



## 2024 State Festival Deadlines & Policies

California State Thespians (CST) is proud to invite Thespians across the state to our flagship event: the California State Thespians Festival (CSTF). Our all-volunteer board works year-round to plan, coordinate, and administer this large scale event. The policies outlined below are intended to present attendees with a frictionless event.

Please read the policies below carefully, as *all are new for 2024*.

### TWO-TIERED REGISTRATION

The 2024 CSTF has two registration deadlines: Early and Regular. There is no price difference. The payment deadline for both registration tiers is January 31. This event *will* sell out. Early registration of some of a troupe's delegation does not guarantee availability for the remainder of the troupe during regular registration.

**Early Registration** closes on November 30, 2023. The following attendees must be registered by November 30:

- Any student participating in the following supplemental events:
  - Assistant Director, Student Choreographer, and Student Dramaturg applications
  - Opening Number / Festival Finale auditions
  - Festival Finale Student Artistic Team applications
  - Student Tech Crew Lead Position applications
- Troupe Director, if registering Early students
- The appropriate number of adult Chaperones for the students above

**Regular Registration** closes on January 31, 2024. The following attendees must be registered by January 31:

- Troupe Director
- All student attendees
- The appropriate number of adult Chaperones for the students above

A troupe registering Early attendees may submit registration for the indicated students, then add the rest of their delegation by the Regular Registration deadline, and send one payment for the entire delegation by Jan 31.

## RATES

### Delegate Registration:

- Student Thespian: \$150
- Student Non-Thespian: \$185
- Troupe Director: Free
- Working Chaperone: Free
- Non-Working Chaperone: \$200

Registration includes access to every Mainstage Event, all workshops, and supplemental events that do not require a pre-Festival sign up (improvs, late night events, etc).

### Administrative Fees:

- Change Fee: \$35
- Late Fee: \$200

### Supplemental Event Fees:

- Thespy Fee (per event): \$35
- Student Tech Crew Application: \$35
- All other Supplemental Student Events: Free

Note that most supplemental events have pre-Festival applications, auditions, or sign ups.

**Supplemental Event Fee Policy:** Supplement Event Fees are charged for events in which every student who applies receives feedback, mentorship, or other support. These fees offset the honorariums offered to the professionals providing the feedback or support. This includes:

- Written adjudication feedback in Thespys
- Feedback on Student Tech Crew applications
- Mentorship for those placed on Student Tech Crew

Supplemental Event Fees are not charged for events in which every student is not guaranteed feedback or support. This includes:

- Auditions for Opening Number, Festival Finale, and Playworks
- Improv Spectacular
- Scholarships

## DEADLINES

The following deadlines for the 2024 CSTF ensure that our hardworking volunteers have ample time to coordinate the best Festival possible. These deadlines are non-negotiable.

### **Due November 30, 2023:**

- Complete Early Registration comprised of:
  - Troupe Online Registration for all delegates registered early
  - Health & Liability forms for all delegates registered early
- Assistant Director, Student Choreographer, and Student Dramaturg applications
- Opening Number / Festival Finale auditions
- Festival Finale Student Artistic Team applications
- Student Tech Crew Lead Position applications
- CA Thespian Send a Thespian Scholarship applications

### **Due January 31, 2024:**

- Complete Regular Registration comprised of:
  - Troupe online registration
  - Health & Liability forms for all delegates
  - Payment postmarked on or before Jan 31.
- All Student Supplemental Event applications, except Thespy forms

### **Due March 1, 2024:**

- Thespy forms with titles selected from EdTA's pre-approved publishers list
- Skills & Interest forms for all registered Chaperones and Troupe Director

### **March 15, 2024: Change Request Deadline**

No changes will be processed after March 15 except:

- delegate cancellations
- supplemental event cancellations
- Troupe Director or Chaperone substitutions

**Incomplete troupe registrations after March 15 will be canceled.**

### **Due April 1, 2024:**

- Delegate cancellations with refund

## LATE & INCOMPLETE REGISTRATION POLICY

A complete troupe registration is comprised of:

- A troupe's online registration, and
- Registration payment in full, and
- Signed Health & Liability Forms for all registered delegates.

**Late Fee Policy:** Any troupe with incomplete registration after Jan 31 will be charged a Late Fee. Any troupe who submits forms and/or payment for added delegates past the specified timeline (see specific policies below) will be charged a Late Fee.

**2023-24 Late Fee: \$200.**

**Late Forms & Payment Policy:** Any incomplete registration will be canceled after March 15. Fees and forms for approved changes will be accepted as outlined in the appropriate sections below.

## CHANGE REQUESTS

We understand that extenuating circumstances may require you to change some aspects of your troupe's registration. Every change that is accommodated after the Jan 31 registration deadline must be managed manually by one of our volunteers. The following policies strive to find a balance that allows us to offer you flexibility while executing a frictionless event.

**Change Fee:** Beginning on Feb 1, a Change Fee will be incurred for every change requested to a delegate's registration. Change fees are charged per delegate: if a Troupe Director requests to substitute Student A into a Solo Acting Thespy and to change Student B's Thespy title, that incurs two change fees.

**2023-24 Change Fee: \$35.**

**Change Request Deadline:** No changes will be processed after March 15 except:

- delegate cancellations
- supplemental event cancellations
- Troupe Director or Chaperone substitutions

## CHANGE REQUESTS (cont.)

**Change Request Form:** All change requests must be submitted via the [Change Request Form](#). No emailed change requests will be accommodated.

**Troupe Additions:** Should CSTF sell out, a Troupe Director who has not registered any students may request to add their troupe to the waiting list via the [Change Request Form](#) through Jan 31. These requests will be processed in the order they were received, based on availability. Payment and forms for added delegates are due within 1 week of being added, or March 15, whichever comes first, or a Late Fee will be applied.

**Delegate Additions:** A Troupe Director who has already registered students may request to add a delegate to their troupe's registration via the [Change Request Form](#) through March 15. These requests will be processed in the order they were received. Payment and forms for added delegates are due within 1 week of being added, or March 15, whichever comes first. Delegate additions do not incur change fees. No delegates may be added after March 15.

**Delegate Cancellations:** A Troupe Director may cancel registrations for no penalty until registration closes on Jan 31. Beginning on Feb 1, you may cancel registrations and be issued a full refund less a \$35 administrative fee + the cost of any material goods associated with the registration (tshirts, lanyards, etc). No cancellation refunds will be issued after April 1. Supplemental event fees are non-refundable.

If a Chaperone cancellation drops a troupe below the required ratio, a substitute Chaperone must be added within 1 week or by the day before the event, whichever comes first, or the troupe's registration will be canceled.

**Student Substitutions:** Student substitutions are processed as two separate registration change requests: the cancellation of one delegate's registration, and the request to add a second delegate, as outlined in the Delegate Addition and Cancellation Policies above.

**Non-Thespy Supplemental Event Additions:** Students may not register for non-Thespy Events after their respective deadlines have passed.

## CHANGE REQUESTS (cont.)

**Thespy Performer/Presenter Substitutions:** A performer/presenter may be dropped from a registered Thespy event and replaced by an already-registered delegate from the same troupe via the [Change Request Form](#). Beginning on Feb 1, Thespy substitutions incur Change Fees. No Thespy performer/presenter substitutions will be processed after March 15.

**Thespy Additions:** A Troupe Director may add Thespy to their troupe's registration through Jan 31. Thespy events may not be added after Jan 31.

**Thespy Category Changes:** A Troupe Director may change their troupe's Thespy categories through Jan 31. Thespy categories may not be changed after Jan 31.

**Thespy Cancellations:** A Troupe Director may cancel Thespy registrations with no Change Fee via the [Change Request Form](#). Thespy fees are non-refundable.

**Thespy Title Changes:** Thespy titles are due on March 1. Failure to submit a title by March 1 will result in the cancellation of the Thespy event; no refund will be issued.

At that time, CST will review submitted titles for performance entries to ensure they are on EdTA's list of pre-approved publisher & properties. If a title is not on the pre-approved list, our team will reach out directly to the student and Troupe Director. They must submit a new title via the [Change Request Form](#) within 1 week or by March 15, whichever comes first. If a new, approved title is not submitted within this time frame, the Thespy will be canceled; no refund will be issued. This is a CST-initiated title change, and does not incur a change fee.

Thespy title changes may be requested by Troupe Directors via the [Change Request Form](#) until March 15. The new title must be on the EdTA list of approved publishers & properties. This is a delegate-initiated change, and will incur a change fee.

No Thespy title changes will be accepted after March 15.

## CHAPERONES

CSTF is able to provide a high level of safety, run a smooth event, and keep our event fees low due largely in part to your diligent Chaperones. The 2024 CSTF has two Chaperone registration types: Working and Non-Working.

### **Working vs. Non-Working Chaperones:**

- Working Chaperones are those who are assigned Festival duties according to their interests (door monitoring, hospitality, judging, etc), typically amounting to 4-8 hours over the event weekend.
- Non-Working Chaperones are not assigned Festival duties; their registration fees will be used to hire background-checked individuals to perform the duties they would have been assigned.

**10:1 + 1 Chaperone Ratio:** Each registered troupe must register at least one Chaperone for every ten students or portion thereof. The Troupe Director does not count towards this ratio.

Examples:

- A troupe bringing 10 students must also register a Troupe Director *and* 1 Chaperone.
- A troupe bringing 21 students must also register a Troupe Director *and* 3 Chaperones.

Any troupe that fails to register the required number of Chaperones by January 31 will incur a late fee. A troupe's registration will be canceled if the required number of Chaperones is not registered by March 15.

**Chaperone Sharing:** When multiple troupes from the same school district, diocese, or charter organization are attending CSTF together, they may "share" Chaperones, provided that the combined total ratio of students:Chaperones meets the minimums listed above. A letter from the school district naming all Chaperones and stipulating they are responsible for students from all indicated schools must be filed with the Festival Coordinator: [info@cathesprians.org](mailto:info@cathesprians.org)

**Chaperone Ratio Waiver:** In the interest of increasing equity and access at California Thespian events, a Chaperone ratio waiver may be available for delegations of 9 students or fewer, and/or troupes who face undue hardship in meeting the required Chaperone ratio (ex: high percentage of parents with hourly-wage, weekend jobs). Contact the Festival Coordinator to request a waiver: [info@cathesprians.org](mailto:info@cathesprians.org)

## CHAPERONES (cont.)

**Chaperone Substitutions:** Chaperone substitutions are processed as two separate registration change requests: the cancellation of one Chaperone's registration, and the request to add a second Chaperone, as outlined in the Delegate Addition and Cancellation Policies above.

Chaperones being added in place of a canceled Chaperone will bypass the waitlist and be registered immediately. Payment and forms for added Chaperones are due within 1 week of being added, or the day before the event, whichever comes first. Substitutions of Working Chaperones do not incur a Change Fee. Beginning Feb 1, substitutions of Non-Working Chaperones will incur a Change Fee. Request Chaperone Substitutions via the [Change Request Form](#).

## ATTENDANCE POLICIES

Capacity is limited at Thespian events. We have a waiting list, and we have to turn away students each year. Additionally, California Thespians has a responsibility to you, your students, and ourselves to maintain a high standard of safety, which includes knowing where event delegates are at any given time. We hope you appreciate the importance of attendance at all Festival events.

**On-Site Delegate Attendance Policy:** Attendance is required for the entirety of all CSTF days. A CSTF "day" begins with the first Mainstage Event of the day, and ends after the last Mainstage Event of the day. Delegates are expected to attend every Mainstage Event, and all workshop sessions. Early morning events and late night events are not required Festival activities.

Troupes who choose not to attend Mainstage Events and workshops, whose troupe and/or students depart from the event early (for the day or for the weekend) will not be invited back to CSTF the following year. A troupe with multiple attendance violations over multiple years will not be invited back until five years after the date of the most recent violation.

Depending on location and schedule, off campus trips for lunch may be acceptable; this will be made clear in the Festival program and schedule.

Extenuating circumstances may be accommodated by the Chapter Director.



## ATTENDANCE POLICIES (cont.)

**Troupe Director Attendance:** A troupe's Director must attend CSTF with their troupe, or have an Affiliate Member of that troupe travel in their place. That Affiliate Member will serve as Troupe Director and does not count towards the 10:1 Chaperone ratio. An Affiliate Member is someone who is approved by the school or district to serve as Chaperone, and who is a member of the Educational Theatre Association. A letter from the school or district naming the Affiliate Member as responsible for the attending students must be filed with the Festival Coordinator by Jan 31, or in the case of emergency, the day before the event. We recommend that all Troupe Directors file such a letter to ensure a seamless transition in case of emergency.

**On-Site Chaperone:** A troupe may not have any student on campus without also having a Troupe Director or Chaperone from their troupe present.

## ADDITIONAL POLICIES & EXPECTATIONS

**Name Tag & Lanyard Policy:** State Festival name tags must be worn visibly above the waist at all times, except when performing, or as outlined later in this paragraph. Delegates will be provided name tags and lanyards upon checking in at the event; nametag holders that pin to clothing may be substituted for accessibility purposes. Lanyards may be removed when performing, or for safety reasons in movement-heavy workshops. Name tags are not to be shared.

**Auditorium Seating:** During Mainstage Events, at least one adult (Troupe Director or Chaperone) from each troupe must be present with the troupe's student delegation.

Troupe seating in the Mainstage Auditorium is assigned based on the date on which a troupe's registration was completed. A complete troupe registration is comprised of

- A troupe's online registration, and
- Registration payment in full, and
- Signed Health & Liability Forms for all registered delegates.

This does not include applications and forms for supplemental student events. The "finalized" date is the date on which the final form or payment is received by CST, or the last date on which a troupe requested a change to their registration (excluding Chaperone substitutions), whichever comes last.

## ADDITIONAL POLICIES & EXPECTATIONS (cont.)

**Form Completion Expectation:** It is not California Thespians' responsibility to review a student's application or submitted resource for accuracy or completion prior to any deadline. Submitted applications will be reviewed and adjudicated as-is. No changes may be made after the event deadline. Application and audition deadlines cannot be extended.

## POLICY VIOLATIONS

Any troupe who is found to circumvent our procedures or be in violation of our policies will not be invited to CSTF the following year. A troupe with multiple policy violations over multiple years will not be invited back until five years after the date of the most recent violation.