

## New Teacher Packet

### Table of Contents & Explanations

1. Title page of packet
2. Handbook pages you should be familiar with – just be sure anything you’re using says either 2017 at the foot or rev 9-17, if you’re downloading from the handbook on the DTASC web site
3. Teacher’s Code – must be checked off and turned in at Registration Table first thing in the morning at every festival
4. Student Code of Conduct – each student participating in the festival must have signed one of these, and their parents and you must sign also. All of them are turned in together at the registration table, along with the teacher code on the previous page. (Room chairs do not need to sign this)
5. Participant Checklist – things for participants to do before festival
6. Student Code of Conduct in Spanish
7. What you need to do if you’re bringing students to Fall Festival
8. There is a printed program booklet for each festival. Each one needs a cover design. Designs are voted on at the Organizational Meeting. Winning designers receive a plaque.
9. Every school needs an ad in every program. You are charged for an ad as part of your registration. (One ad per festival day.) This page shows you the ad sizes, tells you where to send your ad, what to do if you want one designed for you, and what will happen if you don’t send one.
10. Master Cuttings Form – this is a list of all the plays & playwrights for your entries in one division. If you are entering more than one division, you need a separate Master Cuttings Form for each. Must be turned in at Registration on festival morning, separately from the other things you turn in.



**DTASC**

**WELCOMES**

**NEW TEACHERS**

**FALL 2017**

## **Handbook Sections you should be most familiar with**

- A1 Calendar – which can also be found by clicking the “DTASC Calendar” button
- A2 Board Members – and how to contact them
- C2 Organizational Meeting – because your help is always welcome and it’s a good place to network
- C3-4 Program Cover Design – please get the size correct. Black & white only.
- C6-5 T-Shirt Order Form
- C9 Room Chairs – tells what Room Chairs need to do. There’s a training video or PowerPoint available also.
- D1 Coach Responsibilities – Teacher Code; pages explaining what you need to do before and at each festival, how to get performance rights, etc.
- D2 Student Code of Conduct and Participation Checklist. Has Student Code in Spanish. If anyone finds we need the Student Code in other languages, perhaps you can help us find someone who can translate it for us, in grammatically correct form with no spelling errors.
- D3 New Teacher Guide
- D4 Parent / Non-Performer Code of Conduct; Parent Guidelines for festival jobs
- E1 Participating School Rules
- E2 Scene Rules that are in effect at every festival
- E3 Fall Festival Rules – Specific rules for each event for that year’s fall festivals, plus lots of information about the tech categories
- F1/F2 Scholarship applications for high school seniors

## **Specifically for Shakespeare Festival:**

- C3-5 Shakespeare Play Summaries – we need student-written summaries of the featured plays
- E4 Shakespeare Festival Rules – Specific rules for each event for that year’s Shakespeare festivals, plus lots of information about the tech categories

## **Kid-Friendly Tech**

These will be posted in a separate section on the handbook page before Labor Day.

We are attempting to re-write the tech directions so that anyone can follow them easily.

If you or your students still have problems with the directions, please email [llanning@pacbell.net](mailto:llanning@pacbell.net)

## **Some schools do things their own way**

If your school requires a special invoice or other form for registration, other than the email you receive when you register, please contact [llanning@pacbell.net](mailto:llanning@pacbell.net)

## **TEACHER'S CODE**

### **DTASC FESTIVAL CHECKLIST**

- \_\_\_\_\_ 1. I registered online for the correct division(s) and events.
- \_\_\_\_\_ 2. I filled out and mailed the entry form with a check (for the full amount due) by the appropriate deadline. (On any personal checks that will be replaced by a school check, I wrote "Please Hold.")
- \_\_\_\_\_ 3. **I have paid this year's dues for myself and all adult directors that coach my students (\$40/year for each of us).**
- \_\_\_\_\_ 4. I went over all festival rules with my students. (E1,E2,E3 for Fall; E1,E2,E4 for Shakespeare)
- \_\_\_\_\_ 5. I made certain that all material we used came from authorized texts and approved lists and adheres to specific event rules. It is age and audience appropriate.
- \_\_\_\_\_ 6. I have obtained performance rights as necessary.\*
- \_\_\_\_\_ 7. I signed up for one or more festival jobs and I will carry them out.
- \_\_\_\_\_ 8. **I have gotten three qualified judges to sign up on the DTASC web site.**
- \_\_\_\_\_ 9. I signed up 1–5 student room chairs, and gave them each a copy of the Room Chair information sheet from the DTASC Handbook, and reviewed it with them.
- \_\_\_\_\_ 10. I distributed Student Codes of Conduct to my students, discussed them with the students, and collected all the signed copies.
- \_\_\_\_\_ 11. 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.
- \_\_\_\_\_ 12. **I sent Parent/Non-Participant Codes of Conduct to any family members coming to festival.**
- \_\_\_\_\_ 13. I have explained to parents that they need to get Parent Passes at the Registration Table when they arrive in the morning **and turn in their signed Code of Conduct.**
- \_\_\_\_\_ 14. I have arranged for adult supervision of my students at all assemblies **and ensured that both adults and students know how they should behave during all assemblies.**
- \_\_\_\_\_ 15. I will bring necessary items to festival as follows:
  - a. I will turn in the following items at the registration table when I arrive:
    - 1) teacher code; 2) student codes; 3) scripts for all entries; 4) MASTER CUTTINGS List
  - b. I will keep emergency contact information for my students with me at all times.
- \_\_\_\_\_ 16. Before Rounds 1, 2 and Semi-Finals, I will check with the Judges Room to see if I am needed to judge (unless I have a committee job which takes all day).
- \_\_\_\_\_ 17. 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.
- \_\_\_\_\_ 18. I understand that at festival I am required to check in with Rules after each round (unless I am working in Tabs, Judges or Rules, as Rules can find me easily in those locations).

### **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

\*See D1–7 and D1–8 for "How to Get Performance Rights"

## **DTASC FESTIVAL**

### **STUDENT 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 **turn off** 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 **during rounds 1 & 2**.
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!

## FESTIVAL DTASC CÓDIGO DE CONDUCTA

PADRES, ESTUDIANTES Y MAESTROS por favor lean y firmen este documento. Les pedimos que sigan las siguientes reglas para garantizar que el Festival DTASC sea una experiencia placentera para todos los presentes. Recuerden que todos los contratos deben ser entregados en la mesa de REGISTRACIÓN el día del Festival DTASC.

1. Entiendo que asistir al Festival DTASC es un privilegio y que no sólo estoy representando a mi departamento de teatro sino también a mi distrito escolar.
2. He leído las reglas de mi evento y estoy de acuerdo en seguirlas.
3. Mi escuela ya obtuvo los derechos necesarios de actuación (o participación).
4. En caso de que ponga algo en los medios sociales, nunca mencionaré DTASC.
5. Estoy de acuerdo con todas los lineamientos establecidos para los participantes en el Festival DTASC (página D2-2). Mi actuación no incluirá gestos obviamente sexuales ni insinuaciones étnicas/religiosas/sexuales.
6. Utilizaré ropa apropiada para el festival, siguiendo las reglas DTASC (página E2-2).
7. Llegaré a tiempo a todas mis presentaciones y mantendré a mis compañeros al tanto de donde voy a estar en caso de no estar en mi lugar asignado dentro de la escuela.
8. No dejaré la escuela en ningún momento sin la aprobación de mi entrenador.
9. No traeré ni usaré ningún tipo de droga, alcohol o tabaco. **No seré parte de acoso de ningún tipo (bullying), actividades sexuales, ni ningún comportamiento que no sea apropiado.** Entiendo que romper cualquiera de estas reglas RESULTARÍA EN MI RETIRO INMEDIATO DEL FESTIVAL Y SER REFERIDO/A A LA ADMINISTRACIÓN DE LA ESCUELA.
10. Apagaré mi celular y otros aparatos electrónicos durante las rondas y premios de participación. Haré las llamadas necesarias antes o después de la ronda o asamblea, nunca durante el evento.
11. No tomaré fotos ni grabaciones de cualquier tipo durante las presentaciones.
12. Recogeré toda mi basura y no traeré comida/bebida dentro de ningún edificio en la escuela.
13. Les recordaré a mis padres que ellos están en el festival para ayudar. Pueden mirar mi actuación sólo si hay suficiente lugar en el salón, **durante las rondas 1 y 2.**
14. Entiendo que sólo debo ir o regresar del festival con la persona aprobada en el permiso por escrito que debo de entregar antes del festival. Entiendo que, si yo voy a manejar al festival y de regreso, debo entregar la documentación necesaria y tener el permiso de mi entrenador.
15. Trataré a todos los estudiantes, adultos, maestros y personal de DTASC con cortesía y respeto.
16. ÉTICA DE TEATRO:
  - a. Estoy de acuerdo que, cuando esté mirando cualquier actuación seré respetuoso/a, guardaré silencio y mostraré mi apreciación solamente con aplausos. Yo sé cual es la diferencia entre el “Modo de Celebrar” y “el Modo de Respetar” y soy capaz de cambiar entre ambos si es necesario.
  - b. Si mi escuela o yo ganamos, lo haremos sin arrogancia. Si mi escuela o yo no recibimos un premio que creíamos que merecíamos, aceptaremos la decisión sin poner excusas ni quejas.
  - c. Como miembro del publico, respetaré a los actores, el auditorio y la escuela.
  - d. Durante la ceremonia de premiación no correré a la plataforma. Si lo hago, entiendo que a mi escuela ya no se le permitirá actuar y podría ser descalificada del evento.
17. Entiendo que el estudiante que no siga el código de conducta será mandado/a de regreso a casa sin reembolso. Además, ese estudiante puede ser excluido/a de futuras actividades teatrales en su escuela.  
Un padre ó encargado tendrá que recoger a cualquier estudiante que sea mandado a casa.

Estoy de acuerdo con el Código de Conducta y cumpliré con todas las reglas antes mencionadas.

\_\_\_\_\_  
Nombre del estudiante (letra en molde) / Firma del estudiante

\_\_\_\_\_  
Firma del padre o tutor / Número de teléfono del padre o tutor

\_\_\_\_\_  
Firma del maestro/a

Doy permiso para que mi hijo/a sea grabado, filmado o fotografiado con el propósito de publicidad o documentación.

\_\_\_\_\_  
Firma del padre o tutor

## QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

### FALL FESTIVAL

*It's up-to-date if its ends with 9-17.pdf*

#### BEFORE FESTIVAL

- Ad sizes .....D5-1 (5½" x 8½" program)
- Teacher's DTASC Festival Checklist .....D1-1
- Fall Event Rules .....E3, plus E1 and E2
- Guidelines for Parent Supervisors .....D4-1
- Lists of Plays .....H1
- Program Cover Design info (Student Artwork).....C3-4
- Room Chairs – What to Do (JV & MS Divs).....C9-3; 4,5,6; 9,10,11; 12
- Room Chairs – What to Do (Varsity Div) .....C9-3; 4,5,6; 7,8; 12
- Share Sheets (blank) for Fall Festival .....check online; must end in 9-15.pdf
- T-Shirt Order Form.....C6-6

#### OTHER PRE-FESTIVAL DUTIES

- Attend Mandatory Meeting
- Sign up for a festival committee, find out what your duties entail, and perform them
- Register online — a link will be sent to you
- 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. (Addresses are on the email you got when you registered or on the form.)
- Submit names of 3 new judges (should be done on the 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 & the room chair training video
- 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:

- Student Code of Conduct (leave signed at reg table) .....D2-1 and/or D2-3
- Teacher Code (leave signed at registration table).....D1-1
- **Master Cuttings List**, all filled out .....**in your packet or download; keep separate**
- A set of scripts for all your students' scenes showing the exact text they're using (leave at reg table) .....E1-1  
(**BUNDLE THE CODES & SCRIPTS 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 in .....E3-23,24,25
- NOTE: Students need receipts available if judges want to see them.

#### POST FESTIVAL:

- Community Service Certificate .....H4-1
  - Participation Certificate .....H4-3
- (or get them from the Forms folder in the Handbook online: Certificates Fall.pdf)



## PROGRAM COVER DESIGN

Before the organizational meeting, the host school and any other school interested should prepare some designs to consider for the cover.

Pencil drawings and pencil smudge grays are NOT acceptable because it is hard to get a good copy of them to print.

Hand drawn designs must be in **dark black ink on plain white paper**.

Computer-generated designs must be printed **clearly and cleanly in black ink on white paper**.

Good photocopies are acceptable.

Designs need to be as clean as possible (mistakes erased completely or whited out).

The cover must include the following:

- DTASC
- The name of the festival
- The year
- Artwork related to the festival events or to drama on stage in general
- On the back, but not so dark as to show through the front, the name and school of the designer.

Examples:

DTASC  
Fall Festival  
Year  
modern actors in modern setting

DTASC  
Shakespeare Festival  
Year  
portrait of Shakespeare  
or Elizabethan/medieval-looking actors

Designs are to be brought to the organizational meeting, either by the coach or the registrar. **Or they may be mailed or emailed to [llanning@pacbell.net](mailto:llanning@pacbell.net) well in advance of the org meeting.**

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

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

### PROGRAM SIZE – VERY IMPORTANT

SIZE: 5 1/2" wide, 8 1/2" tall (Letter half, vertical)

Fold a sheet of 8 1/2x11" paper in half, and turn it so the paper is "tall."  
That's the size we need.

If you look at the ad page in your packet,  
the full page ad is the right size for the cover.

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

**Half page ad  
\$50**

**5 1/4 inches wide  
3 3/4 inches tall**

**"Business card" ad  
\$15**

**2 1/8 inches wide  
1 7/8 inches tall**

**New ad sizes for the  
smaller size program.**

**Confused? Send it in & I'll  
figure it out for you.**

9

**Quarter page ad  
\$25**

**2 3/8 inches wide  
3 3/4 inches tall**

## **AD SHEET—for 5½ x 8½" programs**

### **EACH SCHOOL MUST PURCHASE ONE AD**

**Full page ad  
\$100**

**5 1/4 inches wide  
8 inches tall**

Reminder: Do not fold small ads.

Pay for one ad for each festival day, even if you register for more than one division. Festivals on different days? Buy an ad for each day.

Email your ad to **llanning@pacbell.net** no later than the day of the organizational meeting.

#### **NEED AN AD?**

Lynn Lanning will design an ad for you at no additional cost.

- Please email Lynn no later than the Wednesday before the organizational meeting.

**llanning@pacbell.net**

Include DTASC in the subject line so she won't think it's spam.

- If you have a request for a certain type of picture (school mascot, drama masks, etc.) or a specific message, email it to her. Otherwise, you take pot luck.

# MASTER CUTTINGS FORM

(Required for Rules Committee – **List All Entries on 1 page for Each Division**)

- If entering multiple divisions, **complete one form for each division.**
- **This form is to be turned in at registration, separate from scripts & codes.**
- **Also turn in** Codes of Conduct and master script cuttings and complete text / source material for all entries. **Record Festival, School Code, Category, and Play Title on every script cutting.**

FALL FESTIVAL 2017 — DIVISION \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_ SCHOOL CODE \_\_\_\_\_

SCHOOL DTASC MEMBER(s) \_\_\_\_\_

CELL PHONE CONTACT # (DAY OF FESTIVAL) (     ) \_\_\_\_\_

(     ) \_\_\_\_\_

(     ) \_\_\_\_\_

## TECHNICAL THEATRE – Alice in Wonderland

**Event 0 – SET / LIGHTS** – entered (please circle)    yes    no

**Event 1 – COSTUMES / MAKE-UP** – entered (please circle)    yes    no

**Event 2 – GRAPHICS / PROGRAM / PUBLICITY** – entered (please circle)    yes    no

## ACTING

### Event 3 – MONOLOGUE #1 (entry 30)

1<sup>st</sup> TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_

CHARACTER NAME(s) \_\_\_\_\_

Circle 1 of each pair:            Serious / Humorous            Classic / Contemporary

2<sup>nd</sup> TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_

CHARACTER NAME(s) \_\_\_\_\_

Circle 1 of each pair:            Serious / Humorous            Classic / Contemporary

### Event 3 – MONOLOGUE #2 (entry 35)

1<sup>st</sup> TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_

CHARACTER NAME(s) \_\_\_\_\_

Circle 1 of each pair:            Serious / Humorous            Classic / Contemporary

2<sup>nd</sup> TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_

CHARACTER NAME(s) \_\_\_\_\_

Circle 1 of each pair:            Serious / Humorous            Classic / Contemporary

### Event 4 – LEADING LADIES (Straight Cut)

TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_

### Event 5 – HORROR / THRILLER PLAYS

TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_

**Event 6 – STUDENT ORIGINAL – BASED ON PAINTING, RENAISSANCE TO 1970 (bring 2 prints; MUST STAPLE 1 print to this form; students must show other print to judges before intro; write SCHOOL CODE on the back of each print)**

TITLE \_\_\_\_\_ AUTHOR \_\_\_\_ Students from our school \_\_\_\_\_

### Event 7 – LARGE GROUP DRAMA

TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_

### Event 8 – LARGE GROUP COMEDY

TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_

### Event 9 – OPEN MUSICAL

TITLE \_\_\_\_\_ AUTHOR \_\_\_\_\_