

TEACHER'S DTASC FESTIVAL CHECKLIST

- _____ 1. I registered online for the correct division(s) and events. **I have paid this year's dues for myself and all adult directors that coach my students (\$30/year for each of us).**
- _____ 2. I filled out and mailed the entry form with a check (for the full amount due) by the appropriate deadline. **(If a personal check will be replaced by a school check, I marked it "Hold.")**
- _____ 3. I have obtained performance rights as necessary. (See pages D1–8 and D1–9)
- _____ 4. I went over all festival rules with my students. (E1,E2,E3 for Fall; E1,E2,E4 for Shakespeare)
- _____ 5. All scenes are age and audience appropriate.
- _____ 6. I signed up for a festival **job** and I will perform it.
- _____ 7. **I submitted at least 3 qualified judges online. Their names are _____,**
_____, _____.
- _____ 8. I signed up 1–5 student room chairs, gave them each the Room Chair information sheet from the DTASC Handbook **and trained them. They understand what to do.**
- _____ 9. I distributed Student Codes of Conduct to my students, discussed them with the students, and collected all the signed copies.
- _____ 10. 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.
- _____ 11. I have explained to parents that they need to get Parent Passes at the Registration Table when they arrive in the morning.
- _____ 12. **I distributed Parent Guidelines (D4–1) to all parents who might attend the festival. The parents who will be there agree to participate according to the Guidelines.**
- _____ 13. I have arranged for adult supervision of my students at all assemblies.
- _____ 14. I will bring necessary items to festival as follows:
 - a. I am bundling the following items to submit at the registration table when I arrive:
 - 1) teacher code; 2) student codes; 3) scripts for all entries.
 - b. I have filled out the Master Cuttings List (D6) and will submit that at registration.
 - c. I will keep emergency contact information for my students with me at all times.
- _____ 15. Before **each round**, I will check with the Judges Room to see if I am needed to judge. **I will check my cell phone for texts at those times too. My cell phone will be silent when I am in a performance room.**
- _____ 16. 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.
- _____ 17. I understand that at festival I am required to check in with Rules after each round.

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

QUICK REFERENCE GUIDE FOR TEACHERS

WHERE TO FIND FORMS IN THE DTASC HANDBOOK

Ad sizes	D5-1 (5½" x 8½" program)
Associate Membership	H5-2
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
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	A4-1
Ballots (blank).....	H2-2, H2-4, H2-6, H2-8, H2-10
Board Members contact info.....	A2-1
Calendar	A1-1
Cover Design for festival programs (student artwork)	C3-4
How to Avoid Late Fees	D1-7
Lists of Plays.....	H1
Parent Guidelines	D4-1
Participant Checklist	D2-2
Performance Rights	D1-8,9
Registration Reminders	D1-6
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
Share Sheets (blank)	H2-1, H2-3, H2-5, H2-7, H2-9
T-Shirt Order Form	C6-6

FOR JUNE BUSINESS MEETING

BEFORE MEETING (CHECK DEADLINES FOR EACH)

- Events Submissions (every year)
- Nomination of Officers (even numbered years).....
- Rules Submissions (odd numbered years).....

continued

QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

FALL FESTIVAL

BEFORE FESTIVAL

- Ad sizesD5-1 (5½" x 8½" program)
- **Checklist for Teachers; Teacher Code**D1-1
- **Cover Design for festival program** (Student Artwork).....C3-4
- Fall Event RulesE3, plus E1 and E2
- Lists of PlaysH1
- **Parent Guidelines given to all parents**D4-1
- 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
- Share Sheets (blank) for Fall FestivalH2-1, H2-3, H2-7, H2-9
- **Student Codes of Conduct signed & collected**D2-1, D2-3
- T-Shirt Order FormC6-6

OTHER PRE-FESTIVAL DUTIES

- Attend Mandatory Meeting
- Sign up ONLINE for festival jobs, find out what your duties entail, and perform them
- Verify early that you can sign on to the DTASC registration site, and update your information
- Register online
- 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 (see pages D1-6,7)
- Get 3 new judges to register on the DTASC 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 (see pages above)
- 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:

- Master Cuttings List (on DTASC home page for each festival) – turn in separately from the rest, but if you can leave a copy in the Notebook, Rules would appreciate it
- Student Code of Conduct (leave signed at reg table)D2-1 and/or D2-3
- Teacher Code (leave signed at registration table).....D1-1
- A set of scripts for all your students' scenes showing the exact text they're using
with any required notations (leave at reg table).....E1-1

ORGANIZE THE ABOVE ITEMS IN A NOTEBOOK

If you have only a handful of students, you may use a large manila 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

POST FESTIVAL:

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

continued

QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

SHAKESPEARE FESTIVAL

BEFORE FESTIVAL

- Ad sizesD5-1 (5½" x 8½" program)
- **Checklist for Teachers; Teacher Code**D1-1
- **Cover Design for festival program (Student Artwork)** ..C3-4
- **Parent Guidelines given to all parents**D4-1
- 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
- **Student Codes of Conduct signed & collected**D2-1, D2-3
- T-Shirt Order Form.....C6-6

OTHER PRE-FESTIVAL DUTIES

- Attend Mandatory Meeting
- Sign up ONLINE for festival jobs, find out what your duties entail, and perform them
- Verify early that you can sign on to the DTASC registration site, and update your information
- Register online
- If you have extra costume entries, follow the directions in E4-8.
- 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 (see pages D1-6,7)
- 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 (see pages above)
- 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:

- Master Cuttings List (on DTASC home page for each festival) – turn in separately from the rest
- Student Code of Conduct (leave signed at reg table)D2-1 and/or D2-3
- Teacher Code (leave signed at registration table).....D1-1
- Any script that is not the work of Shakespeare (must show exact words students will be using)
(BUNDLE THE ABOVE ITEMS 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, Sets/Lights C Div 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. A/B Div 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 6 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 \$25; 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: Each school receives 10 programs per division entered, at no additional charge. Schools wanting more than that can buy additional programs at \$1 each. A limited number of programs will be available for sale at the festival at \$1 each.

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

DUES: DTASC dues are \$30 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 either Fall or Shakespeare Festivals. Dues must be paid if a teacher wishes to enter students in a festival. Dues are paid once per school year.

FESTIVAL REGISTRATION

- Currently, registration is done online. Coaches who attend the mandatory meetings or who are represented at them receive an email a few days after the meeting with the link for registration.
- Please be sure you register for the correct division.
- Please do not register for the same division more than once.
- If you need to add students, change events, or for any other problems with registration, please use the link on the registration page to contact DTASC about it.

FESTIVAL JOBS

- Each coach attending a DTASC festival with students is expected to help run the festival. See E1-6 for more on the subject.
- Currently, sign-up for festival jobs is being done online.
- The links for job sign-ups for each festival date are sent out with the links for registration.
- Contact a DTASC board member if you do not receive the email with the links within a week of registration.

How to avoid a late fee:

After you register online, and AFTER you click Submit:

1. Back on the home page for registration, click on the View Registration button for your division.
2. Print out the registration form—it will show your school, your name and your correct email at the top. (If any information is wrong, update your profile.)
3. 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)
4. Mail the registration form 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.

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).

Reminder: Late fees double for each successive festival.

HOW TO GET “PERFORMANCE RIGHTS”

adapted from the Educational Theatre Association

To obtain permission to use a song or scene protected by copyright, you must determine who owns the copyright on the material you intend to use, contact the owner, and request the right to use the work in the territory and format you intend, and—in some cases—pay the owner a fee.

FOR A SONG:

The Easy Way: If the songs are listed on the BMI/ASCAP website, your students are covered under the EdTA umbrella.

ASCAP

Go to: <http://www.ascap.com/ace/search.cfm?mode=search>

Once you're on the website, find the link at the top left which says “ACE Title Search” and click on it. On the second screen, find and click where it says “CLICK HERE TO SEARCH THE DATABASE.” On the third screen, type in the title of the song and click on the “Search” button. On the fourth screen, look at the information about your search. If your song is listed, you have performance rights.

BMI

Go to: <http://www.bmi.com/>

Once you're on the website, find where it says “Search BMI Catalog” and type in the title of the song. Click the “Go” button, click the “accept” button on the second screen and look at the information about your search on the 3rd screen. If your song is listed, you have performance rights.

The Hard Way: To obtain a song from a musical that is not listed on ASCAP nor BMI, you will have to contact the Royalty house that owns the musical. To find out who owns the show in question, go to this website where shows and their Licensing companies are listed alphabetically:

<http://www.musicals101.com/alphinde.htm>

MUSIC THEATRE INTERNATIONAL

MTI offers a simple link on their website to a pdf file that allows individual performance rights for single scenes/songs from their musicals. http://www.mtishows.com/ftp/Indiv_Rights_App_Permission_Form.pdf. Simply fill out the form, fax it in, and you will probably have a signed form faxed back to you within 48 hours.

SAMUEL FRENCH, INC

To obtain rights to a musical scene or song from Sam French, I recommend sending a letter on school letterhead via fax or snail mail to the New York office (not the Los Angeles office). In your letter, briefly state what you need and what it will be used for. Toward the bottom of the letter, provide a place for a licensing agent to sign. It will take several weeks to get a response, but I have had good luck so far. Eventually you should receive your letter back signed off.

TAMS-WITMARK

They are evil. This is from a letter sent to me in response to my request for performance rights for one song: “Tams-Witmark does not license or give permission to use single songs or monologues from our shows. We license the full-stage version only.”

continued

FOR A SCRIPT:

Believe it or not, obtaining performance rights for almost any song is easier than obtaining performance rights for almost any script.

BROADWAY PLAY PUBLISHING CO.

Simply go to this webpage and make sure your selection meets their requirements:

<http://www.broadwayplaypubl.com/compet.htm>

PLAYSCRIPTS, INC

Currently, Playscripts, Inc is waiving royalties 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 only.” (Note: Any other cuttings must receive prior approval from Playscripts.)

Simply go to this webpage and print it: <http://www.playscripts.com/faq.php3?id=46>

DRAMATISTS PLAY SERVICE

Students or schools may apply for permission to perform scenes in competitions by submitting the special online Scene application form: <https://www.dramatists.com/cgi-bin/db/secure/scenenpa.asp>
Note that not all DPS plays are available for such use. If your Scene application is immediately approved, you will receive a license invoice by e-mail. If your application requires review, you will receive notification within approximately two weeks by regular mail. Scene inquiries for titles not available on the special Scene application form or for musical performance rights should be sent to nonpro@dramatists.com. The standard fee for scene use is \$30 per performance, regardless of title.

DRAMATIC PUBLISHING

Simply go to the webpage: <http://www.dramaticpublishing.com/RoyApp.php>

Fill out the application – Note: There is a special box in the bottom left corner titled: “Competition/Cutting.” Make sure you fill out this section. Submit your application and wait for a response.

SAMUEL FRENCH, INC

Send a letter on school letterhead via fax or snail mail to the New York office (not the Los Angeles office). In your letter, briefly state what you need and what it will be used for. Toward the bottom of the letter, provide a place for a licensing agent to sign. It will take several weeks to get a response, but I have had good luck so far. Eventually you should receive your letter back signed off. If this plan doesn’t work, you’ll have to apply for a normal license and pay. The average cost for a performance rights to a single monologue is \$15.

ELDRIDGE

Royalty confirmation letters for competition or any other question about royalties should be e-mailed to info@histage.com.

PIONEER DRAMA SERVICE

Send them an email by going to this website and typing in your information.

<http://www.pioneerdrama.com/contactus.asp?ID=1>

TIPS:

Do this for your students. Do not trust that your students will follow through and obtain their performance rights on their own. This is not a job for a student and you do not want to risk endangering your school’s relationship with any royalty house.