

# DTASC FESTIVAL FAQ

## BEFORE GOING TO THE FESTIVAL

- **What should I do to prepare for judging at festival?**
  - Download judge pdf from dtasc.org and **READ THE INFORMATION.**  
If we all know the guidelines, we'll make the day more successful for students.
- **Bring** 2 pens/pencils, as well as your positive attitude toward youth performances, your ability to complete judging sheets, and your best handwriting and spelling.
  - Also hearing aids & glasses, if you need them.
- **If you know student performers**, you cannot judge an event they're in.
  - **Before festival, ASK DRAMA TEACHER OR STUDENTS FOR SCHOOL CODE.**
    - Our 3-letter school codes help keep schools anonymous for judging.
  - Go thru the program and put a line thru the rooms those students will be in.
  - Double check assignments as soon as you get them.
  - **If you are assigned to any room you lined out, get re-assigned ASAP.**
  - **If you are judging students you know, they could be disqualified.**
- **Plan your driving time.**
  - Closest parking places, including handicapped parking, fill up early.
  - We cannot guarantee a judging assignment if you arrive after 8:30 am.
  - Doors for Judges HQ open officially at 7 am. You can get coffee and snacks then, judge packets as soon as coordinators are ready.
- **Find out if Judge Orientation has been moved online. If so, please view it.**

## WHERE DO I FIND ...

### BALLOTS

- In the Judge Packet – 2 #10 envelopes, with Event, Round & Room on them

### SHARE SHEETS

- Loose in the Judge Packet. You have 15 to start.
- Get more at Judges HQ or from Room Chairs.

### RUBRICS for scoring sections

- On the back of each share sheet for all events.

### JUDGE NUMBER

- On your Judge Packet – the 3-digit number (such as 040, 261, etc.)

### JUDGE RIBBON

- Handed to you when you collect your judge packet.
- You will also get a sticker to attach the ribbon. Do not use the sticker on any fuzzy material.

### LUNCH TICKET

- Your Judge ribbon is your lunch ticket. Wear it where it can be seen easily.

### LUNCH

- Check 1<sup>st</sup> page of program booklet for location.

### PROGRAM, Readable SCHOOL MAP

- On the table or counter near where you signed in as a Judge.
- If you don't see them, ask! Someone may have forgotten to put them out.

**RESTROOMS**

- Marked on school map. Or ask someone.

**HOSPITALITY (Snacks, coffee, tea, water, etc.)**

- Judges HQ, all day from 7 am until Finals begin.

**THE ROOM YOU'RE SUPPOSED TO BE IN**

- Use the full page school map where you can actually read room numbers.
- Orient yourself and your map wherever you are. Then look for the room number.
- Or ask someone.

**HOW TO GET REASSIGNED IF YOU KNOW SOMEONE**

- You or the room chair can text a message to Judges HQ.
- The text number is **1-424-318-1605**
- That number can be used to report trouble or emergencies where EMTs are needed, or just about any problem DTASC personnel should deal with.
- Always give your name & judge number.

**A QUICK WAY TO REPORT A RULES VIOLATION**

- You or the room chair can text a message to Judges HQ.
- The text number for RULES is **1-661-904-5896**
- For Rules violations, they need: Event, Round, Room Number, School Code, a description of the violation, your name & judge number.

**SHARE SHEETS AND BALLOTS****How do I fill out a ballot?**

- Put in all the information at the top and bottom of the ballot.
- Copy the list of school codes in the same order as on the board. Do not skip any.
- For each performance, give each scene a score in all 5 areas.
- Use S, A, P, F, and N to score them.
- S = Superior; A = Accomplished (formerly Excellence); P = Proficient (formerly Good); F = Fair, and N = Needs Work.

**What if I can't decide on a score?**

- You have to pick one. If you put two, Tabs uses the lower score.
- The back of the share sheets has a rubric that says what each score should mean.

**What if there's a No Show?**

- Put a line across all boxes on that row, or put an X in each box.
- IMPORTANT: Keep the No Show on the list to help Tabulations.

**How do I fill out a share sheet?**

- Put in the correct school code & other information top & bottom
- Add comments about the student performances.

**What do I put in the comments section on the share sheet?**

- Say something positive about the performance, even if it wasn't the greatest.
- Your judge packet has suggested comments, if you need help with something to say.
- It's okay to offer constructive criticism. Give suggestions for improving specific things.
- Do not say anything that would discourage a student from performing – these are kids and they need some encouragement.
- Students will take your comments literally.
- Check your spelling.

**How do I rank monologues for interaction? There's only one person on stage.**

- The interaction is with an implied person that the solo performer is talking to.

**How much time do I have for writing comments?**

- Very little, unfortunately. The festival has approximate time lines, and needs to stay close to them.
- You have about 1 minute between performances. You can ask for a little more, but it won't be more than another minute.
- If you want to write more, do it in line for Tabs or at Tabs after you turn in your ballot.
- If you really have a lot to say, put it in an email. Include the school code and round. Send it to [dtascfest@gmail.com](mailto:dtascfest@gmail.com) or [dtascjudges@gmail.com](mailto:dtascjudges@gmail.com)
- If you have so much to write that you won't get to your 2<sup>nd</sup> round judging assignment, have someone notify judges HQ immediately so they can send a replacement.

**What if I know they broke one or more rules during their performance?**

- Judge the performance, not the rule breaking.
- Report the rules violation after you've turned in your ballot & share sheets. You will need the school code.

**Judging Reminders About the Rules**

- Please do not judge down a group that was stopped for time.
- DO NOT make judgments based on a rules infraction.
- DO NOT grade down because of accents or performances in foreign languages.
- DO NOT discourage students from attempting difficult roles.
- DO NOT ask students which school belongs to a specific code.

**How do I rank them?**

- Decide which performance should be in **First Place. Give that code a 1.** Then give the next best a 2 for 2<sup>nd</sup> place, and so on.
- Continue until every performance has a unique number. Do not use any number more than once. **NO TIES** allowed.
- **Do NOT rearrange the codes.** Tabulations needs them in program order to save time.
- Your judge packet has a sample of how to rank as you go – directions on one side, sample ballot on the other. Or use your own system – but it needs to be done quickly.

**What do I do when I've finished ranking?**

- Fold your ballot & put it back in its envelope.
- **The Room Chair will escort all the judges from your room to Tabulations** so you can turn in your ballots and share sheets.
- **Please go with the Room Chair.** If you need more time for share sheets or ranking, take care of it in line at Tabs or after your room has been checked at Tabs.
  - It's a lot easier in Tabulations if all the ballots for a room arrive at the same time.
- Then go back to Judges HQ. If you want to report any Rules violations, stop by Rules on the way to Judges.

**What's the column that says Inappropriate?**

- If you think the performance is too mature for the age group, put a check mark in that column.
- If performers used swear words, had sexual gestures, put down or made fun of anyone on the basis of religion, ethnicity, gender identification, etc, mark that column and report the problem to Rules. You will need the school code.

**What happens to my ballot after the festival?**

- It will be shredded.

**Who cares what color the ballot and share sheets are?**

- Tabulations does. When things get really busy there, it saves a lot of time if we're looking for a particular color, rather than having to check the school codes on every ballot in the room.
- If you have to use a ballot or share sheet of a different color, please print the correct color at the top, as boldly as you can. That helps, too.

**ROOM CHAIRS****What do Room Chairs do?**

- Room Chairs list the codes in order on the board, call roll, tell performers when to start, time performances, and keep things running smoothly.
- Room Chairs request chairs, keys, extra judges, or whatever may be needed.
- Room Chairs do their best to keep order in the room.
  - As a Judge, please step in to help Room Chairs if a problem won't stop.
- Room Chairs will pick up Judges at Judges HQ to go to Round 1.
  - After that, Judges are on their own.
- Room Chairs will escort Judges as a group to Tabulations to turn in ballots and share sheets after each round.

**WHO WON?****How do I find out who won?**

- Be sure you have the school code(s) for whichever group(s) you're interested in.
- If you can stay for the Awards Assembly, you can see the actual winners.
  - The Assembly can be pretty noisy at times, but things quiet down for the 1<sup>st</sup> place winners to perform their scene.
- Sometime soon after the festival, the list of winners will be posted on dtasc.org. Timing depends on whether there's another festival immediately and how swamped our volunteers are. DTASC is an all-volunteer organization.