

## **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*

## OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES, 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.
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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.
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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*

good articulation/projection  
good physical connection with emotion  
good pacing  
good use of dramatic pause

##### *needs more work*

couldn't hear/understand actors  
too much screaming  
needs to work on pacing  
don't be afraid to play the moment

#### CHARACTERIZATION

##### *positive comments*

physical behavior effectively portrays character  
characters were believable  
strong commitment to the role  
effective business  
strong choices  
believable transitions  
wonderful facial expressions/gestures  
expressive use of voice

##### *needs more work*

physical characterization needed  
characters need more depth  
character not consistent  
business needs to be character driven  
make bold choices  
need transitional beats  
facial expressions/gestures need to be motivated  
voice could be used more effectively

#### INTERACTION

##### *positive comments*

excellent listening and reacting  
good "give and take"  
believable reactions  
clear and believable transitions  
good stage business

##### *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  
organic blocking (grew out of text)

##### *needs more work*

staging seemed contrived  
staging not effectively connected to text  
could have used space more  
stage picture too static  
unmotivated blocking

#### OVERALL EFFECTIVENESS

##### *positive comments*

scene had clear structure and motivation  
excellent cutting of scene  
transitions clearly motivated  
  
action/character/themes connected to text

##### *needs more work*

structure of scene unclear or unmotivated  
cut needs tweaking  
transitions could have been smoother or more motivated  
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 clever 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.

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One method:

**USE COMPARATIVE RANKING**    — — — — → **CBE**

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

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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.)    — — — — → **CDD**

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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.)    — — — — → **CBE**  
**CAC**  
**CDD**

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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.)    — — — — → **CBE**  
**CAC**

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Continue until you have seen and ranked all the groups.

**CTG**  
**CDD**

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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).

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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 CGJ**  
**6 CDD**

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

## 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**    **A = Accomplished**    **P = Proficient**    **F = Fair**    **N = Needs Work**    **X = No Show**  
(Grade = A)            (Grade = B)            (Grade = C)            (Grade = D)            (Grade = Fail)
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	<i>Crucible - all in black</i>	A	A	A	P	P	3	
2	CDD 50	<i>Our Town - all girls</i>	P	A	F	P	P	6	
3	CAC 50	<i>How Green/Valley - green shirts</i>	S	S	S	S	S	1	
4	CCT 50		X	X	X	X	X	X	
5	CTG 50	<i>Our Town - 3 boys, 3 girls</i>	P	P	P	P	F	4	
6	CGJ 50	<i>Laramie Project; sexual gestures</i>	P	P	P	P	P	5	✓
7	CAZ 50	<i>Member of Wedding</i>	S	A	A	S	A	2	
8									
9									
10									
11									
12									
Judge's Name (print) <i>John Doe</i>			Judge Number <b>027</b>						
Judge's Signature <i>John Doe</i>			Cell Phone Number <b>818-555-6234</b>						

## 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](mailto:gai.jones@sbcglobal.net)

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 DRAMA TEACHERS ASSOCIATION OF SOUTHERN CALIFORNIA
About the Organization
Contact Us
DTASC Calendar
Festivals
Handbook
Organization Forms
School Productions Calendar
Links
DTASC Home
California Educational Theatre Association
California State Thespians



### 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	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Zip	<input type="text"/>
E-mail	<input type="text"/>

#### Invitations are extended by email only.

Qualifications	<input type="text"/>
----------------	----------------------

Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Zip	<input type="text"/>
E-mail	<input type="text"/>

#### Invitations are extended by email only.

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

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