

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, 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:
 - 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
 - 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).
- _____ 19. **Everyone from our school will conform to all distancing and Covid safety requirements as communicated by the Host School.**

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"