

Agenda for August 24 DTASC General Meeting

- I. New Teachers' Meeting – Susan Eiden
- II. Associates Opportunities – Roger Graziani
 - CETA, EDTA – Amanda Swann, Gai Jones
 - Other Associates
- III. Call to Order/President's Welcome – Susan Eiden
 - Job Sign-Ups Reminder
 - Introduction of Board and Committee Chairs
 - Looking for former DTASC participants who went on to entertainment careers
 - Locations for Festivals
- IV. Minutes of June Business Meeting – Bill Garrett
- V. Treasurer's Report – Lynn Lanning
- VI. Membership Secretary Report – Josh Brady
- VII. Social Committee Milestone Recognition/Years of Service Verified – Christine Kolb
- VIII. Open Forum – 1 minute to speak on topics of general interest – Michael Nevarez
- IX. 100th Anniversary – Roger Graziani and Committee
- X. Updated 2019-2020 Calendar – Marcia Barryte
- XI. CYIT – Amanda Swann
- XII. Advocacy/Scholarship Information – Gai Jones
- XIII. Tabs Committee Report – Seth Cohen, Scott Hunter
- XIV. Rules Committee Report – Walt McDowell
- XV. Handbook Committee Report – Lynn Lanning
- XVI. Social Media Report – Nicole Pedroche
- XVII. New Rules Review – Stephen Whelan
- XVIII. Fall Festival Categories – Art Miller
- XIX. Breakouts – JV/MS–Barbara Zatarain, V–Roger Graziani, New Teachers–Susan Eiden
- XX. Registration procedures – Scott Hunter, Marcia Barryte, Josh Brady, Lynn Lanning
- XXI. Call for Judges – Christine Kolb
- XXII. T-Shirts – Stephen Whelan
- XXIII. New Business
- XXIV. Raffle – Christine Kolb and Barbara Zatarain
- XV. Adjourn

2018-2020 Board

President – Susan Eiden

Executive Vice President – Stephen Whelan

Varsity Vice President – Roger Graziani

Jr. Varsity/Middle School Vice President – Barbara Zatarain

Treasurer – Lynn Lanning

Recording Secretary – Bill Garrett

Membership Secretary – Joshua Brady

Varsity Registrar – Marcia Barryte

Jr. Varsity/Middle School Registrar – Scott Hunter

Advocacy Liaison – Gai Jones

Parliamentarian – Michael Nevarez

Historian – Art Miller

Computer Program Liaison/Web Manager – Seth Cohen

Social Media Liaison – Nicole Pedroche

Social Events Coordinator – Christine Kolb

Non-Board Leadership Positions

Handbook Chair – Lynn Lanning

Judges Chair – Christine Kolb

Registration Chair – Yvette Bishop, Ryan Siebrasse

Room Chairs – Paula Hunter

Rules Chair – Walt McDowell

Tabulations Chair – Seth Cohen, Scott Hunter

**Minutes
DTASC June Business Meeting June 1, 2019
Palos Verdes Peninsula High School**

- 1. President's Welcome – Susan Eiden**
 - a. The meeting was called to order at 9:17. Susan said that all “pre-voting rules ballots” should be submitted to Stephen Whelan. This is intended to save time for discussion. She thanked the membership for taking the time to pre-vote.
- 2. Minutes of January General Meeting – Bill Garrett**
 - a. Carol Potter made a motion to accept as written. Jason Hayes seconded. MSP
- 3. Treasurer's Report – Lynn Lanning**
 - a. Carol Potter made a motion to accept. Roger Graziani seconds. MSP
 - b. DTASC is grateful to all of the hosts that helped keep the prices down that has put our treasury in a healthy position.
- 4. Membership Report – Art Miller**
 - a. Josh Brady is out due to school transition. Art reported that the process for membership will remain the same as last year.
 - b. Members are being asked to only have one representative register and enter information for festivals.
- 5. Open Forum**
 - a. Tony Potter – has a carriage and tower from R&H's Cinderella
 - b. Jason Hayes- if you're interested in English Speaking Union please see him. ESU will be offering some scholarships to teachers as well.
 - c. Chris Nelson – talked about Shakespeare by the Sea. Encouraged members to come see it. The performances are free to attend.
- 6. Report from Shakespeare Festival – Marcia Barryte**
 - a. Overall, everything went smoothly. The costs were low for the host sites.
 - b. We did have a shortage of judges for Shakespeare Festival.
- 7. Scholarship and Advocacy – Gai Jones**
 - a. There were fabulous students who applied for DTASC scholarships.
 - b. DTASC would like to see more apply. Remember there are tech scholarships as well.
- 8. Tabs Committee Report – Scott Hunter**
 - a. The committee could still use more people but, overall, things are running smoothly. It is preferred that people work in this committee for multiple festivals.
- 9. DTASC Judges Report – Christine Kolb**
 - a. Please think about what you can do to get your three judges. Call colleagues, former students, and local professionals that you know.
 - b. 45 judges who signed up did not attend and we didn't have many walk-ups.
 - c. We did have a finals round with only 1 judge.
- 10. Review 2019-2020 Calendar – Susan Eiden**
 - a. The 2019-2020 Calendar was distributed. Only one school has confirmed being a host (for the Fall Festival).
 - b. Calabasas HS will look into the possibility of hosting Varsity Fall Festival. Gabrielino HS is looking into hosting JV/MS Fall Festival.

11. 100 Year Celebration Committee – Seth Cohen, Roger Graziani, Barbara Zatarain

- a. This committee is in the process of organizing this event.
- b. The event will be held in August 2020. It will be at Castaway in Burbank.

12. Possible Sites for 2019-2020 Meetings and Festivals – Susan Eiden

- a. Calabasas HS will look into the possibility of hosting Varsity Fall Festival. Gabrielino HS is looking into hosting JV/MS Fall Festival.

13. Rules/Policy Change Suggestions – Stephen Whelan

Members submitted their “pre-vote” at the beginning of the meeting. Any votes that had less than 5 votes separating were given further discussion.

1. 1st place performances at Awards assemblies should be eliminated.

Yes-7 **No-17**

2. Performances of 1st Place Scenes and Monologues at Awards Assemblies might or might not take place. 1) If the awards ceremony doesn't begin by 6pm for both the Varsity and JV Festivals, 1st place-winning scenes and monologues will not be performed at the ceremony. 2) If the host school cannot provide area microphones, an air-conditioned gymnasium and an effective playing space, 1st place-winning scenes and monologues will not be performed.

Yes-17 No-8

3. Shorten Middle School festivals – perform for judges in the morning (2 or 3 rounds) and have the Awards Assembly after lunch. **Yes-13** No- 9

- i. **Lynn Lanning made a motion to table for MS breakout to be decided by only MS teachers. Barbara Zatarain seconded. MSP.**

4. Minimum of 2 Judges for Finals – Finals Rounds for Acting at all levels should not be allowed to proceed unless there are at least 2 judges. **Yes-21** No- 4

5. For Junior Varsity, if there are 10 or fewer entries in any given acting category, so that they are in one room for the morning rounds, they should have only one round in the afternoon, which will be the Finals Round. **Yes-18** No-4

6. For Junior Varsity, if an acting category has 10 or fewer entries, no Honorable Mention plaques should be given. Yes-8 **No-15**

7. Large Group Comedy, Drama and Musical should always be Open so that teachers can plan over the summer. Yes-8 No-10

- i. After further discussion the new vote was: Yes-10 **No-13**

8. Varsity Division Judge – Must be at least 21 years of age, or may be college students of any age who did not participate in the last eight festivals and did not attend a participating school. They must provide any previous school affiliation(s) at judge registration and show their college ID. **Yes-19** No-4

9. Varsity Division Judge- may be a junior or senior in college is majoring in Theatre Arts **Yes-19** No-4

10. Junior Varsity Division Judges- may be High School Graduates of any age. **Yes-18** No-7

11. Middle School Division Judges- may be High School Seniors. **Yes-16** No-8

12. Remove Graphics component from Shakespeare Sets & Lights (no graphic design for Shakespeare Fest.) Yes-11 No-11

- i. This rule was removed since #13 was passed making #12 moot.

13. Have a separate Graphics & Publicity tech section for Shakespeare Festival, which means having either 4 tech categories or costumes are combined into one category. **Yes-13** No-8
- i. Bill Garrett made a motion to amend to "There will be a separate Graphics & Publicity tech section for Shakespeare Festival, which means there will be 4 tech categories for Varsity Shakespeare Festival". Jason Hayes seconded.
Yes-22 No-0 Abstain-2
14. JV and MS Tech- 1) For JV and MS Divisions, two tech categories will be chosen for each festival. Membership will choose those categories at the same time as events are chosen each year. 2) Varsity Tech categories will remain the same as they are currently.
Yes-16 No-4
15. Dress Code shall be amended as follows: 1) All clothing must be plain (no emblems or writing), solid colors, and modest in appearance, as for a general audition, DTASC t-shirts are permitted as the only exception. 3) No undergarments or portions of them may be visible at any time. 4) No accessories. 5) Shoes must be worn at all times.
Yes-16 No-8
16. Clothing that appears to be a costume for the character(s) being performed is NOT permitted. The group may be disqualified for wearing clothing that resembles costumes.
Yes-17 No-8
17. Allow actors to adjust clothing during a scene as appropriate to the script, such as rolling up sleeves preparing to fight. **Yes-18** No-5
18. Hair may not be manipulated or restyled to be used as a prop.
Yes-8 **No-15**
19. If rules are clarified at meetings for particular events, those rules are in effect for the specific event only. **Yes-17** No-4
20. The Code of Conduct is the warning. Since teachers and students have signed the code of conduct agreeing to certain behaviors at festival, they should be immediately disqualified if they break these rules in their performances, even if they're the 1st place scene performing at the awards assembly. Yes-11 No-14
- i. After discussion the vote was:
Yes-1 **No-23** Abstain-1
21. One School, One Vote- schools that have several drama teachers must designate one teacher to vote for them whenever votes are taken at meetings. Or they choose a proxy to vote for them. Yes-12 No-12
- i. Bill Garrett made a motion to remove "or they may choose a proxy to vote for them." Jason Hayes seconded. Yes-19 no-4
New vote on #21: Yes-0 **No-25**
22. Retired members in good standing are eligible to vote at all times. **Yes-21** No-3
23. Term Limits - 1) Set a 6 year term limit for Treasurer 2) The Treasurer may continue to serve without the 2-year hiatus required of other positions, if the board and members approve. **Yes-17** No-6
24. The June meeting shall be mandatory in years when there are rules changes to vote on.
Yes-4 **No-20**
25. DTASC will be gender neutral in all applications. **Yes-24** No-0 abstain-1

14. Event Suggestions- Roger Graziani

- a. The results of the EVENT votes are as follows for FALL:
- b. Fall Tech
 - MS – Children’s Theatre
 - JV – Children’s Theatre
 - V – Amadeus
- c. Small Groups
 - African American Playwrights
 - Open Comedy – **straight scene**
 - A Woman’s Voice- honoring the 100th anniversary of women’s voting rights – plays that feature women’s issues.
- d. Musicals
 - Open Musical
- e. The results of the EVENT votes are as follows for Shakespeare:

Shakespeare Tech: *Much Ado about Nothing; Antony and Cleopatra*

Shakespeare Small Group

 - Characters in Disguise
 - Characters who go Mad
 - Shakespeare’s Final Acts (A scene that takes place in Act V) – **straight scene**

Shakespeare Drama: *Antony and Cleopatra*

Shakespeare Comedy: *Much Ado about Nothing*

Large Group: Theme Collage

15. New Business

- a. No new business was addressed

16. Adjourn

- a. Carol Potter motioned to adjourn. Norah Hunter seconded. MSP

These minutes have been respectfully submitted by Bill Garrett, Recording Secretary.

DTASC Festival Schedule for Fall Varsity Festival

(Not part of minutes; just using the space)

7:30 A.M.	Registration opens
8:00 A.M.	Room Chairs meeting
8:45 A.M.	Opening Assembly
9:00 A.M.	Round 1
10:45 A.M.	Round 2
12:15 P.M.	Lunch
1:45 P.M.	Announce Semi-Finals room assignments
2:00 P.M.	Semi-Final Round
3:30 P.M.	Announce Finals room assignments
4:00 P.M.	Finals Round
6:00 P.M.	Awards Assembly

NOTE: Times are approximate. We adhere to them as closely as possible, but it isn’t always possible.

DTASC Festival Schedule for MS / JV (morning is the same as above)

1:45 P.M.	Announce Semi-Finals room assignments for JV; round 3 for MS
2:00 P.M.	JV Semi-Final Round; MS Round 3
3:15 P.M.	Announce Finals room assignments for JV; MS Awards Assembly
3:45 P.M.	JV Finals Round
5:00 P.M.	JV Awards Assembly

ALL Awards Assemblies last about 2.5 hours

DTASC Calendar

2019–2020

DATE	EVENT	PLACE
August 17, 2019	Board Retreat	Mimi's, Whittier
August 24, 2019	Fall Festival Mandatory Meeting 9am to 2pm New teachers meet at 8 a.m.	<u>Woodrow Wilson Middle School, Glendale</u>
October 6, 2019 (Sunday)	Fall Festival Organizational Meeting 12 noon to 3pm (10:30am Hosts and Board)	<u>Royal Oak Middle School, Covina</u>
October 26, 2019	Varsity Division Fall Festival	<u>Calabasas High School</u>
November 2, 2019	Junior Varsity & Middle School Divisions Fall Festival	<u>Royal Oak Middle School, Covina</u>
January 11, 2020	Board Meeting	TBD
January 25, 2020	Shakespeare Festival Mandatory Meeting 9am to 2pm (New teachers at 8 am)	TBD
March, 2020 (March 10 or 24)	CA Youth in Theatre Day	Sacramento, CA Contact: Gai Jones
March 21, 2020	Shakespeare Festival Organizational Meeting 9am to 12 noon	TBD
April 25, 2020	All Divisions Combined Shakespeare Festival	<u>Oak Hills High School</u>
April 29, 2020	Senior Scholarship Application Deadline	Email to Gai Jones gai.jones@sbcglobal.net
May 9, 2020	DTASC Scholarship Auditions	<u>Palos Verdes Peninsula High School</u>
May 16, 2020	Board Meeting 9am to 11:30am	TBD
June 6, 2020	Business Meeting 9am to 2pm – (election of officers)	TBD
Friday, August 28	DTASC 100 th Anniversary Dinner	Castaway, Burbank

UPDATED 8/19/2019

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MASTER CUTTINGS FORM

(Required for Rules Committee)

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

FALL FESTIVAL 2019 — DIVISION _____

NAME OF SCHOOL _____ SCHOOL CODE _____

SCHOOL DTASC MEMBER(s) _____

CELL PHONE CONTACT # (DAY OF FESTIVAL) () _____

() _____

() _____

TECHNICAL THEATRE – AMADEUS (VARSITY ONLY); CHILDREN'S THEATRE (MS/JV ONLY)

Event 0 – SET / LIGHTS – entered (please circle) yes no Total spent _____

Event 1 – COSTUMES / MAKE-UP – entered (please circle) yes no Total spent _____

Event 2 – GRAPHICS / PUBLICITY – entered (please circle) yes no Total spent _____

ACTING

Event 3 – MONOLOGUE #1 (entry 30)

1st TITLE _____ AUTHOR _____

CHARACTER NAME(s) _____

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

2nd TITLE _____ AUTHOR _____

CHARACTER NAME(s) _____

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

Event 3 – MONOLOGUE #2 (entry 35)

1st TITLE _____ AUTHOR _____

CHARACTER NAME(s) _____

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

2nd TITLE _____ AUTHOR _____

CHARACTER NAME(s) _____

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

Event 4 – OPEN COMEDY (Straight Cut)

TITLE _____ AUTHOR _____

Event 5 – AFRICAN AMERICAN PLAYWRIGHTS

TITLE _____ AUTHOR _____

Event 6 – A WOMAN'S VOICE

TITLE _____ THEME _____

Event 7 – LARGE GROUP DRAMA

TITLE _____ AUTHOR _____

Event 8 – LARGE GROUP COMEDY

TITLE _____ AUTHOR _____

Event 9 – OPEN MUSICAL

TITLE _____ AUTHOR _____

DTASC HANDBOOK CHANGES, AUGUST 2019

NOTE: Updated sections of the handbook will be posted online **early next week**. They are all the sections listed below.

The new versions will end with 8-19.pdf

- The entire handbook is available as a one-pdf download on the web site. The individual sections are there as well.
- Anything updated at the meeting or after the meeting will have a date of month-day-year after it. There will be a note about it on the DTASC home page, with a link to that section.
BE AWARE: You MUST be using the MOST RECENT version of all DTASC rules.
- Pages in this section explain changes by year, i.e., most recent changes first, then backwards by year.
- In 2015, the names of the divisions were changed. C Division is now Varsity, B Division is now Junior Varsity, and A Division is now Middle School. Both designations will be used while we transition.
- In 2017, all sections were updated with the new handbook url.

Changes for 2019

- A1 Calendar for 2019–2020, which is also on the web page under Calendar.
 - B1 By-Laws — a couple of rules changes
 - C3 Program — updated Cover Design page slightly.
 - C6 T-Shirts — updated for new style
 - D1 Teacher Code — some underlining; some bold changed to regular; a few corrections on other pages
 - D2 Student Code — added emphasis on appropriate dress, per new dress code rules.
 - D4 Parent Code — relinked.
 - E1 Participating School Rules — updated per changes from June meeting
 - E2 Scene Rules — updated per changes from June meeting
 - E3 Fall Event Rules — Current rules for Fall Events including Tech; some rules changes from June meeting.
 - E4 Shakespeare Event Rules — Current rules for Shakespeare Events including Tech; some rules changes from June meeting.
 - E5 Rules for Previous Categories — Updated with last year's categories.
 - F1 DTASC Scholarship — Updated deadline.
 - F2 Lomeli Scholarship — Updated deadline.
 - G2 Fall Events — Updated.
 - G3 Shakespeare Events — Updated.
 - G4 Past Hosts — Updated.
 - G5 Statistics — Updated festival summary page and history pages.
- Handbook Changes — Shows what changed since last year

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, **went over the current dress code with them**, 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, following the recommended format:
 - 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(s)
 - b. I will keep emergency contact information for my students with me at all times.
- _____ 16. Before Rounds 1, 2 and Semi-Finals, I will check with the Judges Room to see if I am needed to judge (unless I have a committee job which takes all day).
- _____ 17. I will remind my students to make all necessary cell phone calls between rounds and before or after assemblies, not during them. I will also remind my students to remain quiet outside the rooms when they leave their round.
- _____ 18. I understand that at festival I am required to check in with Rules after each round (unless I am working in Tabs, Judges or Rules, as Rules can find me easily in those locations).

TEACHER CODE

I, _____, hereby warrant that I have adhered to all festival rules and regulations set forth by the Drama Teachers Association of Southern California.

As coach of _____, I accept the responsibility for the content and manner in which all of my students' scenes are presented and for my students' behavior at festival and in the awards assemblies.

Teacher's Signature (Required)

Date

Administrator's Signature (Required)

Date

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

DTASC FESTIVAL

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 the coach deemed necessary.
4. If I post performance videos on social media, I will not refer to DTASC in any way.
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 and up to 2 chairs in a monologue.
I will not throw or propel any of the chairs.
- _____ 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 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!
- _____ 12. I agree to follow festival dress code rules. My teacher has explained them to me, and/or I read section E2 of the DTASC handbook. Dress code rules are #15–18.

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

PROGRAM COVER DESIGN

Before the organizational meeting, the host school and any other school interested should prepare some designs to consider for the cover. **The cover is printed in BLACK ink on colored paper.**

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

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

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

Good photocopies are acceptable. Scans are acceptable – saved as .jpg, .png, or .pdf

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

The cover must include the following:

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

Examples:

DTASC
Fall Festival
Year
modern actors in modern setting

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

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

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

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

PROGRAM SIZE – VERY IMPORTANT

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

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

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

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

Rules changes from June 2019 (Bold = change or relocation; regular type = no change)

CHANGES TO SHAKESPEARE TECH RULES:

- **Graphics and Publicity shall be a 4th Tech category for Shakespeare Festivals.**
The category currently known as Sets / Lights / Graphics will become Sets / Lights.
The requirements will be the same as for the Fall Festival categories of those names.
- **For Junior Varsity and Middle School, two (2) of the four tech categories will be selected for each Shakespeare Festival. These may be done at random or may be rotated, but will be selected at the June meeting by the members present, at the same time as they select the Shakespeare events. MS and JV may still have 1 or 2 entries in a costume category, if there is a costume category that year.**
- **Varsity may enter all 4 Tech categories each year.**

CHANGE TO FALL TECH RULES:

- **For Junior Varsity and Middle School, two (2) of the three tech categories will be selected for each Festival. These may be done at random or may be rotated, but will be selected at the June meeting by the members present, at the same time as they select the acting events.**

Changes to B1 By-Laws

Article III, Section 3. Added: **Emeritus members in good standing, as determined by the board of directors, are eligible to vote at all times.**

Article V, Section 3. Added: **The Treasurer has a 6-year term limit, but the board and members may approve the Treasurer continuing in office without the normal 2 year hiatus.**

Rules changes for E1

3. **For Junior Varsity, if there are 10 or fewer entries in any given acting category, so that they are in one room for the morning rounds, they should have only one round in the afternoon which will be the Finals Round.**

GENDER NEUTRALITY (on page E1-2)

1. **DTASC shall be gender neutral in all applications.**
2. **DTASC approves of color-blind casting.**
Reminder: No scene that makes a parody of or is offensive to alternative lifestyles, religions, sexual orientation, or culture is allowed. (E2-1, rule #4)

PERFORMANCE OF WINNING SCENES AT FESTIVAL

Performances of 1st Place Scenes and Monologues at Awards Assemblies will take place, UNLESS:

1. **The awards ceremony does not begin by 6 PM for both the Varsity and JV Festivals.**
2. **The host school cannot provide area microphones, an air-conditioned gymnasium (or air conditioning for whatever room is being used) and an effective playing space.**

continued

REGARDING JUDGES

5. **A Finals rounds may not begin with only one judge unless the DTASC president tells them to go ahead.**
6. **Eligible Judges**
 - **VARSITY DIVISION** — Judges must be at least 21 years of age, **or may be college students of any age who did not participate in the last eight festivals and did not attend a participating school. They must provide any previous school affiliation(s) at judge registration and show their college ID. College juniors and seniors majoring in Theatre Arts are especially welcome as Varsity judges.**
 - **JUNIOR VARSITY DIVISION** — Judges may be high school graduates of any age.
 - **MIDDLE SCHOOL DIVISION** — Judges may be high school seniors.

Rule changes in E2

5. **If rules are clarified at meetings for particular events, those rules are in effect for the specific event only.**
15. **Dress Code for all Festivals:**
 - **All clothing must be plain (no emblems or writing), solid colors, and modest in appearance, as for a general audition. DTASC t-shirts are permitted as the only exception.**
 - **No undergarments or portions of them may be visible at any time.**
 - **No accessories are permitted.**
 - **Shoes must be worn at all times. No tap shoes, no open-toe shoes.**
17. **Clothing restrictions:**
 - **Clothing that appears to be a costume for the character(s) being performed is NOT permitted. The group may be disqualified for wearing clothing that resembles costumes.**
 - **Hair may be manipulated or restyled to be used as a prop.**
 - **Actors may adjust clothing during a scene as appropriate to the script, such as rolling up sleeves preparing to fight.**
 - **Clothing may not be used as props (e.g. scarf used as a noose), except as would be used in the normal course of a scene (i.e. actress may spread skirt to curtsy before the Duke, character may roll sleeves up or down if the scene requires it).**
 - **Clothing may not be rearranged during the scene to create a different “costume” or indicate a different character. (See #18 for slight exception.)**
 - **No clothing can be removed for any reason during a scene.**
18. **A skirt may be tucked to create pants. (This is the sole exception to Rule #17.)**

SPECIFIC RULES FOR FALL ACTING EVENTS 2019

TEXT

1. No play by Shakespeare may be used in any category. Verse drama is acceptable.
2. Because event 9 is a musical, no singing from a musical is allowed in other categories except as noted for monologues.
 - The libretto of a musical may be used as long as no one sings or hums.
 - Songs included in plays not listed as musicals may be used.
 - Underscoring/humming of ANY music without lyrics is allowed when performing a play. However, NO singing of words.
3. **Must be from a single professionally produced or published play written for the stage.** Equity waiver productions are permitted.
 - Definition of “professionally produced”: Performed by persons receiving pay.)

REMINDER: Scenes must be appropriate for student audiences.

We are theatre educators. Recommended guidelines per division:

- Middle School (A Div) — ages 10-13; **G** rating only please; parents are not all present & would not all approve PG
- Junior Varsity (B Div) — ages 13-15: **PG** rating
- Varsity (C Div) — ages 14-18: **PG-13** rating

Event 3: Rules for Audition Monologue

1. Must prepare and present two monologues.
2. Maximum of five minutes for both; time should be split fairly evenly.
3. One monologue must be from a modern play (1920 or after) and one from a classical play (before 1920). Monologues not from a play may not be used.
4. One monologue must be humorous, the other serious.
 - Which way rules 3 & 4 for monologues are combined is up to actor and/or director.
5. A capella singing is permitted in one of the monologues, but not required.
6. Cannot be student-written.
7. Cannot use material from Shakespeare.
8. Cannot use more than two (2) chairs.

Event 4: Rules for Open Comedy – Straight Scene

1. Must have 2 to 4 performers.
2. Must be 5 minutes maximum.
3. Must be a STRAIGHT scene from a single professionally produced or published play written for the stage. Cannot be student written.
4. All DTASC Straight Scene rules apply. *Handbook E2-2, #11 (number changed) – see below.*
5. Must be of humorous intent.
6. DTASC Handbook E2-2 #10 – **Straight Cut Scene Rules**
 - At least one category per festival must designated as a straight scene.
 - The “scene” must be derived from a single scene of a play, as written by the playwright.
 - Limited editing and cuts permitted:
 - ✓ To delete insignificant characters

continued

- ✓ To make pronoun changes
- ✓ To remove profanity (required)
- ✓ To complete the scene within the time constraints.
- The playwright's intent must be honored.
- Actors may play more than one role.

Event 5: Rules for African American Playwrights

1. Must have 2 to 4 performers.
2. Must be 5 minutes maximum.
3. Must be from a single professionally produced or published play written for the stage; it cannot be student written.
4. The person(s) credited as the playwright(s) must be African American.

Event 6: Rules for A Woman's Voice

1. Must have 2 to 4 performers.
2. Must be 5 minutes maximum.
3. Must be from a single professionally produced or published play written for the stage; cannot be student written. Does NOT have to be by a female playwright.
4. It's the 100th anniversary of the American women's suffrage movement, but the play can be about any issues regarding women.

Event 7: Rules for Large Group Open Drama

1. Must have 3 to 6 performers.
2. Must be 8 minutes maximum.
3. Must be from a single professionally produced or published play written for the stage; it cannot be student written.
4. Must be a scene of serious intent, not a parody.

Event 8: Rules for Large Group Open Comedy

1. Must have 3 to 6 performers.
2. Must be 8 minutes maximum.
3. Must be from a single professionally produced or published play written for the stage; it cannot be student written.
4. Must be a scene of humorous intent.

Event 9: Rules for Open Musical

1. Must have 3 to 10 performers.
2. Must be 8 minutes maximum.
3. Must be from a single professionally produced or published musical written for the stage; it cannot be student written, or based on a movie version.
4. Must include a capella singing.
 - Intent of the musical scene must be theatrical in nature, not choir driven.
 - Songs in the scene need to help further storytelling.

List of African American dramatists & playwrights

Prepared by Art Miller, Canyon High School Theatre Director/DTASC Historian

The following list may be used by DTASC educators and coaches as a guide and resource to search for works by African American playwrights.

This list of playwrights has multiple writers and should provide an opportunity for educators to expand their knowledge of repertoire.

Ira Aldridge	Trey Ellis	Felton Perry
Ron Allen (playwright)	Laurence Fishburne	Shauneille Perry
Christina Anderson	Marcus Gardley	Tyler Perry
(playwright)	Krysta Gonzales	Louis S. Peterson
Garland Anderson	Kirsten Greenidge	Toni Press-Coffman
(playwright)	Sam Greenlee	Willis Richardson
Regina M. Anderson	Bonnie Greer	Sonia Sanchez
Maya Angelou	Thomas Montgomery Gregory	Sandra Seaton
James Baldwin	Angelina Weld Grimké	Charles Sebree
Amiri Baraka	Rosa Guy	Victor Séjour
Tanya Barfield	Katori Hall	Ntozake Shange
Ifa Bayeza	Lorraine Hansberry	Levy Lee Simon
Barry Beckham	James Earl Hardy	Anna Deavere Smith
Marita Bonner	Aleshea Harris	Charles Smith (playwright)
Thomas Bradshaw	Jeremy O. Harris	Saundra Smokes
(playwright)	Hilly Hicks Jr.	Eulalie Spence
William B. Branch	Vy Higginsen	Aurin Squire
Donari Braxton	Abram Hill	Jeff Stetson
Elizabeth Brown-Guillory	Ike Holter	Rashida Strober
Oscar Brown	Sterling Houston	David E. Talbert
William Alexander Brown	C. Bernard Jackson	Regina Taylor
William Wells Brown	Branden Jacobs-Jenkins	Joseph A. Walker (playwright)
Ed Bullins	Caleen Sinnette Jennings	Douglas Turner Ward
Laurie Carlos	Georgia Douglas Johnson	Theodore Ward
Vinnette Justine Carroll	Adrienne Kennedy	Cheryl West
Steve Carter (playwright)	Martha Jayne Keys	Brenton Weyi
Alice Childress	Jaron Marquis	Aaron White
Kirsten Childs	Judi Ann Mason	Jason Christophe White
Cheril N. Clarke	Robbie McCauley	H. Sharif Williams
Eugenia Collier	Tarell Alvin McCraney	Samm-Art Williams
Kristiana Rae Colón	Michael R. Jackson	August Wilson
Eisa Davis	May Miller	Tracey Scott Wilson
Thulani Davis	Lynn Nottage	George C. Wolfe
Lydia R. Diamond	Robert O'Hara	Ahmos Zu-Bolton
Owen Dodson	Dael Orlandersmith	
Henry Francis Downing	Suzan-Lori Parks	

SPECIFIC RULES FOR FALL EVENTS 2019

● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● TECHNICAL CATEGORIES ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

RULES FOR ALL TECH CATEGORIES

1. All tech categories can have no more than four (4) presenters for Varsity (C Division), no more than six (6) presenters for Middle School and Junior Varsity (A/B Divisions).
2. *If participants do not present all the required elements for their specific technical category, their score will be affected, and they may be disqualified.*
3. Technical presentations shall not exceed eight (8) minutes in length.
4. Technical categories are to be entirely student designed and built.
5. Detailed guidelines are provided in this handbook and on the web site. Please follow them.

2019: TECH THEATRE: VARSITY: AMADEUS MS & JV: CHILDREN'S THEATRE

1. Designs must be for any professionally produced or published stage play.
 - May not use a movie version as a source.
 - May not copy designs from the stage version selected.
2. Must meet all divisional requirements for each category as listed in this handbook.
3. Kid-Friendly Tech Directions are available on the DTASC website.

CHANGE TO FALL TECH RULES:

- **For Junior Varsity and Middle School, two (2) of the three tech categories will be selected for each Festival. These may be done at random or may be rotated, but will be selected at the June meeting by the members present, at the same time as they select the acting events.**

Varsity Tech Entries: Changes in Judging Procedures

- Large numbers of tech entries will be split into sections of 12 or fewer schools.
- This will be done as soon as roll has been taken at the beginning of the tech round. It is essential that each tech group be present for roll call.
- All entries will give their prepared presentations to the same panel of judges, one section at a time.

FINALS ROUND:

- Tabulations will determine the top 10, based on the ballots for each section. An equal number will be chosen from each section. If that does not add up to 10, Tabulations will select the next best scores from any section(s) to fill the 10.
- The top 10 entries be announced at an assembly, probably after the acting groups are announced for semi-finals rounds.
- The top 10 will compete against each other in the afternoon in a Finals round for the same panel of judges.
- Instead of having students repeat the presentation, the judges will ask them questions about their work.
- Judges will rank the Finalists according to their first round presentation and the quality of their answers in the Finals round.

QUICK OVERVIEW OF TECH CATEGORIES

SETS/LIGHTS

Middle School (A Division):

- Notebook including Concept Paper, expense sheet, verification, & checklist
- ONE set model
- A simple Overhead Ground Plan
- NO lighting component
- 1–6 presenters; oral presentation
- \$50 limit, excluding black box

Jr. Varsity (B Division):

- Notebook including Concept Paper, expense sheet, verification, & checklist
- TWO set models
- A simple Overhead Ground Plan for EACH of the TWO sets
- A light plot for ONE of the sets
- 1–6 presenters; oral presentation
- \$75 limit, excluding black box

Varsity (C Division):

- THREE set models
- Overhead ground plan for EACH set
- **See Tech page for new Lighting reqs**
- Notebook including Concept Paper
- 1–4 presenters; oral presentation
- \$100 limit, excluding black box

GRAPHICS/PUBLICITY

All Divisions:

- Notebook including Concept Paper, expense sheet, verification, & checklist
- Must use the designated play/genre
- Cannot use school name; make one up
- Poster OR Flyer
- Proposed Publicity Budget (amount below)

Middle School (A Division):

- 4-page Program (no blank pages)
- 1–6 presenters; oral presentation; \$250.00

Jr. Varsity (B Division):

- 4-6 page Program (no blank pages)
- 1–6 presenters; oral presentation; \$500.00

Varsity (C Division):

- 4-8 page Program (no blank pages)
- 1–4 presenters; oral presentation; \$1,000.00

COSTUME/MAKE-UP

Middle School (A Division):

- Notebook including Concept Paper, expense sheet, verification, & checklist
- 3–4 costume renderings with makeup, on white paper (4 if none fully realized)
- 1–2 of these renderings MAY also be fully realized costumes
- Each costume must be identified by character's name; if not for entire play, also needs act and scene
- Must have costume renderings, fabric swatches, and make-up charts
- 1–6 presenters; oral presentation

Jr. Varsity (B Division):

- Notebook including Concept Paper, expense sheet, verification, & checklist
- 3–4 costume renderings with makeup, on white paper (4 if two fully realized)
- 1 of these renderings MUST also be fully realized; may have 2 fully realized
- Each costume must be identified by character's name; if not for entire play, also needs act and scene
- Must have costume renderings, fabric swatches, and make-up charts
- 1–6 presenters; oral presentation

Varsity (C Division):

- Notebook including Concept Paper, expense sheet, verification, & checklist
- 5 costume renderings with makeup, on white paper
- 1–2 of these renderings MUST also be fully realized
- Each costume must be identified by character's name; if not for entire play, also needs act and scene
- Must have costume renderings, fabric swatches, and make-up charts
- 1–4 presenters; oral presentation

Download “Kid Friendly Tech” pdfs from dtasc.org for detailed guides to all three tech categories, or refer to handbook pages for each div/event.

NOTE for ALL Tech Entries:

- Presentation time is 8 minutes.
- Adequate documentation for money spent is required.
- Be prepared to answer judges' questions about your presentation.
- If your notebook is sub-standard or missing pieces, it could lower your score.

VARSITY DIVISION SETS/LIGHTS, CONTINUED**D. LIGHTING DESIGN AND SCHEDULES****1. One light plot ½” or ¼” scale**§ **Must be usable for all three scenes presented for set**§ **Include key for all instruments used**§ **Each light needs**

- **Instrument number**
- **Channel Number**
- **Dimmer Number**
- **Color (if any)**
- **Any other pattern or accessories**

2. Instrument schedule§ **Spreadsheet of all lights used organized by instrument number**

- **Instrument #**
- **Channel #**
- **Dimmer #**
- **Type of light**
- **Gobo (if any)**
- **Color**
- **Watt draw**
- **Purpose**
- **Focus area or special use**

**TO BE UPDATED with
sample schedules**

3. Channel schedule – Same info as Instrument schedule, organized by channel**4. Color schedule – Same info as Instrument schedule, organized by color****5. Magic Sheet (optional)**

§ **One page that has all lights with channel numbers organized in best method for the designer to access and use during programming and tech rehearsals (designer’s preference) (See examples, page E3–18 and E3–19.)**

NOTE: Light design can begin once students have the dimensions and approximate design for the stage. The sets do not have to be completely finished when light design is started. • Allow at least 5 class periods for creating the light design.

continued

**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.**

23

**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.

T-SHIRT ORDER FORM

Director's Name: _____

School: _____

Address: _____

City: _____ Zip: _____

ALL PRE-ORDERED SHORT-SLEEVE T-SHIRTS ARE \$12.00.

They will be sold at Festival for \$15.00

ALL PRE-ORDERED LONG-SLEEVE T-SHIRTS ARE \$16.00.

They will be sold at Festival for \$20.00

	SHORT Sleeves		LONG Sleeves	
Size	# ordered	COACH shirts	# ordered	COACH shirts
Youth Large		not available		not available
Small				
Medium				
Large				
X-Large				
XX-Large				
XXX-Large				

_____ x \$12.00 = \$ _____
 Number of shirts ordered

_____ x \$16.00 = \$ _____
 Number of shirts ordered

_____ \$ _____
 Total number of shirts ordered Total amount of money owed

This order form along with your check or money order made out to **DTASC** must be postmarked no later than the registration deadline. Mail to:

**Lynn Lanning
 DTASC Treasurer
 510 Naranja Drive
 Glendale, CA 91206**

Your shirts may be picked up at the T-Shirt Table on the day of the Festival.

Festival Jobs

- DTASC Drama Festivals are run completely by members. This helps keep entry fees low.
 - DTASC is 20% bigger than it was 10 years ago.
DTASC board members work hard, but can't do everything.
 - ALL members are needed to help throughout the day.
 - Someone could have several jobs during the festival, for instance:
 1. Rules Checking / Judging for Rounds 1 and 2,
 2. and sorting share sheets,
 3. and serving as MC for one of the Awards Assemblies.
 - Please read these and **decide by October 5** which festival job(s) you will sign up for. Division VPs will make final assignments at the org meeting. If you don't sign up, you'll be assigned.
 - NOTE: You can sign up with a committee chair at the meeting, or at home with SignUpGenius – the link (also on DTASC home page) is <https://tinyurl.com/VarsityFest> OR <https://tinyurl.com/MSJVFest>
-

Job Descriptions

Text Liaison between Judges and Room Chairs

- Available all day during festival to troubleshoot any communication needs.
- Must be good at texting and multi-tasking.
- Must get personal cell phone programmed with DTASC text number, have unlimited texts.
- Must bring charger for cell phone.

Registration/Information

- Must be there by 7:15 a.m. to set up table and understand your specific job
- Registration opens at 7:30 a.m. and continues until last arrivals of the day.
- Then registration table moves to t-shirt table & becomes Information Table
- Registration people can be available for Rules check/judging if needed.

Parent Passes

- Must be there by 7:15 a.m. to set up the table and clipboards
- Must get code list (keep secret as much as possible)
- All non-participants other than DTASC coaches wear Parent Passes. They have to
 - turn in a signed Parent Code of Conduct form
 - sign a list with their name & cell phone & school code
 - make out a name tag with their name, their school code and the date
- After Registration closes, Parent Passes moves to the T-Shirt table.
- All papers that have been signed up to that time are sent to Rules.

Rules Checking / Judging

- Available **every round** to judge and check for rules violations as needed.
- Get assignment packet at Registration
- Attend the Judge Orientation at 8:15 am, especially if new or haven't judged recently.
- Check with Rules at lunch to see where you need to rules check for Semi-Finals.
- Check with Rules after Semi-Finals to see if you need to rules check Finals.

Coordinator for Rules Check / Judging

- Start by 7:15 am; finish when all coach assignments for Rounds 1&2 are covered.
- Hand out Rules Check/Judge packets & Rules Violation forms at reg table.
- Find replacement for any pre-assigned coach who does not come to the festival.
- Available for other jobs after round 1 starts, including Rules Check / Judging.

Sorting Share Sheets

- Share sheets will be available near the end of round 2 and the end of Semis.
- They need to be sorted according to school code
- For Awards assembly, stuff share sheets into envelopes and arrange in box alphabetically.
 - Round 2 – 1:30 pm (might be listed as after Round 2, after Lunch)
 - After semis (Note: times are approximate)

Share Sheets Chairperson

- Get the 12x15 manila envelopes from Judges or Tabs
- Lay them out by division and alphabetically by code.
- Check that each school code from each division has an envelope.
- Train any new workers throughout the day
- Make sure the boxes of share sheets get to the assemblies.

Spirit Awards

- Get a clipboard from Marcia Barryte before the opening assembly
- Any time during the day, note the school code and activity for people being kind and doing good deeds – random acts of kindness; politeness; good sportsmanship, etc.
- After the last round, but before the Awards Assembly, return the clipboard to Marcia.
- If possible, stay and help her count up points.

Tech Coordinators

- Available throughout tech rounds, which could last all day or only half.
- One for each tech category for Varsity, one for each tech category for MS/JV.
- You may choose your event; keep it moving along.
- Make sure every entry has all the required items (have judges note missing items on the ballot)
- Remind judges to get everyone ranked (without talking to each other about it).
- You will be given a copy of a speech for the beginning of the round. as long as you cover the main points, you can change the words.
- If you're reading it aloud, please be dramatic and interesting.
- Varsity Tech Coordinators will divide events into sections for judging.

Tabulations

Work all day during festival. There are 2 main jobs:

- **Taking ballots at door:** should be friendly & able to notice details.
- **Inputting scores:** be able to notice details and have good computer skills.
- Need to be comfortable with Excel (at least for now).

Supervision/Clean-Up (NOTE: All teachers and all parents should help with this.)

- Supervise during any times that students are not in rounds
- See that areas are kept clean
- May be assigned to rules check/judging if needed

Adult Lunch Ticket Checker

- Verify that adults coming to lunch are judges or on the pre-paid list.
- Sell lunches to other adults for \$8 each. This is only during lunch.

T-Shirt Chairperson: All Day: from set-up to 6 p.m.

- Can simply check on workers throughout day; does not have to be at the table the entire time
- Assigns schedule for workers
- Gets cash box from treasurer first thing in morning, returns it to Tabulations when sales end.

T-Shirts Sales People

- Available to sell t-shirts and whatever else we have, available for rules check/judging if needed.
- **Note: Never leave cash box unattended.**
- Those on last shift pack remaining t-shirts etc into storage tubs in logical system (all same size together, all of same color pins together, etc). Inventory would be appreciated.
- NOTE: The T-Shirt Table personnel also handle **Parent Passes** after Registration closes. All Parent Pass info also goes to Tabs at end of day. Description of Parent Pass duties is on page 1.

T-shirt sales schedule:

- | | |
|--|-----------------------|
| 1. Set-Up/ Morning shift until 11 a.m. | 4. 1 p.m. – 4 p.m. |
| 2. 10 a.m. – 1 p.m. | 5. 3 p.m. – closedown |
| 3. 11 a.m. – 2 p.m. | 6. 3 p.m. – closedown |

Emcee (during festival day)

- Handle announcements in **assembly area** during the day
- NOTE: While the DTASC president would like to do this, there are times she cannot. The emcee would be at the assembly area, ready to step in, to keep things moving.

Emcee at Varsity Awards Assembly

- host the assembly
- announce the winners (two people can alternate, or one can do it all)

Trophy Wrangler for Varsity Awards Assembly

- hand correct trophies to students

Emcee at Junior Varsity Awards Assembly

- host the assembly
- announce the winners (two people can alternate, or one can do it all)

Trophy Wrangler for Junior Varsity Awards Assembly

- hand correct trophies to students

Emcee at Middle School Awards Assembly

- host the assembly
- announce the winners (two people can alternate, or one can do it all)

Trophy Wrangler for Middle School Awards Assembly –

- hand correct trophies to students

Rules Violations* – Available all day, although could judge Round 1. Violations will start to arrive at the end of Round 1 and continue thru the day. Call in coach, discuss violation & what needs to be done about it. Record everything. If the violation requires a judge to follow up, assign someone to handle it.

Trophy Pick-up and Delivery* – Pick up trophies and plaques from Trophy Masters in Westchester, deliver them to festival, unpack and organize them.

* NOTE: We currently have an excellent team handling any job with an asterisk, and there is no room for more people. However, the job is listed here so people will be aware of it, and because everything changes eventually, including excellent teams.)

Room Chair Coordinators*

- Set up and ready to go before 8 a.m.
- Available early morning and all day to oversee room chairs
- Show training video, answer questions, explain texting procedure
- Make sure room chairs get programs, packets, assignments and stop watches
- Get room chair sheets from Tabs for Semis & Finals & assigning room chairs
- Collect stop watches and packets after last round.
- **Notes regarding the students you organize:**
 - Room chairs pick up judges for round 1, when Judges HQ tells you to send them over.
 - Room chairs escort the judges to Tabs every round to turn in their ballots.
 - Room chairs get a text number, so they can report problems, ask for more judges, etc.

Judges Coordinators: Assign judges to rooms. Someone has to do the pre-festival set-up; the others are needed the day of the festival.

Judges Lunches – Preferably handled by Host School. Order pre-festival, coordinate lunch on day of festival.

Hospitality – Preferably handled by Host School. Purchase refreshments for judges, available all day to keep tables stocked and clean. If DTASC personnel, available for rules check/judging if needed.

NOTE: If hospitality is inadequate, judges are unhappy. Not good to have unhappy judges.

NOTES REGARDING JOB SIGN-UP

Job sign-ups for each festival are handled thru SignUpGenius. Link is also on DTASC home page.

Sign-ups are at <https://tinyurl.com/VarsityFest> and <https://tinyurl.com/MSJVFest>

- Please sign up for as many jobs as you can handle during the day.
- If you signed up at the meeting, you will not need to go on SignUpGenius unless you are changing jobs or adding some.

NOTES REGARDING REGISTRATION

- Next week **an email with links for Registration and for Jobs** will be sent to everyone who signed in at the mandatory meeting, including the people who were represented at the meeting – if the person repping them typed in their email.
- If you do not get the email with links by a week from the meeting, contact one of the board members.

CHANGING ANYTHING, REQUESTING INVOICES, ETC ETC ETC

- For any festival changes or problems, contact **dtasceregchanges@gmail.com**
Think of it as: dtasc – reg(istration) – changes – at gmail dot com
Use for correcting entries, getting an invoice if you don't receive a usable email, job concerns, and just about any question related to festival.

JUDGES NEEDED

Judge sign up: <https://tinyurl.com/Judges-F2019>

- If you want enough judges for each room, please get people to sign up to judge.
We'll send them reminders automatically.
- Link is also on DTASC home page.

QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

FALL FESTIVAL

BEFORE FESTIVAL

- Ad sizesD5-1 (5½" x 8½" program)
- Checklist for Teachers; Teacher CodeD1-1
- Cover Design for festival program (Student Artwork).....C3-4
- Fall Event RulesE3, plus E1 and E2
- Lists of PlaysH1
- Parent Guidelines given to all parentsD4-1
- 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 Form.....C6-5

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

*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 on the CD: Certificates Fall.pdf)

continued