

DTASC JUDGE INFORMATION PACKET

You'll get all this information on festival morning, but there's no time to read it then.

If you look over it before festival, you'll have a better idea of what to do when you're there.

If you need a link to a Google map to get to festival, go to <http://cetoweb.org/dtasc/>

In this packet:

1. Welcome and what to expect when you first arrive
2. General procedures – an overview of what to do during the day
3. When Judging – more detailed procedures, tips and advice
4. After Judging – what to do after you fill in the ballot and share sheets
5. Judges' Evaluation Prompt Sheet – some suggested comments for you to use, both compliments and constructive criticism
6. Ranking – a suggested method for ranking as you go (saves time later)
7. A ballot showing the ranking process
8. Raffle – and what it takes to get a raffle ticket

WELCOME, DTASC JUDGES

Thank you for sharing your time and expertise with us.

What to do before Round 1 begins:

- **Check in** and verify your contact info.
- Collect your **judge packet** when your group is called (your assigned color).
- **Please read** items in packet, especially CRITERIA FOR EVALUATION (back of Share Sheet).
- Remember your **judge's number**. You will use the same number all day.
- **Take judges' quiz** while waiting...there are new test items for each festival.
- Watch **DVD and PowerPoint presentations** – if you're new, or newly returned to judging.
- **MANDATORY Judges' Training for ALL JUDGES** will take place before Round 1.
There is *always* new information for judges at each festival.
- We need your **cell phone number** with area code. We may need to contact you about your judging ballot during the day. **PLEASE TURN YOUR PHONE OFF DURING ROUNDS, THEN TURN IT ON AGAIN TO CHECK FOR MESSAGES BETWEEN ROUNDS.**
- **Please do not leave the room until excused.**
- **Please follow the directions on the various information sheets.**
- Please do not judge the same category more than once during the day.



THANK YOU....THANK YOU....THANK YOU....THANK YOU...

From: Gai Jones, Pre Festival Judge Coordinator; Chuck Kuhn, Judge Coordinator;
Brian Bozanich, DTASC president

GENERAL PROCEDURES



1. Preliminary things you need to know and/or do:

- **Please read the information you're given.** It is important that we all know the guidelines to make the day successful for students.
- **Please bring** 2 writing instruments, your positive attitude toward youth performances, your ability to complete judging sheets, and your best handwriting.
- **If you know the students at a school**, you cannot judge a room in which they perform.
 - ▲ Ask their drama teacher for the school code.
 - ▲ Go thru the program and put a line thru the rooms those students are in, and double check your assignments as soon as you get them.
 - ▲ If necessary, get re-assigned — as quickly as possible.

2. Check in

- Station 1: You will be given a color code for AM and PM judging Rounds 1 and 2, Semi and Finals, when you enter the Judges' Room. This is based on your time of arrival.
- Anyone under the age of 21 (not pre-registered) must complete an UNDER 21 JUDGING slip. Turn it in when you sign in for category assignment.
- ON CHECK IN, CONFIRM OR TELL OF ANY SCHOOL AFFILIATION. FAILURE TO DO SO COULD DISQUALIFY A SCHOOL.
- The Judges' Test is MANDATORY. You may be unable to answer all the questions if you miss the orientation, which normally begins by 8:15 AM.
- We will call GROUPS by color to assign categories and judge numbers.
- You will receive your judge number on your manila envelope. Your judge number needs to be on all ballots.
- Wear your judge ribbon; a DTASC sticker will be available for fastening it on you.
- TECHNICAL CATEGORY JUDGES – We are always looking for Tech Judges, so identify yourself when you sign in.
- We cannot guarantee a judging assignment if you arrive after 8:30 AM.

3. Judging Rounds

- See “When Judging” and “After Judging” (in your packet) for more information.
- NOTE: Please **do NOT go to the Round 2 room until it is time for Round 2 to begin**. Please return to Judges HQ between rounds.
Room Chairs will pick you up for Round 1. They may also pick you up for Round 2. You will be told in the morning whether to meet them for Round 2 or not.
- DTASC policy says that you should **not judge the same category more than once** during the day.

4. Check Out

- After Finals or your last judging session, return to Judges Headquarters to collect your **honorarium** and sign out.

WHEN JUDGING



Room Chairs will time the performances and escort you to the Tabulations Room so you can turn in your ballot. They will have extra Share Sheets and a sign-in sheet for all adults.

1. Check to see if you **know any of the participants**. If so, immediately excuse yourself and return to Judges' Headquarters to be reassigned.
DO NOT SWITCH WITH SOMEONE IN A ROOM NEARBY.
2. ***Yes, students may watch if there's enough room... that is the way they learn. You can ask for good audience behavior, cheering equally for all, not just their school.
3. **No videos/cameras** allowed, even from parents.
4. Copy **ALL school codes** in the **order of performance** onto your ballot sheet, even the No Shows.
5. Fill out the **information on your ballot**, top and bottom.
6. Fill in school codes and Rounds **information on Share Sheets**.
7. Put an X in every box on the line after the codes of groups that are **No Shows**. Teachers want to know the No Shows.
8. **Rate each performance**: while watching, take notes and complete the Share Sheet.
 - You might want to "Use Comparative Ranking" from the Ranking sheet as a way to rank the performances as you see them, rather than trying to remember them all at the end.
 - You will have about 1 minute between each performance to finish this.
9. JUDGING REMINDERS ABOUT THE RULES
 - You are to judge without concern for the rules.
 - Please do not judge down a group that was stopped for time.
 - DO NOT make judgments based on a rules infraction.
 - DO NOT grade down because of accents or performances in foreign languages.
 - DO NOT discourage students from attempting difficult roles.
 - DO NOT ask students which school belongs to a specific code.

REMINDERS FOR SCORING:

- **GIVE EACH SCENE A SCORE IN ALL 5 AREAS** (technique, characterization, interaction, staging, overall effectiveness). Use **S, A, P, F, and N** to score. **SEE THE BACK OF THE SHARE SHEETS FOR CRITERIA FOR EACH SCORE.**
- **EVEN MONOLOGUES NEED A SCORE FOR INTERACTION.** You base it on their interaction with the implied person to whom the solo actor is talking.
- Indicate **No Shows with an X** in each box (or a line across the entire page).
- If you feel a scene had INAPPROPRIATE material, language or actions, mark that on the share sheet AND PUT A CHECK MARK NEXT TO THAT SCHOOL CODE ON THE BALLOT.
- **YOU MUST DESIGNATE ONLY ONE SCORE FOR EACH AREA.** Computers cannot process combination scores. If you leave a combination, Tabs will select the lower score.
- Please **express your views in a positive and constructive manner**.
 - ▲ *See separate sheet of suggested comments.*
 - ▲ Students want to know your opinions. They also take your words very literally.
 - ▲ Point out ways they can improve, but also let them know what they did well.
 - ▲ We don't want anyone to feel humiliated or bad about their participation.
- After you have viewed all the scenes and scored them in all 5 areas, **list the RANK from 1st (best) to 10th place** (or however many places there are in that room).
DO NOT CONFER WITH OTHER JUDGES BEFORE YOU COMPLETE OR SUBMIT YOUR BALLOT. You MUST rank the groups. There are NO TIE rankings.

AFTER JUDGING



AFTER ALL THE PERFORMANCES IN THE ROUND

1. **Rate and rank on your own. Do not confer with other judges** before you submit your ballot.
2. **Do not share** your ranking with other students, parents, or teachers.
3. **Refrain from making personal comments** to participants during the day.
4. Please **do not coach** any student or group at any time or discuss their performance with them.
5. **WRITE MANY POSITIVE COMMENTS.** Students' parents, teachers and friends read your comments. Some of these participants are as young as 10 years old. Please check your spelling.

FINAL STEPS FOR COMPLETING SHARE SHEETS AND BALLOTS

- Make sure the **codes are clearly printed**.
- Make sure **no code is listed twice**.
- Make sure you have an **X in every box for No Shows**, or a line across all the boxes.
- Make sure you have a **score in every box and a rank for each school**.
NO TIES ON ANY BALLOT.
- Check that you have more positive comments than negative comments. You can find something positive to say about anyone who shows up and tries.
- Make sure you've **signed your ballot legibly including your cell phone with area code**.
- **Put your ballot and share sheets into your #10 envelope.** (You only need to seal it if someone else will handle it before you get to Tabs.)
- **Take Share Sheets and Ballot to Tabulations** — the Room Chair will escort you — and wait while ballot is checked for completeness. If necessary, complete your ballot.
- If you marked INAPPROPRIATE for any school code, explain the problem to Lynn in Tabs and/or to the Rules chair.

BETWEEN ROUNDS ON CAMPUS, AT LUNCH, AND BEFORE YOU LEAVE FOR THE DAY

- After Round 1, go back to Judges' Headquarters. Enjoy some hospitality until it's time for Round 2. Please do not go to Round 2 rooms early. Room Chairs will pick you up for Rounds 1 & 2.
- After Round 2 go to the Judge's lunch room.
- **If you are judging semifinals/finals**, return to the Library and using your priority color, sign up for semifinals/finals AFTER LUNCH.
- If you are **through judging after lunch**, return to the Library and sign out to collect your honorarium; you must receive your honorarium before you leave. No honorariums are mailed.
 - ▲ You may also wish to donate some of your honorarium to our scholarship fund. You will receive a tax deductible form today if you donate.
- **Sign up for Semi Finals and then again for Finals.**
Need lots of judges for Finals – 35–49 for Varsity Div, 21–35 for JV Div, 21–35 for MS Div.

Reminder: when you finish for the day, check out back at Judges Headquarters and collect your honorarium. Anything donated to scholarships is appreciated.

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

RANKING

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

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

Feel free to develop your own.

One method:

USE COMPARATIVE RANKING — — — — → AE

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

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

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

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.) — — — — → AE
AD

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.) — — — — → AE
AC

Continue until you have seen and ranked all the groups.

AG
AD

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

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

— — — — →
1 AC
2 AZ
3 AE
4 AG
5 AD
6 AD

See next page for a completely filled out ballot with these codes ranked as shown.

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

EXAMPLE of RANKED BALLOT

Acting Ballot



Drama Teachers Association of
Southern California

Event Number 7

Event Name Lo Group Drama

Room B-102

Round (1) 2 Semi-Finals Finals

Instructions

- Fill in Event and Room Number and circle the round.
- Copy the school codes in the order of performance the room chair has listed on the board.
- 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.
- On this ballot, assign a letter for the quality in each category. Use the following abbreviations:
S = Superior (Grade = A) **A = Accomplished** (Grade = B) **P = Proficient** (Grade = C) **F = Fair** (Grade = D) **N = Needs Work** (Grade = Fail) **X = No Show**
- 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.
- SIGN YOUR BALLOT** (the festival cannot continue without all ballots being signed)
- Place in the envelope, and bring it and your share sheets directly to Tabulations.

See previous page
for this method of
ranking:

1 AC
2 AZ
3 AE
4 AG
5 AJ
6 AD

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	G	A	S	A	3	✓
1	AE 50	Crucible - all in black	A	A	A	P	P	3	
2	AD 50	Our Town - all girls	P	A	F	P	P	6	
3	AC 50	How Green/Valley - green shirts	S	S	S	S	S	1	
4	AT 50		X	X	X	X	X	X	
5	AG 50	Our Town - 3 boys, 3 girls	P	P	P	P	F	4	
6	AJ 50	Laramie Project; sexual gestures	P	P	P	P	P	5	✓
7	AZ 50	Member of Wedding	S	A	A	S	A	2	
8									
9									
10									
11									
12									

Judge's Name (print) John Doe

Judge Number 327

Judge's Signature *John Doe*

Cell Phone Number 818-555-6234



REWARD

FOR FOLLOWING DIRECTIONS



If your ballot is completely filled out the way we need it when you hand it in, you get a ticket for the Judges' Raffle.

The Tabs person who checks your ballot will give you a raffle ticket right then — if there is nothing that needs to be corrected and nothing left undone on your ballot. NOTE: You **MUST** get the ticket **BEFORE** you leave the Tabs table.

When you get your ticket:

- Take it with you back to Judges' Headquarters (Judge HQ).
- Fill out the ticket with your name and a cell phone number where you can receive a text message during festival. (Don't have a cell phone? Make friends with someone who does. Or be present during the drawings.)
- Put the ticket into the raffle container at Judge HQ.

Raffle prizes will be drawn at approximately 12:45 pm and just before the assembly announcing finals rounds.

- A text message will be sent to each winner.
- If you don't pick up your raffle prize from lunchtime before the afternoon raffle, it may go to someone else.
- All prizes must be claimed at festival. No prizes will be mailed.
- If you are unable to find someone so you can claim your prize in the late afternoon or evening, text a message to 1-949-2DRAMA2, which is 1-949-237-2622 and ask where to pick up your prize. They will text you back a location for it.

Here's how to fill out your ballot to get your raffle ticket:

- **Top part** filled out completely & correctly (Round, Room, Event, etc)
- **Bottom part** signed, with all info filled in (signature, name, judge number, contact number)
- **School codes listed in performance order**
- **No Shows listed where they should have performed, with X's or line across**
- **Scores in every space using S A P F N**
- All entries **ranked** with no numbers repeated or skipped (**1 is the best scene**)

No ticket:

If the school codes are out of order – if the ballot isn't signed when it's turned in – if you didn't fill in the top – if you omitted or screwed up the ranking numbers – if you used ABCDF instead of SAPFN, etc., – you don't get a raffle ticket.

Any one mistake disqualifies you for that ballot.

But you can always do the next round correctly, and get a raffle ticket that time.