

FESTIVAL HANDBOOK

Arkansas Educational Theatre Association
Arkansas State Thespian Festival
Russellville High School

Dear Thespian Troupe Directors:

Please read all of this information as it is edited each year. This information must be shared with students, chaperones, administrators, and parents.

The Festival will be held on February 12-14, 2015 at Russellville High School in Russellville Arkansas. Great shows, thrilling workshops and exciting artists await each participant.

The following information is relative to registering your troupe for the 2015 State Conference. **PLEASE READ EVERYTHING CAREFULLY AND MAKE SURE YOU FOLLOW ALL INSTRUCTIONS AND DIRECTIONS!**

INFORMATION

1. Conference Registration
2. Membership Status / Student Inductee Instructions
3. Sponsor /Troupe Agreement
4. Troupe Flag Information
5. Honor Troupe Digital Slide Show Information
6. One-Act Showcase Information
7. State Student Board Candidate Nomination Guidelines
8. Leadership Seminar
9. Individual Events Guidelines
10. Tech Challenge
11. Hotel Information
12. Conference Rules and Regulations (PLEASE REVIEW WITH STUDENTS)

All material must be postmarked on or before *Friday, January 9, 2015*. Principals must sign the appropriate forms or your troupe's registration will not be processed! Substitutions and/or drops will be accepted until January 23, 2015. After January 23, 2015 any drops and/or substitutions will incur an additional fee for each change. However, no additional entries will be allowed .

Again, please read ALL information very carefully. If you have any questions, please feel free to call Michelle Moss, Arkansas Chapter Director, 870-974-2422; email < arthespians@gmail.com >

PLEASE MAKE COPIES OF EVERYTHING FOR YOUR OWN RECORDS!



STOP and read these important statements!

1. ON-LINE registration begins October 1, 2014 and must be submitted by Friday January 9, 2015.
2. Send a **school affiliated** check to: DEADLINE JAN. 23, 2015

Michelle Moss, Chapter Director
EDTA Arkansas Thespians
361 Southwest Dr #178
Jonesboro, AR 72401
3. Complete a health form for every registered participant. Health forms must be scanned in and emailed or mailed in (postmarked) by FRIDAY JANUARY 9, 2015. Forms are on the website www.arkansasthespians.com on the State Thespians Festival page.
4. HONOR TROUPE FORM-this form can be found on the website www.arkansasthespians.com on the State Thespians Festival. Complete this form by FRIDAY JANUARY 16, 2015.

Registration Information

- IF A SCHOOL HAS A TROUPE, STUDENTS MAY ONLY BELONG TO THAT TROUPE, REGARDLESS IF THEY ARE INDUCTED OR NOT. THEY CANNOT BE MEMBERS OF OTHER TROUPES. STUDENTS MAY ONLY ATTEND FESTIVAL WITH THEIR CURRENT SCHOOL/TROUPE.
- NO WALK INS ALLOWED!
- **NO "TBA'S"**. YOU MUST LIST A NAME FOR ALL PARTICIPANTS. REGISTRATIONS WITH TBA'S WILL NOT BE PROCESSED.
- BY COMPLETING AND SIGNING THE REGISTRATION FORM YOU UNDERSTAND THAT ALL MATERIAL (INDIVIDUAL EVENTS, SHOWCASE PERFORMANCES & ETC.) BEING PRESENTED BY THIS TROUPE REPRESENTING THE SCHOOL LISTED ON THE REGISTRATION FORM MUST BE FREE OF FOUL LANGUAGE, OFFENSIVE MATERIAL AND OBSCENITIES. YOU FURTHER UNDERSTAND THAT YOUR SCHOOL / TROUPE WILL NOT BE ALLOWED TO PARTICIPATE IN NEXT YEAR'S CONFERENCE SHOULD THIS RULE BE VIOLATED.

TROUPE STATUS AND STUDENT INDUCTEES

This is the time of year each school needs to check on their **Membership status** or **Student Inductees**. **THIS IS VERY IMPORTANT!** Please read carefully and follow these instructions IMMEDIATELY!

1. Visit the official website at www.schooltheatre.org
2. Click on "Membership"
3. Click on Charter a Troupe
 - **Renewal Dues** (Aug 1, 2014 – July 31, 2015) for high schools & middle schools who already are members of Arkansas Thespians. Fees are \$75.00.
THE DEADLINE FOR TROUPE RENEWAL IS OCTOBER 15, 2014! After this date, troupes that have not paid their troupe dues become inactive and their benefits are suspended. Troupes that have not paid their renewal dues by November 15 are withdrawn from active status and must pay an additional reinstatement fee.
 - **Thespian Troupe Documents** for high school students who need to be inducted into the International Thespian Society and ARKANSAS Thespians. **IF STUDENTS ARE PARTICIPATING AT THE ARKANSAS THESPIAN CONFERENCE IN INDIVIDUAL EVENTS OR SCHOLARSHIPS, THEY MUST BE INDUCTED THESPIANS!** Fees are \$24.00 per student. These are high school lifetime memberships and are not renewed! (Note: At the annual Arkansas Thespian Festival, students who are Thespians pay a \$60.00 Registration Fee and Non-Thespians pay a \$70.00 Registration Fee.)
 - **Junior Thespians** applies to Middle School students. Fees are \$7.00 per student. ***Students must be Junior Thespians in order to participate in Individual Events at the Arkansas Thespian Conference.***
 - **Reinstating Memberships** applies to high school and middle schools whose troupe's membership has lapsed. Fees include the school's Annual Membership fee of \$75.00, a reinstatement fee of \$75.00 and Student Membership fees of \$24.00 per student.
 - High schools which do not have a troupe: Click on "How to Join". There is a one time \$75.00 Charter Fee and an Annual Due of \$75.00. Student Membership fees are \$24.00 per student.

If you have any questions, regarding the status of your troupe or inducted thespians, please call Brian Benz at Home Office of the Educational Theatre Association at 513.421.3900.

STATE STUDENT BOARD AND OFFICER CANDIDATE NOMINATION GUIDELINES

All participating thespian troupes select two (2) representatives for the Arkansas Thespian State Student Board. Arkansas Thespians State Board has up to six Student State Board Officer positions to be filled at the State Festival.

ELECTIONS

Each troupe may nominate one candidate for election to the Student Board.

1. Elections will be held at the State Festival during the Leadership Seminar. Each troupe receives ONE vote.
2. Each Candidate must give a one to two minute speech at the Leadership Seminar giving their background information and explaining why he/she would like to serve on the Board.
3. The person receiving the highest number of votes will be declared the chairperson.
4. Due to campus restrictions, no posters will be allowed.

DUTIES

The main duties of the Student Board Officers are as follows:

1. Attend ALL State Board Meetings with the Chapter Director and Adult Board members. Meeting sites are determined by the Chapter Director. Travel & Food expenses must be incurred by the individual student. (The board does not pay expenses.)
2. Assist with the planning of the State Festival.
3. Take an active role of conducting the State Festival.

4. Promote Arkansas Thespians and the ideas for which it stands.
5. Student Board Officers attend Board Meetings as Non-voting Members.
6. Student Board Officers decide on the theme and logo for the upcoming Festival.
7. The Student Board Officers are responsible for creating and conducting the Leadership Seminar at the State Festival. All Student Board Officers must assist with the Leadership Seminar.
8. Attend the summer leadership camp and conduct a statewide leadership day camp for AR Thespians.

TERMS OF OFFICE

Terms begin on the Monday following the State Festival.

ELIGIBILITY

In order to be a candidate for the Student State Board, a student must meet the following qualifications:

1. He/She may not be in his/her senior year in high school as he/she would be unable to complete his/her term of office.
2. Submit a 75 word essay by January 9, 2015.
3. Submit a headshot by January 9, 2015.
4. He/She must be registered with EdTA as a Thespian and be in good standing.
5. Parents, Troupe Director and Principal must sign Candidate Permission Form.
6. He/She must attend the State Conference.
7. He/She must attend the LEADERSHIP SEMINAR while at the State Festival.

LEADERSHIP SEMINAR

REGISTRATION INFORMATION

The Leadership Seminar covers several topics of interest relevant to students in leadership positions including: Stress & Time Management, Psychology of Leadership, Fundraising, Team Working Skills and Officer-Member Responsibility. Students attending the Leadership Seminar will learn new ways of managing old problems and share the ideas and experiences with others as well as gain insight from the suggestions of others. **THIS IS A GREAT WORKSHOP FOR NETWORKING WITH OTHER STUDENTS!**

IT IS STRONGLY ENCOURAGED AND RECOMMENDED THAT TROUPE BOARD MEMBERS / OFFICERS ATTEND.
ALL STATE STUDENT OFFICER CANDIDATES ARE REQUIRED TO ATTEND!

TROUPE FLAGS

In the interest of boosting self-image, although not required, every troupe is encouraged to create a Troupe Flag. The flag design must be in banner-style, to be displayed vertically on an eight-foot standard or suspended from an overhead batten. The flag should be designed to attach the top to a wooden cross-piece (**3-1996**). If you are making a troupe flag, maximum width is three-feet and length six-feet...to be displayed vertically (**10-14-2006**). Older larger flags, of a larger size, are "grandfathered in."

Flags should display the school name and troupe number. Any color(s) may be used. Appropriate designs can be used to enhance the school's Troupe Flag. The flags are not judged, but are currently (**2009**) displayed suspended from battens at the opening and closing ceremonies. To enable the stage crew to hang the flags, each participating troupe should present their flag at the time of registration. Flags will be immediately removed from the battens to be picked up after the closing ceremonies and before departure.

HONOR TROUPE FORM & Digital Slide Show

Each troupe is urged to share a review of its work in a special digital PowerPoint scrapbook containing pictures, posters, programs of past works, show shirts, costumes, unusual props...anything it would like to share of the troupe's work. This PowerPoint will be used to support activities submitted in honor troupe form. A sample and a template is on the website www.arkansasthespians.com under State Thespian Festival. **Deadline to submit your digital slide show and honor troupe form is January 16, 2015.**

STATE SHOWCASE ONE-ACT FESTIVAL

GUIDELINES

THE STATE SHOWCASE ONE-ACT FESTIVAL consists of the top scores from our one-act preliminaries. It is a chance for students to perform for an enthusiastic audience of peers, teachers and college reps. One troupe will be awarded Critic's Choice to represent Arkansas in the Chapter Select at the International Thespian Festival in Lincoln, NE in June 2014. One troupe will be awarded the alternate in the event the Critic's Choice cannot attend ITF.

The following rules must be followed by all participants:

1. Troupes may perform a one-act or an excerpt of a play or musical.
2. Performances should be "polished" and materials should be in good taste.
3. Selections may not contain vulgarities, foul language or offensive material.
4. Troupes that violate the "No Foul Language, No Vulgarities or No Offensive Material" rule for will be placed on probation for one (1) year. Probation means that the Troupe, Troupe Director and Students will not be allowed to participate in the Festival the following year.
5. **Each troupe is allowed a maximum of 45 minutes for performance.** The curtain will be closed or lights turned off at the 45 minute limit. (An additional 10 minutes for set-up and 5 minutes for strike are given.)
6. Technical needs of each troupe should be minimum and very basic. Lighting is general. Due to time restraints, set is at discretion of director. Time limit is 10 minutes to set-up and 5 minutes to strike.
7. It is the school's responsibility to secure rights for their play selection. No One-Act will be allowed on stage without evidence of written permission from the publisher or verification of public domain status. This documentation must be submitted along with your Troupe's Registration Form & Payment as well as with the copy of the script and music score that will be sent to the One-Act Festival Coordinator. Scripts and/or music score must be mailed with the registration materials before deadline. Check your one-act registration form for exact date.
8. Failure to follow any of the One-Act Festival rules above will place the school in "probation status" and the school will not be allowed to participate in the showcase performance the following year.
9. Combining troupes to form a one act is not allowed. The exception applies to (1) junior and high school troupes that share a Troupe Director and (2) private all-boy schools or all-girl schools in which both genders are required for the production.
10. Performances are evaluated by three judges. Judges will submit their All State ballots as directed. **Troupe Directors of one act plays will submit one name for All State Honor Cast on their registration forms. All State Honor Cast names submitted at least twice, from either the judges or the troupe director, will be named to the All State Honor Cast. If no one receives two votes, the troupe director will be contacted at Festival and allowed to cast their vote for one of the names the judges chose. This will ensure at least one cast member from each play named to the All State Honor Cast.**
11. **Troupe Directors will submit one name for All State Honor Crew on their registration forms.** All State Honor Crew is one techie who you feel deserves recognition, due to their work throughout the year AND their work on the One-Act.

INDIVIDUAL EVENTS

INDIVIDUAL EVENTS are designed to recognize the talents and hard work of inducted thespians.

Students who meet the requirements outlined below will perform and are adjudicated in a category of their choosing in front of theatre educators and professionals. Selected participants will perform their pieces on the main stage during the Festival awards ceremony. Students receiving a superior rating in an event and meet the guidelines for the National Individual Events Showcase (NIES) are eligible to participate in the NIES at the International Thespian Festival in Lincoln, NE during June. These guidelines can be found online at:

<http://www.arkansasthespians.com/festival>

FLAGGING

Because of recent liability cases (i.e. Texas teacher losing her job because she took class to an art museum displaying nude art) all IE selections and one-act plays containing any "questionable material" in language and/or situation must be flagged to avoid disqualification., Again for the protection of the festival, entry forms will carry a disclaimer at the bottom of the competition entry to be signed by your principal noting flagged material presented conforms to your campus rules (10-14-2006).

GUIDELINES & RULES

Please review the guidelines & rules!

Troupe Directors and students must read all the rules carefully. The Arkansas Thespian Individual Events are intended to be a non-competitive, educational program offering Festival delegates the opportunity to receive constructive feedback on prepared theatrical material and technical designs. The goal for participating students is to find their talent, strengths, and weaknesses and to grow as theatre artists. The Individual Events culminate in the selection of a performance showcase cast of an outstanding entry from each category. These entries will present their selections during the closing ceremonies of the Festival on Saturday. The technical events selected for showcase will display their works on tables in the lobby of the Russellville Center for the Arts.

Qualifying for Arkansas Thespian Individual Events

The following rules are used to qualify for Individual Events at the Arkansas Thespian Festival:

Students may choose from the following NATIONAL INDIVIDUAL EVENTS: *Monologue, Duet Acting, Group Acting, Solo Musical Theatre, Duet Musical Theatre, Group Musical Theatre, Costume Design, Costume Construction, Theatre Marketing, Scenic Design, Lighting Design, Sound Design, Short Film, Stage Management, and Tech Challenge.*

RULES FOR ALL INDIVIDUAL AND GROUP EVENTS (Thespian Festival National Individual Events (NIES) Showcase Guide 2014-2015, rev. August 16, 2014)

1. Each troupe may have three entries in Solo Acting, Solo Musical Theatre, Scenic Design, Costume Design, Costume Construction, Theatre Marketing, Stage Management, Lighting Design, Sound Design, Duet Acting and Duet Musical Theatre. Two teams may be entered in Tech Challenge, one entry in Group Acting and one entry in Group Musical.
2. Inducted Thespians may participate in 1 individual event whether performance or technical. This does not apply to Group Musical Theatre, Group Acting, Short Film, Arkansas Thespian Playworks or Tech Challenge.
3. Inducted Thespians may participate in 1 group performance event- either group musical or group acting. This does not apply to Short film, Arkansas Thespian Playworks or Tech Challenge.
4. Must be INDUCTED THESPIAN from his/her troupe and have a valid six digit thespian numbers verified before the festival registration deadline of Friday, January 9, 2015.
5. Participants may NOT perform with members of other troupes.
6. All participants must use the correct introduction which should ONLY include: entrant's name, troupe number, title of selection(s), and the name of the playwright, composer or lyricist.
7. All Individual Events have time limits. All performance events are limited to five minutes after the introduction. **Monologue, which has a three minute limit, is the exception.** All technical presentations will be limited to ten minutes for their presentation and an additional five minutes for questions. The time begins after the correct introduction. Any performances that go over their time limit will be dropped one rating. The student will be allowed to complete their performance. The rating drop will be noted on the critique sheet.
8. No theatrical makeup is allowed in any event. Costumes are not allowed. **Entrants must wear all black clothing when performing or presenting their IE, so the judges can clearly tell an entrant is not wearing a costume.** Clothing should be appropriate to the situation and should easily accommodate the action of a scene such as sitting, kneeling, dancing, lying down, etc. Students should also wear dark, preferably black, shoes. Students should refrain from wearing anything that might distract the judges, thus lowering their score.
9. No props are allowed and will result in a rating drop. This includes hand-held props.
10. All Individual Events should be well-rehearsed, "polished" and in "good taste." Vulgarity, foul language and offensive materials are not permitted. Troupes that violate the "No Foul Language, No Vulgarities or No Offensive Material" rule for Individual Events will be placed on probation for one (1) year. Probation means that the Troupe, Troupe Director and Students will not be allowed to participate in the Conference the following year.
11. For all music events, performers MUST use pre-recorded, non-vocal musical accompaniment. No live music is permitted. Accompanists are not permitted, and a cappella performances are not permitted. Each Individual Events participant must supply their own tape deck/CD player/MP3 player if music is required. No tape deck/CD player/MP3 player will be available EXCEPT IN GROUP MUSICAL.
12. **Substitutions are not allowed.** Entrants who qualified at a chapter conference and who are listed on the registration form are the only ones qualified to perform at Festival. However, in the category of Group Musical and Group Acting, drops will be allowed, but no substitutions are permitted in any category.
13. Evaluation forms are available to NIES entrants to help them understand adjudication criteria. The forms can be found on the EdTA website, the EDTA Arkansas website or by contacting the NIES coordinator at the home office.
14. All Individual Events should be well-rehearsed, "polished" and in "good taste." Vulgarity, foul language and offensive materials are not permitted. Troupes that violate the "No Foul Language, No Vulgarities or No Offensive Material" rule for Individual Events will be placed on probation for one (1) year. Probation means that the Troupe, Troupe Director and Students will not be allowed to participate in the Conference the following year.
15. Each act must have permission to perform their selection from the publisher. A copy of the permission must be mailed with the Individual Events Registration Form & the Conference Registration Form. If the text of the Individual Event is in public domain,

EMERGENCIES: Each school is to provide motel security/main desk with a list of delegates and the rooms they will be staying in. This same information will be required at the registration desk for conference along with the motel phone number.

PROPERTY DAMAGE: Delegates are not allowed to remove bedding, furniture, or other motel property from the rooms. Delegates will be responsible to the motel for damages to their rooms or for any damage caused by them to motel property. The motel will bill the delegate, the parents, and/or the school for any damage fees not collected at time of check out.

FESTIVAL ATTENDANCE: All student delegates are required to attend the events scheduled during the Festival (Mainstage productions, workshops, one-act plays, etc.) Delegates are not permitted, under any circumstances, to leave the Festival events without troupe director/chaperone permission.

CAMPUS REGULATIONS: There will be no eating or drinking in the theatres, workshop, and lecture areas. These are allowed in those areas with drink machines or hallways with trash cans. By direction of the State Student Board and EdTA Chapter Board, no hats, or caps may be worn in any campus building. This will not apply to costumes worn on stage during a performance. In addition, no radios, Walkmans, or recording equipment, with or without headsets, will be permitted in campus buildings. Large bags and backpacks will not be allowed into the theatre. **ALL CELL PHONES ARE TO BE SILENCED AND NOT TO BE USED DURING WORKSHOPS AND INDIVIDUAL EVENTS. DURING SHOWCASE ONE-ACT IN THE THEATRE PLEASE TURN OFF YOUR CELL PHONES.**

LIABILITY: The host, all facilities, and the Arkansas Thespians shall not accept responsibility for the theft, loss or breakage of personal effects, monies, or valuables. All items found may be turned in to the Registration Desk.

THEATRE: The taking of flash photography is not allowed at any time during a production. No recording equipment of any kind are permitted in the audience. No one is to enter or exit the theatre during a performance. Proper and acceptable behavior will be expected by all members of an audience. Inappropriate theatre etiquette includes feet on the seats, disruptive behavior, improper language, or discourtesy to other delegates, performers and theatre personnel. Badges of any delegates violating any rule may be taken by ANY sponsor or chaperone and turned in at the registration desk. **TURN OFF ALL CELL PHONES.**

VIOLATIONS: Delegates violating rules and regulations of the conference will be required to meet with their troupe director or chaperone along with the State Chapter Director and another State Board Member. Violations may cause non-participation of the school in the Festival activities until meeting takes place. Violations could result in a letter to the student's school principal, contacting parents, and/or immediate removal from State Festival.

SIGNATURES: I have read and understand the Arkansas Thespian Festival rules and regulations.

Student _____ **Parent** _____ **Date** _____

Print names below signatures. Troupe number _____ Troupe Director _____