

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