seen them. They're great! Shakespeare Bears, Drama Masque Rings and Earrings, Jester Hats for only $2.00-$5.00.

4. **WHAT TO DO WHEN YOU ARRIVE:**

FIND YOUR GROUP'S PLACE ON THE LAWN
TAKE GROUP PICTURES FIRST ON THE OUTDOOR STAGE
COACHES PICK UP PROGRAMS AT REGISTRATION
PARTICIPANTS REPORT TO THE **EIGHTH GRADE LAWN**
ROOM CHAIRS REPORT IMMEDIATELY TO F232 & F234

PARENTS REPORT TO THE VOLUNTEER CENTER. They will be assigned tasks. Please ask parents not to bring other children.

Parents are welcome only if they are willing to work.

700 PARTICIPANTS ARE EXPECTED FOR THIS FESTIVAL
SO PLEASE DO NOT BRING OBSERVERS.
THIS INCLUDES STUDENT DIRECTORS.,
ALL WHO COME MUST BE ENTERED OR HELP RUN THE FESTIVAL.

We simply will not be able to seat extras
in the Multi-Purpose Room for the final assembly.

continued

5. HOW TO READ A PROGRAM:

EVENT IV — BREECHES

AZ 40	ROOM D212	1	ROOM D114	5
BP 40	ROOM F235	3	ROOM F131	7

The code numbers along the left margin will be used by the judges and room chairs to identify the student or performing group throughout the day. The order in which the names are listed in the program indicates the order in which the students will perform in the first round. The number along the right margin represents the room the student or group should report to for the second round and the last number listed tells the order that student or group will perform. So, Breeches Group from the school with the code AZ will report to room D212 after the first assembly and will be the first group to perform. Second round, that group should report to room D114 and they will perform 5th.

6. WHAT SHOULD I DO? Everyone will perform in the first two rounds. After rounds 1 and 2 are over, we eat lunch. After lunch, all should report to the outdoor stage to see who has made B Semi-Finals or A finals. Listen carefully to see if you made it into the next round of competition. If you did not, go to the next round, see who did and why. After Finals, A Division participants report to the MPR for the A Division Final Assembly. After Semi-finals, students in B Division need to go back to the outdoor stage to see if they made finals. All B Students should attend finals to cheer on those who are participating. Then go to the gym for the Workshop presented by Will Geer & Company. We will come get you for the B Final Assembly when we have finished the A Assembly. **LISTEN CAREFULLY TO ANNOUNCEMENTS—YOU NEED TO KNOW WHO MADE IT AND WHERE TO GO TO PERFORM OR SEE YOUR FRIENDS. LISTEN FOR THE ROOM NUMBER!**

7. RESTROOM: They are available in the back of the MPR, and downstairs in the E and C Buildings. Faculty Restrooms are in the C Lounge, & the C & F Buildings downstairs, and in the Library Office.

8. KEEP CAMPUS RULES: No student may leave the campus. Smoking by adults or students is forbidden. P.E. fields and the Gym are off limits. The Library and Tabulations Rooms are for adults only. Standing on seats in the auditorium is dangerous. Please don't. During performances, there is no reason to talk. **PLEASE PICK UP YOUR OWN TRASH!**

9. COMPETE ACCORDING TO FESTIVAL RULES: Your director has been sent a list of the rules. If you see a rules infraction, do not speak to other students or judges. You may be wrong. You may report the infraction on a rules violation slip which you may obtain from Room Chairs. Have your coach read it and sign it. Then put it in the Rules Infraction Box in the library. You must have the code of the school violating the rule or your slip will be thrown out. Decisions of the Rules Committee are final. Attempts to influence judges by students, coaches, or parents may disqualify your school. UNSPORTSMANLIKE BEHAVIOR WILL NOT BE TOLERATED—in rounds, in assemblies, or on campus.

DO NOT RISK DISQUALIFICATION OF YOUR ENTIRE SCHOOL.

10. **DIRECTIONS:** These are included for carpools or so your parents may drive you if you missed the bus.

11. DEPARTURE: Schools with students entered in the A Division only should be finished with the A Division Assembly no later than 4:30. We would like to encourage these schools to leave Hale at this time since we cannot accommodate both divisions in the B Assembly. Of course, schools entered in both divisions should bring all students to the B Assembly. B Division should finish by 7:00.

12. TAKE ADVANTAGE OF EVERY OPPORTUNITY TO LEARN. Watch the scenes closely to observe which ones you might want to perform next year. If you are unfortunately eliminated from competition, take a few seconds to dry your tears, then grit your teeth, and quickly go watch the scene

continued

that beat you. Above all, don't take winning or losing too seriously. We all have different preferences in movies, so don't be surprised if the judges' choices and yours might be different. Remember the judges' preference may indicate a difficult decision because all scenes were excellent.

13. This is a very special day for us to share the results of our hard work. Be considerate and supportive of all who are participating. Make new friends. Be a good audience for others. During performances there is no excuse to talk to neighbors, so let's not. Enjoy your victories but remember that humility and sensitivity show real class. Above all have fun.

See you on March 14th. Break a leg!—Jacqueline Young, Festival Host

Note: Sample letters, forms, etc., with spaces for dates, school name, host name, etc. will be on the DTASC Handbook CD, and can be opened in your word processor (Microsoft Word, AppleWorks, etc.) for you to edit and adapt.

Birmingham High School PERFORMING ARTS DEPARTMENT
17000 Haynes St. Van Nuys, CA 91364 818-881-1580 ex. 208

This is your D.T.A.S.C. Shakespeare
Festival Information Letter!
Please read carefully!
It contains some special instructions.

Dear Colleagues and Participants:

Instructions to BHS

Map attached. Please note the special drop-off point and information regarding parking. On March 7th, BHS will ALSO host a track meet AND a bus rodeo (whatever that is!) **It is important that you park in the HAYNES PARKING LOT, or on neighborhood streets next to school.**
*Students are to remain on campus all day.

BHS Campus Map

Map attached. A copy will also be printed on the festival program.

Registration

Will take place on the SENIOR QUAD in front of the stage.
Seating chart for ASSEMBLIES available when your coach signs-in.
In case of rain, umbrellas would really help!

Final Assembly

Final assembly will take place in the PERFORMING ARTS AUDITORIUM, with Some of the schools in an overflow area. Seating is limited to participants in the festival only.

T-Shirts

They will be available for purchase in front of the COUNSELING CENTER.

Lunch

BHS Dad's Club will sell snacks all day. 7:30-8:30 am: coffee, hot chocolate, donuts; 9:30-6pm:barbecued hamburgers (1.75), cheeseburgers (2.25), hotdogs (1.75), chips (.50), candy (.75), soda (1.00), popcorn (.50), ice cream bars (.75).

Room Chairs

Should meet in our FACULTY PATIO. Assignments will be made at that time. Room chair students are encouraged to bring a stop watch, or accurate watch that they know how to read.

STUDENTS SHOULD NOT ENTER COMPETITION ROOMS UNTIL JUDGES AND ROOM CHAIRS ARRIVE. PLEASE WAIT OUTSIDE.

Rules and Disqualifications

Every year scenes get disqualified for failing to follow DTASC rules. Please go over all festival rules with your students before the day of the festival. This will

continued

avoid problems. If your students believe that another group has failed to adhere to a particular rule, they should report to you, THE COACH, and you in turn, can contact the rules committee in the COMPUTER ROOM, small office connected to the COUNSELING CENTER.

The Rules Committee, and/or festival host and DTASC president are given the authority, in extreme circumstances, to place on probation, disqualify, and/or eject - with a letter of reprimand sent to the director and principal of the school in question - all entries of an entire school for unsportsmanlike conduct and/or discourteous behavior by the director, students or parents (e.g. abusive language and/or vituperous (worthy of censorship) conduct by a representative of an entered school - director, student, parent - toward an official of the festival. The decision in the matter shall be final.

NO SMOKING ON CAMPUS! Any adult or student who smokes risks disqualification of his/her entire school.

REMEMBER

We are here to celebrate theatre, learn through participation, and to share with others the joy of performing. Trophies are great, but the rewards of the day will, we hope, transcend mere hardware, and nurture souls. BREAK A LEG!

**Special thanks to all previous Host schools, and especially Donna Tucker, from whom we have stolen most of this letter's wording, and ALL of their hosting suggestions. Wish us luck! We WILL be ready for you - with coffee brewing...*

QUESTIONS??? CALL

Roger Graziani – President
Home (626) 358-4994
School (310) 277-5900 ext. 450

CJ Foss – host
School – (818) 881-1580 ext. 208 messages est. 3208
Home – (818) 992-1254

Amanda Swann – co-host
School – (818) 892-4311
Home (818) 345-5637

To: CHS Faculty and Staff

From: Bill Garrett, Kirk Miyashiro

Subject: Fall Drama Festival

The Calabasas Theater Program is proud to have been chosen to be the host for the annual DTASC (Drama Teacher Association of Southern California) Fall Drama Festival. Schools from all over Southern California will be attending on Saturday, October 25th, at Calabasas High School. This important event gives students a chance to perform scenes and monologues they have prepared in class, receive evaluations from judges, and see a wide variety of performances given by students throughout Southern California.

In order to facilitate this event the following rooms will be used:
Gym, Theater, Lecture Hall, Library
Cafeteria
All rooms in the H-Building
Band Room, Choir Room
M-1, M-2, M-3, M-4, M-5, M-6, M-7, M-8, M-9, M-10, M-11
B-1, B-2, B-3, B-4, B-5
T-31, T-32, T-33, T-34
PA-1, PA-2, PA-3

Attached is a classroom layout sheet. If you leave a floorplan attached to the inside of your classroom door, all furniture will be returned to the location indicated. We will take every step to make sure this process is as convenient for you as possible. Thank you for your assistance. You are helping to provide students with an educational experience they will always remember.

Thanks

TO: MIKE LAWSON, PLANT MANAGER
FROM: BILL GARRETT
RE: DTASC FALL FESTIVAL

Hi Mike. Thank you so much for all of your help so far with the DTASC Fall Festival. Please know that the students, the parents, and I are so appreciative of all your hard work! Here is a list of things that we will need to have for the festival.

By Saturday- Oct 25

1. Make sure to have key for walk-in fridge and cafeteria windows.
2. A/C arranged for the day.
3. If any bells are scheduled, please turn off.
4. Arrange for outside lights for evening hours.
5. First Aid kit (does Coyote Club or the administration have one??)

On Friday - Oct 24

1. All restrooms must be cleaned and well-stocked
2. Upper quad should not be watered!! It can't be wet on Saturday am
3. Trashcans lined with plastic bags (lots!) We also need to know where extra bags are when we need them..)
4. We will be putting four folding chairs in every room. A golf cart or any assistance would be greatly appreciated.

On Saturday - Oct 25

1. At 7am, all restrooms and rooms being used need to be unlocked (including cafeteria/refrigerator, Library)
2. Set up ASB sound system on concrete stage in quad
3. Restrooms need to be checked during the day and stocked
3. Set-up two Microphones, podium, video projector, projector screen, and 3 tables in Gym. (Can be set up on Friday evening)
4. Copy machines turned on and stocked w/paper and available access to office

There will also be plenty of parents and students to help!
If you have any questions, please do not hesitate to ask. Thanks again!

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: Ms. Evangelina Stockwell
Region Superintendent, Region G

Date: November 7, 1990

FROM: Edward Amarillas, Principal
STEVENSON JUNIOR HIGH SCHOOL, REGION G

SUBJECT: DRAMA FESTIVAL SECURITY SERVICES

The purpose of this memo is to advise you that the Stevenson Junior High School campus will host the Annual Drama Festival and to request District Security Personnel for this event.

This event is scheduled for Saturday, November 17, 1990. It is anticipated that as many as 800 students and their Drama Teachers will be in attendance from as far away as San Diego. The scheduled hours of this event are 7:30 a.m. to approximately 8:00 p.m.

I am requesting security between the hours of 8:00 a.m. and 8:00 p.m. The reason for this is, there will be an exchange of monies at the event, increased level of gang activity in the community, and the fact that it is dark at approximately 6:00 p.m. in the evening.

It is my understanding that the District has provided this service in the past for this event at other locations.

EA/KR/dj

CC: Emma Rodriguez, Region Administrator

Sample Host Letter to Leadership & Service Groups

TO: SANDY CRUZ, LEADERSHIP
JEANETTE MARRERO, LADIES & DAMSELS
NATE BOGAN, KNIGHTS & SQUIRES

FROM: MICHAEL BATTIN, DRAMA

RE: DTASC FESTIVAL

APPROVED: CLARA CHELTENHAM, ASSISTANT PRINCIPAL

Sun Valley will be hosting the Drama Teachers Association of Southern California's Fall Festival on November 19, 1988. Students and coaches from around Southern California will be competing in an all day festival. To ensure that the day will be successful, I would like students from our service groups to assist in the following areas:

1) assisting with parking
2) directing visitors to correct rooms
3) greeting buses as they arrive
4) escorting participants to auditorium
5) assisting with room preparation
6) selling T-shirts and sweatshirts

Please ask your students if they would be able to be at Sun Valley on Saturday, November 19, 1988 to help with the festival. I will also need students to assist the day before the festival after school.

Let me know by Friday, November 4 who will be willing to help so I may assign duties to individuals. Thank you for your help and support.

Stevenson Junior High School
DTASC FALL FESTIVAL

Thank you for helping with the DTASC Fall Drama Festival on Saturday, November 17, 1990. Please keep in mind that we represent Stevenson and our friendliness and courtesy will be what students and teachers from other schools will remember. Here are some guidelines for you:

1. Meet in Room 59 by 7:30 to check in with Ms. Eiden and Ms. Hensley.

2. Then report to the area on this assignment sheet.

3. Do not try to solve any discipline problems yourself. Go to the Library and ask for assistance.

4. When you finish your assignment, please sign out on the sign out sheet outside of room 59. It would be best to check with Ms. Hensley to see if you can be of any further help.

Have a good time and remember to show your PIRATE PRIDE!

Your assignment is:

_____

_____

Thank you again for helping us make the festival a success.

_____

(Festival sponsor)

FALL DRAMA FESTIVAL 1990

To the parent/ guardian of_____

The Stevenson Drama Program is proud to have been chosen to be the host for the annual District Fall Drama Festival. Schools from all over the Los Angeles area will be attending on Saturday, November 17, 1990 at Stevenson Junior High School. Sponsored by the L.A. Drama Teachers' Association, this important event gives students a chance to perform scenes and monologues they have prepared in class, receive evaluations from judges, and see a wide variety of performances given by students throughout Southern California. The Festival also gives our stage crew and service organizations a chance to use their organizational and leadership skills as well as show their pride in Stevenson.

Any student who agrees to compete or help out on the day of the Festival must realize that he/she is making an important commitment which affects many others besides himself/herself. Last minute absences or changes of plans could have a very damaging effect on others. Drama and Drama Lab students will receive a grade based on their participation.

Please discuss with your son or daughter the opportunities offered by this activity and the responsibilities it involves. Then sign and return the statement below.

Thank you,

_____
Festival Sponsor

Activity: Fall Drama Festival Place: Stevenson Junior High School
Date: Saturday, November 17, 1990 Time: 7:00 AM to 7:00 PM
Supervising Teachers: Susan Eiden, Linda Hensley. Our Assistant Principal, Mr. Rocke will be on campus, as well as a number of other supervisors.

_____I will not be able to attend this event.

_____I will be able to attend this event. I understand that my signature represents my commitment to attend on that day and be responsible for carrying out those tasks which I am assigned.

Signed (Student) _____

Signed (Parent/ Guardian) _____

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Sample List of Host Duties. . . . . .C1–8 thru C1–9
Sample Room List by Categories . . . . . .C1–10 thru C1–11
Sample Seating Chart for Awards Assembly C1–7
Sample Sign–up List for Teacher/Staff Volunteers. C1–17
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C2 Organizational (Org) Meeting

Who Should Attend

- President or his/her representative*
- Hosts or their representatives from each host schools*
- Registrars for A/B and C Divisions*
- Treasurer*
- Program chair(s)
- Judges chair(s)
- Coaches from schools who will be attending the festival
- Tabulations chair(s)
- Room Chair chair(s)
- Publicity chair(s)
- Vice Presidents
- Registration chair(s)
- Last year's chairpersons should come to this meeting to train this year's chairpersons.

* means these persons need to begin work **at least** one hour before the rest arrive.

NOTE: Anyone who has signs, trophies, ribbons, stopwatches and other things needed for festival should bring them to this meeting.

Brief list of things that need to be accomplished

- Select program cover design for each festival program
- Give all payments to treasurer
- Verify entries from all schools (paid, registered, changes made); submit any problems to President for final decisions
- Stuff judge packets **and tech judge packets**; prepare judge matrixes
- Prepare code tags for all schools; write codes on envelopes for share sheets
- Put all materials for programs in the hands of program chair(s)
- Verify that host schools have all DTASC items needed for hosting or make arrangements to get them before the day they host
- Complete information packets for coaches and have them ready to email
- Verify that all committee chairs have what they need for festival
- Prepare publicity notices
- Network with current hosts for advice and troubleshooting

Jobs Preparing for Organizational Meeting

- **Organizational meeting host:** Make signs directing DTASC members to room(s) being used; locate copy machine, work tables, space for hospitality, etc.
- **Hospitality (by host):** Buy or arrange for refreshments for group
- **Festival Hosts:** Provide lists of rooms available for each event to program chairperson; email campus map, lists of acknowledgements and locations to program chairperson
- **Registrars:** Know whether everyone who registered online has paid and vice versa; create list of schools president should contact
- **Program Chairperson:** Prepare program for festival with round 1&2 room assignments; make lists for preparing school code tags, judge packets, share sheet envelopes; have lists of school codes and judging conflicts

more jobs on next page

Jobs at Organizational Meeting

- **Organizational meeting host:** Put up signs directing DTASC members to room(s) being used; provide copy machine, work tables, space for hospitality, etc.
- **Hospitality (by host):** Provide refreshments for group
- **Treasurer:** collect all the checks, make a list of who paid how much (separate lists for Varsity and MS/JV divisions), prepare bank deposits
- **Festival Hosts:** Finalize informational letters for coaches and prepare mailing, get materials needed from president, make assembly seating charts (if using them); discuss room assignments with president, VPs and other interested parties
- **Registrars:** Bring checks and registration forms to treasurer; give ads to program chair; deal with any last minute entries that arrive at the org meeting
- **Program chair or representative** (aka Collector): collect all materials needed for program (cover design with designer's name & school, ads, all host school and committee info for programs, etc.) at meeting or by email
- **President: call anyone whose check has not arrived; ensure that host has DTASC signs and any other items, help, or advice needed for festival**
- **Judges chairs:** get room and event information; prepare judge packets
- **Tabulations chairs:** get printed copies of school information needed
- **Room Chair chairs:** stopwatches **& batteries**; ribbons; rooms and number of chair-people needed; packets with extra share sheets for judges; room chair speech, text liaison number, etc.
- **Publicity chairs:** prepare material for local newspapers etc.
- **Trophy person: how many trophies and plaques actually needed?**
- **Vice Presidents:** oversee organization of each festival; make sure all jobs are covered; assign all coaches possible to judge and do rules check for rounds 1&2 (assignments must be according to judges matrix and must be double checked for school conflicts, including feeder schools)
- **Registration chairs:** envelopes with code tags & pins for each **school/division**

continued

Hosting the Org Meeting

Before the meeting date:

- Email everyone meeting information and directions to your school.
- Arrange for use of computers at the school. Usually need 2 with internet access and printing ability.
- If a computer password is needed, be sure you have the password.
- Make sure there's enough table space available (4 long tables minimum).
- Make sure there's a working printer and an adequate paper and ink or toner supply for the computers in use.
- Make signs to post on the day of the meeting, to get people from the parking lot to the room we're using. Usually DTASC and an arrow are sufficient.
- Have access to a photocopier for the day of the meeting. The photocopier should have legal and letter size paper available, and be adequately stocked on toner. If a password is needed, be sure you or someone who will be at the meeting has the password.
- Collect supplies needed: ballpoint pens, paper clips, rubber bands, stapler with staples, Post-it notes, scratch paper, paper for the printer, scissors or paper cutter.
- Arrange for hospitality for the meeting, or buy hospitality supplies yourself. (Send/give receipts to DTASC treasurer for reimbursement.)
- Arrange for students to come and help assemble packets; they get Community Service. **Students should arrive at the later start time, not when the president and registrars are having their planning session.**

C3 Programs

Overview of Festival Committee Chair Responsibilities

C3 Program Committee Chair

Pre-Festival:

1. At org meeting, collect everything for program (ads from registrar; host school info and map; cover design(s); program info and participating schools; names of coaches for participating schools (see membership chair); committee chair names (from div VPs)
2. Create program
   a. Format program information
   b. Double check that no room numbers have been used more than once per round (Note: It is helpful to have a tally listing schools in each room for round 1 and a separate tally sorted by round 2 room assignments; bring this to festival in case someone registered for the wrong event or is being added at the last minute for some reason. • It is also useful to include with the round 2 tally a breakdown of how many in each room are from the same round 1 room.)
   c. Include an ad for each school (scan in ads sent to registration; re-use ads from previous years; create ads if necessary; ads being emailed should arrive by org meeting day)
   d. Update page 1 information, DTASC officers, Participating Schools and Coaches, Committees, Acknowledgments (host school, cover design, printer, etc.)
   e. Scan cover and do any necessary work on it to make it print well
   f. Include school map with school address and locations of Registration Table, Judges, Tabs, Rules, Share Sheet Sorting, T-Shirt Sales, First Aid (EMTs), EAA, etc.
3. Print program
   a. Get a list of how many programs each school is to get (registrar can supply)
   b. Add sufficient programs for judges, room chairs, Tabs and sales
   c. Get sufficient copies printed (as inexpensively as possible)
4. Bundle programs for distribution
   a. Make a label for each school (name of school, number of programs)
   b. Bundle the number of programs designated for each school with the label visible
   c. Verify that there is a program bundle for each school registered
   d. If possible, organize the programs alphabetically by school
5. Create a web version of the program and send it to the DTASC web master for posting (should be online by the Monday before the festival at the absolute latest)

Festival day:

1. Deliver programs to registration table around 7 am
2. Help organize programs for easy distribution
3. Give the list of how many programs for each school to someone at the registration table, in case any coach feels they're entitled to more

Post-Festival:

1. None (unless an advertiser needs a tear sheet sent)

C3 Programs

At the organizational meeting or before, **collect the following:**

- Map of host school
- Ads from all the schools entering
- **Computer lists of all entries in each event**
- List of coaches and schools
- List of committee chairs
- List of officers
- List of acknowledgments for the host school
- Program cover design
- Name and school of program cover designer
- A print-out of the school information generated in the computer for each division
- For Shakespeare festival, summaries of plays; name & school of student submitting

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 chair morning meeting.
- 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 acknowledgments.
- In the acknowledgments section, include the **name and school** of the program designer.
- 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. 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.
- For Shakespeare festival, include a summary of each featured play, preferably student written, with student's name & school. (If from the internet, include the url.)
- Check with the host school to see if there have been room changes, and make corrections to the program.
- 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 chairs of the judges and room chairs committees so they can make assignments ahead of time.
- Select a color for the cover and if necessary purchase cover stock to deliver to the printer. Keep the paper warm and dry.

continued

Determine the number of programs needed:

- **From the DTASC web site registration section, get the Festival Info data. It may show only the additional programs. Each school gets 10 free programs per division, plus the number of programs they have paid for.**
- Judges need 125–150 programs
- Room chairs need 125–150 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. This money goes to scholarships.

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.
- Find out how the printer prefers to be paid (cash, check, credit card) and whether the money is needed up front or on delivery, and make arrangments with the treasurer.
- Make a label for each school, showing school name and number of programs.
- 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 10 copies of the school codes page for festival use.
- **Make a pdf of the program booklet that will print easily on 8.5x11″ paper and have the web master post it on the DTASC web site. Should be online by the Monday before the festival, at the latest.**

On Festival Day:

- Bring 10 copies of school codes with you to festival. Registration table needs at least one copy for Parent Passes. Give the rest to the chairs of Registration, Rules, Tabs and Share Sheets, and to the President and Divisional VPs. Any extras can be left with Rules or Tabs.
- Get the programs to the festival EARLY and deliver them to the Registration table. Programs should be there and organized by 7:15 am
- If necessary, 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 **clearly and cleanly** in **black ink 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 or to drama on stage in general
- On the back, but not so dark as to show through the front, the name and school of the designer.

Examples:

DTASC	DTASC
Fall Festival	Shakespeare Festival
Year	Year
modern actors in modern setting	portrait of Shakespeare or Elizabethan/medieval-looking actors

Designs are to be brought to the organizational meeting, either by the coach or the registrar. **Or they may be mailed or emailed to the program chair well in advance of the org meeting.**

At the meeting, a number of coaches will look at the designs and select which one to use for each of the programs needed. Additional outstanding designs can be used on a title page or elsewhere in the program.

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

Program Size – Very Important

SIZE: 5 1/2″ wide, 8 1/2″ tall (Letter half, vertical)
Fold a sheet of 8 1/2x11″ paper in half, and turn it so the paper is "tall."
That's the size we need.
If you look at the ad page in your packet,
the full page ad is the right size for the cover.

NO BLEED! Design CANNOT go all the way to the edge of the paper.
Leave at least 1/4″ margin on all sides.

SHAKESPEARE PLAY SUMMARIES

ADDITIONAL STUDENT OPPORTUNITIES

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

- 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!)
- Please check for **plagiarism**. Many students simply search the internet for a summary, copy it and turn it in. We want student-written (or at least student-adapted) summaries.
- **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. Teachers at the meeting will select the winners.
- Winning summaries will be printed in the festival program. Their writers will receive certificates at the festival's awards assembly.

C4 Publicity

Overview of Festival Committee Chair Responsibilities

MAIN GOAL:
GET INFORMATION ABOUT FESTIVALS INTO NEWSPAPERS AND ON TV

Pre-Festival:

1. Write news release; send it out 2 to 3 weeks before event. **(See Sample News Release, pages C4–2 thru C4–3; a briefer sample is on page C4–4.)**
   a. Who, What, When, Where, Why, How, Contact Person (you or DTASC President) and Phone number
   b. Have a lead-in to article (something to catch the reader's attention)
   c. Proof read for errors and misinformation
2. Call local papers after you are sure they have received release; ask if they would like to come out and cover Festival.
3. Send news release to TV stations c/o news dept.; follow up with phone call right before event.
4. IF REJECTED:
   a. Be warm and friendly (often, they might not have room or time to cover event)
   b. Try again next time

Festival day:

1. Coordinate with anyone covering the festival.

Post-Festival:

1. Get cuttings to DTASC historian.
2. Thank those who covered the event. **(See Sample Thank You to Media, page C4–5.)**

NOTE: A history of DTASC for use in Press Releases is on page C4–6.

Sample News Releases, sample Thank You, and DTASC history are available as Word docs on the DTASC CD, in a folder called Publicity.

The Word docs may also be downloaded from the DTASC web site. They are in the Handbook section as a file labeled PublicityDocs.zip.

News Release
(for immediate release)

What: Drama Teacher Association of Southern California's
ANNUAL SHAKESPEARE FESTIVAL

When:	MARCH 6TH VARSITY FESTIVAL	MARCH 14TH MIDDLE SCHOOL FESTIVAL
Where:	Birmingham High School 1700 Haynes Street Van Nuys, CA (818) 881-1580	Hale Middle School 23830 Califa Street Woodland Hills, CA 91367 (818) 346-1851

Contact Person:
Senior High—Name and contact information
Middle School—Name and contact information
Festival Hosts for DTASC

Background Information:

The Drama Teachers' Association of Southern California began in 1920 and has been holding area-wide festivals since their inception. Each year, students from all over the Southern California area gather to compete. The participants come from 10 counties: Los Angeles, Orange, San Bernardino, Riverside, Kern, San Diego, Imperial, Santa Barbara, San Luis Obispo, and Ventura.

This year the Shakespeare Festival has a format with three classifications: Middle School (6th-8th grade), Junior Varsity (8th & 9th graders), and Varsity (9th–12th graders). Approximately 80 schools and about 2000 students will be entered.

POSSIBLE STORY LINES

1. Capture the mood with pictures of the costume competition. Students must research and create authentic costumes.

2. Much has been said about the child "caught in the Middle" in Junior High School/Middle School. Picture the excitement of the students from Hale Middle School (from Woodland Hills) or Stevenson (East L.A.) competing at the Festival. Show that STUDENTS FROM ALL WALKS OF LIFE ARE TURNED ON BY THEATRE EDUCATION.

3. Interview TEACHERS WHO ATTENDED THE FESTIVAL THEMSELVES. Jacqueline Young, drama teacher at Hale Middle School, lost at the festival but raised three children who went on to be winners.

4. Many top name MOVIE OR TV STARS were trained through festival participation — Shailene Woodley, America Ferrera, Jason Bateman, J.J. Abrams, Sally Fields, Richard

continued

Dreyfuss, Mare Winningham, Kevin Spacey, and Cuba Gooding Jr. are notable examples. Talk to Roger Graziani, former DTASC President, for a list of celebrities who have participated or judged.

5. Interview individual students and ask them what the drama festival means to them.

6. Or feature winners from your area. First place winners act on the stage at the Festival. A good follow up story is to visit the Salute to the Winners.

BETTER YET — MAKE YOUR OWN STORY — SEND A CELEBRITY TO JUDGE OR HAND OUT TROPHIES.

Memo

To: MEDIA

From: CJ FOSS, PERFORMING ARTS
818-881-1589 ex 208 messages ext.3208

cc: ADMINISTRATION

Date: 2/30/97

Subject: DTASC SHAKESPEARE FESTIVAL

Birmingham High School will host the Drama Teachers Association of Southern California's **Shakespeare Festival** on March 7, 1998, 8:00 am-7:30 p.m. Participating Valley high schools are Birmingham, Cleveland, Canoga Park, El Camino Real, Granada Hills, Grant, Monroe, Notre Dame Academy, Van Nuys, and Louisville. Over 1200 students from all over Southern California will compete in the all day festival. We would appreciate your assistance in publicizing the success of the event.

Students compete against one another in eight categories: Costumes, Monologues from Hamlet and Taming of the Shrew, Breeches (all female cast), X-Files (scenes with magical elements), Straight Shakespeare (scenes performed in style of Renaissance theatre), scenes from Hamlet and Taming of the Shrew.

Some famous winners from past DTASC festivals include: Val Kilmer, Sally Field, Cuba Gooding Jr., Mare Winningham, Kevin Spacey and Nicholas Cage.

Thank you for your cooperation and support.

March 10, 1998

Dear Daily News Staff,

Thank you for writing such a terrific article on the DTASC Shakespeare Festival, held March 9 at Birmingham High School. The students were so delighted to see their competition get the kind of media attention normally reserved for sports teams. It truly validated their choice to participate in the ARTS!

Thanks!

C.J. Foss & Amanda Swann
Co-hosts of the festival at Birmingham High School

DTASC History

In 1920, a small group of teachers from area high schools and colleges in Southern California decided to present a Shakespeare Festival. In the years that followed, that small but determined group of educators became a larger and even more determined group. This was the humble beginnings of what is now known as the Drama Teachers Association of Southern California (DTASC); an organization of over one hundred middle school and high school theatre teachers from as far south as San Diego to as far north as San Luis Obispo and Bakersfield.

If you're unfamiliar with DTASC, then you're unfamiliar with one of the most prestigious educational theatre organizations in the country. Their mission statement says it best: "It is our mission to create a network where theatre educators and students can effectively communicate ideas, share resources, workshop, and showcase their skills. We believe in creating an environment that fosters the best in educational theatre through performance opportunities, diversity and professional adjudication. We support and reward hard work and commitment to the discipline of theatre and education."

The organization, run solely by volunteers, seems to be holding true to that lofty ideal. You be the judge, as here is a brief glimpse at some of DTASC's annual endeavors: The organization: hosts 4 festivals a year, giving some two thousand students from grades 6 through 12 the opportunity to perform before judges hailing from top universities to the professional theatre; hosts workshops for both students and teachers; makes available profit and non-profit opportunities for both students and teachers; delivers to its members Arts in Education Updates; frequently and exuberantly recognizes years of service from dedicated educators as well as dedicated community supporters; offers scholarships to worthy students from within the organization as well as scholarships and grants from outside supporters.

The organization also boasts an impressive list of alumni including Nicholas Cage, Sally Field, Mare Winningham, Kevin Spacey, , Richard Dreyfuss, Cuba Gooding, Jr., Jason Bateman, America Ferrera, Shailene Woodley, and J.J. Abrams.

From 1920 to the Twenty-first century, one has to wonder what that small yet determined group of educators would think some ninety years later. We think they'd be proud.

For more information about the Drama Teachers Association of Southern California, check out their website- www.dtasc.org or contact the current DTASC president (provide name and contact information).

C5 Trophies and Awards

Overview of Festival Committee Chair Responsibilities

C5 Trophies Committee Chair

Pre-Festival:
1. Order ribbons (check with Room Chair Committee Chair re ribbons needed; these should be ordered well in advance (at least a month before you need them) & brought to the organizational meeting)
2. Order trophies (standing order for trophies, with current festival events and date) (should be ordered at least a month before the festival)

Monday after organizational meeting:
1. Amend trophy order: may not need as many trophies for some Middle School or Junior Varisty events (particularly JV Tech); may need additional trophies for something; can now order plaque/s for cover design

The day before each festival:
1. Pick up trophies or have them picked up by a reliable party; may be delivered to host school before festival day if mutually acceptable and convenient

Festival day:
1. Get trophies to festival if they were not already delivered to the host school
2. Arrange trophies in the order of presentation

Post-festival:
1. Periodically collect leftover trophies and plaques and get them re-plated for use at a subsequent festival

Reminder: The Trophies Committee Chair is responsible for trophies for all festivals. If the duty is shared between someone in Varsity and someone in Middle School/Junior Varsity, they need to coordinate what they are doing.

TROPHY CHAIRPERSON

This job consists of four different tasks, which may be done by others at your discretion. However, YOU are responsible for seeing that each task gets accomplished.

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.

Ribbons: The ribbons take the longest time to be printed. You can order them far in advance and have them ready to count at the organizational meeting.

Before you order, locate extra ribbons from previous festivals. Then check how many persons are entered, and order the ribbons appropriately.

With the list of events in front of you, order 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.

Order from:

Trophy Masters
8331 Lincoln Blvd.
Los Angeles, 90045
email: trophymastla@earthlink.net
phone: (310) 670-6443
fax: (310) 670-5625

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 a large plaque honoring the host for EACH festival.
- After the org meeting, order a cover plaque for the cover designer(s).

Pickup can be difficult because Trophy Masters is in Westchester and it closes at 5:30. IT IS NOT OPEN ON SATURDAY AND SUNDAY. We checked the prices several years ago, and Trophy Masters is way below other places, so use them. Also, they know when the festivals are held, and will call us to remind us to order trophies, if they haven't received an order. That has saved us more than once.

continued

Fall Festival Ribbon Order

Faxed to Trophy Masters - phone 310-670-6443; fax 310-670-5625

This document is available as a Word doc on the CD in a folder labeled Word Docs.

DTASC – Ribbons needed – pickup on Friday morning (date)

Contact: (name & phone number)

FALL FESTIVAL Ribbons – standard colors with DTASC logo

Judge	500
Participant	2500
Semi-Finalist	1800
Finalist	1700
Room Chair	300
Helper	200
Coach	200
Total	7200

Fall Festival Trophy order

Emailed to Trophy Masters – phone 310-670-6443; fax 310-670-5625

This document is available as a Word doc on the CD in a folder labeled Word Docs.

Header for all pages:

DTASC – Trophies and plaques needed – pickup Friday (date)

Contact: name & phone number

Here's an example of how it will look for each division:

DTASC Fall Festival 2015
1st Place - Varsity Division
Tech Theatre - Sets / Lights

DTASC Fall Festival 2015
1st Place - Junior Varsity Division
Audition Monologue

DTASC Fall Festival 2015
1st Place - Middle School Division
Ripped from the Headlines

The Varsity Festival is Sat., Oct. 24. Someone will pick them up on either Thursday Oct. 22 or Friday Oct. 23.
The Junior Varsity and Middle School Festivals are on Sat., Nov. 7. Someone will pick them up on either Thursday Nov. 5 or Friday Nov. 6.

A full set of trophies 1st thru 5th place with DTASC Fall Festival 2015 and category on it, as usual. This order is for all 3 Divisions - Varsity, Junior Varsity, and Middle School.

Please have the 1st place trophy 3″ taller than 2nd thru 5th.

THE CATEGORIES:
Tech Theatre: Sets / Lights
Tech Theatre: Costumes / Makeup
Tech Theatre: Graphics / Publicity
Audition Monologue
Non-American Playwrights
Meet My Crazy Family
Ripped from the Headlines
Large Group Drama
Large Group Comedy
Open Musical
SWEEPSTAKES

continued

Honorable Mention Plaques: 7 for Audition Monologue, and 5 for each of the other categories, including Sweepstakes, for each of the 3 divisions.

Spirit Award: 3 tall trophies, at least the same size as for 1st place Sweepstakes.
Here's the wording (1 for each division):

DTASC Fall Festival 2015
Varsity Division
SPIRIT AWARD

Host plaques – 3 for pickup with Varsity trophies, 1 for pickup with JV/MS trophies.

For VARSITY Festival, pickup Oct 22 or 23 (the same wording for all 3, with different names):

____

The Drama Teachers' Association of Southern California
awards this plaque in grateful appreciation to
Annie Simons
Fall Festival Host 2015
Los Angeles High School of the Arts

____

Bernard Addison
Robert Selander

_____

For JUNIOR VARSITY / MIDDLE SCHOOL Festival, pickup Nov 5 or 6 (mostly the same as above; different name; different school):

____

The Drama Teachers' Association of Southern California
awards this plaque in grateful appreciation to
Barbara Zatarain
Fall Festival Host 2015
Woodrow Wilson Middle School

____

continued

After the Org meeting:

For Varsity Division, we need a duplicate set of trophies for Monologue – 1st thru 5th place, plus 3 more HM plaques for Monologues

That's ONLY for Varsity Division, which is the festival on Oct 24.

_____

Cover plaque:

The Drama Teachers' Asssociation
of Southern California
Awards this plaque to
KAMMIE WILLIAMS
DTASC Fall Festival 2015
In Appreciation for Your Hard Work and Talent
Cover Design for Varsity Festival Program
Carson High School

_____

Tech Trophy changes:

Jr Varsity:

Sets/Lights: only 1st & 2nd place trophies; no HM plaques
Costumes: 1st thru 5th place trophies; no HM plaques
Graphics: 1st thru 5th place trophies; but only 3 HM plaques

Shakespeare Festival Ribbon Order

Faxed to Trophy Masters – phone 310-670-6443; fax 310-670-5625

This document is available as a Word doc on the CD in a folder labeled Word Docs.

DTASC – Ribbons needed – pickup on Friday morning (date)

Contact: (name & phone number)

SHAKESPEARE FESTIVAL Ribbons – standard colors with Shakespeare

2000 Participant
1500 Semi-Finals
1500 Finals
200 Room Chair
200 Judge

Total 5400 ribbons

Shakespeare Festival Trophy order

Faxed to Trophy Masters – phone 310-670-6443; fax 310-670-5625

This document is available as a Word doc on the CD in a folder labeled Word Docs.

Header for all pages:

DTASC – Trophies and plaques needed – pickup Friday (date)

Contact: name & phone number

Here's an example of how it will look for each division:

DTASC Fall Festival 2015
1st Place - Varsity Division
Tech Theatre - Sets / Lights

DTASC Fall Festival 2015
1st Place - Junior Varsity Division
Audition Monologue

DTASC Fall Festival 2015
1st Place - Middle School Division
Ripped from the Headlines

The Varsity Festival is Sat., Oct. 24. Someone will pick them up on either Thursday Oct. 22 or Friday Oct. 23.
The Junior Varsity and Middle School Festivals are on Sat., Nov. 7. Someone will pick them up on either Thursday Nov. 5 or Friday Nov. 6.

A full set of trophies 1st thru 5th place with DTASC Fall Festival 2015 and category on it, as usual. This order is for all 3 Divisions - Varsity, Junior Varsity, and Middle School.

Please have the 1st place trophy 3″ taller than 2nd thru 5th.

THE CATEGORIES:
Tech Theatre: Sets / Lights / Graphics
Tech Theatre: Court Costumes
Tech Theatre: Character Costumes
Audition Monologue
That Way Madness Lies
Shakespeare's Musical
Sibs From Another Crib
Large Group – Macbeth
Large Group – The Tempest
Shakespeare's Lesser Plays
SWEEPSTAKES

continued

Honorable Mention Plaques: 7 for Audition Monologue, and 5 for each of the other categories, including Sweepstakes, for each of the 3 divisions.

Spirit Award: 3 tall trophies, at least the same size as for 1st place Sweepstakes.
Here's the wording (1 for each division):

DTASC Fall Festival 2015
Varsity Division
SPIRIT AWARD

Host plaques – 3 for pickup with Varsity trophies, 1 for pickup with JV/MS trophies.

For VARSITY Festival, pickup April 14 or 15:

____

The Drama Teachers' Association of Southern California
awards this plaque in grateful appreciation to
Marcia Barryte
Shakespeare Festival Host 2016
Carson High School

____

For MIDDLE SCHOOL Festival, pickup April 28 or 29 (different name; different school):

____

The Drama Teachers' Association of Southern California
awards this plaque in grateful appreciation to
Barbara Zatarain
Shakespeare Festival Host 2016
Woodrow Wilson Middle School

____

Next page: After Org Meeting

After the Org meeting:

For Varsity Division, we need a duplicate set of trophies for Monologue – 1st thru 5th place, plus 3 more HM plaques for Monologues

That's ONLY for Varsity Division, which is the festival on Oct 24.

_____

Cover plaque:

The Drama Teachers' Asssociation
of Southern California
Awards this plaque to
KAMMIE WILLIAMS
DTASC Shakespeare Festival 2016
In Appreciation for Your Hard Work and Talent
Cover Design for Varsity Festival Program
Carson High School

_____

Tech Trophy changes:

Jr Varsity:

Sets/Lights: only 1st & 2nd place trophies; no HM plaques
Court Costumes: 1st thru 5th place trophies; no HM plaques
Character Costumes: 1st thru 5th place trophies; but only 3 HM plaques

C6 T-Shirts

Overview of Festival Committee Chair Responsibilities

C6 T-Shirt Committee Chairpersons

At the moment we need 2: a T-Shirt Warehouser who orders shirts, picks them up, stores them, and delivers them to festival, and a T-Shirt Sales Coordinator who is in charge of the sales table at the festival.

A. T-Shirt Warehouser

Pre-Festival:
1. Order shirts and whatever else we might be selling
2. Pick up order
3. Package pre-orders

Festival day:
1. Deliver packaged pre-orders, shirts, pins, and anything else for sale to the festival—if possible, to the sales table

Post festival:
1. Get what's left
2. Inventory what's left
3. Send the inventory to the DTASC board

B. T-Shirt Sales Coordinator

Pre-Festival:
1. Print out sales instructions (page C6-3) and report forms (pages C6-4 and C6-5).

Festival day:
1. Bring printed instructions and forms to festival
2. Get the cash box and start-up money from the DTASC treasurer
3. Set up sales table
4. Put a t-shirt out on display so people will see it
5. Inventory items for sale
6. Sell shirts, pins, etc.
7. During the day, send excess cash and checks to the DTASC treasurer with a reliable messenger
8. If the table is being manned by various people in 2-hour shifts or something like that, instruct each group on procedures when it's their turn; check up on them regularly
9. At the end of the day, pack up the shirts etc. and deliver the cash box, money and checks, information about problems, and any inventory sheets to DTASC treasurer
10. Remind the designated person to collect the remaining shirts etc at the end of the day for transportation to the Warehouser.

Post festival:
1. None

T-Shirt Sales Table Instructions

1. Setting up the table? Get the cash box and envelope of change from DTASC Treasurer Lynn Lanning at the registration table.
2. Set up in a high-traffic area – move later if it's in full sun then.
3. Display one shirt of each type fully unfolded so people can see it.
4. Have folded shirts in all available sizes organized by size on the table – don't turn your back on the table to find the size you need for a sale.
5. Keep restocking the shirts on the table as they sell.
6. Have a few pins out so people will buy them. Pins are usually in a kitty litter container that has a lid and handle.
7. Make a sign about prices, or at least a list of prices for the salespeople.
8. Make sure salespeople know what the procedures are.
9. Someone must be at the t-shirt table all day, taking care of the cash and ensuring that shirts don't just walk away.
   - If you're on the table alone and need a break, corral a DTASC officer or someone you know to fill in for you temporarily.
   - If your turn is over and no one has come to replace you, do NOT abandon the table. A DTASC officer will come by on patrol at some point and can solve the problem.
10. If any shirts get damaged, put them to one side with a note explaining what happened. Those shirts get packed separately at the end of the day, and delivered separately to Lynn Lanning in Tabs, with the note explaining what happened to them.
11. MONEY: There were envelopes and paper clips with the cash and cash box in the morning. Use those to bundle large bills, checks, excess small bills. Deliver to Lynn Lanning in Tabs by one of the extra people at the t-shirt table or by a DTASC officer.
12. Sell all the t-shirts you possibly can.
    - If the t-shirt table will not be open after the Awards Assembly, post a notice of closing time, so students know the deadline for buying shirts.
13. Make note of anything students ask for that we're not selling, and tell Lynn for next time.
14. At the end of the day, t-shirts get packed into the blue tubs, preferably by size.
    - The cash box and all cash and checks go to Lynn Lanning in Tabs.
    - The tubs of t-shirts and pins also go to her in Tabs unless she directs you otherwise – she has a collapsible cart for transporting t-shirt tubs.

Normal prices:

$15 for this year's shirts

$10 for last year's shirts (actually the range is $8–$12, depending on the shirt)

Please sell as much as you possibly can.

If you take checks from non-DTASC personnel, please get phone numbers on the checks.

T-shirt Sales directions:

Any time a new t-shirt salesperson manages the table, he/she should count the starting inventory and money balance, and begin a new Inventory list.

If a check is written please indicate next to "Total sale" by writing a check mark or X. Also, please make sure that the check writer writes the name of the school he/she is with on the check.

Money pick-up

T-shirt salesperson _____gave DTASC Officer,

_____ _____

_____ total money.

T-shirt losses or damages report

Date _____Style of shirt

Number of shirts lost or damaged _____

_____is reporting the loss or damage of t-shirts.

Explanation of loss or damages _____

_____

_____

_____

Please return damaged shirts with form to the DTASC Treasurer.

DTASC T-Shirts Sales and Inventory List

Beginning Inventory _____Counted by _____

Today's date _____ T-Shirt style _____

x-small _____ small_____medium_____ large_____ x-large_____

Beginning total money _____

Buyer's school	Number and size sold	Total sale	if check

Page_____

T-SHIRT ORDER FORM

Director's Name:_____

School: _____

Address: _____

City:_____Zip: _____

ALL PRE-ORDERED SHIRTS ARE $12.00. They will be sold at Festival for $15.00.

Size	# ordered	COACH shirts
Small		
Medium		
Large		
X-Large		
XX-Large		
XXX-Large		not available

_____ x $12.00 = $_____
Number of shirts ordered

This order form along with your check or money order made out to DTASC must be postmarked no later than the registration deadline. Mail to:

Lynn Lanning
DTASC Treasurer
510 Naranja Drive
Glendale, CA 91206

Your shirts may be picked up at the T-Shirt Table on the day of the Festival.

Design a DTASC T-Shirt

Preferably something that's good for more than one festival.

Who do you know that's creative?
Yourself? A student? A colleague? A friend or family member?

Get them to submit a design.

REQUIREMENTS:

- Design must be **related to drama in general (not movies)**
- Design must be **visually interesting**
- Design may be **humorous or serious**
- Must include **DTASC Fall Festival** somewhere (but it can be small or used creatively; need not be prominent)
- Submission must be created as letter-size page **in black and white only — NO COLOR**
- Design should be roughly square and at least 300 pixels by 300 pixels — larger is better.
- Scans of hand drawn pieces are acceptable. Scans need to be 300 or 600 dpi.
- Design must be sent as a **pdf, jpg, png or tiff.**
- Must be accompanied by a disclaimer that it is the designer's original work *(use form on next page)*, including the following statement:

> I certify that this design is my original work. I have not used clip art nor have I gotten any artwork from the internet to use in my design. I certify that this design is not subject to copyright by any other person or organization.
>
> If my work is selected as the winning design, I understand that it becomes the property of DTASC to reprint as often as they wish, with no remuneration to me.

- Must have name of designer, name of drama teacher, and contact information for designer.

DEADLINE:

Designs must be emailed to **dtasc.org@gmail.com** by _____.

LEGALESE:

- Designs will not be returned unless the designer is present on the day voting takes place and reclaims his/her design.
- The winning design becomes the property of DTASC, who shall have the right to reproduce it as often as we choose.
- **DESIGNER GUARANTEES THAT THE DESIGN SUBMITTED IS HIS/HER OWN WORK AND IS NOT SUBJECT TO COPYRIGHT BY ANY OTHER PERSON OR ORGANIZATION.**
- The winning designer will receive a plaque and a t-shirt, and be named in the Fall Festival program whenever the design is used for the current t-shirt.

DTASC T-Shirt Design Contest

Name _____

Contact information: (email or phone) _____

Submitted via:
Drama Teacher _____

School _____

I certify that this design is my original work. I have not used clip art nor have I gotten any artwork from the internet to use in my design. I certify that this design is not subject to copyright by any other person or organization.

If my work is selected as the winning design, I understand that it becomes the property of DTASC to reprint as often as they wish, with no remuneration to me.

Signed _____

Printed Name _____

Date _____

DTASC needs a new design for Shakespeare T-Shirts!

Preferably something that's good for more than one festival.

Who do you know that's creative?

Yourself? A student? A colleague? A friend or family member?

Get them to submit a design.

REQUIREMENTS:

- Design must be **connected with Shakespeare**
- Design must be **visually interesting**
- Design may be **humorous or serious**
- Must include **DTASC Shakespeare Festival** somewhere (but it can be small or used creatively; need not be prominent)
- Submission must created as letter-size page **in black and white only — NO COLOR**
- Design should be roughly square and at least 300 pixels by 300 pixels — larger is better.
- Scans of hand drawn pieces are acceptable. Scans need to be 300 or 600 dpi.
- Design must be sent as a **pdf, jpg, png or tiff.**
- Must be accompanied by a disclaimer that it is the designer's original work, including the following statement (use form on page C6-8):

> I certify that this design is my original work. I have not used clip art nor have I gotten any artwork from the internet to use in my design. I certify that this design is not subject to copyright by any other person or organization.
>
> If my work is selected as the winning design, I understand that it becomes the property of DTASC to reprint as often as they wish, with no remuneration to me.

- Must have name of designer, name of drama teacher, and contact information for designer.

DEADLINE:

Designs must be emailed to **dtasc.org@gmail.com** by _____.

LEGALESE:

- Designs will not be returned unless the designer is present on the day voting takes place and reclaims his/her design.
- The winning design becomes the property of DTASC, who shall have the right to reproduce it as often as we choose.
- **DESIGNER GUARANTEES THAT THE DESIGN SUBMITTED IS HIS/HER OWN WORK AND IS NOT SUBJECT TO COPYRIGHT BY ANY OTHER PERSON OR ORGANIZATION.**
- The winning designer will receive a plaque and a t-shirt, and be named in the Shakespeare Festival program whenever the design is used for the current t-shirt.

C7 Hospitality

Overview of Festival Committee Chair Responsibilities

C7 Hospitality Committee Chair

Pre-Festival:
1. Check with host school to ensure at least 2 tables near electrical outlets
2. Check on supplies
3. Buy supplies as necessary
4. Buy or arrange for adequate snacks and beverages for the judges and coaches for the day.
   This includes breakfast foods, morning snacks, and afternoon snacks.
   On cold days, keep the coffee going.
   On hot days, have plenty of water available through the afternoon.
   Always have munchies for the judges in the afternoon too.
   The better fed the judges are, the happier they are with the performances.

Festival day – Judges start arriving shortly after 6:30 am, although they don't need to be there that early. Must have hospitality ready by 7:30 am, but earlier is better!
IMPERATIVE TO HAVE COFFEE FOR THE JUDGES AS EARLY AS YOU CAN!
1. Have coffee ready by 7:30 am at the latest
2. Get the hospitality tables set up as soon as possible
3. Check the tables throughout the day – keep them neat, well stocked, etc.
4. Clean up at the end of the day

Post festival:
1. Store the hospitality supplies until next time

NOTE: Whenever possible, the festival host should handle judges' hospitality.

Hospitality Inventory

The following SUGGESTED items need to be set-up the day of the festival no later than 7 a.m.:

- two large food tables covered with plastic table cloths
- Coffee pot with regular coffee
- Coffee pot with decaf coffee - or switch the regular to decaf later in the day
- Coffee pot with hot water
- 200 small coffee cups (minimum)
- coffee to make throughout day nearby - so others can make it if needed
- basket of sugar packets
- basket of assorted sweeteners (Sweet n Low, Stevia, etc.)
- basket of creamers (assorted flavors, and regular)
- basket of assorted teas (include some decaf.)
- basket of hot chocolate
- stir sticks
- trash can near table
- large basket of assorted fruits
- large basket of assorted breakfast muffins/bagels
- cream cheese if bagels served
- plastic knives for cream cheese
- small napkins
- large bowl of granola
- small plates
- large container of orange juice (concentrate to save and time)
- small juice cups
- vegetable platters for later in day
- bags of pretzels, etc. in large bowls
- 2 large containers of ice tea

Have available:

- roll of paper towels
- large knife to cut bagels, etc.
- can opener
- extension cord
- ice chest with ice for tea and water
- ice scoop
- 10“ centerpieces” for judges tables (suggestion: basket of small candies)

continued

Keep in Hospitality Box*:**

- 2 coffee pots
- 2 iced tea containers
- 1 juice container
- knife
- can opener
- 6 large platters
- 4 large plastic bowls
- 10 plastic “baskets”
- misc. napkins, cutlery, plates, stir sticks
- misc. creamers, teas, coffee, and hot chocolate

To Purchase:

- Coffee (if needed)
- Tea (if needed)
- Hot chocolate (if needed)
- Sugar, real and artificial (if needed)
- Creamers (if needed)
- Assorted fruit (for 100 people)
- Granola (3 boxes)
- Breakfast rolls (for 150 people)
- Orange juice concentrate (10)
- Vegetable platters (for approx. 200 people - or bags of carrots and dip)
- 2 large bags of pretzels, or ???
- Napkins, cutlery, small plates, coffee cups, juice cups

Note: This list is good for about 100 people.

C8 Registration

Overview of Festival Committee Chair Responsibilities

C8 Registration Committee Chair

Pre-Festival:
1. Purchase necessary supplies.
2. Make name tags with school code for all students entered from each school (usually done at org meeting; otherwise take codes, tags, pins, markers & envelopes to finish later).
3. Put name tags and safety pins in an envelope for each school (put school name on envelope, not code, and number of tags/pins needed).
4. Print out multiple sign-in sheets with space for school, coach's name, cell phone and job for the day, and places to check that codes of conduct, scripts & master cuttings list(s) have been turned in.
5. Get list of who signed up for what—vice presidents should be able to provide this.
6. Print Parent Passes on stick-on labels; print sign in sheets & rules slips for parents
7. Print or get from Rules chair a stack of green Rules Violation forms and some instructions for those new to Rules checking.

Festival day:
1. Have registration table set up and ready by 7:30 am.
2 Have envelopes of name tags alphabetical by school.
3. Tape sign-in sheets to table.
4. Provide several pens for signing in.
5. Set up Parent Pass section at opposite end of registration table, with someone to handle it. This person can also have the sign-up sheet for parent volunteers.
6. Collect codes of conduct & scripts.
7. Double check that coaches know their jobs for the day; check list from VPs or assign jobs.
8. See that coaches get their programs, school code tags envelope, rules violation forms & checklist, a coach ribbon, and anything else that's being handed out that day.
9. Give list of coaches' jobs & cell phones to Div VP, who will photocopy it and distribute it to Judges, Tabs and Rules.
10. Take codes of conduct and scripts to Rules once registration closes.
11. Move Parent Pass materials to Tabs or Rules.
12. Move registration table material to T-Shirt Table, which will double as Information.
13. Set up appropriate sign(s).
14. Make sure coaches or parents are at the table throughout the day on a rotational basis.
15. Make sure the DTASC first aid kit is at the table.
16. At the end of the day, collect the cash box from the Info table and deliver the cash to the DTASC treasurer (or have the person in charge of t-shirts deliver it with t-shirt cash box)
17. Clean up as needed and return sign(s) to designated pick-up point.

Post-festival:
1. Store any leftover supplies.
2. Organize the boxes before the next festival.

C8 Registration

Before the Festival:

- Prepare clipboards to take to festival.
- Prepare sign-in sheets for coaches. Include school name, coach's name, coach's festival job, where they can be found during the festival, checklist for things to turn in.
- Print Parent Pass labels, sign-ins, and handouts
- Get fat black Sharpies markers (write on anything)
- Get name tags (unless host school is providing them)
- Get scratch paper, pens, other supplies needed

At the Festival:

Set up registration table, with DTASC Registration sign.
The registration table needs:

- School code tags (in envelopes, alphabetical by school; try to clip all envelopes for each school together before regisration opens)
- Markers
- Coaches' sign-in sheets
- Program bundles (alphabetized)
- Space or box for collecting codes of conduct etc.
- Something to collect Master Cuttings Lists in (box top will work)
- Paper clips
- Ballpoint pens
- Scratch paper
- Other supplies?
- A copy of the school codes list (in possession of one DTASC member at the table)
- Anything that needs to be handed out first thing
- Location of nearest restrooms
- Section for Parent Passes

As schools start arriving:

Coach

- signs in at registration & writes his/her job for the day (double check what they write)
- turns in student Codes of Conduct, Teacher Code, scripts and Master Cuttings List for his/her school
- gets name tag envelopes for school
- picks up programs for his/her school

Registration Table personnel

- collect Codes of Conduct & scripts & Teacher Code
- collect Master Cuttings List in separate pile (must have school name AND code)
- make sure school name is on them or writes it on
- check off coach's name on sign-in list when Codes & scripts are in
- check that coach has signed for a job and said where he/she can be found
- hand out name tags envelope (may need to hold hostage for codes & scripts)
- give coach a coach ribbon, the forms for Rules Violations, Rules Violation checklist,

continued

and any other material being handed out
- find programs for that school. CAUTION: DO NOT GIVE PROGRAMS TO STUDENTS. THEY ARE TO RECEIVE THEM FROM THEIR COACHES.
- provide any necessary information for starting the day
- provide programs to host school personnel if requested
- sell extra programs for $1 each

When all schools are accounted for and have their programs, the registration table's job is finished. The materials from the registration table are then moved to their new location:

- codes & scripts AND Master Cuttings List to Rules
- Parent Passes to Tabs or T-Shirt Table
- Parent sign in sheets to Div VPs (or to Tabs)
- Program sales money to Treasurer
- all other materials to T-Shirt table (doubles as Information table for rest of day)
  (They will sell programs, provide replacement name tags, and issue Parent Passes for the rest of the day, in addition to selling t-shirts.)

Drama Teachers Association of Southern California

Fall Festival _____ Division ____

Registration

Please Print:

School	Coach	Job/Location	Cell Phone	Turned in Scripts, Master Cuttings List, Codes of Conduct		
				MCL	Scr	CC

Drama Teachers Association of Southern California

Shakespeare Festival _____ Varsity / JV / MS Registration

Please Print:

School	Coach	Job/Location	Cell Phone	Turned in Scripts, Master Cuttings List, Codes of Conduct		
				MCL	Scr	CC

See also section D4 for detailed list of what parents can do at Festival.

Dear Parent,

We want you to be able to watch your child's performance, but we want a good festival experience for everyone, too. And we've had some problems.

Reminders to parents:

- Room chairs, judges & all participants must be inside the room before parents enter.
- Sit in the back or on the sidelines; the judges need the front row center seats.
- Sign the room chair's sign-in sheet.
- If you must enter or leave a room during performances, do it between performances, not during them.
- No talking during performances, especially to performers.
- No video and no electronics of any kind during performances.

Dear Parent,

We want you to be able to watch your child's performance, but we want a good festival experience for everyone, too. And we've had some problems.

Reminders to parents:

- Room chairs, judges & all participants must be inside the room before parents enter.
- Sit in the back or on the sidelines; the judges need the front row center seats.
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Reminders to parents:

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- Sit in the back or on the sidelines; the judges need the front row center seats.
- Sign the room chair's sign-in sheet.
- If you must enter or leave a room during performances, do it between performances, not during them.
- No talking during performances, especially to performers.
- No video and no electronics of any kind during performances.

Festival _____Date_____

Parent's Name Printed	Parent's Signature	School Code	Cell phone #

PARENT PASS

Parent Name:_____

School Code:_____ Date: _____

PARENT PASS

Parent Name:_____

School Code:_____ Date: _____

PARENT PASS

Parent Name:_____

School Code:_____ Date: _____

PARENT PASS

Parent Name:_____

School Code:_____ Date: _____

PARENT PASS

Parent Name:_____

School Code:_____ Date: _____

PARENT PASS

Parent Name:_____

School Code:_____ Date: _____

PARENT PASS

Parent Name:_____

School Code:_____ Date: _____

PARENT PASS

Parent Name:_____

School Code:_____ Date: _____

C9 Room Chairs

Overview of Festival Committee Chair Responsibilities

C9 Room Chair Chairperson

Pre-Festival
1. Purchase necessary supplies.
2. Make sure there are adequate ribbons (the Trophy Chairperson will order ribbons as needed).
3. Know where the stopwatches are; get batteries for them if necessary.
4. Prepare assignments ahead of time.

At Organizational Meeting:
1. Prepare ribbons for festival
2. Get lists of all events and rooms; prepare assignments for festival.
3. Prepare packets with extra share sheets, room chair speech, etc.

Festival day:
1. Pick up copies of printed checklist.
2. Pick up or locate programs for room chairs.
3. Conduct room chair meeting.
    a. Assign room chairs to rooms.
    b. Provide room chairs with stopwatches, programs, ribbons, and the printed checklists of things they need to do.
    c. Make sure room chairs have the number to text problems to, and understand about using it.
4. Deal with problems as they arise during the day.
5. Assign room chairs for semi-finals and finals. (Get lists from Tabs.)
6. Hand out semi-finals and finals ribbons at appropriate times.
7. Collect all stopwatches at the end of the day & see that they are returned to the person storing them.
8. At the end of the day, see that the room is left as it was found.

Post-Festival:
1. Notify Trophy Chairperson what ribbons will be needed for the next festival.

C9 Room Chairs – FLOW CHART

SUPPLIES NEEDED

- 200 safety pins
- 200 Red Room Chair ribbons for specific festival
- 50 working stopwatches and extra batteries of the right size
- One 10 x 13 Envelope for each room to be used. On one side of the envelope is glued the room number printed as large as possible. On the other side is glued the prepared Room Chair's Speech. The text number is near the bottom of the envelope.
- 150 Copies of the Room Chair PowerPoint (printed at least 6 pages per side to save paper.)
- 100 pencils with erasers
- 100 copies of the Adult Sign In Sheet printed on both sides
- 700 total extra share sheets (color coded to allow ten for each division room, plus extras.)
- 100 Community Service Certificates

BEFORE THE FESTIVAL:

- Print out a paper with each Room Number to be used in rounds 1 & 2. Print it in at least 400 pt. type so it can be read across a room. Color code the paper color for each festival (Varsity = white, JV = blue, Middle School = yellow).
- Glue the Room Number to the front of a 10 x 13 envelope. You can reuse envelopes that already have the prepared Room Chair speech glued on the back.
- Stuff each envelope with a pencil, an Adult Sign In Sheet, and ten extra color coded share sheets.
- Print out a Room Chair signup sheet for each event (color coded).
- Give the Membership Secretary a reminder message a week before festival and have her/him send it out to all coaches, reminding everyone of the importance of Room Chairs.
- Arrange to show the video and PowerPoint at the festival. (You may need to bring your own projector or it may be provided by the host school.)

AT THE FESTIVAL:

- Get there early. Pick up a box of programs from the registration table. Get a list of any room changes.
- When Room Chairs report to Room Chair headquarters, each student picks up a printed PowerPoint, a program, a ribbon, and a safety pin.
- Students sign in on one of eight event signup sheets which list the room numbers for the events (Tech events can be on one paper). Students sign up on a first-come, first-served basis, but all rooms must have one Room Chair sign up before a second can be added to any room.
- The first person to sign up for a room is given the 10 x 13 envelope when they sign up.
- Have a responsible student or teacher distribute watches and list number of stopwatch next to name and school on event signup sheet. Only the first person to sign up in a room can sign out a stop watch. Encourage all Room Chairs to use the stopwatch on their phone.
- Have students sit down and go over the PowerPoint while they wait. *continued*

- At about 8:40 when most Room Chairs have arrived, review instructions. Show the Room Chair video. Explain any changes that have taken place since the video was made. Quickly go over the PowerPoint. Answer questions.
- When Judges is ready, find out how many judges are available for each room and relay that information to the Room Chairs. Have an adult lead a group of Room Chairs over to pick up judges. Group the Room Chairs by events and Divisions, sending three events at a time, starting with the 8 minute scenes. Drop the Room Chairs off at Judges' Headquarters and then come back to pick up more groups of Room Chairs.

AT THE END OF ROUND 1

- Be available to answer questions. Troubleshoot.

DURING ROUND 2

- Semi-Finals ribbons should be counted out, ready to distribute during Semi-Finals.

AT THE END OF ROUND TWO

- FOR MIDDLE SCHOOL DIVISION – Room Chairs go to lunch. Room Chairs hang onto their envelopes and stopwatches, and return when the announcements are made after lunch to pick up the list of participants for their Third Round. They will be in the same room all three rounds.
- FOR VARSITY & JV DIVISIONS – All Room Chairs return their 10 x 13 envelopes to Headquarters.
- Room Chairs sign up for their next rounds on the Semi-Final Event Signup Sheets, then go to lunch.
- Stuff the 10 x 13 envelopes to be used for Semi-Finals with Semi-Finals ribbons to distribute at the end of each Semi-Final scene. (FYI: Participant ribbons are handed out with share sheet envelopes. Finalist ribbons are passed out on stage at the trophy ceremony.)
- When Judges is ready near the end of lunch, find out how many judges are available for each room and relay that information to the Room Chairs when they come back.
- When Tabulations is ready, pick up a list of codes for each Semi-Final/Round Three room.
- When the results are announced from rounds 1 & 2 at the end of lunch, all Room Chairs return to Headquarters to pick up their list of codes and (for Varsity and JV) envelopes with ribbons.
- They meet their judges at the competition room.

AT THE END OF SEMI-FINALS/ ROUND THREE

- FOR MIDDLE SCHOOL DIVISION – Room Chairs return all 10 x 13 envelopes and stopwatches and pencils. They may keep their ribbons.
- Students may pick up a Community Service Certificate. Only students who worked all day may pick up the certificate.
- FOR VARSITY & JV DIVISIONS – Room Chairs return the 10 x 13 envelopes and extra ribbons to Headquarters.

continued

- Room Chairs sign up for their next round on the Final Event Signup Sheets.
- When Judges is ready, find out how many judges are available for each room and relay that information to the Room Chairs when they come back.
- When Tabulations is ready, pick up a list of codes for each Finals room.
- When the results are announced from Semi-Finals, Room Chairs return to Headquarters to pick up their list of codes and envelopes.
- They meet their judges at the competition room.

AFTER FINALS

- All Room Chairs return their 10 x 13 envelopes and stopwatches and Pencils. They may keep their ribbons.
- Students may pick up a Community Service Certificate. Only students who worked all day may pick up the certificate.

Room Chair Speech

- We will now begin round _____ for event _____.
  I have been asked to remind you of the following:
- Be on your best behavior. Rude or disruptive behavior or talking may cause your scene to be disqualified, even if you are not a performer.
- Turn off your electronic devices to avoid disruptions. Only the timer's stopwatch is allowed. Cell phones should be turned completely off and not just on silent or vibrate. No texting or answering messages is allowed. No videotaping is allowed.
- All adults must sign in with a room chair for tracking purposes.
- Exit or re-enter the room between scenes only.
- Students will have _____ minutes to complete their scene. As a warning, the timer will stand up ten seconds before calling time.

- Judges, do you recognize any performers? (allow time to look around the room) Does anyone recognize a performer? (If they answer yes, you must find a replacement judge, now. If no, go on.)
- Judges, please fill out all parts of your ballot. You must score the scenes according to their excellence, as well as rank the scenes in relationship to one another. Please print your name and sign your ballot at this time.
- At the end of the round, a room chair will escort the judges to Tabulations. It should clear up the need to locate judges during lunch.

- Are there any questions? (answer questions)
- We will now begin with the first performer(s). Code _____.

(Make sure the doors are closed and begin)

ALERT!
One Room Chair must escort the judges to tabulations at the end of every round! All judges must go together and arrive at the same time. Do not leave your judges until they have turned in their ballots to tabulations.

Room Chair PowerPoint Presentation Text

(Can be downloaded from the handbook section of the DTASC web site.)

ROOM CHAIR PROCEDURES
Text Your Questions to (949)237-2622

1. BEFORE ROUND 1 BEGINS
BEFORE THE ROOM CHAIR MEETING

1. Sign in and choose your event. (Events are on a first-come basis. All rooms will need one room chair before a second one is added. You should not expect to work with your friends or schoolmates.)
2. One room chair from each room will pick up a stopwatch and the packet with extra share sheets and the Adult sign-in log.
3. Get a red Room Chair ribbon, a program, and a procedure sheet.
4. Sit down, read over the procedures, and wait for instructions.
5. Check the map to see where your room is.

2. BEFORE ROUND 1

- An adult will lead one room chair to the Judges' Headquarters to pick up your judges. The other room chair(s) will go to the competition room and set up for the round.
- At Judges' Headquarters, hold up your room sign so your judges can find you.
- Wait until you have the required number of judges and then lead your judges to your assigned room.

3. AT THE COMPETITION ROOM
SET UP

- Clear an acting area in the front of the room. Make it as large as possible within reason. Set up the required number of chairs for the event.
- Write the event number, title, and time limit for the event on the chalkboard/ whiteboard. DO NOT WRITE ON A SMART BOARD.!!!
- Write the codes of the performers on the chalkboard/whiteboard in the order they will perform. DO NOT WRITE ON A SMART BOARD!!!
- Make sure the judges have seating in the front of the room where they can see.

4. HAVE ADULTS SIGN IN

- A sign-in sheet is included in the packet. All adult observers must sign in. They must have a parent pass or some official business. Even judges must sign in.
- Allow parents to watch only if there is enough room. Judges and participants must be seated first.

5. TO START ROUND

- Take roll by the list of codes on the board.
- Put a line through any group that is not present and write "NO SHOW" next to their code.
- Read the prepared speech to the audience and performers.

continued

6. PREPARED SPEECH

- We will now begin round _____ for event _____. I have been asked to remind you of the following:
- Be on your best behavior. Rude or disruptive behavior or talking may cause your scene to be disqualified, even if you are not a performer.
- Turn off your electronic devices to avoid disruptions. Only the timer's stopwatch is allowed. Cell phones should be turned completely off and not just on silent or vibrate. No texting or answering messages is allowed. No videotaping is allowed.
- All adults must sign in with a room chair for tracking purposes.
- Exit or re-enter the room between scenes only.
- Students will have _____ minutes to complete their scene. As a warning, the timer will stand up ten seconds before calling time.

7. PREPARED SPEECH (continued)

- Judges, do you recognize any performers? (allow time to look around the room) Does anyone recognize a performer? (If they answer yes, you must find a replacement judge, now. If no, go on.)
- Judges, please fill out all parts of your ballot. You must score the scenes according to their excellence, as well as rank the scenes in relationship to one another. Please print your name and sign your ballot at this time.
- At the end of the round, a room chair will escort the judges to tabulations. It should clear up the need to locate judges during lunch.

8. PREPARED SPEECH (continued)

- Are there any questions? (answer questions)
- We will now begin with the first performer(s). Code _____.
- (Make sure the doors are closed and begin.)

9. DURING ROUND

- Time the group. Stand up ten seconds before you call time as a warning.
- If they run over, call "Time."
- If they don't stop, call in a stern voice, "Time."
- Give judges time to fill out share sheets in between scenes.
- If there are ribbons to pass out for this round, pass them out to each group of students right after they perform.
- Introduce the next scene, say, "Are the judges ready? The next group is code _____"
- Put a check mark next to every group as you introduce them and they come up to perform.

continued

10. AT THE END OF THE ROUND

- Thank the judges and the performers.
- Ask the participants and audience members to leave quietly while the judges finish their share sheets.
- Remind the judges again to fill out all parts of their ballot and sign their name.
- When the judges have finished, personally lead them all to the Tabulations room where they will turn in their ballots. They must all go at the same time.

11. ONCE AT TABULATIONS

- Once at Tabulations, have the judge turn in their ballot, personally.
- If for some reason the judge cannot get to Tabulations (too old for the stairs), turn in the ballot yourself but have the judge wait nearby to make sure his/her ballot is correct.
- Escort the judges back to the Judges' Headquarters.
- After the first round, you meet your judges at the competition room instead of picking them up.
- Make sure you have the RIGHT AMOUNT OF JUDGES for each round before you begin. You should have more judges for Semi-Finals and Finals.
- If you have questions, return to the Room Chair's room for further instructions or text your questions to the official text number.

How to tell which scenes are in your room for Round 2

- Find the coluymn that says "Round 2" at the top of each section.
- Search for every code in that column that has your room number. (There should be at least one from each of the first round rooms.)
- Those codes you find will be in your room second round.
- Next to the code is the order they will perform in the second round.

(Next slide shows a festival program with the round 1 & 2 information.)

12. AT THE END OF ROUND TWO

- Escort the judges to Tabulations and then the Judges' Headquarters as usual.
- ALL DIVISIONS: Return your big envelope to the Room Chair headquarters.
- VARSITY Division: sign up for a semi-finals room. (MIDDLE SCHOOL Divisions will stay in the same room the first three rounds. JUNIOR VARSITY will follow the same rules as the division they team up with, MIDDLE SCHOOL in Fall and VARSITY at Shakespeare.)
- Go to lunch.
- ALL DIVISIONS: Come back when the first two rounds results are posted (at the end of lunch) to pick up your new envelope and the performer codes.
- Go to your competition room and wait for the correct number of judges.

continued

13. VARSITY AND JUNIOR VARSITY DIVISIONS AT THE END OF SEMI-FINALS

- Escort the judges to Tabulations as usual.
- Return your big envelope to the Room Chair headquarters.
- Sign up for a finals room.
- Come back when they post the semi-final results to pick up your new envelope and the performer codes.
- Wait to be escorted to the Judges headquarters to pick up your judges.

14 . AFTER YOUR FINAL ROUND (ROUND 3 FOR MIDDLE SCHOOL, FINALS FOR VARSITY AND JV)

- Escort your judges to Tabulations as usual.
- Make sure your room is back to the way it was in the morning. Put the desks back.
- Return your envelope, stopwatch, extra share sheets, extra ribbons, and sign-in sheets to Room Chairs.
- Pick up your service certificate.

LEAVE THE CLASSROOM THE WAY YOU FOUND IT

- When you are done with a classroom for the day, return the desks to where they were at the start of the day. Put the chairs back and clean up the space. Leave the room just like it was at the start of the day.

ANY TIME YOU HAVE QUESTIONS

- ABOUT JUDGES: TEXT A MESSAGE or Return to the Judges' headquarters.
- EVERYTHING ELSE: Come to Room Chairs.
- Don't be afraid to ask.

Note:A video showing room chairs in action is available from the DTASC web site or on YouTube. It is slightly out of date, as it still refers to A, B and C Divisions.

Room Chairs—Additional Checklist

To avoid some of the problems we've had, please do the following.

Use the text liaison number to ask questions or report problems when you're in your room.

Solving the Problem of How Many Judges – Don't Panic Yet!

You are chairing Event _____ and should wait for _____ judges before starting, or until a DTASC officer says to go ahead and start the round.

Solving Ballot Problems

1. LIST ALL ENTRIES on the board, in the order in which they will perform.
2. For Event 3, write the numbers 30 or 35 with each school code.
3. **Do NOT erase entries** that are not present.
   Write: **—No Show** after the school code.
   (The dash keeps it separate from the school code.)
4. Ask judges to **list the school codes on the ballot in the order you wrote them (including the numbers 30 and 35).**
5. Ask judges to **put an X in every box for** the ones that do not perform (**No Shows**) – or a line across all the boxes for the No Shows.
6. Remind judges: **scores** on Share Sheets need to match ballots.
7. Remind judges to **rank** (1 is the best performance, 2 is next best, etc.).
8. Remind judges to **fill in the information** at the top & bottom of the ballot and top of share sheets (rubrics).
9. Wait for judges to fold all share sheets and ballots into an envelope.
10. **Take the judges and their envelopes AS A GROUP to Tabulations**.
11. At Tabulations, tell them which school codes were No Shows.

Solving the Problem of Added Groups

Sometimes a group is added to a room, but they weren't in the printed program.

1. If a group brings you a note from a DTASC officer, or has a revised program page where they are listed for your room, or they're escorted by a DTASC officer, let them perform.
2. Add the school code to the list on the board and tell the judges to add it. The code can go anywhere on the list. Often it goes last. **Sometimes the note tells you where they should be placed on the list.**
3. Judges need to be sure they are recording scores for the right school code.

If a group just shows up, do the following:

1. Ask what event they're in.
2. Check the program to see if they're listed for another room. If they are, send them to that room.
3. If they are in your event, but not in the program, let them perform.
4. If the group is not in your event and not in the program, send them to Tabulations to see Lynn.

Many thanks for your help in doing this. It will make things much easier in Tabulations and will help the day go better for everyone.

	ADULT SIGN IN SHEET			ROOM NUMBER _____
	Code association	PRINT NAME	Round	reason to be in room
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

EXAMPLE OF ROOM CHAIR SIGN-UP SHEET:

EVENT 3 - AUDITION MONOLOGUE			
ROOM	ROUND	.	
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL

ROOMCHAIR INSTRUCTIONS - IMPROVISATION EVENT

ROUNDS I, II AND SEMIS:

1. Follow the same instructions for the other events

   AND

2. Make sure to give the Improv envelope to one member of the performing group when it is that group's turn to perform.

   Make sure that the judges get one of the two cards (sheets) inside the envelope when the envelope is opened, so that they will know what the improvisation is going to be about.

3. Make sure that all spectators remain in the room for the entire round.

4. START THE STOPWATCH AS SOON AS THE ENVELOPE HAS BEEN OPENED!

5. Give the following time warnings:

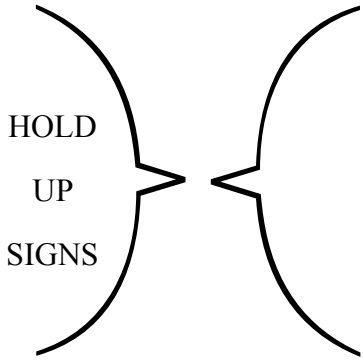
   A.) At the end of the first two minutes, if the improv has not yet begun

   VERBALLY — "BEGIN SCENE"

   B.) At THREE (3) minutes:
   VISUALLY — "2 minutes left"

   C.) At FOUR (4) minutes:
   VISUALLY — "1 minute left"

   D.) At FOUR MINUTES, 50 SECONDS (10 SECONDS BEFORE TIME IS UP)
   VISUALLY — "10 seconds left"



continued

FINAL ROUND for IMPROV:

1. Follow the instructions above

   AND

2. Improv groups will be held in a waiting room during the final round, and brought into the performance room one group at a time to perform.

3. Performance order for the final round will be established by lottery (drawing numbers)

4. An additional 2nd envelope will be given to a group selected member. This envelope may not be operied until the other three group members have begun the improvisation. The judges must also be given a copy of the information in this envelope. All groups in the final round will be given the same information.

5. The fourth member of the group (opening the 2nd envelope) may not enter into the improvisation until the final two minutes.

6. The final round improvisations must be at least 3 minutes long.

7. REMEMBER TO TURN IN THE RESULTS TO TABULATIONS IMMEDIATELY!

8. CHECK IN YOUR STOPWATCH!!

9. GO TO THE AUDITORIUM FOR THE AWARDS CEREMONY!!

   THANKS AGAIN

C10a Rules

Overview of Festival Committee Chair Responsibilities

C10 Rules Committee Chairperson

Pre-Festival:
1. Print out Rules reporting form (several copies) from handbook (page C10-2).
2. Print out at least 25 copies of Rules Violation checklist (page C10-4; has 4 to a page; use green paper if possible) and Rules Check Guidelines (page C10-3; has 2 to a page; use tan or canary paper if possible) and cut them.
3. Deliver all cut forms to registration table by 7:15 A.M. on festival day, OR print and cut ahead of time and deliver to organizational meeting to put with school code tags.

Festival day (much can be done by members of Rules committee, not just Chair):
1. Bring printed Rules sheets.
2. Deliver Rules Violation Checklist forms and Rules Check Guidelines forms to Registration table by 7:30 A.M. if they weren't delivered to the organizational meeting.
3. Train any new committee members.
4. Get list of coaches' jobs & cell phones from Div VP during Round 1.
5. Look over Rules Violations Checklists as they are turned in, to see whether an infraction is being reported
6. Log in all rules infractions immediately and follow up on them.
   a. who reported it (dismiss the complainant once you have logged the complaint)
   b. round, event, room, school code
   c. what the problem was
   d. who you contacted; what was said
   e. what was done or agreed on
   f. what consequences if any
9. If a rules violation is likely to be a disqualification, notify the DTASC president, who should be involved in any "judgment calls" (as opposed to clear violations such as too many persons in the scene, or using a featured play in the wrong event).
10. Notify Tabulations ASAP if there are any definite disqualifications. (Use official DQ Form.)
11. Assign DTASC personnel to each of the Finals rooms to check for rules violations.
12. Have them report back to Rules at the end of the Finals round to discuss possible violations.
13. At the end of the day, see that the room is left as it was found.
14. Put Rules Violation Logs and Rules Violation Checklists in an envelope, label it clearly, and deliver it to DTASC president.

Post-Festival:
1. If any rules need to be clarified or changed, tell the person collecting rules changes.

Note: Rules and Share Sheets were split into 2 different committees in 2014, as the combined job became too much to handle.

DO NOT discuss infraction directly with student(s). Discuss ONLY with coach or coach's designated adult representative.

C10b Share Sheets

Overview of Festival Committee Chair Responsibilities

C10 Share Sheets Committee Chairperson

Pre-Festival:
1. Get large manila envelopes to put share sheets in. (15″ works best).
2. Label envelopes with school codes (can be done at org meeting).

Festival day (much can be done by members of committee, not just Chair):
1. Bring large manila envelopes.
2. Get list of school codes with school names and number of participants.
3. Label envelopes with school codes if it wasn't done pre-festival.
4. Lay out envelopes on available surfaces to facilitate dealing out share sheets.
5. Periodically collect share sheets from Tabulations.
6. Have committee members or parents sort share sheets and other information onto envelopes.
7. Get participant ribbons & count them for each envelope.
8. When all materials have been sorted, each pile is put into its envelope.
   If there's time, verify that the right share sheets have been sorted to that envelope.
9. At the end of the day, see that the room is left as it was found.
10. Deliver boxes of envelopes to assemblies.

Note: Rules and Share Sheets were split into 2 different committees in 2014, as the combined job became too much to handle.
The Share Sheet chairperson can judge round 1 and still have time for setting up. Share Sheets are sorted after round 2 and after semi-finals (round 3). Most available teachers are assigned to sort Share Sheets after they finish their Rules Check/Judging assignments for rounds 1&2.

DO NOT discuss infraction directly with student(s). Discuss ONLY with coach or coach's designated adult representative.

Rules Committee
Rules Concerns Sheet

Date _____

Page ____ of ____

Round	Event	Room #	School Code	Concern/Question	Action Taken

Rules Violation Checker – What to Do

Thank you for helping DTASC with this important task. You are checking rules AND judging the rounds.

Here's what to do:

- Go to Judges HQ, pick up the packet assigned to you, and go to those rooms Rounds 1 and 2.
- In each round, note on the green form anything that might be considered a rules violation.
- If there are none, fill in room #, round # and your name, and write "None" across the lines.
- Turn the form in to Rules after each round. (room 90)

Possible rules violations (most common, but not limited to these):

- material or actions that are **not age appropriate** (no overtly sexual gestures, no inappropriate touching)
- **costumes** (note: Charlie Brown in a yellow t-shirt is NOT a costume; Charlie Brown in a yellow t-shirt with zig-zag stripe IS a costume)
- not **singing** where it's required (such as a musical event); singing where it's not allowed
- play **fits the category** (eg., Shakespeare's Families scenes must have at least 2 family members)
- not performing a **straight scene** where it's required
- wearing **school name** on clothing

NOTE: **You do not deal with any of these possible rules infractions**. You write them up on the slip of paper and deliver it to Rules. The Rules committee will resolve it.

You can judge and check rules violations too, but **JUDGE THE PERFORMANCE — nothing that you see as a possible rule violation should affect your role as judge.**

Rules Violation Checker – What to Do

Thank you for helping DTASC with this important task. You are checking rules AND judging the rounds.

Here's what to do:

- Go to Judges HQ, pick up the packet assigned to you, and go to those rooms Rounds 1 and 2.
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- **costumes** (note: Charlie Brown in a yellow t-shirt is NOT a costume; Charlie Brown in a yellow t-shirt with zig-zag stripe IS a costume)
- not **singing** where it's required (such as a musical event); singing where it's not allowed
- play **fits the category** (eg., Shakespeare's Families scenes must have at least 2 family members)
- not performing a **straight scene** where it's required
- wearing **school name** on clothing

NOTE: **You do not deal with any of these possible rules infractions**. You write them up on the slip of paper and deliver it to Rules. The Rules committee will resolve it.

You can judge and check rules violations too, but **JUDGE THE PERFORMANCE — nothing that you see as a possible rule violation should affect your role as judge.**

School Code _____ Round _____

Event _____ Room _____

Description of Possible Rules Violation:

_____

_____

_____

Reporting Teacher _____

Date _____

School Code _____ Round _____

Event _____ Room _____

Description of Possible Rules Violation:

_____

_____

_____

Reporting Teacher _____

Date _____

School Code _____ Round _____

Event _____ Room _____

Description of Possible Rules Violation:

_____

_____

_____

Reporting Teacher _____

Date _____

School Code _____ Round _____

Event _____ Room _____

Description of Possible Rules Violation:

_____

_____

_____

Reporting Teacher _____

Date _____

Do NOT print on ballot colors White, Blue, Yellow, Pink, Green, Orchid (purple). DQ form could get overlooked.

DTASC Disqualification Form

School Code _____ Event _____

Category _____

has been disqualified because _____

_____

_____

_____

Date _____

Signed _____
Rules Chair

Signed _____
DTASC President

DTASC Disqualification Form

School Code _____ Event _____

Category _____

has been disqualified because _____

_____

_____

_____

Date _____

Signed _____
Rules Chair

Signed _____
DTASC President

DTASC Disqualification Form

School Code _____ Event _____

Category _____

has been disqualified because _____

_____

_____

_____

Date _____

Signed _____
Rules Chair

Signed _____
DTASC President

DTASC Disqualification Form

School Code _____ Event _____

Category _____

has been disqualified because _____

_____

_____

_____

Date _____

Signed _____
Rules Chair

Signed _____
DTASC President

C11 Judges Committee

Overview of Festival Committee Chair Responsibilities

C11 Judges Committee Chairperson(s)
At the moment we need two (2): a Judges' Database Coordinator who maintains the database of judges, invites them to participate, sends thank yous, and reports comments back to the board, and a Judges' Assignment Coordinator who is in charge of preparing packets for festival and making judge assignments at the festival. The Judges' Assignment Coordinator needs committee members to assist at the Organizational Meeting and at festival.

A. Judges' Database Coordinator

Pre-Festival:

1. Solicit new judge contact info at each meeting.
2. Prepare email invitation.
3. Two months before festival, place an ad for judges in *Backstage West*.
4. One month before festival, contact past judges with festival info.
5. Send judging invitation by email to all past judges and DTASC teachers to forward to possible qualified judges.
6. Contact AFTRA and Actor's Equity for distribution of judge invitation.
7. Communicate with each judge as to site and festival information.
8. One week before festival, email share sheet comments, judging tips, and other pertinent information to confirmed judges.
9. Get necessary supplies.
10. Make a set of name tags to use with matrix (return address label size).
11. Make sign-in sheet from database so judges can confirm email and cell phone numbers.
12. Prepare color slips to identify judges who get first chance at judging semi-finals & finals.

Festival day:

1. Bring all prepared materials, plus 100 pens.
2. Arrive early; make sure coffee is ready as soon after 7 am as possible.
3. Set up sign-in space for pre-registered judges.
4. Distribute contact slips for walk-in judges.
5. Greet each judge appreciatively.
6. Distribute priority colors, Welcome sheet and name tags.
7. Make sure DVD is set up and direct new judges to watch.
8. Give out judge tests.
9. Stamp judges' hands to indicate they are cleared to get their packets.

Post-festival:

1. Send email thank you to all judges, with dates of next festival and when to expect invitations.
2. Direct judges to web site when winners are posted.
3. Prepare judges report for board and membership meeting, including comments from and about judges.
4. Evaluate how to make the process more efficient.

• *continued*

B. Judges' Assignment Coordinator (see next page)

B. Judges' Assignment Coordinator

Pre-Festival:

1. Get necessary supplies.
2. Make copies of ballots, share sheets, matrix (one matrix per category of judges, plus room matrix), and all information sheets for judges' packets.
   (Note: Ballots, share sheets and judges' information sheets may be included in the bulk printing order for each festival; check with the person handling the bulk printing order.)

At Organizational Meeting:

1. Bring all prepared materials to meeting.
2. Prepare manila envelopes for judges, with all necessary information sheets, judge's ribbon, share sheets, etc. (student assembly line)
3. Prepare envelopes for each event (#10 envelope: Event, Room, Round).
4. Stuff envelopes — one ballot each.
5. Prepare ballot envelopes and manila envelopes for Tech judges.
6. Give copy of matrix to each divisional VP so they can assign coaches.
7. Train anyone new who is helping with judges.
8. Prepare ballot envelopes and manila envelopes for Tech judges.
9. If for some reason you cannot be at the festival early, arrange to get all the judges' packets, matrix, and other materials there early, with someone delegated to be in charge until you arrive.
10. Give Room Chair chairperson extra copies of share sheets so they can make Room Chair packets.

Festival day:

1. Get set up by 7:30 am or earlier.
2. Bring all prepared materials with you, plus extra copies of everything.
3. Set up tech & divisional packets and matrices.
4. Set up a location for coaches to pick up their pre-assigned judge packets.
5. Conduct an oral training of the judges (often conducted by several people).
6. Check for hand stamp and assign judges to rounds 1&2 rooms.
7. Check for hand stamp and assign tech judges.
8. Deal with problems as they arise.
9. Get money packet from DTASC treasurer.
10. Get list of coaches' jobs & cell phones from Div VP during Round 1.
11. Assign judges to semi-finals and finals.
12. Have judges sign out when they are thru for the day.
13. Pay judges their stipend and see that the amount is recorded on the sign-out sheet.
14. Return leftover money & sign-out sheets to DTASC treasurer.

Post-festival:

1. Evaluate how to make the process more efficient.

MAKING JUDGES PACKETS for Fall Festival

Need:

- Manila envelopes
- All the items in the list below

Suggestion: someone should count sets of 20 share sheets and stack them crosswise to make it easier for others to stuff envelopes

Order of items for **JUDGES PACKETS** (1 of each except Share Sheets)

- Welcome – goldenrod (half sheet)
- General Procedures – tan
- When Judging / After Judging (2 sided) – ivory
- Ranking the Easy Way (2 sided) – gray
- Judge's Evaluation Prompt Sheet – ivory
- 20 Acting Share Sheets in the appropriate color:
  - » Varsity – white
  - » Junior Varsity – blue
  - » Middle School – yellow

How many packets to make:

- 150 for Varsity
- 100 for Junior Varsity
- 100 for Middle School

see next page for Tech Judge packets

TECH JUDGE PACKETS for FALL FESTIVAL

Green – for Sets / Lights
Pink – for Costumes / Makeup
Purple – for Graphics / Publicity

Each packet contains

- ballot
- envelope for ballot
- share sheets
- suggested comments
- concept paper requirements
- requirements for whichever level(s) the packet is for

For fall, one set of packets has both JV and MS materials, with 2 ballots and envelopes. The other set of packets is Varsity only, with 1 ballot and 1 envelope.

The extras:

- The tech coordinator needs extras of everything, in envelopes by color (category), with materials ready to hand out to an extra judge, should one be available.
- If a tech judge needs extra share sheets or a replacement ballot, they get them from the tech coordinator.
- The extras envelope should have ballot, envelope, comments and concept paper clipped together for easy retrieval.
- The extras envelope should have all the extra share sheets of that color.
- The extras envelope should have all the requirements for each division, clipped together by division.
- The tech coordinator gets the extras envelopes on festival morning. If there are tech coordinators for each room, the overall coordinator gives them the extras envelope for their event.
- The extras envelopes should be returned to Judges HQ when tech is finished. Theoretically, they contain enough material for both festivals.
-

A cover page for Tech Judges:
(Not ready yet) – This will list all the things the tech judge has in the packet for tech. It will also highlight certain things the tech judge is supposed to do.

Middle School Sets and Lights
There is no lighting component for MS Sets. The share sheet has [MS: Rate Notebook here] in the description for the Lighting component. Perhaps this way the judges will pay a little more attention to the notebooks, at least for middle school.

*If the number of tech entries is more than 20, they will be split into 2 rooms. This has only happened at Varsity festivals. It means you need to make 6 packets for Varsity.

TECH JUDGE PACKETS for FALL FESTIVAL

Do NOT seal or fasten shut ANY of the envelopes or packets

Ballots in Envelopes:

Fold the ballot in thirds and place it in a #10 envelope of the same color

SETS/LIGHTS – all green except as noted
1 each of the following:

- Ballot, in a #10 (business size) envelope with the flap tucked in
- Sets Lights Concept Paper page
- Tech Theatre Suggested Judge Comments / Sets

1 set information sheets for judges (buff, tan, ivory, gray, salmon)
Share sheets – 10 for MS, 8 for JV, 30 for Varsity

COSTUMES/MAKEUP – all PINK except as noted
1 each of the following:

- Ballot, in a #10 (business size) envelope with the flap tucked in
- Costume Concept Paper page
- Tech Theatre Suggested Judge Comments / Costumes /
- 1 set information sheets for judges (buff, tan, ivory, gray, salmon)

Share sheets – 10 for MS, 8 for JV, 30 for Varsity

GRAPHICS/PUBLICITY – all PURPLE except as noted
1 each of the following:

- Ballot, in a #10 (business size) envelope with the flap tucked in
- Graphics Concept Paper page
- Tech Theatre Suggested Judge Comments / Graphics

1 set information sheets for judges (buff, tan, ivory, gray, salmon)
Share sheets – 10 for MS, 8 for JV, 30 for Varsity

Reminder: for Fall, MS & JV tech use the same set of judges, and need 2 ballots in envelopes for each packet.

WHAT TO DO WITH THE LEFTOVERS from TECH packets:

Assemble the following by color and clip them together:

1 ballot in envelope
concept paper (1 each for pink & purple, 2 for green)
Tech Judge comments (2 for each color)
10 share sheets

Make as many sets as you can to clip together.

Take all the sets of the same color and put them into one packet.

Label the packet with the category and a color label.

There will be one packet for green leftovers, one for pink, one for purple.

Give all the leftovers to Lynn. Let her know if you ran out of share sheets.

TECH JUDGE PACKETS for SHAKESPEARE FESTIVAL

Green – for Sets / Lights / Graphics
Pink – for Court Costumes
Purple – for Character Costumes

Each packet contains

- ballot
- envelope for ballot
- share sheets
- suggested comments
- concept paper requirements
- requirements for whichever level(s) the packet is for

For Shakespeare in 2016 and 2017, each division needs a separate packet for each judge.

The extras:

- The tech coordinator needs extras of everything, in envelopes by color (category), with materials ready to hand out to an extra judge, should one be available.
- If a tech judge needs extra share sheets or a replacement ballot, they get them from the tech coordinator.
- The extras envelope should have ballot, envelope, comments and concept paper clipped together for easy retrieval.
- The extras envelope should have all the extra share sheets of that color.
- The extras envelope should have all the requirements for each division, clipped together by division.
- The tech coordinator gets the extras envelopes on festival morning. If there are tech coordinators for each room, the overall coordinator gives them the extras envelope for their event.
- The extras envelopes should be returned to Judges HQ when tech is finished. Theoretically, they contain enough material for both festivals.
-

A cover page for Tech Judges:
(Not ready yet) – This will list all the things the tech judge has in the packet for tech. It will also highlight certain things the tech judge is supposed to do.

Middle School Sets / Lights / Graphics
There is no lighting component for MS Sets. The share sheet has [MS: Rate Notebook here] in the description for the Lighting component. Perhaps this way the judges will pay a little more attention to the notebooks, at least for middle school.

*If the number of tech entries is more than 20, they will be split into 2 rooms. This has only happened at Varsity festivals. It means you need to make 6 packets for Varsity.

TECH JUDGE PACKETS for SHAKESPEARE FESTIVAL

Do NOT seal or fasten shut ANY of the envelopes or packets

Ballots in Envelopes:

Fold the ballot in thirds and place it in a #10 envelope of the same color

Sets/Lights/Graphics – all green except as noted
1 each of the following:

- Ballot, in a #10 (business size) envelope with the flap tucked in
- Sets Lights Concept Paper page
- Graphics Concept Paper page
- Tech Theatre Suggested Judge Comments / Sets
- Tech Theatre Suggested Judge Comments / Graphics

1 set information sheets for judges (buff, tan, ivory, gray, salmon)
Share sheets – 10 for MS, 8 for JV, 30 for Varsity

COURT COSTUMES – all PINK except as noted
1 each of the following:

- Ballot, in a #10 (business size) envelope with the flap tucked in
- Costume Concept Paper page
- Tech Theatre Suggested Judge Comments / Costumes / Court
- Tech Theatre Suggested Judge Comments / Costumes / Fall

1 set information sheets for judges (buff, tan, ivory, gray, salmon)
Share sheets – 10 for MS, 8 for JV, 30 for Varsity

CHARACTER COSTUMES – all PURPLE except as noted
1 each of the following:

- Ballot, in a #10 (business size) envelope with the flap tucked in
- Costume Concept Paper page
- Tech Theatre Suggested Judge Comments / Costumes / Character
- Tech Theatre Suggested Judge Comments / Costumes / Fall

1 set information sheets for judges (buff, tan, ivory, gray, salmon)
Share sheets – 10 for MS, 8 for JV, 30 for Varsity

WHAT TO DO WITH THE LEFTOVERS from TECH packets:

Assemble the following by color and clip them together:

1 ballot in envelope
concept paper (1 each for pink & purple, 2 for green)
Tech Judge comments (2 for each color)
10 share sheets

Make as many sets as you can to clip together.

Take all the sets of the same color and put them into one packet.

Label the packet with the category and a color label.

There will be one packet for green leftovers, one for pink, one for purple.

Give all the leftovers to Lynn. Let her know if you ran out of share sheets.

Criteria for Judges

Must be at least 4 years out of high school.

Directions to Judges

Reminders to judges:

- If you are in a room where you know a student, you must change before judging begins.
- Please do not confer with other judges before submitting completed ballots/share sheets.

Explain material and then add:

- When making comments, please be constructive. Remember they are students, not professional. Please be attentive. Students have worked hard. Also, you are reminded to look at the integrity and substance of the scene.
- You must sign ballots (print and sign name) and deliver personally to Tabulations (room chair will escort you); share sheets are delivered with ballot.
- "No Show"— put X in each box on ballot or draw a line across — but include the code
- Mark S, E, G etc **and ranking** on all ballots for all performances — no ties allowed
- After second round, please check in before going to lunch
- Finals—share sheets are optional (if using them, please be brief)
- Rules—preview
- Roomchairs are responsible for starting/stopping scenes. They've been instructed to wait for you to write comments.
- Please DO NOT start a round without two judges unless directed to do so by DTASC personnel.
- Judges may NOT join after a round has started.

JUDGE'S EVALUATION PROMPT SHEET

See back of share sheet for Criteria for Evaluation

Leave one share sheet with the criteria face up while you write on another.

SUGGESTED COMMENTS FOR ACTING SHARE SHEETS

TECHNIQUE

positive comments	*needs more work*
good articulation/projection	couldn't hear/understand actors
good physical connection with emotion	too much screaming
good pacing	needs to work on pacing
good use of dramatic pause	don't be afraid to play the moment

CHARACTERIZATION

positive comments	*needs more work*
physical behavior effectively portrays character	physical characterization needed
characters were believable	characters need more depth
strong commitment to the role	character not consistent
effective business	business needs to be character driven
strong choices	make bold choices
believable transitions	need transitional beats
wonderful facial expressions/gestures	facial expressions/gestures need to be motivated
expressive use of voice	voice could be used more effectively

INTERACTION

positive comments	*needs more work*
excellent listening and reacting	listen and react
good "give and take"	more ensemble work needed
believable reactions	need motivated reactions
clear and believable transitions	transitions unmotivated
good stage business	make stage business more specific

STAGING

positive comments	*needs more work*
interesting stage picture	staging seemed contrived
movements were motivated	staging not effectively connected to text
creative use of space	could have used space more
excellent use of levels	stage picture too static
organic blocking (grew out of text)	unmotivated blocking

OVERALL EFFECTIVENESS

positive comments	*needs more work*
scene had clear structure and motivation	structure of scene unclear or unmotivated
excellent cutting of scene	cut needs tweaking
transitions clearly motivated	transitions could have been smoother or more motivated
action/character/themes connected to text	action/character/themes did not seem to be connected to the text

TECH THEATRE SUGGESTED JUDGES COMMENTS
FALL FESTIVAL SETS/LIGHTS

POSITIVE COMMENTS:

- Selected concept works very well with demands of the play.
- Model meets required scale.
- I can see actors using this set design with ease.
- Set design enhances audience understanding of both the play and chosen concept.
- Color is used very well.
- Concept / research paper is thorough and detailed. Helped explain choices.
- Presentation well thought out and professional.
- Lights enhance mood and tone of play and concept.
- Solid understanding of light placement and circuiting requirements.
- Audience sight lines considered, and other limitations of set and lights addressed successfully by designers.
- Model construction shows attention to detail and skillful craftsmanship.
- Students took needs of set shifts into consideration when creating designs.
- Created multiple acting areas / various levels to visually stimulate audience and / or enhance play and chosen concept.
- Knowledgeable responses to judges' follow up questions.
- Logical progression from first presented set / light design to the next. All part of a whole concept.
- Selected model construction materials and / or design methods would translate well into the real world.
- Thorough knowledge of selected play.

CONSTRUCTIVE COMMENTS:

- Selected concept not clearly expressed through set / light design.
- Chosen concept does not work well with selected play. Just because you can set any play in outer space does not mean you should!
- Scale of set model is off, either not to 1/2" scale, or elements inconsistent.
- Supplied ground plans do not match completed models, or selected elements were altered from one to another.
- One or more designs seemed rushed, incomplete, or lacking in creative thought.
- Actors would have a difficult / (potentially dangerous) time using some or all elements of your set design.
- Little to no emphasis placed on selection of color in either set or light design.
- Certain elements of concept / research paper disorganized, lacking, or incomplete.
- Presentation not well rehearsed. It is just as important to "sell" your design and concept as it is to create it.
- Lack of thought concerning placement of set elements. Little or no consideration to audience sight lines.
- Size / number of set pieces would pose problems with set shifts.
- Little to no thought given to actually realizing this design on full scale. What works as a model will not translate to real world applications: actors would not be safe, cost of actual construction would be too expensive, impractical storage, etc.

GRAPHICS, PROGRAMS, PUBLICITY

POSITIVE COMMENTS

- Various elements of graphic design well placed to grab and hold viewers attention.
- Title of play positioned appropriately on graphic design.
- Graphic design contained all required information, title and author, contact information: theatre location, phone number, e-mail address, fictitious production name or school code, show date and time.
- Concept / research paper is thorough and detailed. Helped explain choices.
- Presenters thorough and knowledgeable with all information presented.
- Presenters able to answer all judges' questions with ease.
- Symbolism used in graphic design represents knowledge of themes used in selected play.
- Appropriate and / or creative font selection for graphic design lettering. Enhances or furthers concept / selected theme.
- Appropriate / creative use of color, line, form, placement, and other elements of graphic design.
- Concept continued from graphic design on through program and into publicity plan.
- Program pages selected were best possible to show concept and designer's creativity.
- Information contained within pages of program impressed me. I actually learned from your research.
- Font selection appropriate for program.
- Images used enhanced depth and richness of your program pages.
- Understood importance of attracting a target audience through publicity plan.
- Multiple media outlets presented through publicity plan.
- Created varied publicity plan aimed at both student and adults, school and community.
- Clearly understood publicity plan was both to entertain (grab and hold attention), and to be didactic (to inform and possibly instruct / teach audience).
- Very fun and creative publicity plan. Your ideas made me want to come see this show!
- Clear timeline and expenditure listing showed organization and attention to detail with publicity plan.
- Loved how you actually demonstrated aspects of your publicity plan, and did not just talk or read it to us.

CONSTRUCTIVE COMMENTS:

- Hard to see title of play in your graphic design.
- Information missing from graphic design: school code or fictitious production name, author, production date, contact information, etc.
- Graphic design unbalanced. Too much unused space on poster, images crammed too close together, information / images lost at margins, information / images too large or small, etc.
- Concept / research paper lacking. Information missing or incomplete.
- Presentation lacking. Concept / information unclear, lacking. Little to no understanding of concept, theme, or selected play.
- I was confused by selected image(s) for graphic design. Did not match concept or theme of selected play.
- Concept / theme presented in graphic design not followed through with program and / or publicity plan.
- Could have selected program pages with slightly more creative potential.
- Program pages lacked visual appeal.
- Information contained within program seemed to be cut and pasted from existing sources. Little creativity or time involved.
- Basic information addressed with publicity plan; play dates, ticket prices, etc. Nothing above and beyond, or too creative.
- No thought to specific target audience for selected play.
- Standard media outlets covered; school P.A. announcements, school newspapers, posters, flyers, etc. No new, creative concepts presented.
- No timeline or expense chart presented.
- Based on allowable budget, funds went unspent.
- Publicity plan just read or talked out. Nothing to engage judges.
- Too much emphasis placed on either school only audience, community only audience, or no clear distinction between the two.

TECH THEATRE JUDGES COMMENTS COSTUMES
FALL FESTIVAL
COSTUME AND MAKE-UP

POSITIVE COMMENTS:

- Creative / imaginative use of color.
- Selected fabrics well suited for characters.
- Displayed economic resourcefulness in creation of real costume.
- Advanced character traits through costume designs.
- Solid research apparent throughout costume designs.
- Concept / research paper thorough and well organized.
- Excellent presentation. I actually learned from the information you presented.
- Excellent costume renderings.
- Selected types of fabric matched needs of characters and play.
- Creative use of color in make-up design.
- Application of make-up design on model, brought character to life.
- Both costume and make-up designs supported and / or enhanced mood, themes and concept of selected play.
- Did not select obvious or easy characters for designs. Way to push your creativity.
- Workmanship very professional.
- Creative and unique solutions to design problems.
- Presented scene well rehearsed. Fun. Costume worked well for both audience and actor.

CONSTRUCTIVE COMMENTS:

- Missing one or more required elements.
- Lacked a clear understanding of what was required for each character in either costume or make-up design.
- Inappropriate choice of either fabric or color.
- Selected concept did not work well with design choices or the actual needs of play.
- Concept / research paper lacking and / or incomplete.
- Presentation lacking in information. Notes just read. No real connection with judges.
- Presenters unable to clearly address judge's questions.
- Costume / make-up renderings or swatches did not match actual designs presented.
- Actual costume, renderings, physical make-up design, and / or swatches seem rushed, sloppy, random, or last minute in thought or construction.

TECH THEATRE JUDGES COMMENTS COSTUMES
SHAKESPEARE FESTIVAL
COURT COSTUME

POSITIVE COMMENTS:

- Excellent attention to detail. Went above and beyond.
- Workmanship superb. It was apparent a lot of time and effort went into this design.
- Color and / or selected patterns fit period and / or country.
- Your model(s) fit the tone of the costume / character.
- Presenters very knowledgeable on Elizabethan time period and selected country's court.
- Thank you for either displaying or being aware of proper footwear.
- Though not a required element, thank you for including make-up of time period.
- Fabric and accessories both period in style while choices made demonstrated an excellent and cleaver theatrical alternative. Conscious of limited budget and time constraints.
- Kept actor / model's mobility in mind while attempting to be as historically accurate as possible.
- Concept / research paper thorough and well organized.
- Presenters clear and well spoken. I actually learned from the information you presented.
- Very impressive to present two costumes in one entry and bring both in at or under budget. Neither costume was lacking in any aspect of your design. A lot of bang for your buck!

CONSTRUCTIVE COMMENTS:

- Missing one or more required elements.
- Some or all of design not historically accurate.
- Attention to detail was lacking.
- Workmanship lacked discipline. Construction seemed rushed.
- Inappropriate fabric and / color choices.
- Model did not seem interested in establishing a character or regal attitude. Air of indifference.
- Concept / research paper lacking or incomplete.
- Presentation lacking in information. Notes just read. No connection with judges.
- Presenters unable to clearly address judges questions.
- Costume swatches did not match fabrics used in actual costume.
- In attempting to present two costumes in one entry, you split available budget and short changed both designs. It would have been better to consolidate available resources into one solid costume design.

TECH THEATRE JUDGES COMMENTS COSTUMES
SHAKESPEARE FESTIVAL
CHARACTER COSTUME

POSITIVE COMMENTS:

- Excellent character selection. Matched your model's physical characteristics.
- Excellent attention to detail. Went above and beyond.
- Captured mood and themes present in selected play and character.
- Creative concept choice. Worked well with selected play and character.
- Workmanship superb. It was apparent a lot of time and effort went into this design.
- Very impressive to present two costumes in one entry and bring both in at or under budget. Neither costume was lacking in any aspect of your design. A lot of bang for your buck.
- Kept actor / model's mobility in mind with your design while being as true to demands of character and play as possible.
- Appropriate use of color.
- Creative / imaginative use of color.
- Selected fabrics well suited for character and concept.
- Advanced character traits through costume design.
- Displayed economic resourcefulness in creation of real costume.
- Solid research on display through out costume design.
- Concept / research paper thorough and well organized.
- Excellent presentation. I actually learned from your information.
- Excellent costume rendering(s).
- Selected types of fabric matched needs of character and demands of play / concept.
- Creative use of color in make-up design.
- Application of make-up design on model brought design to life.
- Knowledgeable and skillful make-up technique on display.
- Both costume and make-up designs supported and / or enhanced mood, themes and concept of selected play.
- Did not select obvious or easy character(s) for your design. Way to push your creativity.
- Workmanship very professional.
- Creative and unique solutions to design problems.
- Presented scene was well rehearsed. Fun. Costume in action worked for both audience and actor.

CONSTRUCTIVE COMMENTS:

- Missing one or more required elements.
- Attention to detail was lacking.
- Workmanship lacked discipline. Construction seemed rushed.
- Inappropriate fabric and / or color choices.
- Model did not seem interested in establishing a character. Air of indifference. Lines from presented scene just read.
- Lacked a clear understanding of what was required for both costume and / or make-up designs.
- Selected concept did not work well with chosen designs or the needs of the play.
- Concept / research paper incomplete or lacking.
- Presentation lacking information. Notes just read. No connection with judges.
- Presenters unable to address judge's questions.
- Costume rendering(s) and / or fabric swatches do not match actual costume.
- In attempting to present two costumes in one entry, you split available budget and short changed both designs. It would have been better to consolidate available resources into one solid costume design.

RANKING

Rank as you go, using the margin of your ballot or the Notes section.

If you have a method for ranking that works for you, great.

Feel free to develop your own.

One method:

USE COMPARATIVE RANKING — — — — → CBE

The 1st group is the best so far. In the margin, list their school code.

Is the 2nd group better or worse? Put their school code above the first code in the margin if they were better, below if they were worse.

(This group was definitely not as good as the first.) — — — — → CBE CDD

Is the 3rd group better or worse than the 2 you've already seen? Put their school code above, below or in between the first 2.

(This group was WAY better than either of the others.) — — — — → CAC CBE CDD

Is the 4th group better or worse than each of the 3 you've already seen? Put their school code above, below or in between the first 3.

(This group was better than the second group but not as good as the first. The third group is still way ahead of the rest.) — — — — → CAC CBE CTG CDD

Continue until you have seen and ranked all the groups.

Then number the groups with 1 being the top of the list and the best performance you saw, 2 being the next best, and so on, with the highest number being the worst group (i.e., if you saw 10 groups, the worst would be #10 on your list).

Now fill in the ranking number in the last column opposite each school's code. REMEMBER the order will NOT be the same as the order of performance.

— — — — → 1 CAC 2 CAZ 3 CBE 4 CTG 5 CGU 6 CDD

See the other side of this sheet for a completely filled out ballot with these codes ranked as shown.

(Judges' Notes: details that will help you remember which group is which)

EXAMPLE of RANKED BALLOT

Acting Ballot

Drama Teachers Association of Southern California

Event Number 7 **Event Name** Lg Group Drama

Room B-102 **Round** (1) 2 Semi-Finals Finals

Instructions

1. Fill in Event and Room Number and circle the round.
2. Copy the school codes in the order of performance the room chair has listed on the board.
3. Watch the scenes and make SUPPORTIVE comments on share sheet provided for student feedback. **CRITERIA are on back of share sheet.** Please have one you can read while filling out the others.
4. On this ballot, assign a letter for the quality in each category. Use the following abbreviations:

   S = Superior (Grade = A) **A = Accomplished** (Grade = B) **P = Proficient** (Grade = C) **F = Fair** (Grade = D) **N = Needs Work** (Grade = Fail) **X = No Show**
5. After you have scored all the scenes, rank them from best (1) to worst (12) in the RANK column. You might want to rank unofficially as you see the scenes, then number them.
6. **SIGN YOUR BALLOT** (the festival cannot continue without all ballots being signed)
7. Place in the envelope, and bring it and your share sheets directly to Tabulations.

See other side for this method of ranking:

1 CAC
2 CAZ
3 CBE
4 CTG
5 CGJ
6 CDD

You must score in every category for every event

ORDER OF PERFORMANCE	SCHOOL CODE	Judges Notes:	TECHNIQUE	CHARACTERIZATION	INTERACTION	STAGING	OVERALL EFFECTIVENESS	RANK	NOT APPROPRIATE
EX:	CWZ30		A	P	A	S	A	3	√
1	CBE 50	Crucible - all in black	A	A	A	P	P	3	
2	CDD 50	Our Town - all girls	P	A	F	P	P	6	
3	CAC 50	How Green/Valley - green shirts	S	S	S	S	S	1	
4	CCT 50		X	X	X	X	X	X	
5	CTG 50	Our Town - 3 boys, 3 girls	P	P	P	P	F	4	
6	CGJ 50	Laramie Project; sexual gestures	P	P	P	P	P	5	✓
7	CAZ 50	Member of Wedding	S	A	A	S	A	2	
8									
9									
10									
11									
12									

Judge's Name (print) John Doe **Judge Number** 027

Judge's Signature John Doe **Cell Phone Number** 818-555-6234

Needs updating

Script for DTASC Judge Orientation Video

Welcome, judges.

Thank you for volunteering your professional judging skills. We appreciate your time today to judge this DTASC Festival.

Your comments will be read word for word by each student, their parents, their teachers, and sometimes their administrators. Your comments must be positively constructive to these youth who are as young as 10 years of age. Please praise the positive aspects of the performance and make specific constructive suggestions for their next performance of future material.

If you are judging the first two rounds, you will be through at lunch time. If you are judging the afternoon rounds, you may be here until 5:00. Make sure you have a couple of pens that work, and have some refreshments before you go off to judge.

If you have expertise in judging technical presentations in design of Set, Lights, Costumes, Graphics, we really want you to volunteer to judge our "techies."

As a judge, you have a number of responsibilities:

1. Check to see if you know any of the participants. If so, immediately excuse yourself and return to the Judges room to be reassigned. DO NOT SWITCH WITH SOMEONE IN A ROOM NEARBY.
2. Do not confer with other judges before you submit your ballot. You were invited for your opinion.
3. Fill out and sign the rubrics and ballots and give them to room chairpersons to take to tabulations.
4. Do not share your ranking with other students, parents, or teachers. Refrain from making personal comments to participants during the day. Please do not coach any student or group before or after seeing the performance.

You are to judge without concern for the rules. Please:

1. Do not judge down a group that was stopped for time.
2. Do not make judgements based on a rules infraction.
3. Do not grade down because of accents.
4. Do not discourage students from attempting difficult roles.
5. Do not ask which school belongs to a specific code.

There are additional instructions regarding the day, balloting, the categories, etc. This film covers the standard things. There will be an announcement before Round 1 that will fill you in on some things that are special for today.

Complimentary coffee and snacks will be available here all day.

This film is about what you will be doing today. If you've never seen the film before, please watch it at least once. It will repeat. If you've seen the film before, please watch it once as a refresher.

If this is your first time judging, please fill out the form with your contact information.

[picture of contact info form]

If you've been here before, please check your contact information and make any corrections.

[show someone checking info, crossing out something, and writing in new info]

Before you go to Round 1, please get your judge's packet, which includes your lunch ticket, judge's ribbon, a program

[show envelope, lunch ticket, ribbon, generic program; pin ribbon on]

your assignment,

[show envelope]

• *continued*

that contains your ballot and share sheets

[show ballot and share sheets]

The ballot and share sheets were re-designed in summer 2006. You may or may not have used them before. Let's look at the ballots first.

[show ballot]

Please use your best handwriting on the ballots.

At the top of the ballot, you should mark the room number and the round number.

[show hand doing this]

The room chairs will list the school codes on the board. Please list them in that order on your ballot.

[Show student's hand writing on chalk board; show adult hand writing on ballot]

List N/S (no show) after the codes of groups that do not appear.

There should be at least one room chairperson for each round who will facilitate the timing of the round and return the ballots to Tabulations for you.

For each category, please rate the actors as S for Superior, E for Excellent, G for Good, F for Fair, or NI for Needs Improvement.

You should know that the groups going to Semi-Finals and Finals are those that are rated Superior and Excellent in the first two rounds. If you think a group should go to Semi-Finals and maybe Finals, you must give them mostly E and S in rounds 1 and 2.

CRITERIA FOR RUBRICS

S — Superior — Gifted actors, material ideal for the actors and the occasion. Superior use of physicality, voice, movement, and the scene deserves to be among the top finalists.

E — Excellent — Quality performance; not as polished as a superior, but a potential finalist.

G — Good — Solid beginning level performance, but may lack the polish of an excellent or superior scene.

F — Fair — Average, beginning level performance Not as solid as a good.

NI — Needs Improvement — Please do not rate students at this level unless they are obviously and completely unprepared (lines not memorized, breaking during scene, etc.) Even if they are not strong actors, they may have worked very hard to get to even a beginning level scene.

[Show hand writing scores; go into explanation of sections]

GIVE EACH SCENE A SCORE IN ALL 5 AREAS (technique, characterization, group interaction, staging, overall effectiveness).

EVEN MONOLOGUES NEED A SCORE FOR GROUP INTERACTION. You base it on their interaction with the invisible person they are talking to.

YOU MUST DESIGNATE ONLY ONE SCORE FOR EACH AREA. Tabulations cannot process combination scores. If you feel that a scene was between an excellent and superior, for example, you must decide whether they were more excellent than superior, or vice versa.

For scoring the rounds, we also need you to rank the students. 1 is the best. One way to do this easily is to re-rank each time you see a new performance. The first group will naturally be ranked #1 to start with. When you see the next group, decide if they were better or worse than the first one. Now you have #1 and #2. When you see the third group, decide whether they were better or worse than the current #1 group. If they were worse, were they better or worse than the current #2 group? As you continue, keep adjusting where each group fits. Then when the round has finished, you can easily write down the ranking number for each group.

• *continued*

[show hand doing all of this]

It is extremely important that you print your name at the bottom of the ballot, sign your name, and fill in your judge number.

[show hand doing this]

While you're scoring, you should also fill out a share sheet for each group.

[show share sheet being filled out]

There is a paper in your packet that gives possible comments. Here are some of them:

SUGGESTIONS FOR SHARE SHEET COMMENTS

AGE APPROPRIATENESS — Positive comments

- Age appropriate / great fit for actors
- Good choice for this group or ensemble
- Script well suited to this age group

AGE APPROPRIATENESS — Needs More Work

- Action/language/material too mature for actors/audience
- Poor choice for this group or ensemble
- Choose appropriate script for actors/audience

TECHNIQUE — Positive comments

- Excellent vocal variation
- Body language adds to character
- Good articulation/projection
- Wonderful facial expressions
- Expressive use of voice
- Good pacing
- Good use of dramatic pause

TECHNIQUE — Needs More Work

- Vocal variation needed
- Some awkward movement
- Couldn't hear/understand actors
- Facial expressions/gestures need to be motivated
- Voice could be used more effectively
- Pacing needs more variety
- Don't be afraid to play the moment

CHARACTERIZATION — Positive comments

- Strong commitment to the role
- Effective business
- Strong choices
- Believable transitions
- Physical behavior effectively portrays character
- Characters were believable

CHARACTERIZATION — Needs More Work

- Character not consistent
- Business needs to be character driven
- Make bold choices
- Need transitional beats
- Physical characterization needed
- Characters need more depth

• *continued*

GROUP INTERACTION — Positive comments

- Excellent listening and reacting
- Good "give and take"
- Believable reactions
- Clear and believable transitions
- Good stage business

GROUP INTERACTION — Needs More Work

- Listen and react
- More ensemble work needed
- Need motivated reactions
- Transitions unmotivated
- Make stage business more specific

STAGING — Positive comments

- Interesting stage picture
- Movements were motivated
- Creative use of space
- Excellent use of levels
- Blocking was organic (grew out of text)

STAGING — Needs More Work

- Staging seemed contrived
- Staging not effectively connected to text
- Could have used space more
- Stage picture too static
- Unmotivated blocking

When the round is finished, double check your ballot.

Make sure you:

- Marked the round and wrote in the room number at the top.
- Wrote all the codes clearly
- Filled in a letter for each box for each performer.
- Ranked the performances
- Signed the ballot.
- Printed your name on the ballot.

Then put the ballot and the share sheets into the envelope, seal it, and give it to the room chair.

[show all of this being done; have student take the envelope]

You should not be judging students you know. If you're here with a school, or you know students from one or more schools, get the school code from the coach and check the program to see if they are in the room where you are going to judge. If they are, ask for a change at the judges' desk.

[show someone checking program and requesting a change; will need an adult to hand him a different envelope]

If you get to a room and find you recognize students in the room, please return to the judges' desk for re-assignment.

We cannot guarantee you will judge with your friends. And we only have room for judges and ask you not to bring children or relatives.

• *continued*

Silence all cell phones in judging rooms, and do not take pictures. Take only water bottles in the judging rooms.
Do not talk with students (even if you know them) before or after you judge them. The schools are by codes and students are asked not to tell judges their school names.
Do not coach students after you have judged them or pursue them except to say, "Great job" or "Congrats on a good performance." We try to keep the experience as professional as possible. We don't want any one talking about a judge who seemed to be conferring with any student. If after you sign out, you wish to know what school is what code, we will tell you in the Judge's room.
Semi-finals and Finals are a high priority judging assignment. For those who are judging all day, when you check in in the morning, you will receive a sign up number for Semi and Finals. The Semi-finals and Finals assignments are given out at the end of lunch.
If you are judging only in the morning, you return before the end of lunch to sign out and receive your honorarium and our thanks for judging. If you are judging in the afternoon, return after the last round you judge to collect your honorarium. The honorarium is $15.00 a round. There are 2 morning rounds and a maximum of 2 afternoon rounds.
You may wish to donate a portion of your honorarium to our scholarship fund, and we can give you a receipt to use for a tax deduction. **We** understand that the honorarium barely covers gas money these days, **but if you can donate part of it, it goes to a worthy cause.**
Again, we thank you for taking the time to judge today.
Here are just a few things we'd like to repeat:
Your comments will be read word for word by each student, their parents, their teachers, and sometimes their administrators. Your comments must be positively constructive to these youth who are as young as 14 years of age. Please praise the positive aspects of the performance and make specific constructive suggestions for their next performance of future material.
Fill out your ballot completely and sign it.
We appreciate your time and expertise.
Thank you.

Teachers
If you find any inappropriate remarks from any judge, please let me know by communicating this week as to name of judge and send the quote of the inappropriate remarks. I will talk with the judge discretely.
Thanks, Gai Jones gai.jones@sbcglobal.net

Teachers
If you find any inappropriate remarks from any judge, please let me know by communicating this week as to name of judge and send the quote of the inappropriate remarks. I will talk with the judge discretely.
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Thanks, Gai Jones gai.jones@sbcglobal.net

Judges Submissions

Each DTASC coach is required to submit a minimum of 3 qualified judges for the upcoming festival.
Division C: Judges must be at least 4 years out of high school.
Division B: Judges must be older than 18 years of age.
Division A: High school seniors may judge.

Desirable Qualities for every Judge

- Must be able to write constructive comments; ones which are suitable for the student, mother, and teacher;*Some students are as young as 10 years of age;
- Must have readable handwriting;
- Must be able to COMPLETE every aspect of the Share Sheet and circle required ratings;
- Must be able to complete a Judge's ballot completely;
- Must understand if the judge gives a GOOD or FAIR, the comments must include constructive critiques to justify the GOOD/FAIR rating;
- Must stay awake during the performances;
- Must change rooms if the Judge knows any performer in the room;
- Must be able to sign ballots/Share Sheets by printing and signing name;
- Must be able to list NO SHOW on a non performing Share Sheet;
- Must be able to judge on the age appropriate performance.

Please list the correct/up-to-date Contact Information for Submissions.

Name
Address
City
Zip
E-mail

Invitations are extended by email only.

Qualifications

Note: The online form continues to include space for 3 set of judge information. Judges or coaches may fill this out.

Name
Address
City
Zip
E-mail

Invitations are extended by email only.

Judges Matrix.pdf contains 15 consectively numbered pages.

Fill in appropriate examples of Judge matrices
and refer everyone to web site

C12 Tabulations Committee

Overview of Festival Committee Chair Responsibilities

C12 Tabulations Committee Chair

Pre-Festival

1. Make sure the DTASC computers are fully charged, have their mice, and have the current festival information of them (or on the mini-Mac server).
2. Make any necessary guides, such as score conversion sheets, or reminders.
3. Have the Excel back-ups ready for hand tabs, and also some actual hand tabs papers in case of power failure.
4. Print out info on Sweeps points.
5. Get a supply of #10 envelopes for results – use same colors as ballots. (Can get from Judges' Chair at org meeting.)
6. Get some extra large markers if Tabs has to write out signs (or designate a committee member to bring them).
7. Assign jobs to people working in Tabs (inputting data or checking ballots at the door).
   NOTE: Some Tabs personnel will also be given round 1 judging/rules checking assignments and/or assigned to troubleshoot during round 1.

Festival day:

1. Bring all printed materials, #10 envelopes, & markers.
2. Find out about any room changes or other known problems at the beginning of the day.
3. Pick up bundled programs for Tabs (if none, get a few of the extras).
4. Sign onto the Tabs page on all computers.
5. Train any new people during Round 1.
6. Get list of coaches' jobs & cell phones from Div VP during Round 1. (Rules will have the original sign-in sheets from registration.)
7. Find out how results are being posted and get necessary materials (butcher paper, etc.).
8. Troubleshoot as needed, including checking scores for rounds 1&2 before anyone proceeds to semi-finals.
9. Approve percentage of those going to semi-finals and check for correct number of semi-final rooms before anyone advances to semi-finals.
10. See that all semi-finals, finals, and awards assembly information is prepared and disseminated as quickly as possible.
11. At the end of the day, see that the room is left as it was found.

Post-festival:

1. See that results are posted on the web site as soon as possible after festival.

C12 Tabulations Committee

Middle School Division scores are ranked in every round.

Junior Varsity and Varsity Division scores are marked "Superior, Accomplished, Proficient, Fair, or Needs Improvement" in Rounds 1 and 2. They are ranked in Semi-Finals and Finals.

While students are having lunch, Tabs people are tallying scores and sorting groups into rooms for Event 3 (Middle School) and Semi-Finals (JV and Varsity). They must prepare display lists and print room chair sheets for those rounds before the after-lunch assembly.

When Event 3 is finished, Middle School Tabs must prepare lists of winners for the Awards Ceremony.

When Semi-Finals are finished, JV and Varsity Tabs must prepare display lists and room chair sheets for Finals.

When Finals are finished, JV and Varsity Tabs must prepare lists of winners for the Awards Ceremony.

When winners have been determined for Events 1–8, Tabs people must determine Sweepstakes winners for their Division(s).

Copies of the scores for each event are posted on the DTASC web site as soon as possible after the festival. They are password protected so that students cannot access them. The password is emailed to coaches along with the notice that the scores are online.

See H2 for samples of score sheets and how sweepstakes points are determined.

TABULATIONS

PROCEDURES

Get directions from the person in charge of your division.

CHAIRPERSON RESPONSIBILITIES

A. Come to festival with all computer instructions, including troubleshooting.
B. Make sure all work is double-checked, to avoid mistakes — IMPORTANT!
C. Verify percentage of groups going on to semi-finals, and number of rooms, before each event sorts for semi-finals.
D. For Varsity, assign one person to tabulate results for each event and two people to check ballots at the door. For JV and MS, divide the work according to personnel available.

INSTRUCTIONS

A. Ties
   1. Two way tie for first, no second place
   2. Tie for second, no third place
   3. Three-way tie for first, all rated second place
B. Disqualified scenes do not receive Sweepstakes points.
C. When placing Event 3 (monologue) entries in Semi-final rounds, adjust them so students from the same school are not competing against each other.
D. In case of ties in Finals/Semi-finals, go back to previous rounds to break the ties.
E. Staple the ballots from each round together for each event.

MATERIALS TO BRING

A. Pencils
B. Pens
C. Extra Paper and envelopes
D. Printouts of sweepstakes points assignment.

TABULATIONS

How to determine which groups go to which rooms for Semi-Finals and Finals
How many Sweepstakes points to award

SEMI-FINALS

Lowest total scores from round I & II will go into semi-finals

EVENTS	ROOMS IN USE	ENTRIES PER ROOM	TOTAL ENTRIES	TIME INVOLVED
Monologues	4 rooms	10	40	x 5 min = 50 minutes total
Monologues	6 rooms	10	60	x 5 min = 50 minutes total
2–4 person scenes	3 rooms	9	27	x 5 min = 45 minutes total
2–4 person scenes	4 rooms	9	36	x 5 min = 45 minutes total
3–6 person scenes	3 rooms	7	24	x 8 min = 56 minutes total
3–6 person scenes	4 rooms	7	32	x 8 min = 56 minutes total
3–10 person scenes	3 rooms	5	15	x 8 min = 40 minutes total
3–10 person scenes	4 rooms	5	20	x 8 min = 40 minutes total

Number and size of rooms available will vary according to number of entries for each festival. • Check for ties in scoring when deciding how many to take. • Try to take about 55% of the entries to semi-finals in Varsity. • Aim for 45–60 minutes per room. However, 3–10 person scenes need exceptionally large rooms if they are accommodating more than 5 groups.

FINALS

EVENT	# OF ENTRIES	TAKE
Monologues	9–12	Top 3 from each Semi-Final room (4 rooms) or Top 2 (if 6 rooms); or Top 2 plus best scores to fill

NOTE: If there are more than 80 monologues, there will be 2 finals rooms for Monologues. The top 20 students are power-ranked into 2 rooms, with each room getting a complete set of trophies and honorable mention plaques.

2–4 person scenes	10	Top 3 from each Semi-Final room (3 rooms) or Top 2 from each Semi-Final room plus best scores to fill
3–6 person scenes	10	Top 3 from each Semi-Final room (3 rooms) or Top 2 from each Semi-Final room plus best scores to fill
3–10 person scenes	10	Top 3 from each Semi-Final room (3 rooms) or Top 2 from each Semi-Final room plus best scores to fill

Note: In some instances, scores for the entire event may be ranked following semi-finals, and the top 10 would then move to finals. However, it is preferable to take the same number of top-scorers from each of the semi-finals rooms to start with, and then fill in with the best of the remaining scores.

TABULATIONS KEY (the last word)

SPOILER ALERT… better not to know.

Tech – All Divisions
Schools are ranked 1 to 10, 1 being the best. Anything above 10 is ranked as 15. No shows are ranked as 999. Judges' scores are averaged to produce final placement.

Varsity and Junior Varsity Acting Rounds
Rounds 1 and 2
Each judge rates each entry in 5 areas (see share sheets for specific areas). Round one is tabulated (if more than one judge, the score is averaged). Round two is tabulated (if more than one judge, the score is averaged). Round one and round two scores are averaged to give a score for semi final advancement. Reminder: lowest scores advance.

Ratings receive the following point value (view your ratings on the event tab sheets):

Superior – 1
Accomplished – 2
Proficient – 3
Fair – 4
Needs Improvement – 5

*No Show – Total round score 495

Based upon the total number of entries in each category, a percentage is determined for advancement to semi finals.

Semi-finals and Finals

The scores are based on ranking from 1st to however many are in the room (1st being the best). The scores are entered into the computer. Anything 7th place or higher is recorded as 7th for the sake of fairness. The judge rankings are averaged to advance entries to final rounds or to produce trophy winners. Based on total number of entries, the top from each room advance to finals.

Middle School
The scores are based on ranking from 1st to however many are in the room (1st being the best). The scores are entered into the computer. Anything 7th place or higher is recorded as 7th for the sake of fairness. The judge rankings from round 1 and round 2 are averaged to place entries into round 3. The top 6 plus ties are placed into one room (the trophy room). The remaining entries are power ranked into the other rooms competing for honorable mentions.

SWEEPSTAKES – JUNIOR VARSITY AND VARSITY

Rounds 1 and 2

Score	Sweepstakes Points		
	Monologue	5 min scene	8 min scene
5 – 8	3	4	5
8.01 – 12	2	3	4
12.01 – 15	1	2	3

Semi-Finals

Placement in room	Sweepstakes Points		
	Monologue	5 min scene	8 min scene
1st	7	8	9
2nd	6	7	8
3rd	5	6	7

Finals

Placement in room	Sweepstakes Points		
	Monologue	5 min scene / Tech	8 min scene
1st	9	11	13
2nd	8	10	12
3rd	7	9	11
4th	6	8	10
5th	5	7	9
HM	2	3	4

** note: Tech category receives 1 point for entering

SWEEPSTAKES – MIDDLE SCHOOL

Rounds 1 and 2

Placement in room	Sweepstakes Points		
	Monologue	5 min scene	8 min scene
1st	3	4	5
2nd	2	3	4
3rd	1	2	3

Round 3 (Trophy Room)

Placement in room	Sweepstakes Points		
	Monologue	5 min scene / Tech	8 min scene
1st	9	11	13
2nd	8	10	12
3rd	7	9	11
4th	6	8	10
5th	5	7	9
HM	2	3	4

** note: Tech category receives 1 point for entering

REMEMBER – It's just a festival…

FINAL RESULTS

EVENT _____

FIRST PLACE _____

SECOND PLACE _____

THIRD PLACE _____

FOURTH PLACE _____

FIFTH PLACE _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

ROOM CHAIRPERSON'S SHEET

EVENT _____

ROUND _____

ROOM NUMBER _____

ORDER CODE

1_____

2_____

3_____

4_____

5_____

6_____

7_____

8_____

9_____

10_____

11_____

12_____

13_____

14_____

STAGE MANAGER

Stage Managing includes:

Fall festival:

- Setting up trophies and plaques for Awards Assembly
- Sound and lights for Awards Assembly

Shakespeare Festival:

- Setting up trophies and plaques for Awards Assembly
- Sound and lights for Awards Assembly
- Setting up chairs and throne
- Rehearsing and running pageant

Shakespeare Cue Sheet

Finals—

1. House lights at low, video of the day going w/music #15 of "Kiss Me Kate"

2. _____ will announce the opening of finals (basic lighting) and will next announce the president of DTASC _____
   spot DTASC president, smoke, disco ball, blue lighting, 2001 music

3. Lights back to normal when DTASC president speaks and ready for fashion show

4. Whatever I want for fashion show (big lights) and music "1492" #8.
   Spot King or Queen with music_____?

5. Lights go back to normal ready for calling of winners

6. Announcement of finalists who are receiving awards.
   Spot whatever group or person(s) walking aisle:
   Disco ball and runway lighting

7. Platform lighting for final scenes

8. Repeat steps 5-7 for each category

9. Sweepstakes Extravaganza for closing

C14 DTASC Standing Committees

The DTASC Executive Board announced that, in response to member concerns, the old system of summer breakout meetings has been replaced with a newly organized set of Standing Committees. These are ongoing committees, not festival-specific. Each standing committee will meet when convenient and practical for its members, at least once per year, then report back to the DTASC Executive Board for further action. Each member is encouraged to serve on a standing committee. All committees will have at least one board member.

Social

Organize and plan social activities for the membership. Organize activities for summer and immediately following the January meeting, and plan the recognition luncheon. Other responsibilities include sending cards and announcements for deaths or births.

Theatre Education Advocacy

Advocacy is defined as the act of pleading for, supporting, or recommending; active espousal: What we need now is active advocacy for our local, district, state, national Theatre programs pre-K through university. We also need advocacy for Theatre educator/students awards, such as involvement in DTASC. This is a standing committee who works with visions and action to help all of our Theatre educators.

Surveys

Prepare and disseminate surveys to members. Analyze results and bring useful information back to the organization. The data should help us better serve the needs of drama teachers and their students.

Handbook

Make annual updates to the handbook (see page C14–2 for what needs to be updated), prepare copies, make CDs for the membership meetings.

Showcasing Students

Focus on ways students can showcase their scenes and monologues other than just Salute. Find ways to get our performers out to Title One schools or other under-privileged schools. This would benefit not only our performers, but also the organization as a whole, as we would be giving back to the community.

Grant Opportunities

Assist in searching for applicable grant opportunities as well as with filling out applications and sending them off. Members could work independently and submit opportunities electronically to our grant writer or to committee chair.

Tabs

Improve computer program to meet the needs of all three festivals and train tabs members on using the program.

Standing Committees change from time to time to meet the needs of the organization.

Annual changes for DTASC handbook

Title page – update as committee members or chairperson change

A1 – Calendar

A2 – Board (might not change the 2nd year people are in office)

A4 – Affiliated Organizations – these are our associate members; need policy

E5 – Rules for Previous Categories (put in the categories from previous year *before* updating E3 & E4; update the index & TOC in E5)

E3 – Fall Festival Rules – global change of year; change Event categories and their rules for Acting Events on pages E3–2 thru E3–4; change Tech categories and their rules on page E3–5. Update the TOC (page 1) and Index (last page).

E4 – Shakespeare Festival Rules – global change of year; change Event categories and their rules for Acting Events on pages E4–2 thru E4–4; change Tech categories and their rules on page E4–5. Update the TOC (page 1) and Index (last page).

G1 – Past Prez – update when there's a new president

G2 – Past Events Fall – bring the list up to date by adding a row at the top

G3 – Past Events Shakespeare – bring the list up to date by adding a row at the top

G4 – Past Hosts – bring the list up to date by adding a row at the top

G5 – Statistics (maintain complete list of statistics in handbook; maintain summary sheet according to what fits on it – i.e., add newest year & drop off oldest)

H1 – List of Plays – add any new lists

H TOC – if new lists of plays are added

H8 – Maps of Schools – if we have any new ones

H TOC – if new maps are added

E1 & E2 — in odd-numbered years beginning in 2013, update according to what's voted in or out at June meeting

Other sections may be changed as needed or desired – try to have 1 or 2 committees go over their sections each year to update them; rotate thru the committees

DTASC Handbook Changes – create new page(s) at the beginning of document to show changes to handbook since its previous version (Lynn's method: "I usually copy the information from the previous year, change last year's date to this year's, and adjust the list, as the above list of sections is changed every year; then I annotate to indicate specific changes.")

Note: A complete list of changes to date was created in 2009 and is in the Changes section. In 2015, all sections were reviewed and updated to current practices, including the change from A, B, and C Divisions to Middle School, Junior Varsity and Varsity.

Also: Judges Tips and Registration Sample page may need to be updated for each festival, not just annually.