# 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	
	collected all the signed copies.
11	
	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	
13	
	arrive in the morning and turn in their signed Code of Conduct.
14	
	adults and students know how they should behave during all assemblies.
15	6 3
	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	· · · · · · · · · · · · · · · · · · ·
	judge (unless I have a committee job which takes all day).
17	5 5 1
	after assemblies, not during them. I will also remind my students to remain quiet outside the rooms
	when they leave their round.
18	
	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	Н5–5
Judge Submissions	H5–3 and on the web site
Membership	Н5–2
Nomination of Officers	Н5–6
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	Н5–5
•	Nomination of Officers	Н5–6
•	Rules Submissions	H5–4

# It's uptodate if its ends with 9-17.pdf **QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED**

# FALL FESTIVAL

#### **BEFORE FESTIVAL**

- Teacher's DTASC Festival Checklist •
- Guidelines for Parent Supervisors......D4–1
- Lists of Plays ......H1 •
- Program Cover Design info (Student Artwork).....C3-4
- •
- Share Sheets (blank) for Fall Festival .....ask board member •

#### **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:**

- 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 Cheek out "KidFriendly" Tech link Cheek out "KidFriendly" Tech link on DTASC home page
  - (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, Sets/Lights (Fall)......E3-26
- Reminder: each entry must have a notebook with the
- • NOTE: Students need receipts available if judges want to see them.

#### **POST FESTIVAL:**

- •
- (or get them from the Forms folder in the Handbook online: Certificates Fall.pdf)

#### HTTP://CETOWEB.ORG/DTASC/HANDBOOK/

# It's up to date if its ends with 9.17.pdf **QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED**

#### SHAKESPEARE FESTIVAL

#### **BEFORE FESTIVAL**

- •
- Guidelines for Parent Supervisors.....D4-1
- Program Cover Design info (Student Artwork)......C3-4
- •
- •

#### **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 (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, Sets/Lights/Graphics (Shakespeare)......E4-30
- Reminder: each entry must have a notebook with the required information;

#### **POST FESTIVAL:**

(or get them from the Forms folder on the CD: Certificates Shakespeare.pdf)



# 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' LUNCHES**: 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 Or-ganizational 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: <u>llanning@pacbell.net</u>. 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

#### **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 Michalicek, 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 Dwiggins, 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 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.)

#### **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

#### **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 time 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.