

SECTION D

COACHES' RESPONSIBILITIES

- D1 COACHES' CODE AND CHECKLIST**
- D2 CODE OF CONDUCT/PARTICIPANT CHECKLIST**
- D3 NEW TEACHER'S GUIDE**
- D4 PARENT/NON-PARTICIPANT CODE AND GUIDELINES**
- D5 AD SHEET**

TEACHER'S 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"

QUICK REFERENCE GUIDE FOR TEACHERS

WHERE TO FIND FORMS IN THE DTASC HANDBOOK

Ad sizes D5-1	
Associate Membership	DTASC web site
Community Service Certificate	H4-1, H4-2
Director's DTASC Festival Checklist & Code	D1-1
Events Submissions	H5-5
Judge Submissions	H5-3 and on the web site
Membership	H5-2
Nomination of Officers	H5-6
Participation Certificate	H4-3, H4-4
Parent /Non-Participant Code of Conduct	D4-1
Rules Submissions	H5-4
Scholarship, DTASC	all of F1
Scholarship, Mario Lomeli	all of F2
Student Code of Conduct (leave signed at reg table).....	D2-1
Student Code of Conduct in Spanish (leave signed at reg table).....	D2-3
Teacher Code (leave signed at registration table)	D1-1
Verification Form, Costume	E3-27 and E4-31
Verification Form, Graphics/Publicity (Fall)	E3-25
Verification Form, Sets/Lights (Fall)	E3-23
Verification Form, Sets/Lights/Graphics (Shakespeare).....	E4-30

WHERE TO FIND OTHER USEFUL INFORMATION IN THE HANDBOOK

Associate Members	DTASC web site
Board Members contact info	A2-1
Calendar	A1-1
Parent /Non-Participant Code & Guidelines for Parent Supervisors	D4
How to Avoid Late Fees	D1-7
Lists of Plays	H1
Master Cuttings List	on DTASC home page
Participant Checklist	D2-2
Performance Rights	D1-8 thru D1-11
Program Cover Design info (Student Artwork)	C3-4
Room Chairs – What to Do	C9
(C: C9-3; 4,5,6; 7,8; 12; A/B: C9-3; 4,5,6; 9,10,11; 12)	
Rules, Fall Festival	all of E1, E2, and E3
Rules, Shakespeare Festival	all of E1, E2, and E4
Shakespeare Play Summaries info	C3-5
T-Shirt Order Form	C6-5

FOR JUNE BUSINESS MEETING

BEFORE MEETING (CHECK DEADLINES FOR EACH)

- Events Submissions
- Nomination of Officers
- Rules Submissions

continued

QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

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

FALL FESTIVAL

BEFORE FESTIVAL

- Ad sizesD5-1 (5½" x 8½" program)
- Teacher’s DTASC Festival ChecklistD1-1
- Fall Event RulesE3, plus E1 and E2
- Guidelines for Parent SupervisorsD4-1
- Lists of PlaysH1
- 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 Festivalask board member
- T-Shirt Order FormC6-6

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 (to 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
- Get Parent/Non-Participant Codes of Conduct to all adults going to festival who are not DTASC members; if they bring them signed, it will save time on festival morning
- 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 inE3-23,24,25
- NOTE: Students need receipts available if judges want to see them.

Check out "Kid-Friendly" Tech link on DTASC home page

POST FESTIVAL:

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

continued

QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

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

SHAKESPEARE FESTIVAL

BEFORE FESTIVAL

- Ad sizesD5-1 (5½" x 8½" program)
- Teacher's DTASC Festival ChecklistD1-1
- Guidelines for Parent SupervisorsD4-1
- Program Cover Design info (Student Artwork).....C3-4
- 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
- Shakespeare Event Rules.....E4, plus E1 and E2
- Shakespeare Play SummariesC3-5
- Share Sheets (blank) for Shakespeare Festival.....H2-1, H2-5, H2-7
- 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, summaries, 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 (can 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 (Shakespeare's plays are in the public domain)
- Attend the organizational meeting to help prepare everything for the festival

BRING TO SHAKESPEARE 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.....E4-31
- Verification Form, Sets/Lights/Graphics (Shakespeare).....E4-30
- Reminder: each entry must have a notebook with the required information; see details inE4-27,28,29

POST FESTIVAL:

- Community Service CertificateH4-2
 - Participation CertificateH4-4
- (or get them from the Forms folder on the CD: Certificates Shakespeare.pdf)



The Drama Teachers Association of Southern California

EXPLANATION OF FEES FOR DTASC FESTIVALS:

ENTRY FEE is \$10 per student. The fee must be paid for each student in each group. If students drop out, under normal circumstances DTASC does not refund the fee. If students are added, the school or coach must pay the additional fee, which can be paid at registration on the day of the festival. For tech categories, the fee is per student in the group actually presenting at the festival, including any live models. It does not matter how many students are involved in preparing the tech entry; only those who actually present it at festival pay fees.

EXAMPLES:

- Tech Category, Varsity Sets/Lights can have 1–4 participants. If only 1 student is presenting the entry, the fee is \$10. If 4 students are involved in the presentation at the festival, the fee is \$40. Middle School and Junior Varsity can have 1–6 students in the presentation. If 6 are presenting at the festival, the fee would be \$60.
- Audition Monologue: A school can have one or two entries in this category. If one student is entered, the fee is \$10. If two students are entered (each competing separately), the fee is \$20.
- Event 9 can have 3–10 students, so the entry fee would range from \$30 to \$100, depending on the number of students performing.

AD FEE: A mandatory ad fee is charged to each school for each festival. The minimum ad price (for an approximately business card size ad) is \$15. Schools can opt for a larger ad at a higher fee. A 1/4 page ad is \$30; 1/2 page is \$50; full page (no bleed) is \$100. We do not accept ads that bleed. Any such ad will be reduced in size to meet the printing requirements.

PROGRAMS: Printed program booklets can be purchased for \$1 each. Please order enough for your school when you register, if you're planning to buy them. A limited number of programs will be available for sale at the festival at \$1 each.

The program will be online about a week before the festival. The online version can be printed landscape on letter size paper. It can be printed double-sided, but it is not designed to fold into a booklet. You may download it and print as many copies as you like.

COACHES' LUNCHESES: Drama teachers (coaches) and other adults may buy one of the lunches being prepared for the judges. The cost is \$8 per person.

DUES: DTASC dues are \$40 per school year for each drama teacher at the school and for each additional staff member involved in the drama program with students attending DTASC Festivals. Dues may be paid separately, or with the registration for the first festival you attend for the school year. Dues must be paid if a teacher wishes to enter students in a festival. Dues are paid once per school year.

FESTIVAL REGISTRATION FEES

- Schools are expected to pay the amount assessed when they register, unless there was an error of some kind, such as ordering 8 lunches instead of 1.
- Contact the treasurer about any problems.
- Students dropping out after registration are not considered an error. The school is still expected to pay their registration fees. Perhaps the school can collect from the students or their parents if they don't understand the commitment they've made.
- If you add students, lunches, extra programs, or more dues after your registration is submitted, the additional money is due no later than the morning of the festival at the registration table. Anyone who is not paid up at that time is not eligible for trophies, and if you receive one anyway, you may have to return it.

HOW TO PAY

- DTASC accepts school checks, personal checks, money orders and credit card payments.
- All checks and money orders must be payable to DTASC.
- Until we are set up to handle credit card payments online, the coach or the school must contact the treasurer by email – llanning@pacbell.net – to set up an appointment for the credit card payment and to get the phone number to call.

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 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.

AMENDMENT TO LATE FEE RULE:

1. If a school has not submitted a check – school check, personal check that can be cashed, personal hold check, or money order – or paid by credit card before the Organizational Meeting, that school will not be registered and will not be placed in the program.
2. If a school withdraws from the festival after the Organizational Meeting, personal checks will not be cashed, but the standard cancellation fee of \$35 will be imposed and must be collected from the school before registering for a subsequent festival.
3. If a school withdraws from the festival after the program goes to print, one week before the festival, all checks – including personal hold checks – will be cashed.
4. Note: Extenuating circumstances may be considered by the President.

See next page about how to **Avoid Paying Late Fee**.

How to avoid a late fee:

After you register online:

1. Print out the registration form OR the invoice that was emailed to you.
2. Write a **personal check** for the total amount owed, and mark it **HOLD** (in the notes corner or with a post-it stuck to it)
3. Mail the registration form (or invoice) and your personal check to the registrar by the postmark deadline.

The treasurer will keep your Hold check until the Monday after the festival, so you have plenty of time to replace it with a school check.

As long as DTASC has a check from you by the deadline, you will not be charged a late fee. Reminder: Late fees double for each successive festival you're late.

NOTE:

If your school needs a copy of the registration form, then print 2 copies. One gets mailed by you to the registrar, and the other goes with your request for a school check.

And PLEASE make sure the financial manager really knows which registrar to mail your school check to!

Ecology note: If you can't bear to use the paper and ink to print 2 copies, then create a pdf of the registration form. Email one copy to your financial manager, and one copy to the DTASC treasurer at: llanning@pacbell.net. You still need to snail-mail your personal check marked Hold.

How to create a pdf:

- a. Have the form on the screen.
- b. Go to the print dialog box.
- c. Find the button or pop-up (depends on the operating system) that lets you print to pdf or print to disk.
- d. Name the file with school name and DTASC (eg: Hawthorne DTASC Regis.pdf).
- e. Click Save or Print (depends on the operating system).

GETTING PERFORMANCE RIGHTS

Here's a quick list of publishers and their guidelines for presenting monologues and scenes for festivals in general. If you don't see the publisher you're looking for, simply email them telling them what you want to do. The following information was gathered doing the same thing. (Note: They are in no particular order.)

SAMUEL FRENCH

In most circumstances, monologues and brief excerpts of less than ten minutes do not require a license or other permission from Samuel French when performed for audition purposes or for a limited audience of adjudicators at festivals and competitions. Excerpts of more than ten minutes or short plays require a license (which can be requested on our website).

Exceptions are generally Neil Simon titles, which always require a minimum licensing fee of \$125.

I recommend reading the competitions page on our website for more information. Please let me know if you have any questions!

ROSEMARY BUCHER, Licensing Representative
d. 917.933.7734 | o. 866.598.8449
rbucher@samuelfrench.com

DRAMATISTS PLAY SERVICE

We have a Scene Performance Rights Application on the Competitions page of the Licensing drop-down list. This license grants the right to make cuts and states the terms and conditions to doing so. The fee is \$40 per performance. But this is for longer scene competitions of 20 or more minutes.

For very short scenes and monologues there is a small fee if the performances are done in front of an invited audience. If it's just for judges, then you don't need to obtain the rights or pay a fee. Short scenes are \$20 per performance and monologues are \$15. You would need to email me directly with the title, date and number of performances and your billing address.

Danna Call, Dramatists Play Service, Inc.
440 Park Avenue South, 11th Floor, New York, NY 10016

DRAMATIC PUBLISHING

Talk to Mary by Phone

Email all request and make sure you have the title of the play you want to use. By the title, they will be able to let you know what you need to pursue the use of the material for festival purposes.

PIONEER PUBLISHING

We have a couple of forms we can send you if you need written permission. Materials and royalties must be arranged before we send you those documents. Give us a call at 800-333-7262. We can give you more information there, but the materials (script(s)) and royalty payment must be arranged first.

Kenzie Smith, Customer Service Representative
Toll-free: 800-333-7262 Phone: 303-779-4035 Fax: 303-779-4315

continued

GETTING PERFORMANCE RIGHTS, CONTINUED

ELDRIDGE PUBLISHING

Royalty fees are waived on cuttings and monologues under ten minutes used for competition. Please let us know if you have any additional questions.

Bryan Edwards, info@hiStage.com, phone: 850.3853.2463 • fax: 850.386.6799
PO BOX 4904 Lancaster, PA 17604 • www.hiStage.com

HEUER PUBLISHING/GREEN ROOM PRESS/BROOKLYN PUBLISHING

If you plan to use a cutting from a Full Length or One Act work for a festival we ask you to do the following:

- 1) Purchase a script for each cast member that will be speaking
- 2) Email us with the cutting (the length of the cutting determines the reduced royalty fee)
- 3) Purchase the reduced royalty fee

If you choose to use our original Monologues, they are one set fee and include the royalty for performance.

Please let me know if you have any questions!

Stephanie Michalick, VP: Operations, Heuer Publishing LLC
customerservice@heuerpub.com, www.heuerpub.com

Phone: 800-950-7529 / Fax: 319-368-8011, PO Box 248, Cedar Rapids, IA 52406

PLAYSCRIPTS

Thanks so much for checking in on this! Our official policy on royalty fees for adjudicated competitions is as follows:

Currently, royalties are waived for the performance of excerpts lasting less than 10 minutes at adjudicated school theatrical festivals or competitions, unless otherwise noted. These particular performances, and only these, are automatically authorized by the playwright when you purchase books of the play you wish to perform. (Note: Any other cuttings must receive prior approval from Playscripts.)

As long as your cuttings (for monologues or scenes) come in at ten minutes or less, you won't need to pay any royalty fees - and you're welcome to cut the play however you like (as long as you don't add any dialogue). We are unable to authorize photocopying of the play - each person involved will need their own copy of the script.

Please let us know if you have any questions!

Tyler Dwigins, Sales & Licensing Associate - West Coast
Playscripts, 7 Penn Plaza, Suite 904, New York, NY 10001

Office: (646) 844-1472 Fax: (888) 203-4519 t

[dwiggins@playscripts.com](mailto:dwigins@playscripts.com) www.playscripts.com

Playscripts, Inc.: <https://www.playscripts.com/help/rights>

Royalties are waived for the performance of excerpts lasting less than 10 minutes at adjudicated school theatrical festivals or auditions, unless otherwise noted in the script. These particular performances, and only these, are automatically authorized by the playwright when you purchase books from Playscripts. (Note: Any other cuttings must receive prior approval from Playscripts.)

continued

GETTING PERFORMANCE RIGHTS, CONTINUED

THEATREFOLK

All of the plays in our catalogue have full details online regarding royalty and script requirements for performance, so if you know the play you are considering this is something that can be easily looked up (and we're happy to help as well).

In addition, you can check out our royalty exemption policy to see if it would apply to your situation.

Royalty fees apply to all performances whether or not admission is charged. A presentation is considered a performance whenever the play is performed in front of an audience. If there's an audience (e.g. an invited dress rehearsal) royalty fees apply.

Monologues and scenes/excerpts lasting ten minutes or less taken from plays published by Theatrefolk may be performed without royalty in the following situations:

- Any International Thespian Society Individual Event.
- Any audition situation (whether auditioning for a show or an educational institution) where no audience is present apart from auditors and auditioners.
- In-class work where no audience is present apart from the teacher and individuals in the same class.

If there is anything else I can help you with, please let me know.

Ally Cooper, Theatrefolk: www.theatrefolk.com

BROADWAY PLAY PUBLISHING

All competitions require a performance-rights license with the exception of those five minutes or under in duration for which no license is required. For competitions with a duration of greater than five minutes a standard fee of \$50.00 per performance applies for full-length plays and \$35.00 per performance for short plays.

Broadway Play Publishing, Inc.: <https://www.broadwayplaypub.com/performance-rights/>

SMITH AND KRAUS

Most Smith and Kraus collections include a blanket permission statement for use. Remember, however, the particular piece you're interested in performing must be found in one of these collections that include blanket permission.

Smith and Kraus: <http://www.smithkraus.com>

YOUTHPLAYS

Royalties are waived for monologues and scenes/excerpts lasting less than 10 minutes for Thespian national or chapter conferences/festivals. To receive a statement of permission, an entrant must purchase a single printable perusal copy of the play through the YouthPLAYS website, then email info@youthplays.com with their name(s), school, and event information

YouthPLAYS: www.youthplays.com

RODGERS & HAMMERSTEIN

The only sort of cutting that we be considered is a continuous segment from any given show. We will not approve a minute cut from here, five minutes cut from here, a song from there, a song from here, etc. It has to be one continuous segment of the show, for however long the competition permits.

Robin Pomatto, Coordinator, Theatrical Licensing, Robin.Pomatto@rnh.com

continued

GETTING PERFORMANCE RIGHTS, CONTINUED

TAMS-WITMARK

In order to review your request we will need more information. Please let us know which shows, scenes and songs your students are interested in. We will also need to know the festival names and the dates of presentation.

Tams-Witmark Music Library, Inc., 560 Lexington Avenue, New York, NY 10022
Phone 212-688-2525, Fax 212-688-3232, customerservice@tamswitmark.com

TRW

TRW will permit any title in our catalog — that is in general release — to be performed as a competition/festival piece. Dependent upon the length of/amount of the work as a whole, there may or may not be author involvement.

Although this permission extends to songs/duos/scenes by individuals or small groups, I am addressing a use larger than a single song but less than the Work as a whole.

TRW has seen titles from our catalog in local and regional competitions from the school level to winning the national AACT festival.

As a general rule of thumb, we will not permit a Work to be presented in a festival/competition if the producer is not presenting the Work (in entirety) in a public presentation. In other words: if a high school or community theater produces a show as part of their regular season and then wishes to proceed with a ‘cutting’ for festival/competition/adjudication: no problem (assuming the festival/competition/adjudication is relatively contiguous with the public performances). TRW would generally not charge additional materials fees and would work with ROCS to extend Stage Tracks availability (if this resource had been licensed for the public performances) for little to no additional charges. Royalties for such a festival/competition would be considered on a case-by-case basis but would not exceed the minimum rate (currently \$85).

If, however, the ‘cutting’ for competition/festival/adjudication will not be presented in a public setting, TRW would not proceed granting permission/licensing.

Remember: it’s fine to present songs and/or short scenes and TRW will sign-off or supply a permission form for these uses (including local/regional awards programs leading up to The Jimmy’s/NHSMTA). But if you wish to present more than a song/scene but less than the whole AND you are not presenting the Work as part of your season or in public performance(s) TRW will not grant a license to proceed.

Under no circumstances may a ‘cutting’ from any TRW title receive a public performance outside of the festival/competition/adjudication process.

If you are aware of intent to take your production to festival/competition/adjudication at the time you apply for a license, we welcome mentioning that fact. But it is not necessary to do so. Since TRW does not ‘rent’ materials, there is no concern about holding onto them following public performance and throughout an adjudication time period. However, you must always inform TRW if you wish to present any of our titles at festival/competition/adjudication since the status of certain shows can change from time to time.

Michael McDonough, Sr Director of Amateur Licensing, www.theatricalrights.com
Theatrical Rights Worldwide, 1180 Ave of Americas, Suite 640, New York, NY 10036
646-736-3234 (direct), 866-378-9758 (toll free), 212-643-1322 (fax)

MTI

MTI has indicated via a phone call that it extends the same rights as TRW.

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 **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 público, 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

DTASC FESTIVAL

PARENT / NON-COMPETITOR CODE OF CONDUCT

PARENTS, NON-COMPETITORS: In an effort to preserve an encouraging, collaborative atmosphere for our students, DTASC asks that each non-competitor (parent, friend, relative, etc.) read and sign this document. Observing the following rules will make the DTASC Festival a pleasant experience for all concerned. This form must be turned in to the REGISTRATION table (or T-SHIRT TABLE or JUDGES STATION if after 9:00 am) 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 student's theatre department but also their school district. I will be polite and cooperative all day.
2. I will wear my name badge at all times while at the DTASC Festival, with my student's school code.
3. I will adhere to the regulations of the DTASC Festival's host school, including but not limited to the prohibition of alcohol and tobacco products and other substances not allowed on school premises.
4. I will not take my student(s) or others off campus without the consent of their coach.
5. I will **turn off** my cell phone and other electronic devices during rounds and awards performances when I am in the performance room. I will make sure no phone calls or messages disturb the performances at any time.
6. **I will not take pictures of any kind during a performance, nor make any recordings.**
7. I am aware that, due to space and focus concerns, non-competition spectators are not allowed in performance rooms during Semi-Finals and Finals rounds. I will use this time to assist my student's coach and/or the DTASC organization with the running of the festival, if possible.
8. I will respect all students, campus organizers, DTASC membership, and district administrative personnel. **I recognize that my displeasure at any rules infractions or other perceived wrongs or other concerns should be shared in confidence with my student's coach, who will share with DTASC personnel as appropriate.**
9. THEATRE ETIQUETTE:
 - a. I agree that while watching *any* performance I will be respectful and quiet and will show appreciation by appropriate applause.
 - b. I will not interrupt any performances by entering or leaving during them.
 - c. If my student or school wins, I will model how to be gracious winner; if my student or school does not win, I will likewise model how to treat my student's peers with respect and civility.
 - d. As a member of the audience, I will respect the performance, the auditorium, and the entire school.
10. **I realize that if I or anyone from our school does not follow the code of conduct, we risk the disqualification of our school, including but not limited to the invalidation of any awarded trophies and plaques and the school being barred from participation at future DTASC festivals.**

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

Printed name of parent/non-competitor / Signature

Cell phone number

Coach's signature / Cell phone number

GUIDELINES FOR PARENTS

Welcome to our DTASC festival. Your presence today means that you are volunteering to help. Thank you!

The following is a list of times and places your help will be most needed.

1. **As you arrive:** Check that students have removed all possessions from the bus, such as LUNCH, jackets, all the pieces for their set exhibit, etc.
2. **Morning Registration:**
 - If there are lunch tickets, gather meal orders, get tickets and deliver payment for lunch. Help distribute programs, school code tags and pins. Make sure that all the students know the location of the first round where they will be performing.
 - **ESSENTIAL:** Sign in on the Parents list and get a PARENT PASS to wear all day. Your school code goes on the pass. Passes are at the Registration table before Round 1, and at the Information table after that.
2. **Opening Assembly:** Make sure all students are with their groups and have used the restrooms. Check with students one last time for room locations. Make sure everyone has purchased lunch or has a lunch with them. Make sure students are wearing their school code tags.
3. **During rounds 1 and 2:**
 - Offer to sell T-shirts, or help at the information table, or with hospitality for the judges, and/or find the host and offer to help.
 - If you are hoping to watch your child perform, please remember that there may not be enough space in some rooms, and that judges must have the seats front & center. No talking, no coaching, and no photography of any kind, please!
4. **Lunch:**
 - Make sure your group has lunch tickets and gets lunch. (You have lunch too!) Help with general supervision. Remind ANY students where the trash cans are.
 - If any students get particularly out of order, find a coach to handle the “teacher type” discipline. Let the coaches be the bad guys!!!
 - If there are any first aid type situations, deliver the student to First Aid and find the coach in question. When in doubt, go to JUDGES to find a DTASC coach.
5. **Afternoon Rounds:**
 - See if there is anything you can help clean up. JUDGES is a good place to find out what needs to be done. We always need help sorting SHARE SHEETS.
 - You may watch a round if there is room. Same restrictions as in #3 above.
6. **Any time students are out on campus**
 - Please remind them to be quiet. If they're doing something dangerous, they need to be stopped. Get help from a DTASC coach as needed.
 - Students are NOT permitted to leave campus at any time during the festival.
7. **Final Assemblies:** Help maintain quiet with your group. It is not necessary for you to attend to any other school’s group. Any situation that requires more discipline should be brought to the attention of your coach.
8. **After the Assemblies:** Make sure students have collected all their belongings, including jackets, cell phones, set exhibits, chairs, etc. before boarding the bus.

Thank you for all your hard work and for helping the festival run smoothly.

**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.**

**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.