

TEACHER'S VIRTUAL 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 (\$40/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 OR made payment through Venmo or via credit card by contacting the DTASC treasurer. **(If a personal check will be replaced by a school check, I marked it "Hold." I will send in a replacement check when my district has provided one and understand that the previous personal check will be destroyed. No checks will be returned.) PLEASE NOTE: Online payments are preferred for this festival.**
- _____ 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. (See *Virtual Guidelines* on the DTASC front page.)
- _____ 5. All scenes are age and audience appropriate.
- _____ 6. I signed up to judge an event for the festival. I also signed up for an additional festival job which may include teaching a workshop prior to and on November 14th and I will perform it.
- _____ 7. **I submitted at least 3 qualified judges online.** Their names, phone numbers and email addresses have been submitted. **For reference, their names are:**
_____, _____, _____
- _____ 8. I reviewed the Student Code of Conduct with my students and have documented this using a method that works for me. I have submitted a list of participating students organized by event and school code who have signed the Student Code of Conduct. **I understand that DTASC may ask me for copies of the signed codes of conduct if there is a problem.**
- _____ 9. I stressed to my students the importance of a good attitude at festival workshops. As a participant, they should win without arrogance and lose without apology. I have impressed upon my students the importance of respecting the judges' decisions. This includes any and all social media posts in the days leading up to and following the festival.
- _____ 10. **I have explained to parents and students that all communication in the award ceremony chat will be positive, appropriate, and supportive.**
- _____ 11. **Prior to submitting my entries:**
 - A. I have discussed with my administration that DTASC submissions are entered as video recordings.
 - B. I have reviewed all entries for appropriate behavior and content.
 - C. I have submitted my teacher code of conduct, signed by an administrator, to DTASC.
 - D. I have submitted the Master Cutting Form with my entry.

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

TEACHER'S DTASC FESTIVAL CHECKLIST

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- _____ 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

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

Teacher's Signature (Required)

Date

Administrator's Signature (Required)

Date

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

QUICK REFERENCE GUIDE FOR TEACHERS

WHERE TO FIND FORMS IN THE DTASC HANDBOOK

Ad sizes	D5-1
Associate Membership	DTASC web site
Community Service Certificate.....	H4-1, H4-2
Director's DTASC Festival Checklist & Code	D1-1
Events Submissions	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
Parent /Non-Participant Code of Conduct	D4-1
Rules Submissions	H5-4
Scholarship, DTASC.....	all of F1
Scholarship, Mario Lomeli	all of F2
Student Code of Conduct (leave signed at reg table).....	D2-1
Student Code of Conduct in Spanish (leave signed at reg table).....	D2-3
Teacher Code (leave signed at registration table)	D1-1
Verification Form, Costume	E3-27 and E4-31
Verification Form, Graphics/Publicity (Fall)	E3-25
Verification Form, Graphics/Publicity (Shakespeare).....	E4-32
Verification Form, Sets/Lights (Fall)	E3-23
Verification Form, Sets/Lights (Shakespeare).....	E4-30

WHERE TO FIND OTHER USEFUL INFORMATION IN THE HANDBOOK

Associate Members	DTASC web site
Board Members contact info.....	A2-1
Calendar	A1-1
Parent /Non-Participant Code & Guidelines for Parent Supervisors	D4
How to Avoid Late Fees.....	D1-7
Lists of Plays.....	H1
Master Cuttings List.....	on DTASC home page
Participant Checklist	D2-2
Performance Rights.....	D1-8 thru D1-11
Program Cover Design info (Student Artwork)	C3-4
Room Chairs – What to Do.....	C9
(C: C9-3; 4,5,6; 7,8; 12; A/B: C9-3; 4,5,6; 9,10,11; 12)	
Rules, Fall Festival	all of E1, E2, and E3
Rules, Shakespeare Festival	all of E1, E2, and E4
Shakespeare Play Summaries info	C3-5
T-Shirt Order Form	C6-5

FOR JUNE BUSINESS MEETING

BEFORE MEETING (CHECK DEADLINES FOR EACH)

- Events Submissions
 - Nomination of Officers.....
 - Rules Submissions.....
- H5-5
H5-6
H5-4

continued

QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

VIRTUAL FESTIVAL

BEFORE FESTIVAL

- Checklist for Teachers; Teacher Codewill be online next week
- Cover Design for festival program (Student Artwork).....C3-4
- Fall Event RulesE6, plus E1 and E2
- Share Sheets (blank) for Fall Festivalwill be online
- Student Codes of Conduct signed & collected.....will be online

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, WITH A CHECK payable to **DTASC, Inc.** mail it to your division registrar by October 3. You may also pay via Venmo (DTASC, Inc & our logo in purple), or contact the Treasurer about payment by credit card.
- Get 3 new judges to register on the DTASC web site
- Send your students the link to the Student Code of Conduct when it goes online (this is a new procedure and may change)
- Check student videos for appropriateness, good visuals, good sound, no mood lighting, etc There is a separate list in the packet from the mandatory meeting about the videos.

BETWEEN OCT 17 AND OCT 24, 2020:

- Upload your students' video submissions (after you have checked & okayed them)
- Create your Master Cuttings Listwill be online
- Make sure there's a Student Code of Conduct for each participating studentwill be online
- Fill out and sign your Teacher Code.....will be online
- A set of scripts for all your students' scenes showing the exact text they're using **with any required notations**further information coming

IF YOU HAVE TECH ENTRIES:

- Have them download Kid-Friendly (KF) Tech packet for their division and event - this has all the forms they need, plus explanations of what has to be done, along with suggestions, notes about the video, etc etc etc.
- If they have problems or questions you can't answer, contact a DTASC board member. The Treasurer is also the chair of the Handbook Committee, which keeps the directions & rules & so on updated.
- Advise students about their tech projects, or at least check on progress periodically.

CHECK TECH ENTRIES BEFORE SUBMITTING:

- 8 minute video presentation followed by a blank second and then the pages of their notebook
- Notebook pages required:
 1. Title page or card showing School Code, Division, Title of Play, Playwright
 2. Table of Contents with page numbers for the sections of the notebook, beginning to end in order
 3. Each page of the notebook shown for 3-5 seconds, with no voice-over.
 4. Must include Concept Paper, required renderings, research, etc. Can use E3, 26-28
 5. Must have Verification & Checklist page for their tech event. E7, page #s TBD
 6. Last page should be Expenditures..... E7, page #s TBD

POST FESTIVAL:

- Community Service Certificatewill be online
- Participation Certificatewill be online

continued

QUICK REFERENCE GUIDE FOR TEACHERS, CONTINUED

SHAKESPEARE FESTIVAL

BEFORE FESTIVAL – WHERE TO FIND FORMS YOU NEED

- Ad sizesD5–1 (5½" x 8½" program)
- Teacher CodeD1–1
- Student CodeD2–1 and/or D2–3
- Guidelines for Parent SupervisorsD4–1
- Master Cuttings Form.....on DTASC home page
- Program Cover Design info (Student Artwork).....C3–4
- Room Chairs – What to Do (MS/JV)C9–3; 4,5,6; 9,10,11; 12
- Room Chairs – What to Do (Varsity)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
- T-Shirt Order Form.....C6–5

OTHER PRE-FESTIVAL DUTIES

- Attend Mandatory Meeting
- Sign up for a festival committee, find out what your duties entail, and perform them
- Register online — a link will be sent to you for each division
- Print the email that confirms your registration & shows the total amount owed and mail it **WITH A CHECK** payable to **DTASC Inc** and (the following are optional) your ad, program cover designs, and t-shirt order form to your division registrar by the deadline. (Addresses should be on the email you got when you registered.) All personal checks will be held until festival unless you say to cash them.
- Convince at least 3 judges to register via the web site – link is on DTASC home page
- Get Student Codes of Conduct and Festival Participant Checklists out to students early enough to collect all signatures; discuss the contents with the students
- Train room chairs, following the guidelines in the handbook & the room chair training video
- Reminder: It is your responsibility to secure performance rights to anything not in the public domain (Shakespeare's plays are in the public domain)
- Attend the organizational meeting to help prepare everything for the festival

BRING TO SHAKESPEARE FESTIVAL:

- Master Cuttings List (on DTASC home page for each festival) – turn in separately from the rest, but if you can leave another copy in the Notebook, Rules would appreciate it
 - Student Code of Conduct (signed & in notebook)D2–1 and/or D2–3
 - Teacher Code (signed & in notebook).....D1–1
 - A set of scripts for all your students' scenes showing the exact text they're using **with any required notations** (signed & in notebook).....E1–1
- ORGANIZE THE ABOVE ITEMS IN A NOTEBOOK for EACH DIVISION you enter**
If you have only a handful of students, you may use a large manila envelope for each division.
Label outside with SCHOOL CODE and DIVISION.
- Student emergency forms/trip slips (keep with you throughout the festival day)
 - Cell phone so you can be reached during the day if necessary

IF YOU HAVE TECH ENTRIES, BRING:

- Verification Form, Costume.....E4–31 – same for Court and for Character
- Verification Form, Sets/LightsE4–30
- Verification Form, Graphics/PublicityE4–32
- 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 Handbook: Certificates Shakespeare.pdf)

*Check out "Kid-Friendly" Tech
Go to dtasc.org - Festivals -
Shakespeare Festival Tech*

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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, Varsity Sets/Lights can have 1–4 participants. If only 1 student is presenting the entry, the fee is \$10. If 4 students are involved in the presentation at the festival, the fee is \$40. Middle School and Junior Varsity can have 1–6 students in the presentation. If 6 are presenting at the festival, the fee would be \$60.
- Audition Monologue: A school can have one or two entries in this category. If one student is entered, the fee is \$10. If two students are entered (each competing separately), the fee is \$20.
- Event 9 can have 3–10 students, so the entry fee would range from \$30 to \$100, depending on the number of students performing.

AD FEE: A mandatory ad fee is charged to each school for each festival. The minimum ad price (for an approximately business card size ad) is \$15. Schools can opt for a larger ad at a higher fee. A 1/4 page ad is \$30; 1/2 page is \$50; full page (no bleed) is \$100. We do not accept ads that bleed. Any such ad will be reduced in size to meet the printing requirements.

PROGRAMS: Printed program booklets can be purchased for \$1 each. Please order enough for your school when you register, if you're planning to buy them. A limited number of programs will be available for sale at the festival at \$1 each.

The program will be online about a week before the festival. The online version can be printed landscape on letter size paper. It can be printed double-sided, but it is not designed to fold into a booklet. You may download it and print as many copies as you like.

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

DUES: DTASC dues are \$40 per school year for each drama teacher at the school and for each additional staff member involved in the drama program with students attending DTASC Festivals. Dues may be paid separately, or with the registration for the first festival you attend for the school year. Dues must be paid if a teacher wishes to enter students in a festival. Dues are paid once per school year.

FESTIVAL REGISTRATION FEES

- Schools are expected to pay the amount assessed when they register, unless there was an error of some kind, such as ordering 8 lunches instead of 1.
- Contact the treasurer about any problems.
- Students dropping out after registration are not considered an error. The school is still expected to pay their registration fees. Perhaps the school can collect from the students or their parents if they don't understand the commitment they've made.
- If you add students, lunches, extra programs, or more dues after your registration is submitted, the additional money is due no later than the morning of the festival at the registration table. Anyone who is not paid up at that time is not eligible for trophies, and if you receive one anyway, you may have to return it.

HOW TO PAY

- DTASC accepts school checks, personal checks, money orders and credit card payments.
- All checks and money orders must be payable to DTASC.
- Until we are set up to handle credit card payments online, the coach or the school must contact the treasurer by email – llanning@pacbell.net – to set up an appointment for the credit card payment and to get the phone number to call.

LATE FEE

- A late fee of \$35 per division will be assessed if registration fees have not been received by the start of the organizational meeting.
- The late fee will double each consecutive time that a school is delinquent with their registration payment. Any school that has not met all financial obligations from a previous festival will not be eligible to register for any subsequent festivals until the Treasurer has verified that its account has been cleared.

AMENDMENT TO LATE FEE RULE:

1. If a school has not submitted a check – school check, personal check that can be cashed, personal hold check, or money order – or paid by credit card before the Organizational Meeting, that school will not be registered and will not be placed in the program.
2. If a school withdraws from the festival after the Organizational Meeting, personal checks will not be cashed, but the standard cancellation fee of \$35 will be imposed and must be collected from the school before registering for a subsequent festival.
3. If a school withdraws from the festival after the program goes to print, one week before the festival, all checks – including personal hold checks – will be cashed.
4. Note: Extenuating circumstances may be considered by the President.

See next page about how to **Avoid Paying Late Fee**.

How to avoid a late fee:

After you register online:

1. Print out the registration form OR the invoice that was emailed to you.
2. Write a **personal check** for the total amount owed, and mark it **HOLD** (in the notes corner or with a post-it stuck to it)
3. Mail the registration form (or invoice) and your personal check to the registrar by the postmark deadline.

The treasurer will keep your Hold check until the Monday after the festival, so you have plenty of time to replace it with a school check.

As long as DTASC has a check from you by the deadline, you will not be charged a late fee. Reminder: Late fees double for each successive festival you're late.

NOTE:

If your school needs a copy of the registration form, then print 2 copies. One gets mailed by you to the registrar, and the other goes with your request for a school check.

And PLEASE make sure the financial manager really knows which registrar to mail your school check to!

Ecology note: If you can't bear to use the paper and ink to print 2 copies, then create a pdf of the registration form. Email one copy to your financial manager, and one copy to the DTASC treasurer at: 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).

GETTING PERFORMANCE RIGHTS

Here's a quick list of publishers and their guidelines for presenting monologues and scenes for festivals in general. If you don't see the publisher you're looking for, simply email them telling them what you want to do. The following information was gathered doing the same thing. (Note: They are in no particular order.)

SAMUEL FRENCH

In most circumstances, monologues and brief excerpts of less than ten minutes do not require a license or other permission from Samuel French when performed for audition purposes or for a limited audience of adjudicators at festivals and competitions. Excerpts of more than ten minutes or short plays require a license (which can be requested on our website).

Exceptions are generally Neil Simon titles, which always require a minimum licensing fee of \$125.

I recommend reading the competitions page on our website for more information. Please let me know if you have any questions!

ROSEMARY BUCHER, Licensing Representative
d. 917.933.7734 | o. 866.598.8449
rbucher@samuelfrench.com

DRAMATISTS PLAY SERVICE

We have a Scene Performance Rights Application on the Competitions page of the Licensing drop-down list. This license grants the right to make cuts and states the terms and conditions to doing so. The fee is \$40 per performance. But this is for longer scene competitions of 20 or more minutes.

For very short scenes and monologues there is a small fee if the performances are done in front of an invited audience. If it's just for judges, then you don't need to obtain the rights or pay a fee. Short scenes are \$20 per performance and monologues are \$15. You would need to email me directly with the title, date and number of performances and your billing address.

Danna Call, Dramatists Play Service, Inc.
440 Park Avenue South, 11th Floor, New York, NY 10016

DRAMATIC PUBLISHING

Talk to Mary by Phone

Email all request and make sure you have the title of the play you want to use. By the title, they will be able to let you know what you need to pursue the use of the material for festival purposes.

PIONEER PUBLISHING

We have a couple of forms we can send you if you need written permission. Materials and royalties must be arranged before we send you those documents. Give us a call at 800-333-7262. We can give you more information there, but the materials (script(s)) and royalty payment must be arranged first.

Kenzie Smith, Customer Service Representative
Toll-free: 800-333-7262 Phone: 303-779-4035 Fax: 303-779-4315

continued

GETTING PERFORMANCE RIGHTS, CONTINUED

ELDRIDGE PUBLISHING

Royalty fees are waived on cuttings and monologues under ten minutes used for competition. Please let us know if you have any additional questions.

Bryan Edwards, info@hiStage.com, phone: 850.3853.2463 • fax: 850.386.6799
PO BOX 4904 Lancaster, PA 17604 • www.hiStage.com

HEUER PUBLISHING/GREEN ROOM PRESS/BROOKLYN PUBLISHING

If you plan to use a cutting from a Full Length or One Act work for a festival we ask you to do the following:

- 1) Purchase a script for each cast member that will be speaking
- 2) Email us with the cutting (the length of the cutting determines the reduced royalty fee)
- 3) Purchase the reduced royalty fee

If you choose to use our original Monologues, they are one set fee and include the royalty for performance.

Please let me know if you have any questions!

Stephanie Michalicek, VP: Operations, Heuer Publishing LLC
customerservice@heuerpub.com, www.heuerpub.com

Phone: 800-950-7529 / Fax: 319-368-8011, PO Box 248, Cedar Rapids, IA 52406

PLAYSCRIPTS

Thanks so much for checking in on this! Our official policy on royalty fees for adjudicated competitions is as follows:

Currently, royalties are waived for the performance of excerpts lasting less than 10 minutes at adjudicated school theatrical festivals or competitions, unless otherwise noted. These particular performances, and only these, are automatically authorized by the playwright when you purchase books of the play you wish to perform. (Note: Any other cuttings must receive prior approval from Playscripts.)

As long as your cuttings (for monologues or scenes) come in at ten minutes or less, you won't need to pay any royalty fees - and you're welcome to cut the play however you like (as long as you don't add any dialogue). We are unable to authorize photocopying of the play - each person involved will need their own copy of the script.

Please let us know if you have any questions!

Tyler Dwigins, Sales & Licensing Associate - West Coast
Playscripts, 7 Penn Plaza, Suite 904, New York, NY 10001

Office: (646) 844-1472 Fax: (888) 203-4519 t

[dwiggins@playscripts.com](mailto:dwigins@playscripts.com) www.playscripts.com

Playscripts, Inc.: <https://www.playscripts.com/help/rights>

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continued

GETTING PERFORMANCE RIGHTS, CONTINUED

THEATREFOLK

All of the plays in our catalogue have full details online regarding royalty and script requirements for performance, so if you know the play you are considering this is something that can be easily looked up (and we're happy to help as well).

In addition, you can check out our royalty exemption policy to see if it would apply to your situation.

Royalty fees apply to all performances whether or not admission is charged. A presentation is considered a performance whenever the play is performed in front of an audience. If there's an audience (e.g. an invited dress rehearsal) royalty fees apply.

Monologues and scenes/excerpts lasting ten minutes or less taken from plays published by Theatrefolk may be performed without royalty in the following situations:

- Any International Thespian Society Individual Event.
- Any audition situation (whether auditioning for a show or an educational institution) where no audience is present apart from auditors and auditioners.
- In-class work where no audience is present apart from the teacher and individuals in the same class.

If there is anything else I can help you with, please let me know.

Ally Cooper, Theatrefolk: www.theatrefolk.com

BROADWAY PLAY PUBLISHING

All competitions require a performance-rights license with the exception of those five minutes or under in duration for which no license is required. For competitions with a duration of greater than five minutes a standard fee of \$50.00 per performance applies for full-length plays and \$35.00 per performance for short plays.

Broadway Play Publishing, Inc.: <https://www.broadwayplaypub.com/performance-rights/>

SMITH AND KRAUS

Most Smith and Kraus collections include a blanket permission statement for use. Remember, however, the particular piece you're interested in performing must be found in one of these collections that include blanket permission.

Smith and Kraus: <http://www.smithkraus.com>

YOUTHPLAYS

Royalties are waived for monologues and scenes/excerpts lasting less than 10 minutes for Thespian national or chapter conferences/festivals. To receive a statement of permission, an entrant must purchase a single printable perusal copy of the play through the YouthPLAYS website, then email info@youthplays.com with their name(s), school, and event information

YouthPLAYS: www.youthplays.com

RODGERS & HAMMERSTEIN

The only sort of cutting that we be considered is a continuous segment from any given show. We will not approve a minute cut from here, five minutes cut from here, a song from there, a song from here, etc. It has to be one continuous segment of the show, for however long the competition permits.

Robin Pomatto, Coordinator, Theatrical Licensing, Robin.Pomatto@rnh.com

continued

GETTING PERFORMANCE RIGHTS, CONTINUED

TAMS-WITMARK

In order to review your request we will need more information. Please let us know which shows, scenes and songs your students are interested in. We will also need to know the festival names and the dates of presentation.

Tams-Witmark Music Library, Inc., 560 Lexington Avenue, New York, NY 10022
Phone 212-688-2525, Fax 212-688-3232, customerservice@tamswitmark.com

TRW

TRW will permit any title in our catalog — that is in general release — to be performed as a competition/festival piece. Dependent upon the length of/amount of the work as a whole, there may or may not be author involvement.

Although this permission extends to songs/duos/scenes by individuals or small groups, I am addressing a use larger than a single song but less than the Work as a whole.

TRW has seen titles from our catalog in local and regional competitions from the school level to winning the national AACT festival.

As a general rule of thumb, we will not permit a Work to be presented in a festival/competition if the producer is not presenting the Work (in entirety) in a public presentation. In other words: if a high school or community theater produces a show as part of their regular season and then wishes to proceed with a ‘cutting’ for festival/competition/adjudication: no problem (assuming the festival/competition/adjudication is relatively contiguous with the public performances). TRW would generally not charge additional materials fees and would work with ROCS to extend Stage Tracks availability (if this resource had been licensed for the public performances) for little to no additional charges. Royalties for such a festival/competition would be considered on a case-by-case basis but would not exceed the minimum rate (currently \$85).

If, however, the ‘cutting’ for competition/festival/adjudication will not be presented in a public setting, TRW would not proceed granting permission/licensing.

Remember: it’s fine to present songs and/or short scenes and TRW will sign-off or supply a permission form for these uses (including local/regional awards programs leading up to The Jimmy’s/NHSMTA). But if you wish to present more than a song/scene but less than the whole AND you are not presenting the Work as part of your season or in public performance(s) TRW will not grant a license to proceed.

Under no circumstances may a ‘cutting’ from any TRW title receive a public performance outside of the festival/competition/adjudication process.

If you are aware of intent to take your production to festival/competition/adjudication at the time you apply for a license, we welcome mentioning that fact. But it is not necessary to do so. Since TRW does not ‘rent’ materials, there is no concern about holding onto them following public performance and throughout an adjudication time period. However, you must always inform TRW if you wish to present any of our titles at festival/competition/adjudication since the status of certain shows can change from time to time.

Michael McDonough, Sr Director of Amateur Licensing, www.theatricalrights.com
Theatrical Rights Worldwide, 1180 Ave of Americas, Suite 640, New York, NY 10036
646-736-3234 (direct), 866-378-9758 (toll free), 212-643-1322 (fax)

MTI

MTI has indicated via a phone call that it extends the same rights as TRW.