

Kid-Friendly Tech

Shakespeare Festival Middle School Division

Sets / Lights / Graphics

This packet contains:

- Answers to what you actually have to do in this event
- Directions for writing the Concept Paper (and what it is)
- Directions for creating the required notebook
- Verification Form and Checklist for notebook
- Sample Expenditures form - how to report your spending
- Some questions a judge might ask

Note to anyone reading this:

Feedback requested. What needs to be explained differently? What seems to be missing? What needs changing? What's not necessary?

Tell your drama coach to pass your comments on to DTASC.

You will be helping DTASC create better directions for students to follow.
Thank you.

Shakespeare Festival — Middle School Division

Sets / Lights / Graphics

Why is it called Sets / Lights / Graphics if we're only doing Sets and Graphics?

- Because the Varsity entries have to include 3 light plans, and Junior Varsity has to do one light plan so they can start learning what it's about.
- Middle School does NOT have to do a Light Plan. But it's easier to have all the ballots & categories say the same thing.

Okay, what do we have to do?

- You must:
 - ✓ Build ONE set for the designated category
 - ✓ Draw ONE overhead ground plan for your set
 - ✓ Make a poster OR flyer advertising the play
 - ✓ Create a Notebook
 - ✓ Write a Concept Paper
 - ✓ Get a Verification Form signed & fill out a Checklist
 - ✓ Create a detailed list of how you spent your money
 - ✓ Have receipts or proof of fair market value
- You should
 - ✓ Draw one (1) Front Elevation in color
 - ✓ These are not required, but they are highly recommended

Where do we start?

- Choose the play. Every year DTASC selects 2 Shakespeare plays as the featured plays. They are always listed on the DTASC home page: dtasc.org
- Decide on the setting for that particular play.
It could be the way it would have been done in Shakespeare's time,
or in the time and location of the play itself,
or as a modern adaptation,
set in any time from Shakespeare to the present to the future
or even the far distant past.
Be creative and interesting.
- Start thinking about set design for the time and place you have chosen, and how you will explain your choice to the judges.

What do we build the sets on?

- Your school may already have what's called a "black box stage" for building your presentation set on.
- If not, you will need to create one for your set.
- It's basically a piece of wood, metal or foam board, painted black, where you can create a 3-dimensional set.

How big a set do we build?

- Maximum size for the "real" stage is 18' high, 36' wide, 30' deep (18 feet high, 36 feet wide, 30 feet deep).
- **The set for your presentation is created to a MANDATORY scale: $\frac{1}{2}$ inch = 1 foot.** (1 inch on paper equals 2 feet, $2\frac{1}{2}$ inches represents 5 feet, etc.)
 - How many inches for 18 feet? 36 feet? 30 feet?
 - How many for the number of feet in your stage or performance area?
- Measure out the size of your stage for your "black box stage" and create walls, furniture, whatever you would need on stage for a performance of one particular scene from the designated play.

How much money can we spend?

- You can spend no more than \$50 on materials for creating the sets.
- The black box does NOT get counted in the \$50.
- If someone gives you something to use in your set, you have to find the fair market value of it on the internet, print a page that proves what it would cost, and include that in the \$50 total.
- If you borrow things for the set, you still need to find fair market value and include them in the \$50 you're allowed.
- See the Sample Expenditures page in this pdf to see how to figure costs.
- Save all your receipts and print-outs from the internet and include them in your notebook.

What's the overhead ground plan?

- Pretend you're looking down at the stage from up above it.
It shows placement of all elements in the scene, as well as width and depth, but not height.
- Draw all the items in your set design to scale.
You should use $\frac{1}{4}$ " = 1' scale here (1/4 inch = 1 foot).
It's okay to use $\frac{1}{2}$ " scale if you can fit everything on one plain sheet of white paper ($8\frac{1}{2}$ " x 11").
- The ground plan is required.

What about those "highly recommended" front elevations?

- Show the set from the audience's point of view in color.
This view shows height and width, but not depth.
- Draw a scale model of your set.
Use the same $\frac{1}{4}$ " = 1' scale here (1/4 inch = 1 foot).
It's okay to use $\frac{1}{2}$ " scale if you can fit everything on one plain sheet of white paper ($8\frac{1}{2}$ " x 11").
- Keep it to scale so you know how tall each item is.

What about the poster or flyer? Does it matter which? What's the difference?

- You can do either a poster or a flyer.
- A flyer is letter size (the size paper used in most printers) or half letter size, and is the kind of thing you might hand out to people to tell them about the play, or post on bulletin boards around the school.
- A poster is larger, and can be whatever size you can manage. It would go on a wall somewhere. It has to attract attention and be readable.
- The poster or flyer must give people the information they need so they can get to the play - when, where, etc.
It also needs to be interesting, so they will want to come.
- Do NOT use your real school name. Use a made-up one or Shakespeare MS.

What about the Notebook and Concept Paper?

- You must have a Notebook and Concept Paper, showing all the research you have done and the work that went into preparing your set design.
- You must identify each page with your school code and the title of the play.
- The Notebook must also include
 - renderings, ground plan, and, if you made one, front elevation
 - Sets/Lights/Graphics Verification and Sets/Lights/Graphics Checklist
 - Expenditures Report
 - Receipts and/or proof of fair market value
- You must identify each page with your school code and the title of the play.

What will the judges expect?

- You must have the mandatory items, starting with 1 set, 1 overhead ground plan, (optional) 1 front elevation, and the poster or flyer.
- You must have a Notebook and Concept Paper, showing all the research you have done and the work that went into preparing your sets.
 - Instructions for the Notebook and Concept Paper are in this pdf.

- Please follow them.
- You must have the Sets/Lights/Graphics Verification Form and Sets/Lights/Graphics Checklist (together on a page in this pdf).
 - Print a copy of the Verification Form and Checklist.
 - Fill them out and get the page signed before festival.
 - Put the page into the back of your notebook.
- You must have a detailed list of expenditures in your notebook.
 - A Sample Expenditures page is in this pdf.
 - It shows you:
 - ✓ how to figure costs
 - ✓ how to get fair market value if something is donated
 - ✓ what to do if you lose a receipt
 - ✓ how detailed you need to be
 - The expenditures page is the last page of your notebook.
- You must include receipts or proof of fair market value.
 - See the Sample Expenditures page for examples of this
 - You can add these to your notebook by putting them in an envelope fastened to the inside back cover.
 - It's okay to glue or staple pages of receipts for your notebook, but the envelope is easier.
- You must have a presentation team of 1 to 6 persons to tell the judges about your work.
 - The presentation can take up to 8 minutes.
 - At least one member of your team should be confident enough to do the talking, and know why you made the choices you did.

What if we don't have everything?

- You'll still do the presentation, but you won't get as high a score.
- You might not be eligible for a trophy, no matter how few entries there are.
- You'll still get share sheets with judges' comments.

What do we say in our presentation?

Definitely include:

- Give a brief synopsis of the selected play, if necessary, or a brief explanation of the scene selected, if the judges should know the play well.
- Explain your concept, how it fits your selected play and chosen set locations
- Show your poster or flyer, explaining how it will get students interested.
- Show the set design, ground plan, and, if you have it, optional front elevation, for your set, explaining the components (parts), and why those items were chosen

- Why you need the items you have on the set
 - practical reasons such as cost, ease of use, actors' needs
 - what the set items show in emotion or meaning or style for that scene
- Why they are arranged as they are

If you have time, also include:

- Why particular colors or patterns are important (if they are)
- Problems you had, and how you solved them
- Who worked on what parts of the design and ground plan, and how you decided on responsibilities
- How many other students besides the presentation team were involved (if there were more - there might or might not have been)
- What you learned from working on this project

What are the judges likely to ask us?

- If the judges ask questions, they might ask some of the following:
 - "If you were to actually build this set on a real stage, what materials would you use to build a full sized set?"
 - "How will you get your sets on and off stage? How many people will you need? How long will the set shift take? Will this occur in front of the audience?"
 - "How does your set fit your concept?"
 - "Do you feel this is safe for actors to use?"
 - "Have you consider audience sight lines?"
 - How do the graphic design poster/flyer support your concept?
 - How does the graphic design fit the theme(s) of the selected play?
 - Is the written information on your graphic design easy to read?
If it's a poster, is it easy to read from a distance?
- Sample judges' questions are in this pdf, but judges might not use them.
- Judges may ask you to leave your notebook and/or sets for them to look at. If so, you can pick them up later in the day.
- If the judges don't ask questions, don't worry. You may have answered everything in your presentation.

Suggested Follow-up Questions for Technical Categories

Set / Lights / Graphics (Shakespeare Festival)

Research

1. What were your sources for your research? (Internet, books, paintings, previous shows, etc.?)
2. How did your research influence your design?
3. How much time did your research take?
4. What surprises or interesting pieces of information did you learn?

Concept

1. What inspired your concept?
2. How did you integrate your concept into your design?
3. What were some challenges integrating your concept into your design?

Set Design

1. How does your scenic design support your concept?
2. What were the biggest challenges that you faced with your scenic design and how did you overcome those challenges?

Lighting Design

1. How does your lighting design support your concept?
2. What were the biggest challenges that you faced with your lighting design and how did you overcome those challenges?

TECHNICAL THEATRE EXPENDITURES REPORT

This is an example of how to create the Expenditures Report for your tech notebook.

The items listed here show you

- how to list and explain items
- how to figure costs
- how to prove the amount you're claiming on expenses.

Remember, if borrowed, found, rented, and/or donated, an item used to create your design must be accounted for financially in your budget!

SHAKESPEARE FESTIVAL - YEAR - DIVISION

SCHOOL CODE - ZZZ

TECH CATEGORY- SETS (or) COURT COSTUMES (or) CHARACTER COSTUMES

LIST OF MATERIALS USED / PURCHASED / RENTED / DONATED

CHARACTER COSTUME (Example)

Materials	Amount Spent
1. Partial bolt of Cotton fabric, donated by a parent. Approximately 15 yards left on bolt. Located equivalent material on Fabrics R Us.com for \$3.99 a yard = \$59.85 - Printed copy of web page is included to show on-Line price. Only used 7 yards	\$ 27.93
2. Bought lace ribbon at Walmart. \$8.99 for 25 yard roll. (Receipt included) Used 12.5 yards	\$ 4.50
3. Purchased two dresses from Goodwill. (Receipt included)	\$ 12.00
4. Bought make-up from Halloween Superstore. (Receipt included)	\$ 19.95
5. Two old pairs of Converse Hi-Tops, Donated by students. Found similar pair on eBay for \$2.99. (Printed copy of website with price, included)	\$ 5.98
6. Eagle necklace purchased from Claire's. (Receipt lost.) Found similar necklace online. (Copy of website with price)	\$ 4.95
7. Fabric paint. Had in our classroom. 3 colors used. Joann fabric.com lists each tube at \$5.99 each. Used 1/2 from each tube. (Copy of website with listing of Fabric Paint included) \$5.99 X 3 = \$17.97 ~ 1/2	\$ 8.99
TOTAL	\$ 84.30

SET/LIGHTS/GRAPHICS:

A GUIDE TO THE

NOTEBOOK AND CONCEPT PAPER

I. TITLE PAGE

1. School Code
2. _____ Division Festival
3. Title and author of play

II. CONCEPT PAPER (1-2 pages maximum)

Please write in short, simple sentences.

A. Essential Play Information

1. Title (again)
2. Author (again)
3. Genre (tragedy/comedy, etc.)
4. Historical period/cultural context
5. Settings and time passage
6. Style (romantic, etc.)

B. Interpretation of Play

1. Very brief plot summary — key conflict/resolution
2. Significant roles played by key characters
3. Dominant theme or message
4. Playwright's intent — How play reflects author's purpose

C. Designers' intent — Values of the play/playwright that the designers are committed to expressing through their designs

1. Mood, emotional tone, meanings
2. Stylistic and/or practical design goals

III. RESEARCH

The following are **recommendations** of things to include in this section. Include as few or as many as are appropriate for each entry.

- A. State specific design choices and explain in more detail how they help to communicate the practical needs, as well as meanings, emotions, and stylistic goals stated in the introduction.
- B. Drawings/sketches/renderings/models/plots (Explain in more detail how they support the play based on number and sequence of settings, time passage, script requirements, and authentic research)
- C. Practical choices — cost, time, materials, ease of use, ease in staging
- D. Artistic choices — color, texture, line, shape, composition, silhouette, balance, terminal accents, special effects
- E. Artistic license — unique choices based on an artistic vision (visual metaphors)
- F. Special design problems faced and how you resolved them
- G. Changes that you would make a second time and why
- H. Your greatest successes/personal rewards and why

IV. Expenses page, Verification Form and Checklist page, Receipts or proof of fair market value of items.

SETS/LIGHTS/GRAPHICS VERIFICATION FORM

One copy of this sheet must be filled in, signed, and included in the mandatory notebook.

SCHOOL CODE: _____

CREATOR'S NAME(S): _____

TOTAL COST OF DESIGN: _____

I verify that the accompanying set/lights design was conceptualized and created by student(s) enrolled in the above school indicated by code. I further verify that this design has never placed in any DTASC competition prior to this date and that it does not exceed the amount allowed for my division.

Signature of Creator/Designer

Signature of Director/Sponsor

SETS/LIGHTS/GRAPHICS CHECKLIST

- ___ 1. We chose the featured play: _____
- ___ 2. Notebook is ready for judges. It has these items in this order:
 - ___ Title Page: School Code, Division, Title of Play & Playwright (or Theme)
 - ___ Concept Paper, following all the guidelines
 - ___ Research section:
 - ___ details of our research ___ sketches ___ problems solved
 - ___ our choices are practical & support the play ___ unused ideas
 - ___ Verification Form and Checklist (this page)
 - ___ Expenses Page, showing how we spent our money
 - ___ Receipts and/or other proof of money spent
- ___ 3. We have built the required number of sets for our division:
 - ___ Varsity: 3 set models ___ JV: 2 set models ___ MS: 1 set model
- ___ 4. We have spent no more money than we were allowed:
 - ___ Varsity: \$100 max ___ JV: \$75 max ___ MS: \$50 max
 - ___ We did not include the cost of the black box in our spending.
- ___ 5. We have created the required simple Overhead Ground plan(s).
 - ___ Varsity: 3 (1 per set) ___ JV: 2 (1 for each set) ___ MS: 1 (for our set)
- ___ 6. We have the required Lighting Components:
 - ___ Varsity: 3 (1 per set) ___ JV: 1 (for one of our sets) ___ MS: NONE
- ___ 6. We ARE ARE NOT including the optional Front Elevations:
 - ___ Varsity: 3 (1 per set) ___ JV: 1 (for one of our sets) ___ MS: NONE
- ___ 7. We have created a poster OR flyer.
 - ___ We used a fake school name, not our real one.
- ___ 8. All the work on this tech project has been done by students.
- ___ 9. Our group will be able to answer any questions the judges might ask.
If there are several in the group, others of us could choose to answer.
- ___ 10. I will report on time for my tech presentation, with all my materials and all members of my group.
- ___ 11. Varsity ONLY: I will find out what section we're in, and be on time for that section.
I understand that sections will be announced after roll is taken in our tech room.