

Teacher-Friendly Tech FAQ

Virtual Festival — Fall 2020 Varsity Division

Costumes and Makeup

This packet contains:

- Answers to what students actually have to do in this event
- Information about how to turn all this into a video presentation
- Directions for writing the Concept Paper (and what it is)
- Directions for creating the required notebook
- Verification Form and Checklist for notebook
- Sample Expenditures form - how to report spending
- Typical questions a judge might ask
- Websites that might be useful

Drama Teacher FAQ

Virtual Festival — Varsity Division

Costumes/Makeup

What do students have to do?

- Students have to create five (5) color renderings of costumes for the designated play, as though your school were actually producing this play.
- Students **MUST HAVE** all of the following:
 - ✓ Five (5) costume renderings
 - ✓ Five (5) makeup designs, one for each costume rendering
 - ✓ Notebook and Concept Paper (directions included in this packet)
 - ✓ Verification Form & Checklist (form included with this packet)
 - ✓ Expenditures sheet (sample included with this packet)
- The forms go in the notebook.
- A video presentation (maximum length 8 minutes)
 - ✓ Students send it to you, the teacher, for review
 - ✓ You submit it by the required deadline.
- Most of this can be done online and then downloaded for the video.
 - ✓ Screenshots and photos are good.
 - ✓ Students may use whatever software programs they have access to.
- Tech categories may edit the videos to submit, because students will probably be compiling their video from a variety of sources.
 - ✓ Tell your students to make it interesting for the judges, and check that it is!
 - ✓ More details coming up.
- **PLEASE REMIND STUDENTS TO PRACTICE SOCIAL DISTANCING ON THIS PROJECT!**
 - ✓ Any video with students working together in the same screen will be disqualified.

Are students supposed to make real, physical costumes?

- No. They draw the costumes, or they build them online.

Are students supposed to design online?

- Yes, if they can.
 - ✓ DTASC will provide a list of software programs available. Some will be free; some won't be.
 - ✓ Your school may already have some. If so, try to get access to them for both you and your students.

What do students create online or with the school's software?

- Students build costumes online or create drawings (renderings) of them on white paper.
 - ✓ They color these costumes appropriately.
 - ✓ They add a makeup plan for each costume, also in color, which can be done online or on paper.
 - ✓ Students may or may not be in school, but they are not supposed to get close together, so they need to communicate by text/phone.

How many costumes?

- Varsity students must create five (5) color renderings of costumes. That means well-done drawings for five entire costumes - including shoes, accessories, and so on.
- Costumes can be for different characters, or for the same character in different scenes, or a combination (for example, 3 characters, with 3 costumes for one of them).
- A costume template is included in this packet, but no one is required to use it. The teacher can provide a template, or students can find one online.
- On the front of each design, students must write the name of the character. If the costume is for a particular scene, they must include the act & scene.
- They also need a legend (a box or area that explains things) for each page. In it, they list the fabrics they would use for each piece of each costume.
- They will need virtual swatches (pictures of fabric) for each rendering, to show what material it would be made from.
 - ✓ They can also find pictures online of the item they want.
 - ✓ They must list the type(s) of fabric, color, and cost of original.
 - ✓ They must explain how they could adapt this to a school budget.

What about makeup?

- Students must create 5 color renderings of makeup designs, one for each costume.
- A makeup template is included in this packet, but no one is required to use it. The teacher can provide a template, or students can find one online.
- They also need a legend stating type of makeup used.
 - ✓ Theatrical makeup is preferred.
 - ✓ Include brand names and colors.
- They must label each makeup design with the name of the character, and the act and scene, if it is not used for the entire play.

How much money are students allowed to spend?

- No actual money should be spent on this project.
- However, students **MUST** create a costume budget for their creations.
 - ✓ Keep it realistic. How much does your school usually spend on costumes for your actual productions? Give students that information as a starting point.
 - ✓ When they show each costume, they should tell the judges how much money it would cost to make, rent, or purchase.
 - They need to provide documentation to support these expenditures, which they will record in the Concept / Research section of the notebook.
 - Would the drama department need to fundraise to be able to afford these costumes for a production?
 - If so, what sort of fundraising idea do the students have? Include it.
 - How much money would they expect to raise this way?
 - If no fundraising is needed, they should explain briefly how this all fits into the drama department's budget.

What about the Notebook and Concept Paper?

- ☐ **MANDATORY:** Students must have a Notebook and Concept Paper, showing all the research done and the work that went into preparing this project, plus other information.
- ☐ Please begin the Concept / Research Notebook with:
 - ✓ A title page showing School Code, Division, Play Title and Author
 - ✓ A Table of Contents page of sections in the notebook, in order from front to back (beginning to end) and their page or slide numbers.
 - ✓ This will let judges have easy access to all the materials.
- ☐ The Notebook must also include:
 - ✓ Students' research, and all the work they did to create their costume and makeup designs.
 - ✓ Costumes Verification and Checklist (together on a page in this packet)
 - ✓ Expenditures Report
- ☐ The Concept / Research Notebook is presented **following** the timed, 8 minute video presentation.
- ☐ The images of the Notebook are NOT part of the timed presentation.
- ☐ Judges **MUST** be able to see each page or frame of the notebook clearly.
- ☐ Video time of 3-5 seconds per page should be about right.
- ☐ The judges can pause the video if they need to look longer at anything.
- ☐ This is like leaving the notebook for the judges to look at, after everyone has finished their presentations, just as students would do at a live festival.

How many people can work on this?

- Students **MUST** maintain Social Distancing while working on this project. Try to have them work online or individually, sharing ideas online or by phone.
- Involve as many students at your school as you like, while planning the costumes & makeup, and preparing the notebook, concept paper, and renderings.
- The presentation team for the video has 1 to 4 students.
- At least one of those students must have been on the design team and know all the reasons for the students' choices and decisions.
- The design group can decide which and how many presenters will do the talking.
- For the virtual festival only, a student in an acting event may also be a presenter for one tech event, but they should be part of the design team, too.
- Adults are allowed to advise students, or demonstrate how to do something, but they cannot do the actual work. All work must be done by students.

What will the judges expect?

1. Have your students begin by stating your school code, followed by the title of the play and the playwright (author).
2. Students must have the mandatory items, starting with colored renderings (drawings) of each costume and its parts, created online or hand-drawn on clean white paper, with images of fabric swatches.
3. If students create the costumes online, either download the results or take screenshots.
4. Students must have colored renderings of the makeup for each costume, created online or hand-drawn on clean white paper, with brand names & colors.
5. Students must include a costume budget, listing what each item would cost.
 - ✓ A Sample Expenditures page is in this packet.
 - ✓ It shows:
 - how to figure costs
 - how to get fair market value if something is donated
 - how detailed the information needs to be
 - ✓ The expenditures page is the last page of the notebook.
6. Students must identify each page of the notebook with the school code.
7. Each costume and makeup page must show the school code, the name of the character, the title of the play, and the act & scene, if the costume and/or makeup is not worn for the entire play.
8. Students must have a Notebook and Concept Paper, showing all the research that was done and the work that went into preparing the costumes & makeup designs.
 - ✓ Instructions for the Notebook and Concept Paper are in this packet.
 - ✓ Please follow them.

9. Students must have the Costume Verification Form and Checklist (together on a page in this packet).
 - ✓ Print a copy of the Verification Form and Checklist.
 - ✓ Fill them out. You and your students need to sign. You may sign electronically if you wish.
 - ✓ Scan the page or take a photo of it to add it to the online notebook.
10. A presentation team of 1 to 4 persons may appear in the video.
 - ✓ The presentation part of the video can take up to 8 minutes and is for talking about costume and makeup choices.
 - ✓ At least one member of the presentation team should be confident enough to do the talking, and know why various choices were made.
 - ✓ Following the 8-minute presentation, students show the judges the notebook, page by page, starting with the title page. See details in video section.

What would the judges ask your students, if they could ask questions?

- If the judges could ask questions, they might ask:
 - why students chose a particular fabric or style or color
 - what a particular item of clothing would say to the audience
 - whether the actor will find it easy to move and to change costumes
- Judges in this category tend to concentrate on
 - construction
 - color and fabric choices
 - how costume selections relate to the theme of the play, the concept, and the character
- Sample judges' questions are on a separate page in this packet. Suggest that students work them naturally into the presentation as complete statements.

What if your students don't have everything?

- It's your choice if you want to submit an incomplete video, but your students will definitely not get as high a score, and might even be disqualified in the virtual festival, depending on what's missing.
- You'll still get share sheets with judges' comments to present to your students.

What do students say in their presentation?

- They **begin** by stating the school code, followed by the title of the play and the playwright (author).
 - ✓ Show the Judges some of the more creative ideas in real time.
 - ✓ This could involve a short acting presentation.

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- They should talk about the items listed under RESEARCH on the Notebook and Concept Paper guide, but they can do it in any order that seems natural.

Suggestions for things students could talk about ... They could:

- Give a brief synopsis of the selected play, if necessary, or a brief explanation of the scene selected, if they think the judges should know the play well.
- State which scene(s) and character(s) they have chosen to costume.
If there are different scenes, explain each scene briefly before showing the costume for it.
- Explain what research they did about the characters, the play, the time period, clothing styles, etc.
- Explain why each costume is appropriate for the character
 - style, fabric, color
 - ease in getting into and out of it
 - how it works with costumes worn by other characters
 - how it allows whatever movement the character needs for the scene, etc.
- Explain what meanings, emotions and stylistic goals each costume communicates to the actor(s) and to the audience (how it relates to the theme of the play and their artistic vision)
- Explain what other choices (costume, colors, fabric, style, accessories) they considered, and why they didn't use them
- Describe what makeup they selected to go with each costume, and why
- Talk about problems they had, and how they solved them
- Mention how many other students besides the presentation team were involved (if there were more - there might or might not have been), and how they divided up responsibilities
- Tell what they learned from working on this project
- Talk briefly about what they might do differently next time
- Talk briefly about what they greatest successes and personal rewards from working on this project, and their reasons for feeling that way

What should the presentation team do to prepare?

- Plan the talk at least a week before they start recording, and time it to be sure it's under 8 minutes. (People often talk faster when they're nervous.)
 - ✓ Students should decide who is going to talk about which part and help them figure out what to say.
- Work out the video plan
 - ✓ Students should decide who is filming each part of the video presentation, who is doing the editing, and what the plan for the video is.

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- ✓ They should try filming segments of the video early so they can see what changes need to be made - better acting voice? better way of showing costumes or makeup or notebook pages in video? better lighting?
- ✓ Remember, judges need to be able to see clearly what is being shown, and to hear what is being said.

What about that video?

SPECIAL INFO FOR TEACHERS:

- You, the teacher, have a week to submit the video - beginning Oct 17, and ending at one minute to midnight on Oct 24. DTASC needs the next day to get everything sorted for the judges, who will begin viewing on Monday.
- ✓ You need time to review the videos for all your groups before you submit them, as you are responsible for the content.
- ✓ Urge students to submit as early as they can.
- If YOU are late submitting the video, you risk not having it judged.

INFO TO SHARE WITH STUDENTS:

- For tech, video may be **edited**. In fact, DTASC **strongly encourages students to edit!** Here's why:
 - ✓ **It will be easier to bring designs to life for the judges.**
 - ✓ It enables students to use **voice overs** as they highlight their designs.
 - ✓ It allows students to show some of the **research photos/downloads/screenshots** while they discuss their research.
 - ✓ DTASC will supply a list of software programs that should help with editing. Students may ask for help from anyone at the school or in their immediate family.
 - ✓ If students are including answers to judges' possible questions, they cannot simply answer the question without context. They must re-word the question into part of their answer so it all makes sense to anyone who hears it.
- PLEASE NOTE: No examples of physical designs are allowed to appear in the same "zoom box" / "virtual screen" as any presenter.
 - ✓ The items you cannot show would include: physical makeup designs placed on a presenter's face, a physically constructed costume worn by a presenter, a physically built set model displayed by a presenter, etc.
 - ✓ The only exception to this would be to hold up printed copies of your established design renderings or original hand drawn artwork, such as a graphic design poster, a set or costume rendering created by that presenter.

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- **Some tips for recording video:**
 - ✓ Each presenter can be filmed at home, doing their part of the presentation.
 - ✓ Filming of presenters does not have to be done all at the same time - each will be done individually, and they can re-film segments if necessary.
(NOTE: To avoid distracting the judges, the presenter should be in the same place wearing the same thing each time.)
 - ✓ Tech is allowed to re-record segments if necessary, so everything can be as perfect as possible before it's submitted.
 - ✓ Each costume needs to be presented and described.
 - ✓ Describe the makeup for each.
 - ✓ Explain how this costume/makeup fits the scene, how easy it is to wear, and anything else the judges should notice about it.
 - ✓ Include information about its cost.
 - ✓ If you are including answers to judges' possible questions, include enough info from the question so they'll understand the answer.
 - ✓ **After the 8-minute presentation, students MUST also show the Notebook.** This is NOT part of the timed presentation.
 - ✓ Leave a brief space but no more than a second or two before putting up the title page of the notebook.
 - ✓ No voice over is needed for the notebook.
 - ✓ Here is the order for the Concept / Research Notebook:
 1. **The title page or card with School Code, Division, Play Title and Playwright (Author)**
 2. **A Table of Contents page** of notebook sections and their page numbers
 3. Follow that with Concept Paper and Research, Checklist and Verification, Expenditures, page by page, for the judges to review.
 - ✓ Notebook pages can be shown onscreen, or turned into PowerPoint, or presented in whatever creative manner students come up with, as long as the judges can see all the pieces.
 - ✓ Anything on screen must be large enough for the judges to see and read easily.
 - ✓ Allow 3-5 seconds of video time for each page.
- **Reminder: Once the entry is submitted to DTASC, there is no do-over**, no matter what mistake someone suddenly discovers.
 - ✓ Students should check the video carefully before sending it to you, the teacher. You are the only one who can submit it.
 - ✓ The submission window opens Oct 17 and closes at one minute before midnight on Oct 24, 2020.

Students should try to create an additional 30-second presentation

- They do NOT do this until the 8-minute presentation has been submitted.
- This is a short video montage that may be used at the Awards Assembly.
- Please have them begin the montage with a Title Page that includes: School Code, Division, Category, Play Title, Playwright (Author). This title card is not counted towards the montage time.
- Students should spend no more than 3 seconds on each Costume rendering and on each Makeup design, or they will run out of time.
- The deadline for submitting these will be on the DTASC website by mid-October. Again, only you, the teacher, may submit the videos.

Okay, time to get started.

- If your students have questions and you don't have the answers, contact someone in DTASC. The Contact List is on the DTASC website.
- Have fun with the project, and encourage your students to do the best job they possibly can.
- Both you and your students, Please remember to practice SOCIAL DISTANCING.