

Changes to Tech Events

- We are actively trying to make it possible for more students to participate in tech.
- All divisions have the same requirements.
- Requirements have been rewritten since the last live festival.
 - A copy of the requirements for each event is with the judge information for that event – in your judge packet and also downloadable from dtasc.org
- Rubrics have been rewritten since the last live festival.
- The rubric for each event is on the back of the share sheet being used for that event.
- A fully realized costume is OPTIONAL for this festival, both for Character Costume and for World Court.
- The biggest change, of course, is that Set Design, Light Design, and Graphics/Publicity are all separate events now.
 - No more combining 3 in 1 for the Shakespeare Festival, or 2 in 1 for the Fall Festival.
- Light Design is its own event, although it may borrow the set design from its school if it wishes.
 - It requires Light Cues based on the script, with quotes to show appropriateness.
- Middle School students do not compete in Light Design.
- We now have a long list of Royal Courts around the world, but it's still incomplete.
 - Aztecs are the only exception to the Shakespeare's Lifetime rule.
- The Notebook and Concept Paper have been replaced in all events by the Inspiration and Concept Board – which may or may not be on a board.
- Notebooks, if present, are judged completely separately from the event.
 - The best in each category gets a certificate.
- We are continuing the practice from recent live festivals of splitting a tech event with more than 20 entries.
 - Judges see one half.
 - Then the same judges see the other half.
 - After lunch, the same judges come back to interview the top 5 from each half, to determine which get trophies and which get honorable mention.
 - If they wish, judges may make note on the morning ballots of any groups they definitely want to see in the afternoon.

What you will find in your Tech Judge Packet

- **Changes to Tech Events** – in case you've judged before and think it'll be like last time
- **Cover Letter** – which you're looking at now
- **Welcome DTASC Tech Judges** – explains what your day will be like
- **Raffle** – if you can fill out your ballot correctly, you can enter the raffle.
 - Prizes include DTASC t-shirts & baseball caps (while supplies last) and 2 Trader Joe gift cards.
- **Ranking** – 2 pages – the first page explains a simple easy ranking system, and the other page shows a ballot marked up using the system.
- **Requirements**
- **Possible Comments**
- **Share Sheet with Criteria on the back** (Criteria refers to Requirements)
- **DTASC FAQ for Tech Judges**
- **DTASC FAQ for Judges**

Helpful Information

- When you get your tech judge packet at festival, it will have a ballot in a #10 envelope and enough share sheets for the day.
- The room number is on the #10 envelope.
- If you need **more share sheets**, ask the tech coordinator, check with Judges HQ, or stop by Tabs & ask Lynn for some.
- If you need to **replace a ballot**, ask the tech coordinator, or stop by Tabs & ask Lynn.
- **Do not discuss your scores with other judges or the students.**
- **Do not decide to coordinate all the scores.** Tabulations will figure it out.

Again, **thank you for judging!** The students will appreciate your encouraging comments and your constructive criticism.

WELCOME, DTASC TECH JUDGES

Thank you for sharing your time and expertise with us.

♥ ♥ ♥ ♥ ♥ **PLEASE BE PREPARED TO SPEND THE ENTIRE DAY.** ♥ ♥ ♥ ♥ ♥

- If you leave partway thru the day, we won't be able to use your scores.

If you have questions or problems during the day or need to be assigned to a different room to judge, please text 1-424-318-1605

WHEN YOU ARRIVE:

- **Check in**
 - **Collect stuff** – this page, program, map, food, beverage(s)
 - Say which tech you want to judge.
 - Get your judge packet (check both sides of papers), ribbon, & sticker for ribbon
- **Tech Judge talk** will be around 8:15 am in a different location (and maybe online)
- Look thru materials in your packet
 - Various **information** sheets to aid you – multi-colored has information for everyone
 - All the same color – for your tech event.
 - Green – Set Design; Gray – Light Design; Purple – Graphics/Publicity;
 - Pink – Character Costumes; Ivory – World Court Costumes
 - **1 or 2 envelopes with ballots inside – round & room # are on the front**
 - **Share sheets** – 15 may be enough for 2 rounds; extras are available in Judges HQ or from room chairs

HOW TECH JUDGING WORKS

If there are more than 20 entries, we split the groups. If that happens,

- Judges see the first half of the entries, and fill out a ballot and share sheets.
- After a short break, judges see the second half, and do another ballot & share sheets.
- We recommend you take notes to remind yourself what you might want to ask later.
- After lunch, judges return to the same room to see the top 5 from each half.
- You will receive both your ballots, all the share sheets, a list of suggested questions (which you can use or ignore), and a new ballot and envelope.
- Interview the students about their tech designs.
- Fill in the new ballot and rank these students for their trophies.

If there are fewer than 20 entries,

- You have one round where you see all the entries, fill out one ballot plus all the share sheets needed, and rank the entries for trophies.
- Then you're done for the day. It might be before lunch; it might be long after lunch. You get a lunch break either way.

Raffle tickets

- At lunchtime, show your ballot to Lynn at Tabs.
- If it's filled out correctly, you get raffle tickets.

WHEN YOU'RE THROUGH FOR THE DAY:

- Check out at Judges HQ and collect your stipend
If you wish, donate all or part of your stipend to the scholarship fund
- Leave your judge packet to be recycled

THANK YOU....THANK YOU....THANK YOU....THANK YOU...

From: DTASC Judge Committee & DTASC Board



REWARD FOR FOLLOWING DIRECTIONS



If your ballot is **COMPLETELY FILLED OUT THE WAY WE NEED IT WHEN YOU HAND IT IN**, you get a ticket for the Judges' Raffle.

The Tabs person who checks your ballot will give you a raffle ticket right then — if there is nothing that needs to be corrected and nothing left undone on your ballot.

NOTE: You **MUST** get the ticket **BEFORE** you leave the Tabs table.

Here's how to fill out your ballot to get your raffle ticket:

- **Top part** filled out completely & correctly (Round, Room, Event, etc)
- **Bottom part** signed, with all info filled in (signature, name, 3-digit judge number, contact number)
- **School codes** listed in **performance order**
- **No Shows** listed **where they should have performed, with X's or line across**
- **Scores in every space using S A P F N**
- All entries **ranked** with no numbers repeated or skipped (**1 is the best scene**)



No ticket:

- If the school codes are out of order
- If the ballot isn't signed when it's turned in
- If you didn't fill in the top
- If you left out or screwed up the ranking numbers
- If you used ABCDF instead of SAPFN, etc.



Any one mistake
disqualifies you for that ballot.

But you can always
do the next round correctly,
and get a raffle ticket then.

When you get your ticket:

- Take it with you back to Judges' Headquarters (Judge HQ).
- Write your name on the back of the ticket.
- Put the ticket into the raffle container at Judge HQ.

Raffle prizes will be drawn at approximately 1:00 pm and just before the assembly announcing finals rounds.

- Winner must be present.

RANKING

Rank as you go, using the margin of your ballot or the Notes section.

If you have a method for ranking that works for you, great.

Feel free to develop your own.

One method:

USE COMPARATIVE RANKING — — — — → CBE

The 1st group is the best so far. In the margin, list their school code.

Is the 2nd group better or worse? Put their school code above the first code in the margin if they were better, below if they were worse.

(This group was definitely not as good as the first.) — — — — → CDD

Is the 3rd group better or worse than the 2 you've already seen? Put their school code above, below or in between the first 2.

(This group was WAY better than either of the others.) — — — — → CAC
CBE
CDD

Is the 4th group better or worse than each of the 3 you've already seen? Put their school code above, below or in between the first 3.

(This group was better than the second group but not as good as the first.
The third group is still way ahead of the rest.) — — — — → CAC
CBE

Continue until you have seen and ranked all the groups.

CTG
CDD

Then number the groups with 1 being the top of the list and the best performance you saw, 2 being the next best, and so on, with the highest number being the worst group (i.e., if you saw 10 groups, the worst would be #10 on your list).

Now fill in the ranking number in the last column opposite each school's code. REMEMBER the order will NOT be the same as the order of performance.

See the other side of this sheet for a completely filled out ballot with these codes ranked as shown.

(Judges' Notes: details that will help you remember which group is which)

1 CAC
2 CAZ
3 CBE
4 CTG
5 CGJ
6 CDD

See next page for a completely filled out ballot with these codes ranked as shown.

LIGHT DESIGN — REQUIREMENTS — SHAKESPEARE 2022

CONCEPT and INSPIRATION BOARD

Inspiration, (why we chose) color palette, materials, appropriateness, and organization of overall display

- Introduction: Title, author, genre, time of day, time of season, and setting
- Research and images that show knowledge of the chosen play, time period and setting
- Artistic license - unique choices based on an artistic vision
- Story Summary of scenes

NOTE: Does not have to be on a board, but it can be.

LIGHT DESIGN

- ONE (1) lighting design
- A set design GROUND PLAN with correct scale and dimensions ($\frac{1}{2}$ inch = 1 foot). (If your school is entering Set Design, it's OK to use their ground plan.)

Show or state the following in presentation:

- Research has influenced Design Choices
- Design choices: meanings, emotions, stylistic goals.
- Sketches/Drawings/Renderings
- Artistic Choices: color, texture, line, shape, composition, silhouette, balance, terminal accents, special effects.
- Design Challenges & Successes

LIGHT CUE SHEET

- Pick One Scene or section of the play and write the light Cues (prompt script)
- Create a 5 (minimum) to 10 (maximum) cue sequence. (If possible, visual display actual cue changes.)

INSTRUMENT and COLOR CHART

- Instrument Schedule includes key for all instruments used, dimmer, channel number, color and patterns or accessories
- Focus chart

OVERALL PRESENTATION

- Professionalism of presenters, overall preparation and clear and organized.
- Prepared oral presentation will not exceed eight (8) minutes in length.
- All presentations must include explanation of concept, choices, materials, knowledge of play, characters, locations, and time period.
- Must include final design images.

JUDGE EVALUATION PROMPT SHEET
SUGGESTED COMMENTS FOR LIGHT DESIGN SHARE SHEETS

CONCEPT and INSPIRATION BOARD

Positive Comments

Concept works very well with demands of play
Thorough knowledge of selected play on display
Concept / notebook is thorough and detailed

Constructive Comments

Concept does not work well with play
Concept not fully expressed through designs
Certain elements of notebook disorganized / incomplete / missing

RESEARCH

Positive Comments

Integrates credible research
Multiple sources support design choices

Constructive Comments

Research presented was disorganized
Supporting source information lacking / inconsistent / missing

LIGHT DESIGN

Positive Comments

Complete, professional light plot
Color medium enhances mood / tone of play/ concept
Set / acting areas illuminated with creative use of lights / color medium
Creative use / placement of instruments
Solid understanding of circuiting requirements

Constructive Comments

One or more required elements missing
Color medium needs more connection to play
Illumination of acting areas / portions of set, lacking
Issues with use / selection of color medium
Needs better understanding of circuiting

PRESENTATION

Positive Comments

Superior understanding of play / concept
Design research shared with judges, enhanced understanding of selected play / concept
Logical progression from 1st set / light design to next
Creative use of video techniques, brings design to life
I actually learned something new from your presentation and research. Bravo.

Constructive Comments

Many design / construction questions unanswered
Presentation displays minimal attention to detail; needs to show better understanding of play
Needed to connect designs to each other
Lacking in creative content. Just "talked" to judges
Lack of cohesive "script." Presentation felt Unrehearsed

Apologies for not having a good list of comments for the other sections of Light Design.

It's a work in progress.

**Feel free to suggest comments, preferably in pairs (one positive, one constructive) and email them to dtasc treasurer@gmail.com or dtasc judges@gmail.com
They will all be sent on to those working on this project.**



**Drama Teachers Association
of Southern California**

**Light Design
Share Sheet**

Event Number

Room

Round

1

2

School Code

Title

Comments

Please write constructive comments in the space provided. Coaches and students review these forms as a tool for learning.

Areas of Evaluation

You must mark EVERY category in EVERY performance

Concept & Inspiration Board

Knowledge of the chosen play and time period. A clearly defined design idea.

Superior Accomplished Proficient Fair Needs Work

Light Design

Ground Plan for Set; Lighting shows clear & appropriate design choices.

Superior Accomplished Proficient Fair Needs Work

Light Cue Sheet

5-10 Light Cues for one scene/section of play; prompt script; good cue sequence.

Superior Accomplished Proficient Fair Needs Work

Instrument & Color Chart

Key for all instruments used; focus chart

Superior Accomplished Proficient Fair Needs Work

Overall Presentation

Professionalism of presenters, overall preparation with explanations for choices, clear speech

Superior Accomplished Proficient Fair Needs Work

Judge Number

Judge Name

Judge Signature

Criteria for Evaluation — LIGHT DESIGN

CONCEPT and INSPIRATION BOARD

Superior	Accomplished	Proficient	Fair	Lacks Evidence
ALL requirements are present & Concept Explanation is SUPERIOR.	ALL requirements are present & quality is EXCELLENT.	MOST to all requirements are present & quality is GOOD.	SOME to most of all the requirements are present & quality is FAIR.	Concept and Inspiration Board is MISSING some or all required elements.

LIGHT DESIGN

Superior	Accomplished	Proficient	Fair	Lacks Evidence
Work is exceptionally unique, detailed and interesting. Work explores several different options and takes many creative risks.	Work is generally unique, detailed and interesting. Work explores some different options and takes some creative risks.	Work is somewhat unique, detailed, and interesting. Work shows some developing ideas but without a true sense of originality.	Work is occasionally unique, detailed, and interesting. Work shows minimal risks taken. Similar to examples shown in research.	Work lacks unique, detailed, or interesting ideas and does not show originality or risks taken.

LIGHT CUE SHEET

Superior	Accomplished	Proficient	Fair	Lacks Evidence
Superior understanding of the mood, time, time frame, historical elements, and chosen scene, including specific text and stage directions. Able to quote from text to show need for each cue.	Excellent understanding of the mood, time, time frame, historical elements, and chosen scene, including specific text and stage directions. Quotes from text to show need for most cues.	Good understanding of the mood, time, time frame, historical elements, and chosen scene, including specific text and stage directions. Quotes from text to show need for some cues.	Fair understanding of the mood, time, time frame, historical elements, and chosen scene, including specific text and stage directions. Might not quote any text.	Limited understanding of the mood, time, time frame, historical elements, and chosen scene, including specific text and stage directions. Might not quote any text.

INSTRUMENT and COLOR CHART

Superior	Accomplished	Proficient	Fair	Lacks Evidence
Superior demonstration of color combinations, lighting focus and lighting areas of the stage.	Excellent demonstration of color combinations, lighting focus and lighting areas of the stage.	Good demonstration of color combinations, lighting focus and lighting areas of the stage.	Fair demonstration of color combinations, lighting focus and lighting areas of the stage.	Limited demonstration of color combinations, lighting focus and lighting areas of the stage.

OVERALL PRESENTATION

Superior	Accomplished	Proficient	Fair	Lacks Evidence
Work is done with superior care and attention to detail and neatness. Work shows superior understanding and application of the elements of art and the principles of design.	Work is done with excellent care and attention to detail and neatness. Work shows excellent understanding and application of the elements of art and the principles of design.	Work is done with good care and attention to detail and neatness. Work shows good understanding and application of the elements of art and the principles of design.	Work is done with basic care and attention to detail and neatness. Work shows basic understanding and application of the elements of art and the principles of design.	Work is done with minimal care and attention to detail and neatness. Work shows minimal understanding and application of the elements of art and the principles of design.
This presentation should <i>definitely</i> be considered for a trophy.	This presentation should <i>probably</i> be considered for a trophy.	This presentation <i>might</i> be considered for an award.	The presentation should NOT be considered for an award.	The presentation should NOT be considered for an award.

DTASC FAQ for Tech Judges

What's something important I should know about judging tech at a DTASC festival?

- First, understand that you're dealing with children. They won't be perfect.
- Next, if the tech coordinator doesn't congratulate them on getting their projects there, please be the one to do it. Up to half of the students who register for tech presentations never finish their work and don't come to the festival.
- The ones that are here need to understand that finishing the project and presenting it is a major accomplishment that deserves a round of applause for everyone. They should all feel good about bringing their work to festival.

Why do I have more than 1 ballot in my packet if I'm judging one Tech event?

- If you're judging Varsity, it's because we may have to split the group in the morning, depending on how many entries actually arrive.
- If you're judging MS/JV, one ballot is for MS and the other is for JV. We'll know by the school codes which one is which, but if you to mark it at the top of the ballot or on the envelope, that would be helpful.

Where do I get more share sheets?

- There should be a tech coordinator somewhere near by. The coordinator has extra share sheets (and ballots) for all the tech events.
- If you can't find the tech coordinator, have a room chair text to 818-517-3132 to say how many share sheets are needed, what color, and what room. The room chair can then come to Tabs to pick them up. Text first to save time.

What if I want to say a lot more on these share sheets?

- You can continue writing when you're in line for Tabs, or finish the share sheets at lunch. Just be sure they get turned in at Tabs no later than the end of lunch, so the students will actually get them. If you need more paper or additional share sheets, ask at Tabs.

I can't stay all day, but I really like judging tech.

- Ask the Judge Coordinator how long a day tech is expected to have. Sometimes it's through by lunchtime.
- However, if it can't be finished until after lunch and you cannot stay that long, your votes won't count. Your comments on share sheets can still be passed on.
- If at all possible, though, switch over to a performance area and judge acting events in the morning, so that your votes count.

Am I really judging a tech event all by myself?

- It's possible, but have the room chairs text for instructions. Maybe another judge is on the way. Maybe we're just really short of judges.
- If you're the sole judge, do the same job you would normally do with other judges present. Evaluate the presentations carefully, because you're picking the trophy winners. Write something good on each share sheet, even if the rest is constructive criticism. And thank you for helping your group of tech students have a good day.
- If you have special qualifications in this field, you might want to introduce yourself and tell the students a little about your background. They'll feel better to know a professional is judging them. (If it's not your field, don't say anything about it.) *(continued on back)*

- Reminder: do not discuss their work with the students except to ask them questions about it, if you want more information.
- When judging is finished, if you want each group to stand up again so you can remind yourself who's who, ask for that before students start leaving.
- You have plenty of time to fill out share sheets and the ballot then, but if the room chairs get antsy and want you to move, please let them escort you to Tabs. Someone there will find you space to continue writing.

I've seen all the entries. Frankly, everyone is missing key elements, and some of the efforts look slap-dash to me. I really don't think anyone deserves a first place trophy. Maybe none of them should get trophies.

- This happens from time to time. Write notes about your feelings on the back of the ballot or on the envelope – anywhere except the share sheets. Write on the front of the ballot "Read back" or something like that, so we turn it over.
- We normally give trophies for 1st thru 5th place, plus 5 Honorable Mentions. If no one really deserves a trophy, they will all get Honorable Mention plaques.
- On the share sheets, try to find something good to say about each entry. Then add some constructive criticism. Please don't say anything that would hurt a student's feelings.

One particular presentation really stands out. It's so terrific! Can't I tell the students that?

- Use the share sheet – just make sure you have the right school code for them. Do not speak to the students in person.

Notebooks – am I supposed to do something with them? They're not on the required list any more.

- The tech committee is hoping the judges can hold onto the notebooks after the students are excused, look them over, and agree on which is the best.
- If students ask about getting their notebooks back, tell them to go to Tabs in an hour or so.
- Criteria for best notebook: completeness according to the rubric for that event, plus appearance of materials. In other words, the best looking notebook that has the most stuff in it that it's supposed to have. Not just the prettiest – has to have content too.
- Write the school code for the best notebook on the back of your ballot. That means it's on the back of everyone's ballot.
- Deliver ballots, share sheets, and notebooks to Tabs.
- If Tabs says they don't want the notebooks, tell them to give them to Lynn.

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 1st 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 or dtascjudges@gmail.com
- If you have so much to write that you won't get to your 2nd 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 2nd 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 1st 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.