

Agenda for DTASC General Meeting

- I. New Teachers' Meeting – Susan Eiden
- II. Associates Opportunities – Roger Graziani
 - A. CETA, EDTA – Krista Carson Elhai
- III. President's Welcome – Susan Eiden
- IV. Minutes of June Business Meeting – Bill Garrett
- V. Treasurer's Report – Lynn Lanning
 - a. Entry Fees vote.
- VI. Milestone Luncheon Sign-Ups – Jane Smith
- VII. Membership Secretary Report – Derek Heid
- VIII. Open Forum – Members have 1 minute to speak on topics of interest to the group – Scott Hunter
- IX. Calendar – Susan Eiden
- X. Advocacy – Gai Jones
- XI. Summer Committees Reports
 - A. Handbook – Lynn Lanning
 - B. Bylaws – Bill Garrett
 - C. Salute – Marcia Barryte
 - D. Judges Committee and explanation of ballots – Chuck Kuhn, David Levy
 - E. Computer Issues Update – Seth Cohen, Lynn Lanning, and Josh Brady
 - F. DTASC Scholarship dates and information – Gai Jones
 - G. Social Media Concerns – Nicole Pedroche
 - H. Fair Use – Susan Eiden
- XII. Fall Festival Rules/Categories – Roger Graziani
- XIII. Break Out Sessions led by Facilitators
- XIV. Registration procedures – Josh Brady with Barbara Zatarain and Marcia Barryte
- XV. Other Business
- XVI. Raffle
- XVII. Adjourn
- XVIII. Recognition Luncheon

Registration Deadline: September 26, 2016

DTASC 2016-2017 Calendar

August 14, 2016	Board Retreat	TBD
August, 27, 2016	Fall Festival Mandatory Meeting 9am to 2pm New teachers meet at 8 a.m. Recognition Luncheon to follow meeting	South Pasadena MS
October 1, 2016	Fall Festival Organizational Meeting 12 noon-3pm (10:30am Hosts & Board)	Royal Oak MS Host: Nicole Pedroche
October 22, 2016	Varsity Division Fall Festival	Monroe HS, North Hills Host: Jason Hayes
November 5, 2016	Junior Varsity & Middle School Divisions Fall Festival	Royal Oak Middle School, Covina, CA Hosts: Nicole Pedroche and Roger Graziani
January 7, 2017	Board Meeting	Marie Calendars Whittier
January 28, 2017	Shakespeare Festival Mandatory Meeting New Teachers meet at 8am 9am to 2pm	Palos Verdes Peninsula HS, Rolling Hills Estates Host: Seth Cohen
March 14, 2017	CA Youth in Theatre Day with special event the evening of 3/13	Sacramento, CA Contact: Gai Jones
March 25, 2017	Shakespeare Festival Organizational Meeting 9am to 12 noon	TBD
April 22, 2017	Varsity / Junior Varsity Divisions Shakespeare Festival	Temecula Valley HS, Temecula Host: Derek Heid
April 29, 2017	Middle School Division Shakespeare Festival	Kaiser HS, Fontana Host: Wendi Johnson
March 7, 2017	Senior Scholarship Application Deadline	
TBD	Salute to the Winners	TBD
March 25, 2017	DTASC Scholarship Auditions	At Organizational Meeting Location TBD
May 20, 2017	Board Meeting 9am to 11:30	TBD
June 3, 2017	Business Meeting 9am to 2pm	TBD

Specific Rules for Fall Events 2016

TEXT

- No play by Shakespeare may be used in any category. Verse drama is acceptable.
- Because event 9 is designated as a musical, no singing from a musical is allowed in other categories except as noted for monologues. The libretto of a musical may be used as long as no one sings or hums. Songs included in plays not listed as musicals may be used, and underscoring without lyrics is allowed.

(Definition of “professionally produced”: Performed by persons receiving pay.)

REMINDER: Scenes must be appropriate for student audiences.

We are theatre educators.

Ages:

MIDDLE SCHOOL (A Div) — AGES 10-13

(G rating only please; parents are not all present & would not all approve PG)

JUNIOR VARSITY (B Div) — AGES 13-15

VARSITY (C Div) — AGES 15-18

Events 0-2 are Tech Events. See Pages 5 & following.

EVENT 3: RULES FOR AUDITION MONOLOGUE

1. The participant will prepare and present two monologues. The entire presentation is not to exceed five minutes. One of the monologues must be from a modern play (1920 or after) and one must be from a classical play (before 1920). One of these monologues must be humorous, the other must be serious. The combination is determined by the participant or director. A capella singing is permitted in one of the monologues. Monologues cannot be student-written.
2. No material from Shakespeare may be used.
3. No more than two (2) chairs may be used.

Note: If there are more than 80 monologues in one division, at the end of semi-finals, the top 20 students will be power sorted into two finals rooms. Each room will receive its own set of trophies and honorable mention plaques.

EVENT 4: RULES FOR WOMEN PLAYWRIGHTS – Straight Scene

1. Must have 2 to 4 performers.
2. Must be a maximum of 5 minutes.
3. **Must be a STRAIGHT scene from a single professionally produced or published play written by a woman. It cannot be student written.**
4. **All DTASC Straight Scene rules apply. See E2–2, #9.**

EVENT 5: RULES FOR ANYTHING GOES FOR CHILDREN

1. Must have 2 to 4 performers.
2. Must be a maximum of 5 minutes.
3. **Must be for a target audience of ages 4–8 years old.**
4. **May be student written; does not have to be student written.**
5. **No singing. See rules regarding DTASC music, E2-2, #12.**

EVENT 6: RULES FOR DIVERSITY

1. Must have 2 to 4 performers.
2. Must be a maximum of 5 minutes.
3. **Must be a play where at least one character has something that makes him/her different from the others. (Not limited to one character being different. There is no specific definition of “different.”)**
4. **Must be from a single professionally produced or published play written for the stage; it cannot be student written.**

EVENT 7: RULES FOR LARGE GROUP OPEN DRAMA

1. Must have 3 to 6 performers.
2. Must be a maximum of 8 minutes.
3. **Must be from a single professionally produced or published play written for the stage; it cannot be student written.**
4. **Must be a scene of serious intent, not a parody.**

EVENT 8: RULES FOR LARGE GROUP OPEN COMEDY

1. Must have 3 to 6 performers.
2. Must be a maximum of 8 minutes.
3. **Must be from a single professionally produced or published play written for the stage; it cannot be student written.**
4. **Must be a scene where author’s intent is humorous.**

EVENT 9: RULES FOR THE GOLDEN OLDIES

1. Must have 3 to 10 performers.
 2. Must be a maximum of 8 minutes.
 3. **Must be from a musical play that opened before 1970. Cannot be a revised version of the same play that was staged after 1970.**
 4. **Must be from a single professionally produced or published musical written for the stage; it cannot be student written.**
 5. **It's a musical; it must include a capella singing.**
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RULES FOR ALL TECH CATEGORIES

1. All tech categories can have no more than four (4) presenters for Varsity (C Division), no more than six (6) presenters for Middle School and Junior Varsity (A/B Divisions.)
2. If participants do not present all the required elements for their specific technical category, their score will be affected, and they may be disqualified.
3. Technical presentations shall not exceed eight (8) minutes in length.
4. Technical categories are to be entirely student designed and built. Presenters must submit a verification form signed by their sponsor indicating that the work was done by students.
5. Detailed guidelines are provided in this handbook; please follow them.

2016: Tech Theatre: ANCIENT GREEK THEATRE

- Designs must be for a play written in Ancient Greece, but sets and costumes may be contemporary as long as the students can justify their choices.
- Must meet all divisional requirements for each category.

Reminders and References for SETS & LIGHTS

- Middle School (A Division): ONE (1) SET ONLY, for Sets & Lights (no light component, despite the category name). See pages E3–9, E3–9, and E3–10, plus the pages they cross-reference. May spend only \$50 total, not including black box.
MS (A Div) Coaches should also refer to pages E3–5, E3–6, E3–7, and the Last Page.
- Junior Varsity (B Division): TWO (2) SETS REQUIRED, plus a light plan, for Sets & Lights. See pages E3–11 thru E3–12, E3–13, and E3–14, plus the pages they cross-reference. May spend only \$75 total, not including black box.
JV (B Div) Coaches should also refer to pages E3–5, E3–6, E3–7, E3–28, and the Last Page.
- Varsity (C Division): THREE (3) SETS REQUIRED with a light plan for each, for Sets & Lights. See pages E3–14 thru E3–16, E3–17, and E3–18, plus the pages they cross-reference. No change to rule; may spend \$100 total, not including black box.
Varsity (C Div) Coaches should also refer to pages E3–5, E3–6, E3–7, and the Last Page.

If there are more than 20 entries in a tech event, they may be split into two rooms in the morning. Then the top 10 will compete against each other in the afternoon in a Finals round.

Quick Overview of Tech Categories

For size requirements and details of what should be included, please refer to the appropriate page(s) in the handbook. Each entry is limited to \$100 cost except Sets/Lights.

All groups are required to have receipts to show if/when a judge requests them.

EVENT 0: SETS/LIGHTS

Middle School (A Division):

- ONE set model
- a simple Overhead Ground Plan
- NO lighting component, in spite of the category name
- Notebook including Concept Paper
- Sets/Lights Verification Form
- 1–6 presenters; oral presentation
- \$50 limit, excluding black box

Jr. Varsity (B Division):

- TWO set models
- a simple Overhead Ground Plan for EACH of the TWO sets
- a light plan for ONE of the sets
- Notebook including Concept Paper
- Sets/Lights Verification Form
- 1–6 presenters; oral presentation
- \$75 limit, excluding black box

Varsity (C Division):

- THREE set models
- an overhead ground plan for EACH of the THREE sets
- a light plan for EACH of the THREE sets
- Notebook including Concept Paper
- Sets/Lights Verification Form
- 1–4 presenters; oral presentation
- \$100 limit, excluding black box

EVENT 1: COSTUME/MAKE-UP

Middle School (A Division):

- 3–4 costume renderings with makeup, on white paper (4 if none fully realized)
- 1–2 of these renderings MAY also be fully realized costumes
- each costume must be identified by character's name;
if not for entire play, also needs act and scene

(continued on next page)

- indicate type of fabric and type of makeup
- fabric swatches required
- Notebook including Concept Paper
- Costume/Make-Up Verification Form
- 1–6 presenters; oral presentation

Jr. Varsity (B Division):

- 3–4 costume renderings with makeup, on white paper (4 if two fully realized)
- 1 of these renderings **MUST** also be fully realized; may have 2 fully realized
- each costume must be identified by character's name; if not for entire play, also needs act and scene
- indicate type of fabric and type of makeup
- fabric swatches required
- Notebook including Concept Paper
- Costume/Make-Up Verification Form
- 1–6 presenters; oral presentation

Varsity (C Division):

- 5 costume renderings with makeup, on white paper
- 1–2 of these renderings **MUST** also be fully realized
- each costume must be identified by character's name; if not for entire play, also needs act and scene
- indicate type of fabric and type of makeup
- fabric swatches required
- Notebook including Concept Paper
- Costume/Make-Up Verification Form
- 1–4 presenters; oral presentation

EVENT 2: GRAPHICS/PUBLICITY

All Divisions:

- Must be from the designated play/genre
- Cannot use school name; make one up
- 4-page Program (no blank pages)
- Poster OR Flyer
- Proposed Publicity Budget (amount below)
- Notebook including Concept Paper
- Graphics/Publicity Verification Form

Middle School (A Division):

- 1–6 presenters; oral presentation; \$250.00

Jr. Varsity (B Division):

- 1–6 presenters; oral presentation; \$500.00

Varsity (C Division):

- 1–4 presenters; oral presentation; \$1,000.00

QUICK OVERVIEW OF TECH CATEGORIES

For size requirements and details of what should be included, please refer to the appropriate page(s) in the handbook. Each **entry** is limited to \$100 cost except Sets/Lights.

All groups are required to have receipts to show if/when a judge requests them.

SETS/LIGHTS

Middle School (A Division):

- ONE set model
- a simple Overhead Ground Plan
- NO lighting component, in spite of the category name
- Notebook including Concept Paper
- Sets/Lights Verification Form
- 1–6 presenters; oral presentation
- \$50 limit, excluding black box

Jr. Varsity (B Division):

- TWO set models
- a simple Overhead Ground Plan for EACH of the TWO sets
- a light plan for ONE of the sets
- Notebook including Concept Paper
- Sets/Lights Verification Form
- 1–6 presenters; oral presentation
- \$75 limit, excluding black box

Varsity (C Division):

- THREE set models
- an overhead ground plan for EACH of the THREE sets
- a light plan for EACH of the THREE sets
- Notebook including Concept Paper
- Sets/Lights Verification Form
- 1–4 presenters; oral presentation
- \$100 limit, excluding black box

GRAPHICS/PUBLICITY

All Divisions:

- Must be from the designated play/genre
- Cannot use school name; make one up
- 4-page Program (no blank pages)
- Poster OR Flyer
- Proposed Publicity Budget (amount below)
- Notebook including Concept Paper
- Graphics/Publicity Verification Form

Middle School (A Division):

- 1–6 presenters; oral presentation; \$250.00

Jr. Varsity (B Division):

- 1–6 presenters; oral presentation; \$500.00

Varsity (C Division):

- 1–4 presenters; oral presentation; \$1,000.00

COSTUME/MAKE-UP

Middle School (A Division):

- 3–4 costume renderings with makeup, on white paper (4 if none fully realized)
- 1–2 of these renderings MAY also be fully realized costumes
- each costume must be identified by character's name; if not for entire play, also needs act and scene
- indicate type of fabric and type of makeup
- fabric swatches required
- Notebook including Concept Paper
- Costume/Make-Up Verification Form
- 1–6 presenters; oral presentation

Jr. Varsity (B Division):

- 3–4 costume renderings with makeup, on white paper (4 if two fully realized)
- 1 of these renderings MUST also be fully realized; may have 2 fully realized
- each costume must be identified by character's name; if not for entire play, also needs act and scene
- indicate type of fabric and type of makeup
- fabric swatches required
- Notebook including Concept Paper
- Costume/Make-Up Verification Form
- 1–6 presenters; oral presentation

Varsity (C Division):

- 5 costume renderings with makeup, on white paper
- 1–2 of these renderings MUST also be fully realized
- each costume must be identified by character's name; if not for entire play, also needs act and scene
- indicate type of fabric and type of makeup
- fabric swatches required
- Notebook including Concept Paper
- Costume/Make-Up Verification Form
- 1–4 presenters; oral presentation

LATE FEES AND PENALTIES

LATE FEE

A late fee of \$35 per division will be assessed if registration fees have not been received by the start of the organizational meeting.

The late fee will double for each consecutive time that a school is delinquent with their registration payment. Any school that has not met all financial obligations from a previous festival will not be eligible to register for any subsequent festivals until the Treasurer has verified that its account has been cleared.

HOW TO AVOID A LATE FEE:

- a. Mail a check for the registration fees by the postmark deadline, or hand deliver your check at the beginning of the organizational meeting.
DO NOT send anything that DTASC must sign for.
- b. If your school check isn't ready on time, send a personal check for the amount owed, payable to DTASC, and mark it HOLD. These checks will be held until a school check is received or until the Monday after festival. If replaced by a school check, the personal check will be shredded. If not replaced, it will be deposited the week after festival.
- c. It may be possible to pay your fees by credit card. Contact the treasurer.

PENALTIES and FESTIVAL JOBS

DTASC entry fees are extremely moderate compared to other festivals. DTASC is a volunteer organization. All members of DTASC must help at festivals in order to keep fees low.

Depending on severity and/or multiple violations, consequences for non-performance of festival jobs may include financial penalties, loss of membership for the year, or removal from competition at that festival and/or the following festival/year.

Please sign up for as many festival jobs as you can manage during the day. We never have enough people to take care of it all.

One person can handle many festival jobs. Examples:

- Registration (7 am to beginning of round 1) or T-Shirt Sales (8 am to beginning of round 1), Rules Check/Judging (rounds 1 & 2), sorting Share Sheets (after round 2 & after Semi-Finals), emceeing one of the Awards Assemblies or serving as the Trophy Wrangler.
- Rules Check/Judging, and either becoming an apprentice in Judges HQ or Room Chairs in the afternoon or going on walk-about supervision during the afternoon, since more students will be out on campus, and there will still be lunch debris to take care of.
- Judge Talk (between 8 am and 8:30 am), Text Liaison (during all rounds), Coordinator of Judge Raffle and Ticket Checker (both at lunch time).
- Tech Coordinator (for as long as it takes to get all the tech rounds finished), sorting Share Sheets or Rules Check/Judging if there are still rounds to judge when Tech is finished.

NOTE: The above are suggestions. Mix and match to fit what you're comfortable doing.

T-shirt sales are in shifts of 2-3 hours throughout the day. Some DTASC jobs, such as Tabulations, Judge Coordinators, Room Chairs, and Rules Violations, are all day jobs.

Sign up for festival jobs will be ONLINE. You will receive a link within a week of the general meeting. All sign ups should be completed by the Wednesday after registration closes.

The DTASC officers reserve the right to change or add to assignments if necessary, for the good of the festival.

Festival Jobs

- DTASC Drama Festivals are run completely by members. This helps keep entry fees low.
- DTASC is 20% bigger than it was 10 years ago. DTASC board members work hard, but can't do everything.
- ALL members are needed to help throughout the day. Those who refuse to help as needed will face penalties.

Someone could have several jobs during the festival, for instance:

- Rules Checking / Judging for Rounds 1 and 2,
- sorting share sheets,
- and serving as MC for one of the Awards Assemblies.

Note:

- Some of the job descriptions have changed.
- New categories have been added.
- Some categories you remember may not be listed here for various reasons.

Please read these and decide which festival job(s) you will sign up for.

You will be given a web address for signing up for your festival job(s). Job sign-ups can be done online from 2 weeks before the Mandatory meeting until Registration closes.

Festival Jobs

Note: every job involving more than one person needs a chairperson. Let your division VP know if that's you.

Text Liaison between Judges/Room Chairs - available all day during festival to troubleshoot any communication needs. Must be good at texting and multi-tasking. Must report to Judges when you arrive to get cell phone programmed with the day's text number.

Rules Checking / Judging - Available *every round* to judge and check for rules violations as needed. Get assignment packet at Registration; check in with Judges before Round 1. Check with Rules during lunch to see if you need to double check that violations have been corrected in afternoon rounds.

Judge Talk - one or two people to do the judge talk about 8:15 am at festival. Go over the basics, point out things to be careful about, discuss rules for the day - there will be a script or at least an outline for what to cover.

Coordinator for Rules Check/Judges & Raffles Coordinator All Day - double checks that all Rules Check/Judge assignments have been handed out, finds replacements for anyone who's not at the festival, helps ensure that each room has

2 judges; runs the Judge Raffles at lunch (20 minutes after the last round 2 ballots are turned in) and after Semis (20 minutes after last Semis ballots are turned in. Needs to text with someone in Tabs to determine raffle times.

Sorting Share Sheets - Share sheets will be available near the end of round 2, at the end of Semis, and perhaps at the end of Finals (to be determined). They need to be sorted and stuffed into envelopes according to school code. Envelopes will be prepared at the org meeting. Chairperson sets out envelopes, oversees getting them stuffed/organized/delivered to Awards Assemblies. Chairperson will train any new workers throughout the day. Times are approximate.

- Chairperson: From beginning of round 2 till envelopes are at Awards Assemblies
- Round 2 till 1:30 pm
- After semis
- After finals (stuff share sheets into envelopes, box them, deliver to Assemblies)

Room Chairs - Should be set up and ready to go before 8 a.m.; available early morning and all day to oversee room chairs, as needed. Jobs include showing training video; seeing that room chairs get programs, packets, assignments, stop watches, and phone number for texting; answering their questions; getting assignments for Semis & Finals; collecting stop watches and packets. Room chairs will pick up their judges for round 1, when Judges HQ tells you to send them over.

Judges Coordinators: Assign judges to rooms. (NOTE: We have a regular team of trained people, but we are looking for new people to train at festival during the afternoon. Sign up for Rules Check/Judging in the morning.)

Judges Lunches - Preferably handled by Host School. Order pre-festival, coordinate lunch on day of festival.

Ticket Checker - Verifies that adults coming to lunch are judges or their school has pre-paid their lunch. Sells lunches to other adults.

Hospitality - Preferably handled by Host School. Purchase refreshments for judges, available all day to keep tables stocked and clean. If DTASC personnel, available for rules check/judging if needed

Rules Violations - Available all day, although could judge Round 1. Violations will start to arrive by the end of Round 1 and continue thru the day. Call in coach, discuss violation & what needs to be done about it. Record everything. If the violation requires a judge to follow up, assign someone to handle it.

continued

T-Shirts - available to sell t-shirts, available for rules check/judging if needed. Chairperson gets cash box from treasurer first thing in morning, returns it to treasurer when sales end. **Note: Never leave cash box unattended.** Chairperson does not sit at t-shirt table all day, but makes sure someone is there. Those on last shift pack remaining t-shirts etc into storage tubs in logical system (all same size together, all of same color pins together, etc).

Chairperson: All Day: from set-up to 6 p.m.

1. Set-Up/ Morning shift until 11 a.m.
2. 10 a.m. - 1 p.m.
3. 11 a.m. - 2 p.m.
4. 1 p.m. - 4 p.m.
5. 3 p.m. - closedown
6. 3 p.m. - closedown

Registration/Information - be there by 7:15 a.m. (earlier is better) to set up table, understand your specific job, and be ready to deal with registration processes starting at 7:30 a.m. (or earlier) and continuing until last arrivals of the day. Then registration table moves to t-shirt table & becomes Information Table throughout day. Available for Rules check/judging if needed.

Tabulations - work all day during festival - might be Troubleshooting or rules check/judging Round 1.

- **Taking ballots at door:** should be friendly & able to notice details.
- **Inputting scores:** should be able to notice details and have good computer skills.
- **Setup** - someone needs to set up all the computers before round 1 and make sure they are all networked, functioning, and can talk to the printer. Also responsible for seeing that all computer gear is properly packed away at end of day.

Tech Coordinators - available throughout tech rounds, which could last all day or only half; explain the rules at the beginning of the day; have extra ballots & share sheets in case they're needed; return extra ballots & share sheets to Judges HQ when tech is finished; judge if you have no students in the room.

Supervision/Clean-Up - supervise during any times that students are not in rounds and keep areas clean, available for rules check/judging if needed (**NOTE: All teachers and all parents are expected to help with this as well, and see that your school leaves things neat and clean.**)

continued

Announcer – **MC** for all announcements in **outdoor assembly area**, troubleshooter if needed

Announcer – **MC** for **MS** Division Awards Assembly – host the assembly, announce the winners (two people can alternate, or one can do it all)

Trophy Wranglers for **MS** Division – hand trophies to students (can be the alternate announcer)

Announcer – **MC** for **JV** Division Awards Assembly – host the assembly, announce the winners (two people can alternate, or one can do it all)

Trophy Wranglers for **JV** Division – hand trophies to students (can be the alternate announcer)

Announcer – **MC** for **Varsity** Division Awards Assembly – host the assembly, announce the winners (two people can alternate, or one can do it all)

Trophy Wranglers for **Varsity** Division – hand trophies to students (can be the alternate announcer)

Troubleshooters – available all day for problem solving, rules check/judging if needed – must be Board members or specifically approved by board members; anyone not approved will be reassigned to Rules Check/Judging and Share Sheets.

Trophy and Ribbon ordering is handled by the treasurer.

Trophy pickup is handled by Palisades High School.

END

TEACHER'S DTASC FESTIVAL CHECKLIST

- _____ 1. I registered online for the correct division(s) and events. **I have paid this year's dues for myself and all adult directors that coach my students (\$30/year for each of us).**
- _____ 2. I filled out and mailed the entry form with a check (for the full amount due) by the appropriate deadline. **(If a personal check will be replaced by a school check, I marked it "Hold.")**
- _____ 3. I have obtained performance rights as necessary. (See pages D1–8 and D1–9)
- _____ 4. I went over all festival rules with my students. (E1,E2,E3 for Fall; E1,E2,E4 for Shakespeare)
- _____ 5. All scenes are age and audience appropriate.
- _____ 6. I signed up for a festival **job** and I will perform it.
- _____ 7. **I submitted at least 3 qualified judges online. Their names are _____,**
_____, _____.
- _____ 8. I signed up 1–5 student room chairs, gave them each the Room Chair information sheet from the DTASC Handbook **and trained them. They understand what to do.**
- _____ 9. I distributed Student Codes of Conduct to my students, discussed them with the students, and collected all the signed copies.
- _____ 10. I stressed to my students the importance of a good attitude at the festival. As a participant, they should win without arrogance and lose without apology. As a member of the audience, they should respect the performance and the auditorium as well as the entire school.
- _____ 11. I have explained to parents that they need to get Parent Passes at the Registration Table when they arrive in the morning.
- _____ 12. **I distributed Parent Guidelines (D4–1) to all parents who might attend the festival. The parents who will be there agree to participate according to the Guidelines.**
- _____ 13. I have arranged for adult supervision of my students at all assemblies.
- _____ 14. I will bring necessary items to festival as follows:
 - a. I am bundling the following items to submit at the registration table when I arrive:
 - 1) teacher code; 2) student codes; 3) scripts for all entries.
 - b. I have filled out the Master Cuttings List (D6) and will submit that at registration.
 - c. I will keep emergency contact information for my students with me at all times.
- _____ 15. Before **each round**, I will check with the Judges Room to see if I am needed to judge. **I will check my cell phone for texts at those times too. My cell phone will be silent when I am in a performance room.**
- _____ 16. I will remind my students to make all necessary cell phone calls between rounds and before or after assemblies, not during them. I will also remind my students to remain quiet outside the rooms when they leave their round.
- _____ 17. I understand that at festival I am required to check in with Rules after each round.

TEACHER CODE

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

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

Teacher's Signature (Required)

Date

Administrator's Signature (Required)

Date

QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

FALL FESTIVAL

BEFORE FESTIVAL

- Ad sizesD5-1 (5½" x 8½" program)
- **Checklist for Teachers; Teacher Code****D1-1**
- **Cover Design for festival program** (Student Artwork).....C3-4
- Fall Event RulesE3, plus E1 and E2
- Lists of PlaysH1
- **Parent Guidelines given to all parents****D4-1**
- Room Chairs – What to Do (A/B Div).....C9-3; 4,5,6; 9,10,11; 12
- Room Chairs – What to Do (C Div).....C9-3; 4,5,6; 7,8; 12
- Share Sheets (blank) for Fall FestivalH2-1, H2-3, H2-7, H2-9
- **Student Codes of Conduct signed & collected****D2-1, D2-3**
- T-Shirt Order Form.....C6-6

OTHER PRE-FESTIVAL DUTIES

- Attend Mandatory Meeting
- Sign up ONLINE for festival jobs, find out what your duties entail, and perform them
- Verify early that you can sign on to the DTASC registration site, and update your information
- Register online
- Print the online registration form that shows the total amount owed and mail it WITH A CHECK and (the following are optional) your ad, program cover designs, and t-shirt order form to your division registrar by the deadline (see pages D1-6,7)
- Get 3 new judges to register on the DTASC web site
- Get Student Codes of Conduct and Festival Participant Checklists out to students early enough to collect all signatures; discuss the contents with the students
- Train room chairs, following the guidelines in the handbook (see pages above)
- Reminder: It is your responsibility to secure performance rights to anything not in the public domain
- Attend the organizational meeting to help prepare everything for the festival

BRING TO FALL FESTIVAL:

- Master Cuttings List (on DTASC home page for each festival) – turn in separately from the rest
- Student Code of Conduct (leave signed at reg table)D2-1 and/or D2-3
- Teacher Code (leave signed at registration table).....D1-1
- A set of scripts for all your students' scenes showing the exact text they're using
with any required notations (leave at reg table).....E1-1
(BUNDLE THE ABOVE ITEMS IN A NOTEBOOK OR LARGE ENVELOPE)
- **Student emergency forms/trip slips (keep with you throughout the festival day)**

IF YOU HAVE TECH ENTRIES, BRING:

- Verification Form, Costume.....E3-27
- Verification Form, Graphics/Publicity (Fall)E3-28
- Verification Form, Sets/Lights (Fall)E3-26
- Reminder: each entry must have a notebook with the
required information; see details inE3-23,24,25

POST FESTIVAL:

- Community Service CertificateH4-1
- Participation CertificateH4-3
(or get them from the Forms folder on the CD: Certificates Fall.pdf)

continued

DTASC FESTIVAL **CODE OF CONDUCT**

PARENTS, STUDENTS and TEACHERS please read and sign this document. Observing the following rules will make the DTASC Festival a pleasurable experience for all concerned. All Contracts must be turned in at the REGISTRATION table on the day of the DTASC Festival.

1. I realize that attending the DTASC festival is a privilege, and that I am representing not only my theatre department but also my school district.
2. I have read the rules for my event and agree to follow them.
3. **My school has obtained performance rights as necessary.**
4. **I will not refer to DTASC in any way, if I post performance videos on social media.**
5. I have agreed to all guidelines on the DTASC Festival Participant Checklist (page D2-2). My performance will not include overtly sexual gestures or any ethnic/racial/**religious/sexual** slurs.
6. I will wear appropriate clothing to the festival, following DTASC rules (page E2-2).
7. I will be on time to all my performances and keep my partners aware of my location if I am not at the designated location on campus.
8. I will not leave the campus at any time without the approval of my coach.
9. I will not bring or use any drugs, alcohol or tobacco. **I will not engage in bullying, sexual activities, or other inappropriate behavior. I UNDERSTAND THAT BREAKING THIS RULE WILL RESULT IN MY IMMEDIATE REMOVAL FROM THE FESTIVAL AND A REFERRAL TO MY SCHOOL'S ADMINISTRATION.**
10. I will **silence** my cell phone and other electronic devices during rounds and awards performances. I will make necessary calls before or after a round or assembly, not during them.
11. I will not take pictures of any kind during a performance, or make any recordings.
12. I will pick up all of my trash and will not bring any food/drink inside any building on campus.
13. I will tell my parents they are at the festival to **help**. They can watch my performance only if there is space in the room.
14. I understand that I may not drive to or from the festival with anyone other than an approved driver and that I must have requested this in writing prior to the festival. I understand that if I am driving myself to and from the festival that I must submit the proper paperwork and have my coach's permission.
15. I will treat all students, adults, teachers and DTASC personnel with courtesy and respect.
16. THEATRE ETIQUETTE:
 - a. I agree that while watching *any* performance, I will be respectful and quiet, and will show appreciation by appropriate applause. I know the difference between "Celebrate Mode" and "Respect Mode" and am able to switch between them as needed.
 - b. **If I or my school wins, we will do so without arrogance. If I or my school does not receive the award we felt we deserved, we will accept that without complaint or apology.**
 - c. **As a member of the audience, I will respect the performance, the auditorium and the entire school.**
 - d. During the awards ceremony, I will not rush the stage. If I do, I understand that my school will not be allowed to perform and may be disqualified for that event.
17. I realize that students who do not follow the code of conduct will be sent home without refund of fees. Additionally, that student may be barred from future theatre activities at their school. A parent or guardian will be required to pick up any student who is sent home.

I agree to all of the above Code of Conduct and will comply with all of the rules.

Name of student (printed) / Student's signature

Parent's or Guardian's signature / phone number for parent/guardian

Teacher's signature

I give permission for my student to be taped, filmed or photographed for the purpose of publicity or documentation.

Signature of parent or guardian

DTASC FESTIVAL PARTICIPANT CHECKLIST

- _____ 1. Someone in our group will say our school code clearly and give the memorized introduction including the school code, title and author before the scene or monologue.
- _____ 2. I plan to create any sound effects only with hands, feet, mouth, chair(s) or floor.
- _____ 3. I'm aware that no props may be used at all, and that I can use up to 4 chairs in a scene (used in any manner **other than throwing or propelling as long as no one is endangered**, or limited by the rules for that event) and up to 2 chairs in a monologue.
- _____ 4. I'm fully aware of my time limits: 5 minutes for monologues and 2–4 person scenes, and 8 minutes for other scenes.
- _____ 5. I don't plan to use any transition material which is not from the text.
- _____ 6. I'm not planning to use any theatrical makeup at the Festival unless I'm in the costume event.
- _____ 7. I do not plan to take any large radios to the festival.
- _____ 8. I will be quiet when I leave my festival room because other rooms I'm passing still have performances taking place.
- _____ 9. I will be careful about my language and behavior at all times and everywhere on campus throughout the festival day.
- _____ 10. I will get permission before I rearrange a festival room for an event, and I will put things back the way they were when the round is over. I may take photos with my cell phone to facilitate this and to prove that I have done it.
- _____ 11. Regardless of what happens at the festival, I plan to be a good sport, enjoy the day, meet new people, see some fine performances, learn what I can, respect the school and the performances, and have a great time!

DTASC HANDBOOK CHANGES, SEPTEMBER 2016

- The entire handbook is available as a one-pdf download on the web site. The individual sections are there as well.
- Anything updated at the meeting or after the meeting will have a date of month-day-year after it. There will be a note about it on the DTASC home page, with a link to that section. **BE AWARE: You MUST be using the MOST RECENT version of all DTASC rules.** In 2015, ALL sections except the by-laws were reviewed and updated to current practices.
- Pages in this section explain changes by year, i.e., most recent changes first, then backwards by year.
- In 2009, several pages explain all changes since the handbook was originally computerized.
- **In 2015, the names of the divisions were changed. C Division is now Varsity, B Division is now Junior Varsity, and A Division is now Middle School. Both designations will be used while we transition.**

Title Page Updated span of years for current committee; added new member.

A1 Now has calendar for 2016–2017, which is also on the web page under Calendar.

A2 New board list for 2018–2018.

B1 By-Laws (to be updated by vote at Fall General Meeting)

E1 Updated to show recent changes.

E2 Updated per rules changes at June 2015 business meeting.

E3 Fall Event Rules — Current rules for Fall Events including Tech.

E4 Shakespeare Event Rules — Current rules for Shakespeare Events including Tech.

E5 Rules for Previous Categories — Updated with last year's categories.

F1 DTASC Scholarship — Updated deadline.

F2 Lomeli Scholarship — Updated deadline.

G1 Past Presidents — Updated.

G2 Fall Events — Updated.

G3 Shakespeare Events — Updated.

G4 Past Hosts — Updated.

G5 Statistics — Updated festival summary page and history pages.

Note: If you are referring to any of the revised sections, and the name of the pdf does NOT end in “Rev9-16,” you have the wrong version. You are responsible for having the right version of rules, scholarship forms, etc.

The most recent versions will be available from the web site in Sept 2016.

Treasurer's Report 8/27/16

Money we currently have		
in checking as of 8/26/16	\$ 10,421.82	
encumbered - paid as documentation is sent		
scholarships	\$ 2,600.00	paid as students send verification
need to pay before fall registrations start coming in		
t-shirt order	\$ 3,500.00	approximate
miscellaneous expenses	\$ 500.00	approximate, including fall hosp & recog lunch
total of what we need to pay	\$ 4,000.00	approximate
Available cash	\$ 3,821.82	unti Oct 11 deposit regis checks
Money needed between now & this time next year		
need to pay by end of 2016		
computer program	\$ 5,000.00	after Fall Festivals 2016
total needed this Fall	\$ 5,000.00	above normal expenses
need to pay in spring 2017		
computer program	\$ 5,000.00	after Shakespeare Festivals 2017
allocated for CYIT 2017	\$ 1,550.00	allows only 10 people to attend
FileMaker licensing	\$ 3,500.00	would allow us to buy it outright
Total needed in Spring 2017	\$10,050.00	above normal expenses
need to allocate money in spring 2017; don't need to pay until summer 2017		
scholarships 2017	\$ 2,000.00	minimum - more would be good
operating expenses thru summer 2017	\$ 8,000.00	unencumbered cash needed
total needed for summer 2017	\$10,000.00	these are normal expenses
total extra money needed	\$25,050.00	until this time next year
Note: Brian will try to negotiate a payment plan so we can pay the computer program off in installments. Also, the program will not be paid for in full until it definitely does what we need. However, the plan is for it to be fully functional no later than next spring.		
Note: We will also have any profit from Fall and Shakespeare Festivals to add in. See attached comparisons of festival income, expenditures, and profit (loss).		
Additional money we'd like to have		
FileMaker licensing - add to above	\$ 2,300.00	would allow us to buy it outright
scholarships 2017	\$ 2,000.00	to bring total up to recent years
CYIT 2017	\$ 1,085.00	allows an additional 7 people to attend
total additional	\$ 5,385.00	

Where has all the money gone?

Mostly for computers and the computer program.

- We bought 10 inexpensive HP laptops, a server, and the FileMaker licenses needed to run the computer program.
- Why? So we could have a program that would work consistently, and that has the potential to be upgraded in the future.
- The plan is to keep DTASC computers OFF the internet – to use them only on a local area network (LAN) at each school.
- The computers will continue to run on the same version of Windows and the same version of FileMaker for as long as possible.
- When we eventually have to replace the laptops, some years in the future, the FileMaker program can be upgraded to the operating system that will work on computers at that time. We will not have to start over from scratch as we did this time.
- We are paying for FileMaker licenses to run 10 computers from the server.
- If we were on the internet, we would have to pay an additional monthly fee, plus regular upgrades for our Tabulations program to function with newer browsers and systems.

The previous computer program served us for 10 years, and did far better than we expected.

- It had a number of limitations, and it could not be upgraded to deal with newer browsers and systems.
- It was subject to internet vagaries, such as a hurricane shutting down the server network, slow speeds at some schools, inability to connect to printers, etc.

The new program makes it easy for us to add schools, add entries to rooms, and move students to the rooms they actually performed in.

- It's extremely complicated under the hood, with all its links, but we can do most of the work via Excel, feeding data into the program, and getting data from it.

computer program-related expenses to date

10 laptops	\$2,543.46
1 Mac Mini, monitor, peripherals	\$1,102.33
FileMaker licenses	\$1,219.00
FileMaker hosting	\$203.40
payment to programmers May 2016	\$8,000.00
spent to date on computer stuff	\$13,068.19

Comparisons

Comparisons				NOTES
Fall Festival	Income	Expenditure	Profit (Loss)	
V Div 2015	\$ 28,369.00	\$ 22,642.73	\$ 5,726.27	
M/J Div 2015	\$ 14,273.00	\$ 10,922.01	\$ 3,350.99	
TOTALS	\$ 42,642.00	\$ 33,564.74	\$ 9,077.26	
C Div 2014	\$ 28,383.00	\$ 17,582.86	\$ 10,800.14	Temecula
A/B Div 2014	\$ 14,655.00	\$ 11,441.30	\$ 3,213.70	
TOTALS	\$ 43,038.00	\$ 29,024.16	\$ 14,013.84	
C Div 2013	\$ 25,704.98	\$ 20,538.12	\$ 5,166.86	
A/B Div 2013	\$ 16,964.00	\$ 11,366.34	\$ 5,597.66	purple t-shirts sold out completely
TOTALS	\$ 42,668.98	\$ 31,904.46	\$ 10,764.52	
C Div 2012	\$ 24,733.00	\$ 12,281.78	\$ 12,451.22	Perris
A/B Div 2012	\$ 12,766.00	\$ 12,760.11	\$ 5.89	t-shirt sales \$2368 - broke even
TOTALS	\$ 37,499.00	\$ 25,041.89	\$ 12,457.11	
C Div 2011	\$ 21,916.00	\$ 15,534.24	\$ 6,381.76	
A/B Div 2011	\$ 12,760.00	\$ 12,408.53	\$ 351.47	
TOTALS	\$ 34,676.00	\$ 27,942.77	\$ 6,733.23	
C Div 2010	\$ 18,914.00	\$ 15,605.78	\$ 3,308.22	
A/B Div 2010	\$ 11,586.00	\$ 12,651.36	\$ (1,065.36)	
TOTALS	\$ 30,500.00	\$ 28,257.14	\$ 2,242.86	
C Div 2009	\$ 20,584.00	\$ 12,078.94	\$ 8,505.06	
A/B Div 2009	\$ 12,267.00	\$ 12,170.71	\$ 96.29	tshirt sales \$2593 - broke even
TOTALS	\$ 32,851.00	\$ 24,249.65	\$ 8,601.35	
C Div 2008	\$ 15,620.00	\$ 7,317.33	\$ 8,302.67	host school expenses minimal
A/B Div 2008	\$ 8,084.00	\$ 8,196.79	\$ (112.79)	t-shirt sales covered most losses
TOTALS	\$ 23,704.00	\$ 15,514.12	\$ 8,189.88	
C Div 2007	\$ 16,693.00	\$ 9,314.37	\$ 7,378.63	includes all dues sent separately
A/B Div 2007	\$ 7,649.00	\$ 8,186.31	\$ (537.31)	does not include dues sent separately
TOTALS	\$ 24,342.00	\$ 17,500.68	\$ 6,841.32	
Shakespeare Festival	Income	Expenditure	Profit (Loss)	
V/JV 2016	\$ 16,212.00	\$ 21,787.38	\$ (5,575.38)	LAUSD Arts Festival same day
MS 2016	\$ 5,590.00	\$ 4,958.85	\$ 631.15	host school expenses minimal
Combined 2015	\$ 25,682.00	\$ 19,296.98	\$ 6,385.02	
Combined 2014	\$ 22,755.00	\$ 23,078.46	\$ (323.46)	
Combined 2013	\$ 26,287.00	\$ 20,091.66	\$ 6,195.34	
Combined 2012	\$ 22,220.00	\$ 21,678.09	\$ 541.91	w/o t-shirts, almost \$4,000 in the red
Combined 2011	\$ 21,901.00	\$ 18,016.14	\$ 3,884.86	
Combined 2010	\$ 15,964.00	\$ 16,235.15	\$ (271.15)	no new t-shirts on sale
Combined 2009	\$ 16,665.00	\$ 14,539.52	\$ 2,125.48	host school expenses minimal
Combined 2008	\$ 13,629.00	\$ 18,878.84	\$ (5,249.84)	progs & host sch expenses high
C Div 2007	\$ 8,785.00	\$ 7,079.99	\$ 1,705.01	same day as Long Beach Festival
A/B Div 2007	\$ 7,133.00	\$ 7,295.06	\$ (162.06)	
TOTALS	\$ 15,918.00	\$ 14,375.05	\$ 1,542.95	
C Div 2006	\$ 10,540.00	\$ 7,445.45	\$ 3,094.55	
A/B Div 2006	\$ 8,213.00	\$ 4,865.06	\$ 3,347.94	
TOTALS	\$ 18,753.00	\$ 12,310.51	\$ 6,442.49	

Comparisons

Comparisons				NOTES
Judges' stipends	Total	Donated		
Shakespeare Fests 2016	\$ 5,435.00	\$ 580.00	\$15 r1&2, \$20 semi; \$25 finals	
Fall Festivals 2015	\$ 6,050.00	\$ 555.00	\$15 r1&2, \$20 semi; \$25 finals	
Shakespeare 2015	\$ 4,715.00	\$ 330.00	\$15 per round	
Fall Festivals 2014	\$ 6,535.00	\$ 955.00	\$15 per round	Temecula; Covina
Shakespeare 2014	\$ 5,736.00	\$ 410.00	\$15 per round	gas now \$4.50/gallon
Fall Festivals 2013	\$ 8,610.00	\$ 606.00	\$15 per round	
Shakespeare 2013	\$ 5,640.00	\$ 365.00	\$15 per round	
Fall Festivals 2012	\$ 7,905.00	\$ 830.00	\$15 per round	few judges C; many judges AB
Shakespeare 2012	\$ 6,700.00	\$ 640.00	\$15 per round	incl anon \$300
Fall Festivals 2011	\$ 9,810.00	\$ 1,255.00	\$15 per round	incl anon \$300
Shakespeare 2011	\$ 5,990.00	\$ 285.00	\$15 per round	
Fall Festivals 2010	\$ 10,120.00	\$ 1,085.00	\$15 per round	incl anon \$600
Shakespeare 2010	\$ 5,925.00	\$ 520.00	\$15 per round	incl anon \$300
Fall Festivals 2009	\$ 9,605.00	\$ 380.00	\$15 per round	
Shakespeare 2009	\$ 5,765.00	\$ 750.00	\$15 per round	
Fall Festivals 2008	\$ 7,250.00	\$ 220.00	\$15 per round	gas \$4/gallon
Shakespeare 2008	\$ 6,035.00	\$ 370.00	\$15 per round	gas \$3/gallon
Fall Festivals 2007	\$ 6,495.00	\$ 590.00	\$15 per round	
Shakespeare 2007	\$ 5,130.00	\$ 760.00	\$15 per round	
Fall Festivals 2006	\$ 6,855.00	\$ 920.00	\$15 per round	HS judges paid
Shakespeare 2006	\$ 3,340.00	\$ 305.00	\$15 per round	A/B very short of judges
Fall Festivals 2005	\$ 7,370.00	\$ 760.00	\$15 per round	
2004-2005: judges received \$20 for 1/2 day, \$40 for full day				
2002-2004: judges received \$10 for 1/2 day, \$20 for full day				
Scholarship allocations	2016	\$ 3,500.00	& \$350 from CETA	
	2015	\$ 4,000.00	& \$350 from CETA	
	2014	\$ 4,050.00	& \$350 from CETA	
	2013	\$ 3,500.00	& \$700 from CETA	
	2012	\$ 3,350.00		
	2011	\$ 2,000.00	all from judges & anonymous donors	
	2010	\$ 3,100.00		
	2009	\$ 2,000.00		
	2008	\$ 2,000.00		
	2007	\$ 2,000.00		
	2006	\$ 2,200.00		
	2005	\$ 2,300.00		
Checking Account				
December 31, 2015	\$ 29,561.39	June 2016	\$ 13,093.50	
December 31, 2014	\$ 30,596.80	June 2015	\$ 28,759.08	
December 31, 2013	\$ 29,420.40	June 2014	\$ 25,855.88	
December 31, 2012	\$ 20,187.26	June 2013	\$ 24,109.42	
December 31, 2011	\$ 14,450.71	June 2012	\$ 13,367.16	
December 31, 2010	\$ 8,381.64	June 2011	\$ 11,384.44	
December 31, 2009	\$ 16,936.34	June 2010	\$ 12,813.91	
December 31, 2008	\$ 15,158.39	June 2009	\$ 14,855.59	
December 31, 2007	\$ 15,572.23	June 2008	\$ 8,132.15	
December 31, 2006	\$ 13,038.21	June 2007	\$ 10,403.38	
December 31, 2005	\$ 16,383.57	June 2006	\$ 9,836.79	
December 31, 2004	\$ 19,539.57	June 2005	\$ 18,026.68	
December 31, 2003	\$ 20,212.87	June 2004	\$ 16,549.02	
December 31, 2002	\$ 23,684.92	June 2003	\$ 21,360.99	

Notes regarding the meeting on Aug 27, 2016

Members voted unanimously to raise the entry fee to \$10 per student.

They also unanimously approved the proposed changes to the By-Laws.