



**MISSISSIPPI THEATRE ASSOCIATION  
HANDBOOK  
2021**

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## ABOUT THE MISSISSIPPI THEATRE ASSOCIATION

The Mississippi Theatre Association has been in business under its present structure since the early 1970's, but dates back to the mid 1950's as the Mississippi Little Theatre Association. The organization serves primarily as a sanctioning organization for the Festival and Convention and the College Theatre Festival under the wider aegis of the Southeastern Theatre Conference, the American Association of Community Theatres and the Kennedy Center American College Theatre Festival. (SETC, AACT and MTA/KC/ACTF as they are more widely known). Each year, community theatres and selected secondary schools meet for a festival of short plays in a juried format, evaluated by judges from out of state, who select one high school and one community theatre presentation to attend the SETC convention. A concurrent children's festival showcases children's productions to elementary schoolchildren in the host community.

## MISSION STATEMENT

The mission of the Mississippi Theatre Association is to foster appreciation of and participation in children's, college, community, high school, professional, and university theatre in Mississippi by:

- Sponsoring festivals, workshops, and retreats
- Communicating with members and the public
- Acting as an advocate to government agencies, business, and the public
- Recognizing excellence in performance and production
- Sanctioning representatives to regional festivals

## MEMBERSHIP

Three classes of membership are available in the Mississippi Theatre Association:

- Student Membership (Available to students regularly enrolled in educational institutions such as high schools, colleges and universities, and professional theatre schools) \$15.00
- Individual Membership \$25.00
- Organizational Membership (Available to active theatre groups, including but not limited to those in high schools, colleges and universities, professional theatres, and community theatres) \$60.00

When you pay your annual dues and become a member of MTA, you will become part of a dynamic statewide organization dedicated to promoting excellence in theatre at all levels.

## ADVANTAGES TO MEMBERSHIP IN MTA

- Participation (with payment of registration fees) in the annual MTA convention, a three-day festival of theatrical productions, workshops, and social events
- Free advertising of your theatre's season on this website, including a link to your home page
- Discounts on workshops

## PAST PRESIDENTS

- |  |                                     |
|--|-------------------------------------|
| • 1956 S.E.Wallace, presided at organization | • 1963 James Canizaro, Vicksburg    |
| • 1956 Julia Arnold, Vicksburg               | • 1964 Leon Kamien, Cleveland       |
| • 1957 Helen Forte, Greenville               | • 1965 – 1966 Robert Cannon, Sardis |
| • 1958 W. M. Whittington, Jr., Greenwood     | • 1967 Jimmy Pigford, Meridian      |
| • 1959 Stuart McClosky, Vicksburg            | • 1968 Cowboy Maloney, Jackson      |
| • 1960 Dorothy Brunson, Jackson              | • 1969 Teresa McGehee, Natchez      |
| • 1961 Elliot Trimble, Natchez               | • 1970 Ray Graves, Greenville       |
| • 1962 Bernard Freutel, Vicksburg            | • 1971 James Beebe, Meridian        |

- 1972 Jimmy Sistrunk, Brookhaven
- 1973 Kathryn Lewis, Perkinston
- 1974 Tom Sawyer, Meridian
- 1975 Peter Jones, Jackson
- 1976 Roberta Dilatush, Greenwood
- 1977 – 1978 Richard Strahan, Cleveland
- 1979 Ronnie Miller, Meridian
- 1980 Fred Kinder, Columbus
- 1982 – 1983 Blaine Quarnstrom, Hattiesburg
- 1984 – 1985 Dominic Cunetto, Starkville
- 1986 – 1987 Denise Halbach, Raymond
- 1988 – 1989 Chester Delacruz, Biloxi
- 1990 – 1991 Richard Strahan, Cleveland
- 1992 – 1993 Tim Bixler, Greenville
- 1994 – 1995 Larry Mullican, Hattiesburg
- 1996 – 1997 Janie Walters, Gulfport
- 1998 – 1999 Tamsie West, Water Valley
- 2000 – 2001 Joe Van Dyke, Sardis
- 2001 – 2002 Stephen Cunetto, Starkville
- 2003 – 2004 Tonya Hays, Gulfport
- 2005 – 2006 MJ Etua, Starkville
- 2007 – 2008 Tom Booth, Tupelo
- 2009 – 2010 Stacy Howell, Ridgeland
- 2011 – 2012 Suzanne Allmon, Oak Grove
- 2013 – 2014 Tom Hardy, Hattiesburg
- 2015 – 2016 Lee Crouse, Columbus
- 2017 – 2019 Tim Matheny, Starkville
- 2020 Juniper Wallace

### **THE COWBOY MALONEY AWARD RECIPIENTS / STEPHEN CUNETTO AWARD RECIPIENTS**

The Cowboy Maloney Award is awarded by the Board of Directors to an individual who has added significantly to the successful operation of MTA through actions that are noteworthy for their positive image, regional recognition, long tenure, program establishment, and/or administrative service, rather than for their personal gain.

- 1980 Warren McDaniel
- 1981 The Sheffields
- 1983 Dick Strahan
- 1984 Margaret and Tom Sawyer, Meridian
- 1985 Ruth Liveakos, Tupelo High School
- 1986 Charles Lembright
- 1987 Denise Halbach
- 1988 Kathryn Lewis
- 1989 Dominic J. Cunetto, Mississippi State University
- 1994 Blaine Quarnstrom, University of Southern MS
- 1997 R.B. Hill, University of Southern MS
- 1998 Hoagan Bramlett, Oak Grove High School
- 2000 Tim and Sonya Bixler, Greenville
- 2001 Larry Mullican, University of Southern MS
- 2002 Jerry Bingham
- 2003 Ronnie Miller, Meridian Community College
- 2006 Shannon Robert, William Carey College
- 2012 Tonya Hays, Lynn Meadows-WINGS
- 2012 Wayne and Jo Durst, Starkville/MS
- 2015 William “Peppy” Biddy, MS University for Women

In January 2016, the MTA Board of Directors re-named the Cowboy Maloney Award the Stephen Cunetto Award in recognition of Cunetto serving MTA for over 12 years including as President and the organization’s first Executive Director from 2002 – 2016.

- 2016 Tom Booth, Tupelo Community Theatre
- 2018 Tom Hardy, Just Over the Rainbow Theatre
- 2020 Dex Edwards, University of Mississippi
- 2021 Pattye Archer, Starkville Community Theatre

# **THE BYLAWS OF THE MISSISSIPPI THEATRE ASSOCIATION**

## **ARTICLE I**

This Corporation shall function as the Mississippi affiliate of the Southeastern Theatre Conference, Inc.

## **ARTICLE II – DUES AND FEES**

The Board of Directors shall set and publish the dues and convention fees for various classes of membership in accordance with the financial status of the Corporation, and shall review the established dues upon the advice of the Treasurer. All Board members must be members of the Mississippi Theatre Association and must pay their membership dues annually.

## **ARTICLE III – AMENDMENT OF BYLAWS AND CHARTER OF INCORPORATION**

- Section 1. The Bylaws may be amended, altered, or rescinded by the Board of Directors, provided that such amendments not be effective until approved by a majority vote at the next annual meeting or convention, or at a special meeting called for that purpose.
- Section 2. Proposed amendments to the Charter of Incorporation may be considered at any annual meeting of members or any special meeting called for that purpose. To become effective, such amendments require approval by a two- thirds vote.
- Section 3. Proposed changes in these Bylaws and in the Charter of Incorporation; however originated, shall be studied by the Board of Directors. Proposed amendments approved by the Board of Directors shall be circulated to the active membership at least two (2) weeks prior to the meetings of the membership at which they are to be submitted for approval.

## **ARTICLE IV – BOARD OF DIRECTORS**

- Section 1. The affairs of the Corporation shall be managed by a Board of Directors composed of the following:
1. The four elected officers of the Corporation:
    - a. A president to serve for a term of three (3) years;
    - b. A vice president to serve for a term of one (1) year;
    - c. A secretary to serve for a term of one (1) year;
    - d. A treasurer to serve for a term of one (1) year.
  2. The immediate past president to serve a term of two (2) years;
  3. The State Representative to the Southeastern Theatre Conference to serve for a term of three (3) years, to be appointed by the President with the approval of the Board of Directors;
  4. A Divisional Chairman, to serve for a term of two (2) years, from each of the interest divisions of the Corporation, provided such divisions are currently active, which are Secondary School Theatre Division, College and University Theatre Division, Community Theatre Division, Theatre for Youth, 10-Minute Festival, Secondary Individual Events, Community Theatre Individual Events, Professional Theatre Division, to be appointed by the President with the approval of the Board of Directors. The Division Chair will be active in the division represented.
  5. The Division Vice Chair shall serve as an ex-officio, non-voting member of the Board.
- Section 2. The Board of Directors shall be the administrative, policy making and planning body of the Corporation. It shall be the ultimate authority when the Corporation is not meeting.

## **ARTICLE V – EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the four elected officers of the Corporation and the immediate past president. The Executive Committee shall act for, and have the power of, the Board of Directors in the interim between Board of Directors meetings, but any action taken under this authority must be reported to the full Board of Directors at its next meeting. This committee shall meet at the call of the President.

## **ARTICLE VI – DUTIES OF OFFICERS**

Section 1. The President shall:

1. Preside at all meetings of the membership;
2. Call and preside at meetings of the Board of Directors and the Executive Committee;
3. Appoint a chairperson for each standing committee and appoint special committees as he/she deems necessary;
4. Be a member ex officio of all committees except the Nominating Committee;
5. Develop and maintain close contact with other organizations and foundations that might give support to, or require assistance from this Corporation;
6. Travel, when necessary, representing the Corporation;
7. Perform such other duties as normally pertain to the President of an organization

Section 2. The Vice President shall:

1. Perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties;

Section 3. The Secretary shall:

1. Keep a full and accurate record of the proceedings before the Executive Committee, the Board of Directors, the annual meeting and special membership meetings;
2. Maintain a current file of operations manuals for all ongoing Corporation functions;
3. Perform such other duties as normally pertain to the Secretary of an organization;
4. Maintain the Association's Handbook;
5. Maintain and safeguard official documents of the corporation.

Section 4. The Treasurer shall:

1. Collect and deposit annual dues as set by the Board of Directors;
2. Pay all bills incurred when due;
3. Maintain a suitable program of investment of Corporation funds not needed for current operation and report on same at the annual meeting perform such other duties as normally pertain to the Treasurer of an organization.

## **ARTICLE VII – DUTIES OF THE SETC REPRESENTATIVE**

The State Representative to the Southeastern Theatre Conference shall:

1. Provide liaison between the board of Directors of this Corporation and that of the Southeastern Theatre Conference;
2. Promote Mississippi theatre activities on the regional level through publicity and attendance at regional meetings;
3. Report annually to the Corporation through the newsletter the activities of his office during the past year.



## **ARTICLE VIII – DUTIES OF DIVISIONAL CHAIRPERSONS**

The Divisional Chairpersons shall:

1. Furnish leadership for the division they represent;
2. Coordinate such festivals as their division may sponsor;
3. Stimulate and develop interest in their respective areas;
4. File reports of the work of their respective divisions on the dates requested by the Vice President, and to the Executive Director.
5. Report on activities of their respective division at the general membership meeting.

## **ARTICLE IX – ELECTION OF OFFICERS**

- Section 1. The Nominating Committee shall present a slate of officers for election at the general membership meeting of each annual convention. Additional nominations may be accepted from the floor at this time. Officers shall be elected by a majority vote.
- Section 2. The Board of Directors shall have the authority to fill any vacancy created by death, resignation or disability of any elected officer of the Corporation. The replacement officer by the Board of Directors shall be supervised by the highest-ranking remaining officer.

## **ARTICLE X – MEETINGS**

- Section 1. There shall be an annual convention of members at a time and place fixed by the Board of Directors or by a majority vote at any annual convention. At this convention, an opportunity shall be provided for having a business session for consideration of business by the Corporation, for action on the Board of Directors programs, and for hearing and considering reports of committees. Members present shall constitute a quorum at a business meeting.
- Section 2. The Board of Directors shall meet at a minimum of two times per year. The President may call other meetings of the Board of Directors whenever he/she deems necessary; the President must call a meeting of the Board of Directors whenever requested to do so by any three (3) members of the Board of Directors. A majority of the membership of the Board of Directors shall constitute a quorum.

## **ARTICLE XI – STANDING COMMITTEES**

- Section 1. The Bylaws Committee shall consist of a chairman appointed by the President and members selected by the chairman on the approval of the President. It shall review all proposals for change in the Charter of Incorporation or Bylaws and make recommendations to the Board of Directors.
- Section 2. The Nominating Committee shall consist of a chairman, appointed by the President and members selected by the committee chair on the approval of the President. The duties of the Nominating Committee shall be:
1. Nomination of a candidate for each office for election at the annual convention;
  2. Supervision of any honors bestowed in the name of the Corporation.

## **ARTICLE XII – CENTRAL OFFICE**

The Board of Directors may appoint an administrative director and/or an executive director and other assistance for operation of a central office with powers and duties established by the board of Directors.

### **ARTICLE XIII – FISCAL MANAGEMENT**

- Section 1. The Treasurer shall pay accounts. No other committee, or individual is authorized to pay accounts, promise to pay accounts, or incur liability on behalf of the Corporation without approval of the Board of Directors.
- Section 2. The fiscal year shall begin on July 1 of each year and end on June 30 of the next year.

*Approved by the General Membership on January 19, 2003.*

## **POLICIES AND PROCEDURES**

### **DUTIES OF THE EXECUTIVE DIRECTOR**

**The duties of the Executive Director of the Mississippi Theatre Association shall include:**

1. Handling correspondence and business associated with the Mississippi Theatre Association; answering all inquiries for information about the association
2. Promoting the Mississippi Theatre Association by overseeing the publication and distribution of the MTA Newsletter
3. Organizing and maintaining all business files of the association, including officer and festival chair manuals of operations as well as copies of financial reports
4. Maintaining mailing lists and membership data of MTA members and association contacts
5. Seeking funding to support the activities and operation of MTA
6. Organizing all special events and meetings of the Association
7. Assisting the MTA Convention Host in the coordination and running of the annual MTA Convention, including:
  - a. Organizing, printing and mailing all convention documents, including the convention program
  - b. Receiving and organizing convention registration materials
  - c. Purchasing all needed trophies and awards
  - d. Serving as the convention contact person for the convention hotel
  - e. Assisting the convention host and local arrangements persons with the overall administration of the annual convention
  - f. Making hotel room reservations and travel arrangements for festival adjudicators and special guests of the convention
  - g. Working with local businesses and vendors to support the convention
8. Assisting the SETC Auditions Coordinator with general mailings and registration for the annual screening auditions, and as needed on the day of the auditions.
9. Maintaining and updating the MTA web site

The Executive Director will report directly to the MTA Board of Directors, and shall serve a one-year term from July 1 to July

1. The MTA Board of Directors shall determine the salary for the position. In addition, MTA shall cover travel expenses for the Executive Director for all travel required by the Board.

*Approved by the General Membership on January 19, 2003.*

### **DUTIES OF THE PRESIDENT**

1. The President of the organization is responsible for calling and presiding over all MTA Board meetings beginning with the board meeting, which follows the annual convention. Typically, the Board has two meetings annually. The first meeting is held in May to discuss general MTA business. The president should call a second board meeting in July that is typically located in the same city as the upcoming festival. This provides the board and division chairs an opportunity to review and tour the facilities. The festival coordinator should be invited to this meeting as well.
2. The President should become familiar with the MTA Manual of Operations and see that all of the officers do likewise. All officers should become familiar with the MTA bylaws.
3. Following their own appointment, the President appoints committee chairs, including all division chairs.
4. The President and the Executive Director work together on the application for grant funding from the Mississippi Arts Commission (MAC) and other granting sources. Generally, the deadline for the MAC application is March 1.
5. Communication among board members is essential to the survival of the organization. It is the responsibility of the President to keep all board members informed of issues concerning MTA.
6. While the compilation of the newsletter is the responsibility of the Executive Director, the President should ensure that it is distributed at least twice a year.

7. The President should monitor the progress and work of the other board members and the Executive Director.
8. Each year the President needs to determine which board members are willing to continue to serve on the Board. If positions become vacant, the President must appoint a Nominating Committee. Refer to bylaws for exact charge and method of creating the committee.

**Other important events that the President should be aware of:**

1. The high school regional festivals are held at Mississippi State University and the University of Southern Mississippi.
2. The State SETC Screening Auditions, which are coordinated by the Mississippi State Auditions Coordinator, are held in November. See **Operations Manual: State Auditions Coordinator** for details on this festival.
3. The SETC Convention is held every year during the first week of March. There is an All-States Meeting and an Executive Director, President, State Representatives meeting that all three positions should attend. Also, there are Community and Secondary festivals that take place during SETC to which the President should lend support both before and during the convention.

Generating new ideas and services is something every President may wish to implement. If the President has an idea to implement, it is important to present it to the Board early in the year so that action can be taken in a timely fashion.

### **DUTIES OF THE VICE PRESIDENT**

1. Coordinate adjudicators for:
  - a. Community Festival – three out-of-state adjudicators
  - b. Secondary Festival – three out-of-state adjudicators
  - c. 10-minute Festival – two in-state or local adjudicators; prefer local talent as available
  - d. Theatre for Youth Festival – two in-state or out-of-state adjudicators
2. Assist the Individual Events chairpersons with coordinating professional adjudicators as necessary.
3. Collect adjudicators' headshots, bios, contracts, and contact information.
4. Collect division chairs' contact information and arrange for them to meet with their adjudicators at the festival.
5. Work with the Executive Director to arrange travel and hotels for all adjudicators.
6. Assist with / arrange adjudicator travel to and from the airport, to the theatre, to socials, to meals, etc.
7. Work with the Executive Director to arrange workshops; collect workshop titles and descriptions.
8. Create gift baskets for each adjudicator. Secondary and Community Festival adjudicators receive larger baskets.
9. Collect clipboards, pens, pencils, book lights, notepads, etc. for each adjudicator.
10. Build a packet / notebook / binder with the appropriate MTA rules, scoring sheets, list of awards, etc. for each adjudicator.
11. Lead the Secondary and Community theatre adjudicator meetings, define the order that the adjudicators will speak, and tally Secondary and Community scores at the end of the festival on the computer spreadsheet
12. Write up lists of awards and their recipients. Verify that the Executive Director has received a copy of the awards list at the end of the festival.
13. Arrange meals for adjudicators and VIPs:
  - a. Create a list of possible local dining options, hot spots, etc... have directions available
  - b. Arrange Thursday night dinner for all adjudicators including Community, Secondary, Playwriting, 10-Minute, Theatre for Youth, and special guests as applicable.
  - c. Breakfast should be at the hotel. Advise adjudicators to turn in their receipts to you. Remit all receipts to the Executive Director at the end of the festival.
  - d. Arrange lunches at the theatre / festival venue. Try to support local delis, sandwich shops, or catering companies.
  - e. Make reservations for Friday and Saturday night dinners at local restaurants; arrange transportation, etc.
14. Encourage the adjudicators to attend the socials
15. In the case of a conflict of interest with the Vice President and a specific division, an unaffiliated member of the

executive committee will handle coordinating the adjudicators for the division in conflict.

- a. There will also be an unaffiliated Executive Committee designee at the state festival to lead the adjudicator meetings for the division in conflict.
- b. “Coordinating the adjudicators” includes all of duties related to adjudicators spelled out in this section.
- c. Example: If the Vice President is connected to a theatre organization that has a production entering the Community Festival, the Executive Committee will designate a different person on the Executive Committee to manage coordinating the three out-of-state adjudicators for the Community Division.

## **GUIDELINES FOR ADJUDICATOR SELECTION**

### **Purpose**

1. Mississippi Theatre Association is committed to providing diverse panels of professional, educated, and experienced respondents with skills appropriate to each division.
2. This document shall provide a framework to the members of the executive committee who assume responsibility for the coordination of the adjudicators for the MTA state festival.
3. MTA strongly recommends that adjudicators who are selected by other individuals or committees (such as the respondents for each regional secondary Dramafest, the Individual Events Festival, and the Playwriting Contest) meet the standard expectations herein.

### **Commitments**

1. MTA is committed to securing adjudicators who, at large, reflect Mississippi demographics in terms of race / ethnicity, gender identity, sexual orientation, age, and (dis)ability.
  - a. Due to the small nature of adjudicator panels at the MTA state festival, it is probable that there may be individual panels (consisting of 2 - 3 respondents) that do not reflect the breadth of diversity in the MTA membership or across Mississippi.
  - b. MTA will strive to develop intentionally diverse individual panels but will prioritize diversifying the overall slate of adjudicators and assigning respondents to panels as they best fit.
2. MTA is committed to securing adjudicators who have worked in professional and/or educational theatre and whose body of work reflects experience, expertise, training, and commitment to creative learning.
3. MTA is committed to securing adjudicators with a breadth of theatrical knowledge, including professional theatre artists and educators whose focus extends beyond the scope of performance.
4. MTA is committed to securing adjudicators who can reflect and respond to participants' interests and lived experiences.
5. MTA is committed to evaluating the impressions its members have of both individuals and panels of adjudicators.

**OPERATIONS MANUAL: ADVOCACY**  
**(See the Long-Range Plan for Strategies and Goals)**

**PURPOSE**

The Mississippi Theatre Association holds Advocacy as one of its key values. Through this MTA will inform legislators, theatre professionals, and the general public on the power of the arts; provide numerous opportunities for networking of theatre professionals; and continue the education of all ages and all professional levels of arts and theatre.

**DUTIES OF MTA IN REGARDS TO ARTS ADVOCACY**

1. Work with the Arts Action Fund, Theatre Communications Group, and other key theatre advocacy groups to maintain an understanding of important issues requiring advocacy and to advocate on behalf of theatre communities.
2. Notify statewide theatres of advocacy efforts and encourage them to individually take action.
3. Offer workshops and training to statewide theatres on how to advocate for themselves and the arts in general.
4. Network and correspond with key local, state, and national legislators throughout the year in an effort to share with them what the statewide theatre community achieves, and to encourage them to support key theatre advocacy efforts.
5. Work with statewide organizations such as The Mississippi Department of Education, the Mississippi Alliance for Arts in Education, and the Mississippi Presenters Network, in an effort of collaboration and to support theatre and art advocacy efforts.
6. Serve as a resource for statewide theatres to learn about grants from the Mississippi Arts Commission and the National Endowment for the Arts.

## **OPERATIONS MANUAL: COLLEGES AND UNIVERSITIES DIVISION**

### **DUTIES OF THE COLLEGES AND UNIVERSITIES DIVISION CHAIR**

1. Maintain the list of colleges and universities and relevant contacts on the MTA website and listerv.
2. Create and maintain a list of state college and university personnel and their specialties.
3. Attend and encourage other college and university personnel to attend the Mississippi SETC screening auditions, the MTA College and University Auditions, and the MTA state festival,
4. Encourage current college and university theatre students to apply for the Dream Team.
5. Work with the Executive Director to define needs for the MTA College and University Auditions.
  - a. Needs include but are not limited to:
    - i. Purchasing supplies (with reimbursement).
    - ii. Putting together audition binders for college reps.
    - iii. Creating audition numbers for auditionees.
    - iv. Communicating with and answering questions from college reps.
    - v. Creating instructional “how to” videos to help support the audition process.
    - vi. Assist with securing an accompanist.
  - b. Chair will create and maintain a College and Universities Auditions binder to support continuity from year to year, help identify ongoing needs, and provide data to assess future changes.
6. Run the MTA College and University Auditions.
  - a. Including but not limited to:
    - i. Set up and strike of audition space(s).
    - ii. Working with Dream Team members.
    - iii. Fielding questions from auditionees and teachers.
  - b. Hold a meeting with the College/University Reps following auditions to get feedback about the audition process as well as general feedback to get to the auditionees/teachers.
7. Assist with recruiting KC/ACTF Adjudicators
8. Coordinate and host a KC/ACTF Adjudication Workshop every two years (AACT years)
9. Prepare and submit a division report to the board following the state festival.
10. Attend all board meetings and develop ideas make the division stronger; propose these ideas to the board.
11. Review the division guidelines in the MTA handbook and edit so that they remain up-to-date. Submit handbook changes to the MTA secretary two weeks prior to a board meeting.
12. Attend meetings (such as the Secondary Workshop, Town Hall Meetings, Arts on the Capitol Day, etc.) as available and as requested by the President and the Executive Director.
13. Attend the annual MTA Festival, and assist as needed.
14. Stay mindful that this position means that sometimes the State Auditions Coordinator will have to miss performances, be back stage, or do work at the festival that separates them from the main festival events. Bear in mind that these positions are to better the organization and not the individual interest of the Coordinator.



## **OPERATIONS MANUAL: PROFESSIONAL DIVISION**

### **PURPOSE**

The Professional Division of the Mississippi Theatre Association is the division that represents theatre professionals. It connects theatre professionals with one another, and it connects theatre professionals with the Mississippi Theatre Association and its many activities throughout the year.

### **DUTIES OF THE PROFESSIONAL DIVISION CHAIR**

1. Review the definition and divisions of professional theatre every five years, beginning in 2020.
2. Create and update a list of professional theatres and theatre professionals across the state. This list should be created and maintained on the MTA website.
3. Create an annual opportunity for theatre professionals and professional theatres to share with one another and to network.
4. Encourage professionals to participate / lead MTA workshops throughout the year and the annual festival.
5. Work with the Executive Director in creating opportunities for professional artists to share their theatrical experiences with MTA and the general public. This may be through in person as well as social media means.
6. Connect with colleges / universities to encourage them with first-hand information of what is expected in professional theatres, so that graduates will be better prepared.
7. Create instructional videos for use of colleges / universities and high schools
8. Work with colleges / universities and high school theatres to create internships
9. Assist MTA with the selection of adjudicators for Dramafest / MTA
10. Assist MTA with knowing about theatre advocacy needs and leading the advocacy efforts, as deemed necessary by the Executive Director and the Executive Committee.

## OPERATIONS MANUAL: MISSISSIPPI STATE REPRESENTATIVE TO SETC

### DUTIES OF THE MISSISSIPPI STATE REPRESENTATIVE TO SETC

**The State Representative (appointed by MTA president) shall:**

1. Provide liaison between the SETC Board of Directors, Executive Committee, Mississippi Theatre Association, and theatre organizations (educational, community, and professional) within the state, and encourage development of common aims and purposes.
2. Provide leadership through encouraging membership in the state organization and assisting in the formation and strengthening of state theatre groups and organizations.
3. Provide leadership in publicizing state activities by submission of information to Southern Theatre, the Mississippi Theatre Association Newsletter, and other publications.
4. File written reports (may be filed electronically) within the state and to the SETC Central Office as requested by the state and SETC leadership.
5. Attend the meetings of the Board within the state organization (as they are scheduled), and attend the fall and spring Board meetings of SETC to represent the state of Mississippi and to ensure that the state's interests are represented and voiced.
6. Serve as the appointed Mississippi Representative to the SETC Board for a three-year term (*SETC Operations Manual, 3/11/98*).
7. Send a list of new state officers, divisional officers, committee chairs, award recipients, and contest / festival winners at the conclusion of each annual state convention to the SETC Central Office.
8. Ensure that the state's annual organizational dues have been paid to SETC in order to protect the state's voting prerogatives and representative with SETC.
9. Assist the state president in planning the state meeting held during the SETC convention.
10. Meet with the body of State Representatives before the fall and spring Board meetings to discuss common goals, interests, and problems.
11. Orient the next Mississippi State Representative to the operations and procedures of SETC and supply that person with an updated manual of operations.
12. Be a member of SETC and MTA.
13. Serve as the liaison and official host for the representative from the SETC Executive Committee when that person visits Mississippi's state convention.
14. Assist the president in arranging transportation and lodging for the Executive Committee member for the state visit.
15. Prepare and submit a division report to the board following the state festival.
16. Vote in elections of the SETC and MTA Boards.
17. Serve on committees as appointed by SETC and state leadership.
18. Assist on grant applications as requested by state leadership.
19. Refer to the manual for this position at: <https://www.setc.org/about/leadership/committees/state-representatives-manual/>

Prepared by Shannon Robert (source: *SETC Manual of Operations*), Former Mississippi State Representative

## OPERATIONS MANUAL: STATE AUDITIONS COORDINATOR

### DUTIES OF THE STATE AUDITIONS COORDINATOR (SAC)

1. Create a handbook page for the auditions coordinator listing the responsibilities
2. Assume responsibility for approval of location of auditions. State screening auditions require facilities that meet the following criteria:
  - a. The audition room should be no smaller than 900 square feet and allow for adjudicators to be a comfortable distance from the students during auditions
  - b. The room should be as acoustically operative as possible to enhance the auditioning experience as much as possible
  - c. The room should be properly ventilated for comfort both of auditionees and adjudicators
  - d. Separate space from the audition room should be provided for warm-up room and holding room (strongly advise for warm-up room to have a piano)
3. Manage appropriate adjudicator-related arrangements and information.
  - a. The SETC Central Office selects the entire slate of adjudicators.
  - b. Coordinate transportation and housing for adjudicators.
    - i. SETC will cover cost of transportation, lodging, and meals.
    - ii. State Audition Coordinator (SAC) is responsible for arranging transportation locally between the hotel and the audition site.
    - iii. The SAC will receive the names of the appointed adjudicators as soon as possible and should contact them early enough to make the most economical travel arrangements.
  - c. Provide each adjudicator with a copy of the Adjudicator's Manual.
  - d. As appropriate, the adjudicators may be involved with the state convention program in some capacity (panel participant, workshop, presentation, etc.).
  - e. In the event that an out-of-state adjudicator is late or a "no show" an SETC Executive Committee or Central Office Representative may fill the vacancy if necessary.
4. Coordinate with the Executive Director to secure and provide lodging and/or transportation as necessary for the following personnel for the auditions:
  - a. A competent accompanist
  - b. 1-2 timekeepers
  - c. 2-3 individuals to work registration tables
  - d. An individual to tabulate scores
5. Set and communicate appropriate eligibility requirements, fees, and deadlines to auditionees.
6. After the final list of auditionees is received from SETC, make the following preparations:
  - a. Within one week of the registration deadline, assign audition numbers to the registered auditionees and communicate those numbers to auditionees and to the central office
  - b. Prior to the state auditions, print three (3) sets of evaluation forms containing auditionee information, each set on a different color of paper
7. Set up the audition site
  - a. Prepare plastic number badges
  - b. Set up registration tables, divided by audition numbers (i.e., 1-40; 41-80; etc.)
  - c. Put up signs with clear directions to warm-up rooms, holding rooms, and registration tables.
  - d. Provide food and drinks for adjudicators, volunteers, and accompanist.
8. Be present throughout the state screening auditions to ensure that audition guidelines are observed. (See guidelines below.)
9. Following the auditions, send reports and results to the SETC Central Office.

- a. **Within two (2) weeks after the state audition**, the SAC will send the following items in one package:
    - i. A list of approved (passed-through) auditionees, not ranked.
    - ii. Forms of all approved auditionees (with attachments, pre-addressed envelopes, payment, etc.). All forms of approved auditionees must be signed by a minimum of two adjudicators.
      - » If one of the adjudicators disagrees with a selection, that adjudicator has the option not to sign.
      - » No application will be accepted by the SETC Central Office without the signatures of two adjudicators.
    - iii. A list of alternates, ranked (1st alternate, 2nd alternate, etc.)
    - iv. Forms of all selected alternates (with attachments, payment, etc.)
  - b. **Within two (2) weeks after the state audition**, the SAC will submit a written report regarding the state screening process to the SETC Central Office, the SETC Auditions Committee Chair, and the SETC Professional Division Chair. The report should include the name(s) of any inadequate adjudicators.
  - c. The SAC must also send the SETC Central Office a list of all auditionees who were not approved.
    - i. This list must include their college, state, and email address.
    - ii. This list will serve as a means of identifying those who may try to go through the SETC Spring Auditions as a “professional.”
    - iii. SETC will also encourage these students / non-professionals to attend the convention for workshops and other networking opportunities.
10. Following the auditions, send evaluation forms to auditionees who have provided stamped envelopes.
  11. Respond to e-mails from the President and the Executive Director in a timely manner.
  12. Review audition materials as requested by the President and the Executive Director.
  13. Prepare and submit a division report to the board following the state festival.
  14. Provide content for newsletters, blog posts, and social media as requested by the President and the Executive Director.
  15. Attend all board meetings and develop ideas make the division stronger; propose these ideas to the board.
  16. Review the division guidelines in the MTA handbook and edit so that they remain up-to-date. Submit handbook changes to the MTA secretary two weeks prior to a board meeting.
  17. Attend meetings (such as the Secondary Workshop, Town Hall Meetings, Arts on the Capitol Day, etc.) as requested by the President and the Executive Director.
  18. Attend the annual MTA Festival, and assist as needed.
  19. Stay mindful that this position means that sometimes the State Auditions Coordinator will have to miss performances, be back stage, or do work at the festival that separates them from the main festival events. Bear in mind that these positions are to better the organization and not the individual interest of the Coordinator.

### GUIDELINES FOR STATE AUDITIONS

Note: Each year the SETC Central Office will send out an annual screening auditions handbook. The SAC should review the annual handbook upon receipt.

1. All applications must be complete with signatures, photo, payment, and self-addressed, stamped #10 (business size) envelope **at the time of the state screening audition registration** or the applicant will not be allowed to audition.
2. **Do not accept personal checks or cash.** A money order or certified check made payable to SETC must be paper clipped to each SETC auditionees application form. SETC will not accept a check from the state organization to cover auditionee fees.
3. Do not staple anything to auditionee forms. Use paper clips.
4. There must be a mandatory audition briefing prior to each state's audition process.
5. Eligibility Requirements for Auditionees:
  - a. Auditionees must be eighteen (18) years of age or older.

- b. Auditionees must be an enrolled college student or a non-professional, non-student at the time of applying for the state audition.
6. Adjudicator Guidelines and Protocol:
- a. Adjudicators should not have access to the auditionee application forms at the State Auditions until the adjudicators have signed the forms of the auditionees approved for the Spring auditions and any alternates' forms
  - b. At no time should the adjudicators be told the State's allocation, unless a tie situation occurs and ranking is necessary to determine the finalists or alternates.
  - c. If the majority of the adjudicators agree that an auditionee should not sing, they must indicate on the Evaluation Form "acting only". The State Coordinator will so note on the auditionee's application form.
  - d. Following the tabulation and selection process, the adjudicators should meet with all of the auditionees to offer a general critique.
7. Evaluation Forms
- a. All auditionee information should be typed/printed on the evaluation form itself
  - b. The only handwriting that can be present on an evaluation form is that of the adjudicator
  - c. All adjudicator comments and signatures should be in black ink
  - d. Once the tabulation process is completed and results have been reported to the SETC Central Office, the Evaluation Forms should be mailed to the auditionees in the self-addressed stamped envelopes they provided at the Registration Table.
  - e. **NO state screening numbers** may be on the front but may be penciled in lightly on back with score if needed.
8. Audition Procedure:
- a. Time
    - i. Sixty (60) seconds are allowed for acting-only or singing-only audition. Ninety (90) seconds are allowed for the combination of an acting and singing audition.
    - ii. Time begins with the name of the auditionee.
    - iii. The timekeeper will stand and say "Thank You" when time expires, and the audition will be stopped at that time.
    - iv. Auditionees who go over time will have points deducted from their score.
    - v. Auditionees will be given the amount of time based on the option checked on the application unless the auditionee informs the auditions committee in charge beforehand of any changes.
  - b. Accompaniment
    - i. No recording devices or a cappella singing is allowed during an audition.
    - ii. Auditionees cannot accompany themselves on a musical instrument.
9. The SETC State auditions quota has been established as follows:
- a. A maximum of 45% of the auditionees in a given year may be passed on to the SETC final auditions.
  - b. This 45% is a **maximum rate**. The percentage will vary from year to year. The rate will be communicated by the SAC to the SETC Central Office.
  - c. The rate applies to both in-region auditionees and out-of-region auditionees. (E.g. if the rate is 38%, then 38% of Mississippi auditionees will be passed through, and 38% of out-of-state auditionees will be passed through.)
10. Refer questions to the SETC Screening Auditions link: <https://www.setc.org/auditions/setc-screenings/>
11. Any state that violates the guidelines and rules set forth in the State Coordinator and Adjudicator Manuals may be disqualified and auditionees from that state may not be permitted to audition at the SETC Spring Auditions.
12. See attachment for judging ACTING ONLY, ACTING and SINGING, or SINGING ONLY

## SETC STATE AUDITIONS COORDINATOR SCHEDULE

- At March SETC Convention:** The State Coordinator from the previous state convention and/or the new coordinator should attend any meetings during the convention that relate to the state auditions process.
- By May 1** Send date and location of next state auditions, a schedule of state fees to the SETC Central Office. SETC NEWS will publish a schedule of all state audition schedules and coordinators.
- June / July:** State Coordinators will receive revised rules, application forms and other information from the SETC Central Office. SETC Central Office will also provide to you an excel file (or labels upon request for those who cannot use excel) of names from the SETC Database to compile with your own mailing list(s).
- August:** Prepare your statewide mailings with schedule(s) and any additional information. Pre-registration seems to work best for most states. You will receive your state's auditionee allocation in August. Be prepared to send complete packets to out of region schools or auditionees on request.
- By September 1:** Send statewide mailings, emails, and announcements. **Include the state deadline for the receipt of auditionee applications.**
- September:** Be prepared to send out additional auditionee application forms, general information and rules on request. The forms, etc., can be photocopied full size. Auditionees may email the SETC Central Office ([april@setconline.com](mailto:april@setconline.com)) to request application, etc., or send a self-addressed, stamped #10 (business size) envelope with a written request to SETC, PO Box 9868, Greensboro, NC 27429-0868. Send the name of the state appointed adjudicator to SETC Central Office as soon as possible.
- Late October / Early November:** As soon as the state's registration is closed, assign audition numbers, prepare evaluation forms, and work with the SETC Central Office to arrange travel and lodging for adjudicators.
- November:** (Typically the third weekend), Run the auditions and submit all paperwork to Central Office.

# SETC PROFESSIONAL SCREENING AUDITIONS SAMPLE EVALUATION FORM



## SETC PROFESSIONAL SCREENING AUDITIONS ADJUDICATOR EVALUATION

Raw Total Score \_\_\_\_\_

Overtime \_\_\_\_\_  
(If YES, 3 points are deducted from raw SCORE)

Final Score \_\_\_\_\_

Auditionee # \_\_\_\_\_

Name: \_\_\_\_\_

Scoring Scale Check the appropriate Box	5 - Outstanding: Highest caliber –only <i>minor</i> improvements could be made 4 - Strong: Work of high caliber - some improvement could be made 3 - Proficient: Work is acceptable, but not strong or memorable 2 - Needs Improvement: - significant improvements should be made 1 - Not Acceptable: Requires rethinking/reworking	5 Outstanding	4 Strong	3 Proficient	2 Needs Improvement	1 Not Acceptable
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<b>Acting Skills</b> <i>Evaluation Points: Objectives/intentions, Stakes, Imaginary partner, Understanding/interpreting the material, etc.</i>	Choices are specific with clarity of objectives & intentions					
	Variety of choices are made appropriate to character					
	Commits to and follows through with choices					
<b>Voice</b> <i>Evaluation Points: Resonance/placement, Breath support, Expressiveness, Musicality, etc.</i>	Volume is appropriate to the material, space, & character					
	Articulation & enunciation are clear and un-affected					
	Vocal Color: Pitch, tone, pace, rate, etc.					
<b>Physicality</b> <i>Evaluation Points: Groundedness, Range of Motion, Period style, Stance, Posture, Gesture, Balance, etc.</i>	Movement is appropriately justified					
	Movement is integrated naturally & according to character					
	Movement shows variety & transition					
<b>Presentation</b> <i>Evaluation Points: Concentration, Focus, Suitability, Awareness of type, Personality, body language, etc.</i>	Confidence & Command of the Stage					
	Actor appears focused & relaxed					
	Professional Presentation					

Recommendation IF this person is passed:

Acting Only \_\_\_\_\_

BOTH \_\_\_\_\_

Singing Only \_\_\_\_\_

Signature: \_\_\_\_\_

Adj. TOTAL \_\_\_\_\_

The following does NOT count in your total score but is rated to let you know *if* your material “works” for SETC Auditions. You are *required* to present the same material at SETC in the spring unless two or more adjudicators indicate change!

<b>Choice of Material</b> (non-scored – evaluation only)	Does this monologue and/or song present the actor's ability in a good light? <b>Keep</b> = leave it as is. <b>Change</b> = CHANGE your piece. (If two or more adjudicators say your material does not work you should consider changing. However, this is only a recommendation and is non-binding <b>otherwise you are required present the same material at SETC</b> )	Keep		Change	
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General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OPERATIONS MANUAL: COMMUNITY THEATRE DIVISION

### DUTIES OF THE COMMUNITY THEATRE DIVISION CHAIR

1. The Executive Director will communicate with community theatres encouraging them to participate in the MTA Festival by entering a production or observing. (*See sample letter below.*)
  - a. Communicate with theatres that do not normally participate in the MTA Festival and encourage them to attend the festival.
  - b. Collect all individual, organizational and other required forms.
    - i. For competing theatres, ensure that all of the required information has been received.
    - ii. See the checklist below.
    - iii. This includes all fees, forms and scripts.
  - c. Send copies of individual and organizational forms to person handling registration.
2. The Executive Director will send all technical questionnaires to the Host Site Technical coordinator, and the Community Division chairperson will serve as a liaison between host site personnel and theatres participating in festival.
  - a. Work with host site Technical Director to field questions posed by the participating theatres.
  - b. Collect and then mail scripts to the adjudicators prior to the festival.
3. During an AACTFest year, the Executive Director will learn the name of the AACTFest Representative who will attend the State Festival.
  - a. Supply hotel accommodation information and provide any necessary assistance with travel arrangements.
  - b. AACT pays for the travel of the AACT representative attending the festival. MTA only pays for their MTA registration.
4. The Vice President will be responsible for holding an Adjudicators meeting prior to the first production.
  - a. Attend the Adjudicators meeting.
  - b. Prepare and hold the Directors meeting.
  - c. Sample agendas for both meetings can be found below.
5. Prepare and hold a Community Theatre Division meeting during the festival at the time set by the festival coordinator.
6. Distribute division awards during the Awards Ceremony.
7. Coordinate a workshop for community theatres in the fall.
8. Work with the Adult Individual Events Chair to generate interest in adult individual events.
9. Respond to e-mails from the President and the Executive Director in a timely manner.
10. Review festival materials as requested by the President and the Executive Director.
11. Prepare and submit a division report to the board following the state festival.
12. Provide content for newsletters, blog posts, and social media as requested by the President and the Executive Director.
13. Attend all board meetings and develop ideas to make the division stronger; propose these ideas to the board.
14. Review the division guidelines in the MTA handbook and edit so that they remain up-to-date. Submit handbook changes to the MTA secretary two weeks prior to a board meeting.
15. Attend meetings (such as the Secondary Workshop, Town Hall Meetings, Arts on the Capitol Day, etc.) when requested by the President and the Executive Director.
16. Stay mindful that this position means that sometimes the Community Theatre Chair and Vice Chair will have to miss performances, be back stage, or do work at the festival that separates them from the main festival events. Bear in mind that these positions are to better the organization and not the individual interest of the Chair or Vice Chair.

### GENERAL INFORMATION: AMERICAN ASSOCIATION OF COMMUNITY THEATRE (AACT)

1. AACTFest rules will be used every year (including AACTFest years and Non-AACTFest years).



2. An AACT fee will be assessed for AACTFest years only (years ending in an odd number).
3. The AACT Fee is waived for any theatre that is an organizational member of AACT.
4. Prior to sending out information to the Community Theatres, the Executive Director will check with AACT to determine what current AACT fees that should be assessed.
  - a. The Executive Director will clearly state that a community theatre that is already a member of AACT does not need to pay the AACT fee during an AACTFest year.
  - b. Once MTA collects the AACT fee, the Executive Director will instruct the MTA Treasurer to remit appropriate funds to AACT.
5. The Executive Director will communicate with AACT regarding theatres that are participating in the festival.
  - a. AACT provides certificates to those participating.
  - b. The Community Theatre Division Chair must provide AACT with the information to complete these forms.
6. The Community Theatre Division Chair must collect and provide the following information:
  - a. List of theatres participating in the festival
  - b. Adjudicator names, bios, and contact information (including mailing address, phone number, and email address)
7. An AACT Fest Form packet will be sent to the Executive Director that includes all deadlines and forms that need to be filled out and returned to AACT:

American Association of Community Theatre  
 P.O. Box 101476  
 Fort Worth, TX 76185-1476  
 Office: 817-732-3177, Fax: 817-732-3178  
 Email: [info@aact.org](mailto:info@aact.org), Website: <http://www.aact.org>

## **COMMUNITY THEATRE FESTIVAL RULES / GUIDELINES**

### **Who May Enter:**

- Any amateur community theatre company is eligible to participate if it meets the following criteria:
  - a. For competition at the Regional and National levels, “amateur community theatre” is characterized by its operation as a “non-profit organization.”
  - b. The community theatre must have been organized in Mississippi for at least one year prior to the state festival and must have produced at least two (2) shows prior to their state entry.
    - i. For establishing the date a community theatre was organized, documents acceptable by AACT include the organization’s charter and/or the organization’s bylaws.
    - ii. These documents must be sent to the Community Theatre Chair prior to competing in the MTA Festival.
    - iii. Any theatre advancing from MTA risks disqualification if their organizational structure was not in place twelve (12) months prior to their participation in the state festival.
  - c. The community theatre must have a decision-making Board from its community; or, in the case of a community theatre that is run by city / county recreational departments, it has an advisory board from its community. A community theatre connected with a university, college, or military theatre must have a governing board from the community.
  - d. The community theatre must be characterized by its operation as a “non-profit organization,” with full 501(C)3 status registered with the state of Mississippi. Any theatre advancing from MTA risks disqualification if they do not meet the “not for profit” standard established by AACT.

### **Not Permitted to Perform**

1. Actors that are active members of Actors Equity and receive more than one quarter of their annual income from work as actors.
2. Any person who receives more than half of their annual income from work as an actor.

3. The National host theatre or any group affiliated therewith.
4. Once a play is in rehearsal for the state festival competition, actors and technicians may not be paid, directly or indirectly, to rehearse or perform in that production.
  - a. This does not preclude members of the “production staff”, such as directors, designers, costumers, technical directors, etc. from receiving normal remuneration so long as no part is paid specifically for their “hands on” production efforts.
  - b. Musicians who only provide accompaniment for a production, and do not perform, directly or indirectly, are exempt from this requirement (i.e. they may be paid).

### **What May Be Presented**

1. Productions entered in a Festival may be a cutting of a full-length play or musical, a one act play, or any other performance of a theatrical nature which are subject to additional rules listed in Section C, below.
2. The total length of each individual production, including introductions and time lapses between scenes, may not exceed 60 minutes.
3. If a performing company elects to have a curtain call, it must be included within the 60 minutes performance time.
4. In addition, each production is allowed a maximum of 10 minutes setup time and 10 minutes strike time.
  - a. If a setup and/or strike is intended to set mood, establish character, or entertain the audience in any way, this time will be considered a part of the 60 minutes performance time.
  - b. Any lighting change; sound, whether recorded or live; movement (other than to a preset position on-stage) etc., will begin the 60 minutes. Similarly, only the complete cessation of such will complete this timing period.
5. The “Production Process” (Set-up/Production/Strike) should continue without significant delay until complete.
6. Should a production exceed any time limits, the performance will not be stopped.
  - a. Neither adjudicators nor the performing group will be informed of the “overtime”.
  - b. Productions exceeding any of the established time limits will be ineligible for selection as the winning production but are eligible for all other awards.
7. **This must be the first performance of the production in an adjudicated theatre festival within the state of Mississippi in the year preceding the festival.**
8. The winning production at MTA must be performed in the same form at Regional and National levels.
  - a. No actor, production staff, or technicians may be substituted, nor may material be added or withdrawn without written consent from the Festival Commission Chair.
  - b. For personnel change, request must be because of relocation, disability or similar hardship and must be legitimate, not for purposes of changing the show.
  - c. Adjustments in staging may be made to allow for differences in stage facilities.

### **Other Production Rules**

1. Any announcements or introductions must be made prior to setup or after strike; the overall continuity of production must not be interrupted.
2. Once production has begun, the house must be closed, but it should remain open during setup and strike.
3. Once in progress, a production may not be stopped or interrupted except for reasons of:
  - a. Public Safety – such as electrical outages, weather alert tornado, flood, etc.) or other “Acts of God”; or
  - b. Problems with Host Facility – such as equipment malfunction, working from wrong cue-book or disk, etc., which are temporary in nature and particularly affect the overall quality of the production.
  - c. Only the Host Facility Coordinator (this may be the Festival Chair) may determine and declare a Public Safety Problem.
  - d. The designated representative of the production company may also declare a problem with the Host Facility.
    - i. In such a case, the Festival Representative will immediately investigate the seriousness of the problem and its likely impact on the production.

- ii. If this declaration is denied, the production will be tallied last, similar to going over time.
- iii. In any case, the production may begin again from the point of interruption or the beginning, at the choice of the production's representative (subject to local conditions & time restraints.)
- iv. **NOTE:** Problems with the Host Facility should be invoked in only the most outrageous of circumstances. A missed lighting cue, noisy audience member, etc., are not grounds to declare a problem.

### **Requirement to Participate**

Before performing at the MTA Festival each participating theatre is required to submit to the Community Division Chair:

- 1. Proof of permission from the leasing agent and/or author to perform the play of its choice as it will be performed (i.e. as cut if relevant).
- 2. Proof of payment of royalty for this specific festival.
- 3. Proof of rights to use any relevant copyrighted music or media.
- 4. Four (4) copies of its script with any relevant cuts marked as it is to be performed.
  - a. PHOTOCOPIES ARE UNACCEPTABLE UNLESS:
    - i. It is an original script.
    - ii. It is not available in any other form (i.e. out of print or rented materials) .
    - iii. In both of these cases, the proof of permission must state the situation justifying a photocopy.
- 5. Such non-refundable entry fee as may be required when the contest notice is published.
  - a. If a theatre registers and then removes itself from the competition, the entry fees will not be returned.
  - b. If a larger number of theatres register than slots are allotted, a refund will be made.
- 6. The attached Entry / Information sheet.
- 7. The organization's charter and the organization's bylaws. Charters and bylaws for participating organizations will remain on file for 3 years with MTA.
- 8. A Director and/or Technical Director / designated person must be present at the Directors meeting / orientation.

### **Facilities of the Host Theatre**

- 1. The host must provide a proper theatre facility; one that is primarily intended for theatrical performances. The stage of the theatre is required to be in working order and fitted to mount a production with basic area lighting which may be used by all participating groups, but which may not be altered.
- 2. The MTA Host theatre shall provide or make available:
  - a. A minimum, basic lighting plot (Festival "lighting hang") that will include individually controlled cool and warm wash areas of eight (8) to ten (10) feet in dimension and such other instrumentation as necessary to completely illuminate the stage.
  - b. Six (6) dimmers or circuits for special lighting requirements for each performing group.
- 3. Special lighting and special effects ("specials") are the responsibility of the entrant and permission for their use must be obtained from the host theatre.
  - a. If the host provides lighting specials, they must be made available to all participants.
  - b. Lighting specials may NOT exceed six (6) instruments in total whether furnished by the entrant and/or the host.
  - c. These specials may be set up during the company's scheduled rehearsal period with instrument placement coordinated by the host theatre.
  - d. Any instrumentation, i.e. ellipsoidal, strobe, scene machine, scoop, strip lights, etc., plugged in one circuit shall be construed as one (1) special. In the case of scoops or strip lighting instrumentation, each grouping shall be considered as one (1) special, even though several color changes may be used.
  - e. It is the responsibility of the host technical director to strike and replug light specials as necessary between productions.
- 4. Nonlighting specials such as flash pot, fog machine, sound, etc., are not limited by any specific number, but must be

provided by the entrant, and like all scenic units must be set up and struck within the allotted ten (10) minutes setup and strike time.

- a. If nonlighting specials require setup in the “House” of the performing center, these specials may be allowed by the Host Theatre and placed during the rehearsal period subject to the requirements of the next paragraph.
- b. Any special sound effects, beyond the standard sound setup (Festival Sound Setup) provided by the Host Theatre, are the sole responsibility of the entrant.
5. If the entrant elects to supplement existing equipment, the Host Theatre will determine whether the placement of cables, microphones, speakers, etc., are detrimental to other performing groups. If it is deemed to be detrimental, then this equipment must be setup and struck within the standard setup and strike time.
6. Each participating theatre is responsible for furnishing any sets, props or furniture needed for its production. The Host Theatre may provide standard articles of furniture if requested to do so in advance.
7. The Host Theatre will allot each entrant off stage storage
  - a. The amount of space is a minimum of 10' x 10'.
  - b. Two similar “on deck” spaces will also be provided, but may vary in location from festival to festival, as the Host Theatre conditions dictate.
  - c. The entrant will be permitted to preassemble any portion of his set provided that this assembly never exceeds the allotted space.
    - i. The participating group will schedule assembly time at the convenience of the host personnel.
    - ii. These spaces adjoin the performance area; it is from this location that productions “setup” to the performance area and “strike” there from.
8. No scenic devices (with the exception of light and allowed house specials), sound effects, or other items related to the production may be hung, placed, or positioned in the playing areas prior to the 10-minute setup time. Participating groups must plan their set storage according to specifications.
9. **Equipment operation by performing groups is at the Host's option.**

#### **Rehearsal Time and Performance Order**

1. Dates and performance times for MTA festival participants will be scheduled by random drawing by the Division Chair immediately after the entry deadline. **(NOTE: If two productions of the same play are scheduled back to back by luck of the draw, the division chair may change the schedule.)**
2. The allotment of 30 minutes of rehearsal/technical time must be scheduled for each group in the performance space.
  - a. This time must include setup from the “on deck space” and strike time back to the “on deck space.”
  - b. All personnel will begin and end in or directly adjacent to - if necessary - this space.
  - c. All rehearsals will be closed except for the entrant and the festival production staff.
  - d. Alternate rehearsal times may be allowed at the discretion of the festival chair.

#### **Disqualification**

Failure to comply with festival rules will be grounds for disqualification. The decision of the Board of Directors is final.

#### **Censorship**

1. MTA supports a policy permitting the widest possible range of dramatic material to be performed in the festival. Performing companies are expected to exercise taste, good judgment, and respect for the values of their Host Theatres.
2. Host theatres may notify their season patrons in advance if they have reason to believe a festival performance may be locally unacceptable, or publish a disclaimer, but in NO CASE may they refuse to allow the company to perform.
3. Prior to attending the MTA festival, a “viewer discretion” statement must be made available to the Community Theatre Division Chair if the content is not acceptable for all age groups.

#### **Waiver Procedure**

In any case where a waiver of rules or requirements may be sought, such must be in writing (to the Division Chair) and

contain adequate detail as to the reason thereof. This may be as to participation, facilities, scheduling difficulties, adjudication or any other, but must always meet the general test of a “level playing field.”

### **COMMUNITY THEATRE DIVISION GOALS**

1. To provide an optimum learning experience through festival participation at state, regional, and national levels, which will affirm, support, and nurture participating community theatre companies as they strive toward excellence in theatrical production.
2. To stimulate and inspire community theatre companies to do their best work and to recognize them for their achievement through appropriate adjudication process.
3. To provide learning experience in artistic and technical areas for community theatre people in attendance through performance, adjudication and workshops.
4. To develop enlightened and discerning audiences for community theatre.
5. MTA's primary concern is focused upon the Festival Cycle entrants. MTA's intent is that the rules, guidelines and decisions are made for the benefit of the participating companies.

### **COMMUNITY THEATRE DIVISION POLICIES**

The following policies have been established to assist in the accomplishment of the above goals.

1. The house rules of the Host Theatre will apply as pertains to smoking areas, food and beverages, admission of children, etc.
2. No cameras will be allowed in the auditorium except those officially designated by the host group.
  - a. The official photographer may not use any kind of flash or distracting light and will be asked to be as unobtrusive as possible.
  - b. If the performing group feels that the photography will be detrimental to the performance, the group may request an alternate solution from the Festival Chair.

### **COMMUNITY THEATRE FESTIVAL ADJUDICATOR'S MEETING**

1. Provide and review a copy of the festival program.
2. Introduce the person who will be the adjudicators' escort. The escort will stay with them all day and make sure they are where they are supposed to be.
3. Introduce the Festival Coordinators and other MTA Board Members.
4. Communicate that we will try to go to lunches/dinners as a group IF they are interested. This is not mandatory, but MTA would like to entertain them for meals when possible.
5. Show them the adjudicators room, restrooms, etc.
6. Allow them to determine where they want to sit in the auditorium, and mark off the adjacent seats as necessary.
7. Ask about any special requests or needs.
8. Provide:
  - a. A copy of the Guidelines for Adjudication.
  - b. A list of the festival awards.
  - c. A clipboard, notepad, pen, and light.
  - d. A copy of the Adjudicator Festival Evaluation form.
  - e. The Adjudicator's Ballot sheets.
9. Review the verbal response procedure following a production.
  - a. Each adjudicator is allowed 5 minutes to respond to the production; the adjudicators will rotate the order in which they speak.
  - b. The Chair will time the responses or designate an official timekeeper for the duration of the festival.

10. Explain about remitting receipts:
  - a. The Executive Director must receive all receipts before they leave on Sunday.
  - b. MTA will pay for the hotel room upon checkout. They do not need to pay.
  - c. Ask the adjudicators to provide all receipts including travel and food receipts as soon as the festival is over.
  - d. MTA can calculate mileage based on the State of Mississippi handbook.
  - e. If the adjudicators have any other festival-related expenses, they should turn those receipts in as well.
11. Invite the adjudicators to join us for the party! There will be informal socials Friday and Saturday night after the last production.
12. Reinforce that adjudicators should not discuss any production before the awards ceremony.
13. Ask for questions.

### **COMMUNITY THEATRE FESTIVAL GUIDELINES FOR ADJUDICATION**

Three out-of-state adjudicators will judge Community Theatre Festival entries. Guidelines for adjudicators has been taken from the American Association of Community Theatres' Handbook.

Judges will adhere to the following criteria:

1. Plays are to be judged on the overall production-- the major elements of which are ACTING and DIRECTING.
2. The choice of material is to be as unlimited as possible.
3. To overcome the seeming difficulty of comparing musicals, revues, avant garde, "controversial," and dramatic material, entries should be judged on how fully ALL production values and criteria below are realized.
4. Because of the difficulties of touring, such as an unfamiliar stage, the host technical crew, minimal rehearsal time and potentially long distance travel, participating groups should consider the technical aspects of performing "on the road" when choosing a selection.
5. It should be noted that a blank stage or a complex set can be equally effective, if appropriate to the material attempted.
6. Technical competence is to be given consideration as to its effectiveness as an integral part of the total production experience
7. Among the criteria to be considered are:
  - a. Is the acting believable?
  - b. Is the acting technically skillful?
  - c. Are the characters well interpreted?
  - d. Does the company display ensemble work?
  - e. Is the material appropriate for the company?
  - f. Is the concept appropriate for the material?
  - g. How well is the concept realized by the company?
  - h. Do the actors display effective timing?
  - i. How well has the structure of the play been controlled?
  - j. How effective are movement and stage pictures?
  - k. Is the play well paced?
  - l. Do the technical elements support the overall production?
  - m. How effective was the total impact?
8. See the attached response form.

### **COMMUNITY THEATRE FESTIVAL AWARDS**

- Outstanding Achievement in Acting

- a. Each theatre should receive at least one Outstanding Achievement in Acting award.
- b. Recipients of Outstanding Achievement in Acting awards should not receive another acting award, such as Best Actor/Actress. They should only receive one.
- Special Recognition Awards – Adjudicators may use these awards to create categories for special recognition in areas not otherwise provided for. Examples: Excellence in Make-up, Props, Sound Design, Original Playwriting, Choreography etc.
- Best Scenic Design
- Best Costume Design
- Overall Technical Excellence
- Best Ensemble
- Best Supporting Actor
- Best Supporting Actress
- Best Actor
- Best Actress
- Best Director
- Runner Up Best Play
- Warren McDaniel Award for Best Production

## **COMMUNITY THEATRE DIRECTOR'S MEETING INFORMATION**

### **The following people should attend the Director's Meeting:**

- Division Chair and Co-Chair
- The Director or one person designated by the Director from each theatre in the performance block
- Host Technical Advisor
- Local Technical Personnel
- Time Keepers

### **During the Meeting:**

1. Introduce the participants.
2. Introduce the technical personnel.
  - a. Explain each person's duties
  - b. Explain the facility's technical capabilities
3. Collect three copies of each program for the adjudicators. Provide a copy of each program to each adjudicator prior to the production block.
4. Confirm familiarity with guidelines.
  - a. Remind adjudicators that their response forms and score sheets will be returned to each organization at the end of the festival.
  - b. Encourage them to provide constructive, written feedback on the evaluation forms and to score elements consistently and fairly across all productions.
  - c. Remind adjudicators that the ranking is based on discussion and is not dependent on the score sheet's totals, but encourage them to align their scores with their rank sheets.
5. Confirm method of timekeeping.
6. Explain and tour the physical production space.
  - a. Review 10' x 10' blocks.
  - b. Review load-in areas
  - c. Tour dressing rooms and restrooms

7. Confirm that all of the required materials have been received prior to production beginning.
8. Explain about the awards ceremony and encourage participation in workshops and division meetings.
9. Ask and answer any questions

## **COMMUNITY THEATRE DIVISION CODE OF CONDUCT**

**Knowing that any organization is judged largely by the behavior of its individual members, we who attend the Mississippi Theatre Association Convention agree that registering at the State Convention constitutes our subscribing to the following rules, which comprise the Code of Conduct.**

1. Although the majority of participants in the Community Theatre Division Festival are adults, the Production Director will be held responsible for each and every minor in the Company. The Production Director will also be the initial point of contact for any situation that may arise with a member of the Company.
2. Members registered at the convention should be present and on time for all scheduled productions, workshops, etc. in which they are participating. MTA activities will not hold for members who are absent or tardy.
3. Use of alcohol and tobacco shall be governed by the laws of the municipality or the policies of the university or college where the Festival is being conducted. All members must follow the laws of the State of Mississippi regarding the presence and/or use of drugs.
4. Registered members are expected to wear official badges at all times to allow appropriate entry into events and to easily facilitate identification of registered participants.
5. Each member will respect the property of the host theatre.
  - a. Registered members shall be responsible for providing all equipment necessary for their production, and no items belonging to the host theatre shall be removed or relocated from their current location without the permission of the Technical Director of the host theater.
  - b. The Production Director will ensure that all personal items for each member shall be removed from the dressing room as soon as possible following the conclusion of the Company's competition time.
  - c. Each Company and its members shall assume responsibility for the removal of any and all trash created during the Company's use of the dressing room and all such trash shall be removed as quickly as possible following competition.
6. MTA representatives shall defer to the Technical Director of the host theatre regarding questions about specific technical needs – lighting, sound, etc. Each Production Director should discuss any special needs with the Technical Director of the host theatre at least two weeks prior to Festival.
7. Registered members shall conduct themselves professionally during the adjudicators' critique following performance. Additional understanding of the adjudicators' critiques can be found on the comment form which will be provided to each Company after the completion of the Awards Program.
8. Open verbal abuse (either spoken, written, or shared through social media) directed toward the Mississippi Theatre Association or any member of the host facility staff will not be tolerated and may cause the Company and/or individual members to be placed on probation for a period of at least one year. MTA reserves the right to extend the period of probation based on the severity of such action.
9. Each member is expected to adhere to all Mississippi Theatre Association Community Theatre Festival Rules/ Guidelines.
10. Any issue not addressed in this Code of Conduct shall defer to the Mississippi Theatre Association Community Theatre Festival Rules/Guidelines. Should an answer not be provided therein, assessment of the issue shall be reviewed by the Mississippi Theatre Association Board of Directors who will have final judgment as to the consequence of the action.



## SAMPLE COMMUNITY ADJUDICATOR RESPONSE FORM



### MISSISSIPPI THEATRE ASSOCIATION ADJUDICATOR RESPONSE FORM



#### COMMUNITY DIVISION THEATRE FESTIVAL

COMMUNITY THEATRE: \_\_\_\_\_ YEAR: \_\_\_\_\_

PRODUCTION: \_\_\_\_\_

ADJUDICATOR NAME: \_\_\_\_\_

<b>PERFORMANCE</b>	<b>CHARACTERIZATION</b> (Believability, Technical Skill, Interpretation, etc.)
	<b>ENSEMBLE</b> (Timing, Consistency, Commitment, etc.)
	<b>VOICE</b> (Projection, Articulation, Accent Work, etc.)
	<b>MOVEMENT</b> (Physicality, Combat, Dance, etc.)
	<b>INTENT</b> (Appropriateness, Consistency, etc.)
<b>DIRECTION</b>	<b>MATERIAL</b> (Selection, Appropriateness to the Company, etc.)
	<b>CONCEPT</b> (Directorial Choices, Appropriateness to the Material, Execution, etc.)
	<b>STAGING</b> (Blocking, Stage Pictures, Choreography, Use of Space, etc.)
	<b>PACE / TIMING</b> (Appropriateness to the Material, Control of the Structure, etc.)
	<b>PREPAREDNESS</b> (Is the production well-rehearsed?)
<b>DESIGN</b> <small>Scenic / Costume / Sound / Lighting / Props / etc.</small>	<b>APPROPRIATENESS TO MATERIAL</b> (Do the technical elements support the overall production?)
	<b>NECESSITY TO THE PRODUCTION</b>
	<b>EXECUTION QUALITY OF DESIGN ELEMENTS</b>
	<b>OPERATION QUALITY OF DESIGN ELEMENTS</b>
	<b>ACTOR INTERACTION WITH DESIGN ELEMENTS</b>

# SAMPLE COMMUNITY EVALUATION SCORE SHEET



## MISSISSIPPI THEATRE ASSOCIATION ADJUDICATOR SCORE SHEET COMMUNITY DIVISION THEATRE FESTIVAL



COMMUNITY THEATRE: \_\_\_\_\_ YEAR: \_\_\_\_\_

PRODUCTION: \_\_\_\_\_

ADJUDICATOR NAME: \_\_\_\_\_

Adjudicators should put the number corresponding with the rating for each criterion in the appropriate box (i.e. Superior = 4; Excellent = 3; Good = 2; Fair = 1). The scores for the category will be added together to make up the Category Score (Acting, Directing, Design). The three category scores will then be added together to determine the final Production Score.

(Note to tabulator: If you are using the scoring spreadsheet, input a 1 in the appropriate cell instead of the corresponding rating of 1, 2, 3, or 4. The spreadsheet will then calculate the accurate subtotals and totals.)

		FAIR (1)	GOOD (2)	EXCELLENT (3)	SUPERIOR (4)
<b>PERFORMANCE</b>	<b>CHARACTERIZATION</b> (Believability, Technical Skill, Interpretation, etc.)				
	<b>ENSEMBLE</b> (Timing, Consistency, Commitment, etc.)				
	<b>VOICE</b> (Projection, Articulation, Accent Work, etc.)				
	<b>MOVEMENT</b> (Physicality, Combat, Dance, etc.)				
	<b>INTENT</b> (Appropriateness, Consistency, etc.)				
	<b>PERFORMANCE SUBTOTAL</b>				
	<b>PERFORMANCE TOTAL</b>				
<b>DIRECTION</b>	<b>MATERIAL</b> (Selection, Appropriateness to the Company, etc.)				
	<b>CONCEPT</b> (Directorial Choices, Appropriateness to the Material, Execution, etc.)				
	<b>STAGING</b> (Blocking, Stage Pictures, Choreography, Use of Space, etc.)				
	<b>PACE / TIMING</b> (Appropriateness to the Material, Control of the Structure, etc.)				
	<b>PREPAREDNESS</b> (Is the production well-rehearsed?)				
	<b>DIRECTION SUBTOTAL</b>				
	<b>DIRECTION TOTAL</b>				
<b>DESIGN</b> <small>Scenic / Costume / Sound / Lighting / Props / etc.</small>	<b>APPROPRIATENESS TO MATERIAL</b> (Do the technical elements support the overall production?)				
	<b>NECESSITY TO THE PRODUCTION</b>				
	<b>EXECUTION QUALITY OF DESIGN ELEMENTS</b>				
	<b>OPERATION QUALITY OF DESIGN ELEMENTS</b>				
	<b>ACTOR INTERACTION WITH DESIGN ELEMENTS</b>				
	<b>DESIGN SUBTOTAL</b>				
	<b>DESIGN TOTAL</b>				
<b>TOTAL PRODUCTION SCORE</b>					

## SAMPLE LETTER TO COMMUNITY THEATRE DIVISION FESTIVAL ADJUDICATORS



### MISSISSIPPI THEATRE ASSOCIATION 2020 ANNUAL FESTIVAL



**Dear Community Theatre Adjudicator:**

As this year's MTA Community Theatre Division chair, I would like to personally welcome you to Mississippi for the 2020 MTA State festival! We are so excited to have you in Oxford for this exciting event; our festival would not be the incredible learning experience that it is for so many of our Mississippi theatre-makers without your constructive responses. I very much look forward to seeing you in January!

You will find included in this envelope copies of our four festival plays, marked as edited with permission by the licensing companies and/or playwrights: *The Miraculous Journey of Edward Tulane*, adapted by Dwayne Hartford from the book by Kate DiCamillo (Center Players); *Night Mother*, by Marsha Norman (Tupelo Community Theatre); *A Public Reading of an Unproduced Screenplay about the Death of Walt Disney*, by Lucas Hnath (Starkville Community Theatre); and *The Rocky Horror Show* by Richard O'Brien (Corinth Theatre-Arts).

There are several important players in the Community Festival this year. In addition to our Executive Director, Stacy Howell, and the current MTA President, Tim Matheny, Michael Barnett is the Ole Miss Theatre and Film department host extraordinaire, and Fel Macias will be serving as the Meek Auditorium Technical Director. Bobby Geno currently serves on the MTA Board of Directors as the Community Division Vice Chair, and Sharissa Smith will be our college Dream Team volunteer.

Please review the enclosed copies of the Community Division festival schedule and guidelines. We will hold an adjudicators meeting during the lunch break on Friday (12:00 noon, January 17). At this meeting, we will discuss festival rules and expectations, and Bobby and I - as well as MTA's current Vice President Juniper Wallace - will be available to answer any of your questions.

Bobby, Sharissa, and I will be on site throughout the festival to answer any questions and to assist as we are able. We are excited about the great art that our Mississippi theatre community is making, and we are thrilled to have you with us at our state festival this year!

Don't hesitate to reach out with questions, comments, or concerns; I'm available by email and cell phone (text messages probably get the fastest response).

Sincerely,

A handwritten signature in black ink that reads "Lauren Ray".

Lauren Ray

Chair, Community Theatre Division

EmailAddress@gmail.com

601.XXX.XXXX

## OPERATIONS MANUAL: SECONDARY DIVISION

### DUTIES OF THE SECONDARY DIVISION CHAIR

The Executive Director will communicate with high school theatres and encourage them to participate in the MTA Festival by entering a production or observing. *(See sample letter below.)*

The Executive Director will send all technical questionnaires to the Host Site Technical coordinator.

#### The Secondary Chair will:

1. Communicate with high school theatres that do not normally participate in the MTA Festival and encourage them to attend the festival.
2. Send copies of competition schools rights, permission to cut, and music royalties to Executive Director.
3. Coordinate a workshop for high school teachers in the fall.
  - a. Create the line-up and book the sessions for the Annual Secondary Teachers meeting in late September or early October
  - b. This workshop lasts a day and a half.
  - c. The Executive Director typically handles securing the location, which is typically on-site at the host facility for the upcoming State Festival.
4. Serve as a liaison between host site personnel and theatres participating in festival.
5. Work with host site Technical Director to field questions posed by the participating theatres.
6. Develop the performance schedule for the Secondary Festival at MTA.
  - a. Consider the Theatre for Youth Festival schedule and communicate with the Theatre for Youth Chair to resolve potential conflicts for organizations with entries in both festivals.
  - b. The line-up consists of 8 - 10 schools and the list of participating schools changes every year.
  - c. Each school must have time to load in (see rule) and rehearsal time of 20 minutes.
7. Run load-in, rehearsals, the festival itself, and load-out.
8. Collect 4 programs from each school
  - a. File one copy in the Festival notebook.
  - b. Provide one copy to each of the adjudicators.
9. Collect one staged production photo from each school with actors in costume and labeled.
  - a. Allow the adjudicators to use this during their deliberation to accurately identify actors.
  - b. After adjudication is complete, file each photo in the Festival notebook with the school's program.
10. Introduce each production: Include the name of the school, the title of the show, and the name of the director.
11. Call on each production to begin:
  - a. State the name of the school and ask "are you ready?"
  - b. After the school responds, verbalize the name of the school and "go!"
12. Designate and manage timekeepers.
  - a. There should be three official timekeepers, and the Chair and Vice Chair may be two of them.
  - b. Timekeepers should record the start time, end time, and total time on the Secondary Timekeeping Form for each production.
  - c. The Chair will file the three Timekeeping Forms in the Festival notebook.
13. At the end of each performance, after the show is clear of the go line, schools have five (5) minutes to return everything to their designated 10x10 box.
14. Oversee load-out.
  - a. Each school will be given a designated time to load out of the performance space.

- b. Check the space to make sure everything is clear and ready for the next block to load in (or for the festival to end.)
- 15. Distribute Secondary festival awards during the Awards Ceremony
- 16. Distribute score sheets and adjudicator feedback to each participating school after the awards ceremony.
- 17. Run the Secondary Division meeting at the state festival.
- 18. Prepare and submit a division report to the board following the state festival.
- 19. Provide content for newsletters, blog posts, and social media as requested by the President and the Executive Director.
- 20. Respond to e-mails from the President and the Executive Director in a timely manner.
- 21. Review festival materials as requested by the President and the Executive Director.
- 22. Attend all board meetings and develop ideas make the division stronger; propose these ideas to the board.
- 23. Review the division guidelines in the MTA handbook and edit so that they remain up-to-date. Submit handbook changes to the MTA secretary two weeks prior to a board meeting.
- 24. Stay mindful that this position means that sometimes the Chair and Vice Chair will have to miss performances, be back stage, or do work at the festival that separates them from the main festival events. Bear in mind that these positions are to better the organization and not the individual interest of the Chair or Vice Chair.

### **SECONDARY FESTIVAL RULES AND GUIDELINES**

- 1. Schools will assigned specific load-in times and held responsible for adhering to the festival schedule.
  - a. Each school will have five (5) minutes to load in from their truck / vehicle to the designated loading area and will have ten (10) minutes to move from the loading area to their 10x10 box.
  - b. Schools exceeding their allotted load-in time will have two (2) points automatically deducted from their final production score.
- 2. MTA and regional festival hosts will return both the written evaluation forms and the score sheets from the adjudicators to each participating school.
  - a. Participating schools will receive these documents following the close of the Awards Ceremony.
  - b. If participating schools are obligated to leave prior to the Awards Ceremony, the forms will be emailed to the primary contact's email address provided at the time of registration..
- 3. The MTA Awards Ceremony will announce the third-place production and note that this school will represent Mississippi at SETC in the case that one of the advancing schools is unable to attend.
  - a. This award will be announced before the announcement of the runner-up and winning production.
  - b. The third-place production will receive a physical award.
- 4. Prior to performance the school may move their items up to the Go Line.
  - a. The Go Line will be indicated by taped lines on the floor in the back and wings.
  - b. Schools will preset their items during the adjudication time of the previous performance.
  - c. The presetting of all items to the Go Line must be done in absolute silence and must not be seen by the audience. We insist on not disturbing the adjudication time. Out of fairness, we require the same procedure for the first show of the block even though there is not an adjudication in progress.
- 5. Official time begins when the festival director says "go" after the school's response.
  - a. The school is allotted 45 minutes to setup from the Go Line, perform, and strike the set to behind the Go Line.
  - b. A designated representative from each school will be instructed to call "clear" once everything has passed the Go Line.
  - c. Official time will then be stopped and recorded.
- 6. A second time will begin from the "clear" call.
  - a. The school will have 5 minutes to reset their production items back into the 10x10 block and to make their way to

the front row of the auditorium for adjudication.

- b. Adjudication time will begin after the allotted 5-minute strike time has ended.
- 7. The reset back to the 10x10 box runs just like it did before. Everything must fit in the 10x10 at the reset.
- 8. It is important in order for the festival to remain on schedule. Practice your reset to the box so as not to go over the allotted time. Also practice the preset to the Go Line in order to be as efficient and unobtrusive to the adjudication as possible.
- 9. The dividing line between the North and South will continue to be I-20. Any school North of I-20 will go to the festival at Mississippi State University and any school South of I-20 will go to the University of Southern Mississippi Festival.
- 10. Both regional festivals will cap the number of productions at 17. This does not include observing schools.
- 11. Each regional festival will advance four (4) productions to the State Festival. If a region has fifteen (15) or more participating schools, the adjudicators have the discretion of advancing five (5) productions to the State Festival. This does not include observing schools attending the festival.
- 12. A drop fee will be added to each regional festival to deter schools from dropping out at the last minute.

*Items 1-3 approved by the Board of Directors in June 2020*

*Items 4-8 approved by the Board of Directors on July 11, 2015*

*Items 9-12 approved by the Board of Directors on July 7, 2012*

## **SECONDARY ELIGIBILITY**

- 1. A Traditional High School will be defined as a single school recognized within a school district and consisting of secondary students.
- 2. Secondary students will be defined as those students attending a Traditional High School and enrolled in grades 9-12.
- 3. Traditional High Schools will be eligible for all awards, as well as the right to advance.
- 4. Non-school groups will include all community based programs with students in grades 9-12 or the equivalent.
  - a. Non-school groups may include homeschool students as well as students enrolled in a traditional high school, charter, or magnet school.
  - b. Any non-school group or combined school group will be placed on a waiting list and granted entry into a regional festival based on registration numbers.
    - i. Non-school groups will be notified of their admission into the festival following the close of the festival's registration window.
    - ii. Non-school groups will be eligible to compete in the regional festivals and may earn all awards EXCEPT the Distinguished Play Award.
    - iii. Non-school groups are not eligible to advance to the MTA State Festival.
    - iv. A non-school group may not take a slot in a regional festival from a school group that is eligible to advance to the MTA State Festival.
  - c. A student may only compete in one show at a regional festival. (I.e. The same high school student may not participate in a show with their school and a show with a non-school group.
  - d. The regional festival adjudicators will treat a non-school group the same as all other entrants in the regional festival by providing educational, critical feedback in the 15-minute response block and by providing the group's director with written feedback at the close of the festival.
- 5. Homeschool student groups are those community based programs that ONLY include homeschool students.
  - a. No students enrolled in a traditional high school may participate in this group or it will be classified as a non-school student group.
  - b. Homeschool groups will be eligible to advance to MTA State Festival (as long as they qualify as a homeschool group).
  - c. Homeschool groups will be eligible for ALL awards.
- 6. Non-Traditional schools will be eligible to participate in Regional and State MTA Festivals

- a. Example: Adept School
- b. Non-Traditional schools will be eligible for all awards and benefits of a traditional high school
- 7. While no one on the committee, the Board or the Host sites want to limit the number of production at the regional festival, the festival capacity is 17 participating schools.
  - a. The first 17 entries the festival coordinator receives following the opening of festival registration will be accepted.
  - b. Schools who meet the registration deadline but exceed the festival capacity will be placed on a waiting list and notified in the event a school withdraws.
- 8. The order of performance will be randomly generated immediately following deadline date.
  - a. Regional festival coordinators will communicate performance order to the participating schools as soon as possible.
  - b. Performance order will not be based on the order the packets are received by the Host site.
  - c. Schools with extenuating circumstances (such as administrative mandates due to state testing, etc.) must communicate their special needs with the respective regional festival coordinator.
- 9. The MTA Board adopts a "one show per festival rule" which means that a theatre group cannot enter a secondary show in the regionals and also enter that production in the Community Theatre Festival, Theatre for Youth Festival or any other festival. (*Adopted July 24, 2010.*)
- 10. As with any production of a copyrighted work, the producing organization will contract with the copyright / royalty holders to obtain written permission to perform the play. A copy of permission will be required prior to performing.
- 11. If a production must be edited to conform to festival production length requirements, obtain written permission from the publisher/royalty agent to perform in the festival. A copy of permission will also be required prior to performing.
- 12. If your production uses copyrighted music as part of the production, obtain written permission from the copyright holder in order to use their music. A copy of permission will also be required prior to performing.

*Items 1-3 approved by the MTA Officers in September 2013.*

*Item 4 approved by the board on June 7, 2012 and revised on July 11, 2020.*

*Items 5-8 approved by the Executive Committee in August 2008.*

*Items 9-12 approved by the MTA Board of Directors on July 24, 2010.*

## SECONDARY PERFORMANCE / TECHNICAL RULES AND PROCEDURES

1. **Time:** Shows may not run longer than forty-five minutes. Timing begins when called by host site (and the Go Line is crossed). Timing ends when the set is completely struck: the stage must be completely cleared (and behind the Go-Line).
  - a. The forty-five minute period includes the time for setting up the stage (including any offstage sound or lighting equipment brought to the site by the participating school), lighting and sound checks at Regional Festival, performing the play, and clearing the stage.
  - b. At THE STATE FESTIVAL (MTA) there will be a twenty-minute rehearsal time. All actors and set pieces must remain in the area behind the Go Line designated by the host site until time begins and return to that area before timing will stop.
  - c. Set-up and strike are the sole responsibility of each participating school.
  - d. If any production exceeds the forty-five minute time limit, it cannot receive a Superior Rating or Best Production, advance to the State Festival from a Regional Festival, or advance to SETC from the MTA State Festival. Productions exceeding the time limit are still eligible for all other awards.
  - e. The time clock may be stopped at the discretion of the site coordinator if unforeseen and extenuating circumstances arise during the forty-five minute time allotment.
2. **Running the show:** Only students from the performing school and members of the host site crew are allowed in the sound/light booth or backstage during the run of the show.
  - a. No non-students, directors or teachers may enter the booth, backstage area or communicate with their students in the booth by headset or otherwise during the run of the show except in case of a safety emergency.

- b. Teachers and technical directors may assist with load-in, and load-out only.
  - c. Please note-not all productions last a full 45 minutes.
3. By entering the festival, each participant assumes responsibility for making arrangements with the author and/or publisher for the right to use the play they are performing and to pay any required royalties.
- a. No MTA-affiliated organization - including the South Regional Festival, the North Regional Festival, The State Festival (MTA), nor the host site - shall be held responsible for any unpaid royalties.
  - b. Payment of royalties must be shown prior to performance.
4. **Technical requirements and limitations.** Each participant must provide all technical materials, such as set, hand and furniture properties, makeup, costumes, recorded music and special sound effects.
5. **The organizing committee for the MTA High School Play Festival has determined that some standardization in technical guidelines is desirable.** Therefore, each Regional Festival site, and the State Festival sites will provide the following:
- a. Multiple isolated lighting areas.
  - b. One 20-amp outlet for use by participants to power their own equipment. Said equipment must be approved prior to the date of the Festival by the host site coordinator and must meet all applicable safety codes and regulations. The host site coordinator reserves the right to refuse to allow the use of a particular piece of equipment. Schools should bring their own extension cords.
  - c. An auxiliary cable for running sound through the facility's sound system from a participant's computer or sound device.
    - i. Festival participants must provide their own computer or sound devices.
    - ii. Schools with questions about site-specific sound capabilities should direct them to the appropriate festival coordinator.
  - d. **Light effects and follow spots:**
    - i. Simple area lighting is provided; special lighting effects are allowed within the limitations of the host site.
    - ii. Lighting needs other than those listed here must be approved by the site coordinator in advance (with a minimum of two weeks' notice), and any such equipment must be supplied by the participant.
    - iii. The placement and removal of additional lighting equipment must be included in the allotted time.
    - iv. One follow-spot may be provided at the local host site coordinator's option.
    - v. The participating school must provide the operator. Some technical assistance may be provided by the host site to show how things work, but the host facility will not be provide anyone to run the follow spot for a show. The host site coordinator will notify performing groups of whether this option is available.
  - e. There will be a designated holding space where each participating school will load in and strike to as part of your time. Your local host site coordinator will provide detailed technical specifications for their facility well in advance of the Festival.
6. **Safety.** Participants must adhere to all state, federal, county, and/or city fire codes. Absolutely no fire, pyrotechnics, combustibles or other unreasonably dangerous matter may be brought into the host facility or used in the production. Violation of this rule is grounds for disqualification and immediate removal from the festival site.
7. **Running Crew.** Each participant must provide adequate running crew to ensure swift set changes and proper cues for lights, etc. A student familiar with the production (i.e. stage manager) should be in the control room (or on headset) to call cues.
8. Dressing rooms may be occupied no more than one show prior to your production.
9. Each participating school will have a private, fifteen-minute rehearsal period at the Regional Festival.
- a. The site coordinator and/or stage manager will schedule technical briefings at regular intervals during each regional festival.
  - b. Each participant may use this time to examine the stage and the technical booth prior to their performance time.
10. No recording devices of any kind (audio or video) are allowed during performances.
11. Each participating school shall provide a one-sheet informational program to the festival coordinator.
- a. This program should indicate the title of the production, the author(s), publisher (if applicable), school, director,



cast and production crew lists, time/place of play, and any special advisory notes (i.e. the use of strobe lights or loud noises).

- b. Characters may be listed with a sufficient description of their appearance to help adjudicators accurately identify actors.
    - i. Example 1: "BJORIA: dark red pants, combat boots, green army-style jacket, dreadlocks - Zoë Panlener"
    - ii. Example 2: "ENSEMBLE: blonde wig, purple pants - Chance DeLacey"
  - c. This will be the program that regional festival adjudicators receive for each production.
  - d. Any pre-production services by paid professionals or professional volunteers (people who would usually get paid for their work) must be listed in the one-sheet program.
  - e. Any contractual requirements for licensing must be listed in the one-sheet program.
  - f. See the sample one-sheet program below.
12. Schools shall also provide one clearly-printed, staged production photo with all actors in costume and labeled with the name of each character and each actor.
- a. The purpose of this photograph is to assist the adjudicators in accurately identifying actors.
  - b. The size of this photo should not exceed 8"x10".
  - c. See the sample labeled production photo below.
13. Schools are encouraged to bring their own programs to distribute to the audience for their production.
14. Should the production contain any themes, language, activity, or subject matter that are not appropriate for all ages, a notice to that effect must appear in the program.
15. The set should fit into a 10' x 10' space.
- a. Your set should be contained inside the imaginary walls of the 10x10 space.
  - b. You may stack your set as high as safety allows, but elements may not protrude from the box.
  - c. This is a Regional Festival, State Festival (MTA), and Southeastern Theatre Conference (SETC) rule.
  - d. Props that are not costumes or costume props (props worn by actors) must remain behind the "Go line" until they are told GO by the host.
    - i. Student performers may keep musical instruments such as guitars, horns, etc. with them in the dressing room for tuning and warm-ups.
    - ii. Students may not play instruments in the dressing rooms if their instrument can be heard on the stage.
    - iii. The Chair, the regional festival host, or the facilities host will notify students with musical instruments whether warming up or tuning in the dressing room is permissible.
16. No non-student may sing, act, or dance in the production.
- a. Any non-student musical accompaniment included in the production must be in a designated area, as approved by the appropriate festival coordinator (either the site host at a regional festival or the Secondary Chair at the state festival) so as not to detract from the adjudicator's assessment of the production.
    - i. Schools bringing non-student accompanists must notify the appropriate festival coordinator prior to the start of the festival.
    - ii. The festival coordinator will assess and designate an appropriate area for this individual.
  - b. Non-students may not conduct musical numbers.
  - c. No non-student may assist in any technical aspect during the running of the show or strike.
17. The designated leader of the production may only be a theatre arts educator from the represented school.
- a. Anyone else involved in the production is not the "designated leader."
  - b. Nothing in this section should be construed to mean that guest artists cannot be involved with the production process.
18. Schools are prohibited from performing a play that was performed at their regional festival or at the MTA State Secondary Festival within the last three years. (The list of productions will be posted on the MTA website.)

**Additional Points for Hosts:** *(added August 2009)*

1. Participating schools will receive their adjudication forms at the awards ceremony along with their participation certificates.
2. The house and backstage will remain closed until all schools have had twenty minutes in the space and on the lighting board. This will be recorded by an unbiased timekeeper. The timekeeper will announce 2 minutes, 1 minute and 30 seconds. Schools will clear stage immediately.
3. Host sites will post directional signs backstage to assist in locating dressing rooms, rest rooms, etc.
4. Host sites will provide backstage workers to assist in directing students and answering questions.
5. Host sites are encouraged to provide a snack bar for participants. The host site can retain all proceeds from this service.

#### **Adjudicator Information (added August 2009)**

1. Adjudicators will not be affiliated with the host institution or another school/university in the region.
2. Graduate students cannot be used as adjudicators.
3. Adjudicators will be selected from schools outside of the host's region.
  - a. I.E. North festival has to select adjudicators from the South region or out of State, and vice versa.
  - b. This is to ensure that participating schools have an objective and impartial adjudication.
  - c. It is important to bring in adjudicators that cannot be viewed as being partial to one group or another.
4. Adjudicators will not be used at the same regional festival in consecutive years.
5. Instruct adjudicators to make full use of their time during the comments following a production. Ask them to keep all comments relevant to the production and not bring personal stories into the allotted time. Each adjudicator should attempt to speak to how well the production adhered to the qualities described in the adjudication rubric.

**Breaking any of the rules above will result in disqualification for advancing at the regional level and disqualification for the Dominic Cunetto Best Play Award at MTA.**

### **ETIQUETTE GUIDELINES FOR PERFORMERS, CREW, AND AUDIENCE MEMBERS**

Students attending the regional festivals and the state festival must complete a **Code of Conduct** form. Teachers must review the Code of Conduct form with the students and discuss theatre etiquette with their students.

1. **Violation of these rules may result in:**
  - a. Students will not be allowed to continue at festival and/or will not be allowed to participate the following year.
  - b. Schools will not be allowed to continue at the festival and/or not be allowed to participate the following year.
2. Students attending the Festivals must be accompanied by an adult from the school or organization they are representing. In the event of an emergency, special permission can be requested to use substitute supervision; however, all supervisors must be 21 or older. The site coordinator must be notified in advance of such situations.
3. Once the house lights go out and a play begins, there should be no entering or leaving the theatre until after the play ends unless an emergency. No flash photography, video, or sound recording is permitted during the performance of any play. Violation of this rule will result in the removal of the individual from the Festival.
4. There should be no talking backstage or in the audience during the performances or the adjudicators' critiques.
5. Rudeness in any form will not be tolerated. Student behavior onstage, backstage, and in the audience must be courteous at all times. There will be no use of foul language at any festival site.
6. As we are training future audiences as well as performers, directors, designers and technicians, sponsors / directors are expected to prepare students by informing their participants of these standards:
  - a. No food or drink in the theatre.
  - b. No feet on the seats.
  - c. No hats.
  - d. No distractions from the performance.
7. There will be no smoking, use of other tobacco products, alcohol or drugs by students on the grounds of preliminary or state festival sites or at any times during the festival.

8. Students are expected to participate in all festival activities.
  - a. Be courteous and attentive to all performers and workshop artists.
  - b. Disruptive students may be asked to leave a theatre workshop.
9. Any disruptive or inappropriate behavior may result in disqualification and/or dismissal from the grounds.

Each school should receive a copy of their adjudication scoring ballot and comments before they leave the Regional and State Festival. These should be given out after the awards ceremony.

### REGIONAL DRAMA FESTIVAL AWARDS

The following awards are presented to the participants.

- Play Rating Certificates
  - a. These printed certificates are given to each participant to quantify the quality of their presented work.
  - b. The rating should be aligned with the adjudicators' averaged production score.
    - i. 1 - 15 = Fair
    - ii. 16 - 30 = Good
    - iii. 31 - 45 = Excellent
    - iv. 46 - 60 = Superior
- Distinguished Play Awards: These plays advance to State.
- Outstanding Direction
- Best Actor
- Best Actress
- Best Supporting Actor
- Best Supporting Actress
- Ensemble Acting
- Best Costume Design
- Best Scenic Design
- Technical Achievement
- All Star Cast
  - a. Each school should receive at least one All Star cast member.
  - b. All Star cast members should not receive another acting award, such as Best Actor/Actress; they should only receive one.
- Overall Theatrical Experience Award
  - a. This award is presented to the school contributing the most to the festival, showing general excellence in all areas of theatre production as well as displaying an attitude of cooperation throughout the festival.
  - b. This award can be given to anyone participating in the festival, and does not necessarily need to be one of the advancing schools.
  - c. This award does not have to go to the school with highest score, but it may.
  - d. This award is not a 4th place award.
  - e. In the South, this is the *Glen Menna Award*.

(Modified in 2008.)

- Peer Choice Award – each school is given a ballot and ranks the shows in order of which one they enjoyed the most.
- Theatre Arts Awards
  - a. A maximum of ten certificates may be awarded.
  - b. Adjudicators may use these awards to recognize theatrical excellence in areas not otherwise acknowledged.

- c. Examples: Excellence in Make-up, Properties, Sound, Student Playwriting, Choreography, etc.

### **STATE SECONDARY FESTIVAL AWARDS**

- Play Rating Certificates
  - a. These printed certificates are given to each participant to quantify the quality of their presented work.
  - b. The rating should be aligned with the adjudicators' averaged production score.
    - i. 1 - 15 = Fair
    - ii. 16 - 30 = Good
    - iii. 31 - 45 = Excellent
    - iv. 46 - 60 = Superior
- Dominic Cunetto Award for Best Production
- Runner Up Best Play
- Outstanding Direction
- Best Actor
- Best Actress
- Best Supporting Actor
- Best Supporting Actress
- Ensemble Acting
- Best Costume Design
- Best Scenic Design
- Technical Achievement
- All Star Cast
  - a. Each school should receive at least one All Star cast member.
  - b. All Star cast members should not receive another acting award, such as Best Actor/Actress; they should only receive one.
- Theatre Arts Awards
  - a. A maximum of ten certificates may be awarded.
  - b. Adjudicators may use these awards to recognize theatrical excellence in areas not otherwise acknowledged.
  - c. Examples: Excellence in Make-up, Properties, Sound, Student Playwriting, Choreography etc.

### **SECONDARY GUIDELINES FOR ADJUDICATION**

1. Three out of state adjudicators will judge secondary theatre entries.
2. The central role of the adjudicator is to provide useful critical feedback, in a thoughtful, caring way. Adjudicators should provide feedback that helps participants grow as artists and people, through enriched understanding of their own collaborative work.
3. All adjudicators will be asked to participate in a festival adjudicators meeting where the Secondary Chair and MTA President will answer questions and clarify expectations.
4. Public adjudication happens at the conclusion of each production in the festival.
  - a. Adjudication will not exceed 15 total minutes, with each adjudicator being afforded 5 minutes of verbal feedback.
  - b. Responses should consist of a positive general assessment of each production and should include the adjudicator's strongest impression of specific elements of the production.
  - c. Constructive criticism should be coupled with positive reinforcement.
5. Best practices for all adjudication include:
  - a. Positive reinforcement to each performing school group about the strengths of their work alongside constructive,

critical feedback to help the artists grow.

- b. Clear suggestions and observations about how the work could be stronger.
    - i. Provide questions for the artists to consider and answer for themselves.
    - ii. Provide concrete proposals or creative alternatives.
  - c. Specific, detailed commentary about all theatrical elements.
    - i. Where possible, provide specific examples and observation about as many participant roles as are applicable
    - ii. Participant roles may include but are not limited to design, direction, performance, writing, music, choreography
    - iii. As possible, address how the multiple elements work together in each production.
  - d. Sensitivity to the participants and acknowledgment of challenges and limitations faced by the performing group.
  - e. Admission of subjectivity.
    - i. Remind artists that adjudicators are selected for their expertise and have credible insight to offer.
    - ii. Remind artists that each adjudicator also has their own tastes, preferences, and perspectives.
    - iii. The job of the artist is to listen, consider the feedback, and determine for themselves what is most valuable; remind artists that they are not obligated to agree with or execute all of your ideas and comments.
  - f. Awareness of diversity.
    - i. Be mindful of your own assumptions about the students you meet and work against those assumptions during the adjudication process.
    - ii. Be cognizant of the words you choose to talk about the members of a company.
    - iii. Consider what pronouns you use to describe particular roles in the theatre. (E.g. Directors are not always “he;” costume designers are not always “she,” etc.)
    - iv. Remember that student participants have a range of abilities and that not all artists will receive adjudication the same way.
  - g. Should you find yourself needing to address themes or experiences with which you do not have personal experience, feel free to ask questions.
    - i. “What were you hoping to do with [this specific moment]?” or “What was your intention with [a specific choice]?”
    - ii. Do not hesitate to amend previous statements or recommendations in light of new information or understanding. This models learning and adapting to new knowledge for our young artists.
6. Elements to Consider as Adjudicating:
- a. MTA has divided the adjudicator response sheets into three overarching categories: Performance, Direction, and Design.
    - i. The sub-categories in the response sheets should guide respondents’ feedback, but should in no way be considered a finite list of areas available for response.
    - ii. The questions provided under each category below are suggestions to consider as respondents formulate responses and may also serve as questions to ask performing groups about their work.
    - iii. No production should be penalized for less or more of a particular element. A bare stage may support a concept as effectively as a large-scale, realized scenic design. Adjudicators should evaluate the effectiveness of the choices to the concept of the production.
  - b. Overall Production
    - i. How effectively has the production team worked with limited resources?
    - ii. Are the resources available to the production effectively employed to serve the story?
    - iii. Does there appear to have been a coherent vision for the production that all collaborators appear to understand/
    - iv. Are there any especially significant production elements? (E.g. original music composition, projection design, use of mask, choreography, etc.)
    - v. What was your overall experience of the piece as a whole? What emotional impact did it have? How did it provoke thoughts or feelings?
  - c. Performance

- i. Voice
    - » Do actors have clear, articulated speech and adequate projection?
    - » Were the actors' vocal / speech choices appropriate to the characters' time and place / to the world of the piece?
    - » If there is live singing, are the voices strong and clear? Are the songs well-interpreted? Are any harmonies accurate and well-executed? Is there a balance between the voices and any other live or recorded sound or music sources?
    - » If there are accents or dialects employed: Does the voice work support the overall vision of the selection? Are the accents accurate to their point of reference / origin? Is accented voice work comprehensible and effective?
  - ii. Movement
    - » How successfully have the actors physicalized and internalized the characters they are portraying or the roles they are performing?
    - » What do you notice about actors' physicality?
    - » If there is choreography: How well is it executed by the performers? How the performers move together / how does a dancer move in relationship to other actors?
  - iii. Characterization
    - » What clear choices have been made about the development of the characters?
    - » Do actors appear to thoroughly comprehend their character's role?
    - » Are there elements of originality to an actor's interpretation?
    - » Is there a magnetism or specific quality apparent in the performance.
    - » Is the character convincing and compelling?
  - iv. Ensemble
    - » Do actors remain focused when they are not at the center of the action?
    - » How does the ensemble work together?
    - » How do the members of the ensemble support each other inside the performance?
    - » What is the relationship between the whole production and the elements that make up its parts?
  - v. Intent
    - » How does the performance advance the storytelling / support or define the world of the piece?
    - » Do actors appear to understand and be contributing to a shared vision for the piece?
- d. Direction
- i. Material Selection
    - » What audience is this play for?
    - » Has this story been told before? Does it need to be told again?
    - » Who is represented in this play? Who is not?
    - » How does the representation in the play align with social identities (race, class, gender, sexual orientation, gender identity, (dis)ability, citizenship, etc.) of the students in the cast? In the audience? In the state?
    - » Who is the writer / creator of the play?
    - » What kinds of challenges does the script / content offer the participants in the production process?
    - » How did the company serve the material they selected?
    - » What is the potential social or artistic impact of the material?
  - ii. Concept
    - » How well has the director understood the play / material / subjects of exploration?
    - » How well has the director guided the audience to enter the world of the play and understand the rules within it or suspend their disbelief?

- » How has the director collaborated with designers to guide how the elements work in relationship to each other?
- » Has the director guided or provided a unique or unusual interpretation of the piece?
- iii. Staging
  - » Do the actors move in space with purpose and in relationship to each other?
  - » Have the director's choices communicated time and place?
  - » Is the blocking reasonable and well-motivated? Has the director considered sight-lines and stage pictures?
  - » If there is choreography: How does the expression in the dance advance the storytelling or define the world of the piece?
- iv. Pace / Timing
  - » Are the transitions tight or flowing and as well-considered as the other action of the piece?
  - » Are the pacing and timing appropriate to the execution of the vision of the piece?
- v. Preparedness
  - » Is the production well-rehearsed?
  - » Do the actors seem to understand their roles as well as a collective purpose?
- e. Design - Scenic, Costume / Makeup, Sound, Lighting, Props, etc.
  - i. Appropriateness to the Material
    - » How do the design elements serve the piece and the interpretation of the piece?
    - » Are there missing elements that could serve the production and that are realistic to produce?
    - » Is intention or concept communicated through the design?
    - » How do character-specific design elements (costumes, hair, makeup, props, etc.) contribute to our understanding of the characters or performers?
    - » How do the design elements inform our understanding of time and place?
  - ii. Necessity to the Production
    - » How do the design elements help the performers do what they need to do?
    - » Do the design elements enhance the storytelling / communicate a world to the audience?
    - » Do the elements feel like they belong in the created world?
    - » Are there existing elements that feel superfluous or that detract from the piece?
    - » Are there missing elements or alternative choices worth exploring?
  - iii. Execution Quality of Design Elements
    - » Are all design elements safe for performers?
    - » Are the design elements adaptable to a variety of venues?
    - » How much care and detail has been worked into the design elements?
    - » Is the construction of the design elements remarkable in any way?
  - iv. Operation Quality of Design Elements
    - » Are elements used effectively?
    - » Are cues well-timed and well-executed?
  - v. Actor Interaction with Design Elements
    - » If there are major scenic changes, do they occur smoothly and intentionally within the performance?
    - » Do performers utilize their personal design elements (costumes, hair, makeup, props, etc.) effectively and with apparent expertise?

## SECONDARY FESTIVAL ADJUDICATORS MEETING

1. Provide and review a copy of the festival program.
2. Introduce the person who will be the adjudicators' escort. The escort will stay with them all day and make sure they are where they are supposed to be.
3. Introduce the Festival Coordinators and other MTA Board Members.
4. Communicate that we will try to go to lunches/dinners as a group IF they are interested. This is not mandatory, but MTA would like to entertain them for meals when possible.
5. Show them the adjudicators room, restrooms, etc.
6. Allow them to determine where they want to sit in the auditorium, and mark off the adjacent seats as necessary.
7. Ask about any special requests or needs.
8. Provide:
  - a. A copy of the Guidelines for Adjudication.
  - b. A list of the festival awards.
  - c. A clipboard, notepad, pen, and light.
  - d. A copy of the Adjudicator Festival Evaluation form.
  - e. The Adjudicator's Ballot sheets.
9. Review the verbal response procedure following a production.
  - a. All three adjudicators share a 15-minute response.
  - b. The adjudicators will rotate the order in which they speak.
10. Explain about remitting receipts:
  - a. The Executive Director must receive all receipts before they leave on Sunday.
  - b. MTA will pay for the hotel room upon checkout. They do not need to pay.
  - c. Ask the adjudicators to provide all receipts including travel and food receipts as soon as the festival is over.
  - d. MTA can calculate mileage based on the State of Mississippi handbook.
  - e. If the adjudicators have any other festival-related expenses, they should turn those receipts in as well.
11. Invite the adjudicators to join us for the party. There will be informal socials Friday and Saturday night after the last production.
12. Reinforce that adjudicators should not discuss any production before the awards ceremony.
13. Ask for questions.

## **SECONDARY DIRECTORS MEETING INFORMATION**

The following people should attend the Director's Meeting:

- Division Chair and Co-Chair
- The Director/Sponsor or one person designated by the Director/Sponsor from each school or theatre in the performance block
- Host Technical Advisor
- Local Technical Personnel
- Time Keepers

Items to be Covered During Meeting

1. Introduction of Participants
2. Introduction of Technical Personnel
  - a. Explanation of duties
  - b. Explanation of technical capabilities
3. Collect three copies of each production's program for adjudicators. (Provide program copies to each adjudicator copy prior to the production.)



4. Confirm familiarity with guidelines
5. Confirm method of timekeeping
6. Explain and tour the physical production space
  - a. Review 10x10 blocks
  - b. Review load-in areas
  - c. Tour dressing rooms and restrooms
7. Confirm that all of the required materials have been received prior to production beginning.
8. Explain to the director/sponsor/representative about the awards ceremony and encourage participation in the Workshops AND Divisional Meetings.
9. Encourage directors to complete the post-festival survey. Explain that this will assist us with planning future festivals.

## **SECONDARY CODE OF CONDUCT**

**(Revised September 2016)**

Knowing that any organization is judged largely by the behavior of its individual members, we who attend the Mississippi Theatre Association Convention agree that registering at the State Convention constitutes our subscribing to the following rules, which comprise the Code of Conduct.

1. Each Sponsor is responsible for each and every one of his/her students. Therefore, students must keep their sponsor informed of their whereabouts at all times.
2. Members registered at the convention should be present for all scheduled meetings and on time.
3. Curfew is promptly at midnight unless the Convention Chair announces otherwise. This means in your own room and respectfully quiet.
4. Members may visit other members' rooms only with the Sponsor's knowledge and approval.
5. No Alcohol and/or other drug, in any form, shall be possessed by a minor at this state convention.
6. All registered members are expected to wear official name badges at all times.
7. Each registered member is expected to display and exert leadership qualities in a responsible manner, which will lead to the organized success of this Convention. Members should conduct themselves in such a manner that their actions will reflect favorably on their school and community and all of those responsible for providing the student with this educational opportunity.
8. Each student will conduct themselves in an orderly fashion and will not in any way destroy, mutilate or alter ANY of the facilities while at the State convention.
9. Each student will act as an adult and as professionals during all productions, critiques, workshops and social events associated with the Convention.
10. Student will NOT use electronic devices including cell phones, iPods, etc. while in the theatre or auditorium. All devices will be kept OFF. Students also should NOT send or receive TEXT MESSAGES during productions or critiques. This will result in the Festival Chairman taking up cell phones, iPods, etc.
11. Students will be respectful, courtesy and congenial to others performing. This includes not talking during critiques, announcements and performances.

## **MTA ALCOHOL AND OTHER DRUG POLICY FOR MINORS**

No student attending any Mississippi Theatre Association activity shall be permitted to carry on his/her person or in any other manner have in his/her possession, in any way, or be under the influence of alcohol and/or other drugs. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician.

This policy is for the sole and exclusive protection of the students of this association and their general welfare, and nothing herein shall be construed to avoid any prosecution under applicable criminal statute. MTA may report any violation of this policy to the student's school sponsor, parents, school principal, district superintendent and also to the proper law enforcement officials.

## SAMPLE ONE-SHEET PROGRAM FOR SECONDARY FESTIVALS

### PEOPLE HOLDING SIGNS

By: Jayde Gibson

South Central High School – Festival Production

### SETTING

Washington D.C. – 1913, 1963, 2014

New York City – 1969, 1982, 2020

### CAST

**EILEEN** (long, salmon-colored dress with poofy sleeves ♦ - sign: "Votes for Women") ..... Joyce Gibbons

**BRAXTON** (male, African American, khakis, button up - sign: "We Demand Jobs Now!") ..... Mo Perry

**ALEXA** (cloth mask, fitted green cardigan, jeans - sign: "#BLM") ..... Meera Branch

**SUKHMANI** (black slacks, floral shirt ♦, hijab - sign: "Water's rising, should we?") ..... Sumiya Els

**MILLIE** (long brown hair in braids, flower power dress ♦ - sign: "Make anything but War!") ..... Kaitlyn Smith

**TAYLA** (black turtleneck, tweed vest ♦, chinos, black afro - sign: "Power to the People") ..... Nikki Martin

**ENSEMBLE:** ..... Hannah Evans (short hair, solid grey shirt, blue jeans, combat boots)

Marcus Ordnithan (crew-cut brown hair, bomber jacket, aviator sunglasses)

Kurt Kirkland (shaggy light brown hair, very tall and thin, basketball shorts and jersey)

Emily Sanders (blonde hair in French braid, pencil skirt ♦, white blouse, blazer ♦, pumps)

Lizzy Franklin (tall and thin, braided hair with beads, baggy black sweatpants and graphic tee)

### PRODUCTION TEAM & CREW

**DIRECTOR** ..... Dillon Zavala

**STUDENT ASSISTANT DIRECTOR** ..... Alisha Berger

**LIGHT OPERATOR** ..... Yasmin Ashley

**SOUND OPERATOR** ..... JoAnna Roth

**STUDENT PRODUCTION DESIGNER (SCENIC, COSTUME, & MAKEUP)** ..... Alisha Berger

**PUBLICITY DESIGNER (POSTER, TICKETS, SOCIAL MEDIA)** ..... Frank Hellman

**SET CONSTRUCTION** ..... SCHS Theatre Production Class

**COSTUME CONSTRUCTION & ACQUISITION** ..... Scott Hannetty\* & SCHS Theatre Production Class

### CREDITS

**PEOPLE HOLDING SIGNS** is produced through special arrangement with the playwright, Jayde Gibson.

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license. <http://dig.ccmixer.org/files/scomber/61322> Ft: Bluemillennium

Erase Racism by J.Lang (c) copyright 2020 Licensed under a Creative Commons Attribution (3.0) license.

<http://dig.ccmixer.org/files/djlang59/61875> Ft: Donnie Ozone

\*Scott Hannetty is a local professional costumer who volunteered to build certain costume pieces for SCHS's festival production. Scott's professionally-constructed costumes are marked in the cast list with [♦].

## SAMPLE LABELED PRODUCTION PHOTO



# SAMPLE SECONDARY ADJUDICATOR RESPONSE FORM



## MISSISSIPPI THEATRE ASSOCIATION ADJUDICATOR RESPONSE FORM



### SECONDARY DIVISION THEATRE FESTIVAL

SCHOOL: \_\_\_\_\_ YEAR: \_\_\_\_\_

PRODUCTION: \_\_\_\_\_

ADJUDICATOR NAME: \_\_\_\_\_

<b>PERFORMANCE</b>	<b>VOICE</b> (Projection, Articulation, Accent Work, etc.)
	<b>MOVEMENT</b> (Physicality, Combat, Dance, etc.)
	<b>CHARACTERIZATION</b> (Believability, Consistency, etc.)
	<b>ENSEMBLE</b> (Consistency, Commitment, etc.)
	<b>INTENT</b> (Appropriateness, Consistency, etc.)
<b>DIRECTION</b>	<b>MATERIAL</b> (Selection, Appropriateness, etc.)
	<b>CONCEPT</b> (Directorial Choices, Interpretation, etc.)
	<b>STAGING</b> (Blocking, Choreography, Use of Space, etc.)
	<b>PACE / TIMING</b> (Appropriateness to the Material, etc.)
	<b>PREPAREDNESS</b> (Is the production well-rehearsed?)
<b>DESIGN</b> <small>Scenic / Costume / Sound / Lighting / Props / etc.</small>	<b>APPROPRIATENESS TO MATERIAL</b>
	<b>NECESSITY TO THE PRODUCTION</b>
	<b>EXECUTION QUALITY OF DESIGN ELEMENTS</b>
	<b>OPERATION QUALITY OF DESIGN ELEMENTS</b>
	<b>ACTOR INTERACTION WITH DESIGN ELEMENTS</b>

# SAMPLE SECONDARY ADJUDICATOR SCORE SHEET



## MISSISSIPPI THEATRE ASSOCIATION ADJUDICATOR SCORE SHEET SECONDARY DIVISION THEATRE FESTIVAL



**SCHOOL:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**PRODUCTION:** \_\_\_\_\_

**ADJUDICATOR NAME:** \_\_\_\_\_

Adjudicators should put the number corresponding with the rating for each criterion in the appropriate box (i.e. Superior = 4; Excellent = 3; Good = 2; Fair = 1). The scores for the category will be added together to make up the Category Score (Acting, Directing, Design). The three category scores will then be added together to determine the final Production Score.

(Note to tabulator: If you are using the scoring spreadsheet, input a 1 in the appropriate cell instead of the corresponding rating of 1, 2, 3, or 4. The spreadsheet will then calculate the accurate subtotals and totals.)

		FAIR (1)	GOOD (2)	EXCELLENT (3)	SUPERIOR (4)
<b>PERFORMANCE</b>	<b>VOICE</b> (Projection, Articulation, Accent Work, etc.)				
	<b>MOVEMENT</b> (Physicality, Combat, Dance, etc.)				
	<b>CHARACTERIZATION</b> (Believability, Consistency, etc.)				
	<b>ENSEMBLE</b> (Consistency, Commitment, etc.)				
	<b>INTENT</b> (Appropriateness, Consistency, etc.)				
	<b>PERFORMANCE SUBTOTAL</b>				
	<b>PERFORMANCE TOTAL</b>				
<b>DIRECTION</b>	<b>MATERIAL</b> (Selection, Appropriateness, etc.)				
	<b>CONCEPT</b> (Directorial Choices, Interpretation, etc.)				
	<b>STAGING</b> (Blocking, Choreography, Use of Space, etc.)				
	<b>PACE / TIMING</b> (Appropriateness to the Material, etc.)				
	<b>PREPAREDNESS</b> (Is the production well-rehearsed?)				
	<b>DIRECTION SUBTOTAL</b>				
	<b>DIRECTION TOTAL</b>				
<b>DESIGN</b> <small>Scenic / Costume / Sound / Lighting / Props / etc.</small>	<b>APPROPRIATENESS TO MATERIAL</b>				
	<b>NECESSITY TO THE PRODUCTION</b>				
	<b>EXECUTION QUALITY OF DESIGN ELEMENTS</b>				
	<b>OPERATION QUALITY OF DESIGN ELEMENTS</b>				
	<b>ACTOR INTERACTION WITH DESIGN ELEMENTS</b>				
	<b>DESIGN SUBTOTAL</b>				
	<b>DESIGN TOTAL</b>				

<b>TOTAL PRODUCTION SCORE</b>	
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## OPERATIONS MANUAL: 10-MINUTE DIVISION

**For 2021-2022, MTA will pilot regional 10-minute / Devised Theatre festivals that follow the guidelines below:**

### REGIONAL 10 MINUTE / DEVISED THEATRE FESTIVALS

- The 10-Minute / Devised Theatre Festival provides an opportunity for students to expand their horizons and hone their skills.
- The Kennedy Center states that, “devising is loosely defined as the process of collaboratively creating a new work without a pre-existing script wherein the collaborators are also the performers. In the standard theatre model, a single playwright writes the text and then a director casts actors and selects designers to interpret that text, resulting in a theatre production. With devised theatre, however, the collective artists begin without a script. A devised piece of theatre can literally start with anything: a painting, a song, a real-life event, a novel to adapt, a prompt, etc. Multiple ways to devise exist. However, a deep study of devising shows that many companies’ processes include five key stages: research, creation, development, rehearsal, and performance.”
- This year MTA will be hosting 3 regional 10 Minute / Devised Theatre Festivals. This year’s focus will be Devised Theatre for Change where students will have the opportunity to engage in and promote discourse on challenging topics.
- Each school will be allowed to have 3 teams consisting of 6 individuals on each team. Teams must have 6 members. Incomplete teams will be ineligible to participate. The students will then be put into groups of 6, all from different schools. The students will have 9 ½ hours to devise and rehearse the production and the performance will be performed at 6:00 pm that evening.

### Contact Information:

- For more information contact the regional chair.
  - a. North Region – Elizabeth Thomas-Hines – ehines@tcsk12.com
  - b. Central Region – Randy Ferino – ferino2006@aol.com
  - c. South Region – Carrie Ferguson-Bellew – carrie.bellew@lbsdk12.com

### Participation Guidelines

1. The Prompt: “We Can do Better”
  - a. Ensemble members will be assigned from various schools.
  - b. Teachers will have provided them with ideas for source material related to this prompt.
  - c. For example – Racial Inequity, Voting Suppression, Inclusiveness.
  - d. Source material does not have to be heavy.
  - e. The prompt “We can do Better” can mean many things, but students participating in this project should all come into it with an idea to serve as source material
2. Rules and Regulations
  - a. Students will be divided into random groups and will select from the source material they have each brought the theme or idea that will inform the process of their creation.
  - b. One student may serve as the scribe, but the play belongs to all involved.
  - c. Students will explore and create by working with Moment Work Technique as defined by Tectonic Theatre Project.
    - i. This will be covered in the MTA Teacher Workshop.
    - ii. The best resource is the book Moment Work: Tectonic Theatre Project’s Process of Devising.
  - d. Each student must bring 1 prop and 1 costume to be incorporated into the play.
  - e. The groups will work together and rehearse in break out rooms.
  - f. They will come together, and audiences will be invited to watch the plays.
3. Adjudicators will give live responses.
  - a. Three Respondents, selected by the Regional Chair and knowledgeable in the field of dramatic production, shall share a 30-minute oral critique following all of the performances. Critiques shall be open to the audience.

- b. Criteria to be considered:
  - i. Writing
    - » Are the characters well developed?
    - » Does the dialogue reflect thoughtfulness?
    - » Is the material appropriate for the group?
    - » Is the material worthy of the time and effort?
  - ii. Directing
    - » Is the concept appropriate for the material?
    - » How well has the structure of the play been controlled?
    - » How effective are movement and stage pictures?
    - » Was attention given to pacing, tempo, variety, and subtle nuances?
  - iii. Acting
    - » Is the acting believable?
    - » Is the acting technically skillful?
    - » Are the characters well interpreted?
  - iv. Technical
    - » Do the technical elements support the production?
    - » Set Props
    - » Sound (if applicable) Lighting
    - » Costuming
    - » Make-up.
  - v. Overall Production
    - » Does the company display ensemble work?
    - » How well is the concept realized by the group?
    - » How effective was the total impact?
4. Time Limit is Ten (10) Minutes.
5. The 10- Minute / Devised Play Festival is open to any school or organization in the State of Mississippi.
  - a. This includes public and private high schools, performing arts schools, dual enrollment institution, charter schools, and home school groups.
  - b. Participants must be enrolled in a school program and must be accompanied by a sponsor.
6. Each individual team must pay a registration fee of \$100.
  - a. Schools are also encouraged to be, or to become, organizational members of MTA.
  - b. Registration payment must be received prior to, or at, the festival check-in.
7. Each group will have one adult who will help to guide the students through the devised process.
  - a. This individual will also determine their group's break times.
  - b. This individual will need to keep the Regional Chair always advised of their group's locations.
8. A floor plan of the performance area will be distributed to the directors and ADs when scripts are distributed.
9. General furnishing, lighting, and a sound system will be supplied by the festival.
  - a. These aspects may be limited.
  - b. Any other aspects (music, costumes, make-up, props...etc.) will be the responsibility of the director, assistant director, and actors.

## **Regional Dates, Locations, and Contacts**

1. North

- a. Saturday, October 2, 2021
  - b. Corinth Coliseum, 404 Taylor Street, Corinth, MS 38834
  - c. Elizabeth Thomas-Hines, Regional Chair, ehines@tcsk12.com
  - d. NOTE: The North region will also offer free tickets to a local performance of Mississippi Repertory Theatre's production of 6 Characters in Search of an Author following the 10 Minute / Devised Theatre Festival
2. Central
    - i. Saturday, October 23, 2021
    - ii. Meridian Little Theatre, 4334 MS-39, Meridian, MS 39301
    - iii. Randy Ferino, Regional Chair, ferino2006@aol.com
  3. South
    - i. Saturday, October 2, 2021
    - ii. Biloxi High School, 1845 Tribe Drive, Biloxi, MS 39532
    - iii. Carrie Ferguson-Bellew, Regional Chair, carrie.bellew@lbsdk12.com

### **Agenda**

- 8:30 AM Registration Check-In
- 9:00 AM Welcome
- 9:30 AM Get to Know You Games
- 10:45 AM Rules / Explain Devised Theatre
- 11:00 AM Draw for New Groups
- 11:15 AM Split to Work Areas to Begin Writing
- 12:00 PM Working Lunch
- 3:30 PM Stage Rehearsals Begin
- 6:00 PM Performances Begin (Adjudications Will Follow)

*(Handbook Information Below Updated 8/22/2019 – Yolanda Williams)*

### **DUTIES OF THE 10-MINUTE DIVISION CHAIR**

- Collect all individual, organizational, and other required forms.
- Use the checklist to ensure that all required information has been received.
- Compile packets to distribute to competing groups at registration.
- Respond to emails from the President and the Executive Director in a timely manner; review festival materials as requested by the President and the Executive Director.
- Announce and present awards at the 10 minute festival award ceremony.
- Contact the 10-Minute festival adjudicators prior to the festival and coordinate / conduct the adjudicators meeting.
- Get a token of appreciation for the 10-Minute adjudicators.
- Prepare and submit a division report to the board following the state festival.
- Provide content for newsletters, blog posts, and social media as requested by the President and the Executive Director.
- Attend all board meetings and develop ideas make the division stronger; propose these ideas to the board.
- Review the division guidelines in the MTA handbook and edit so that they remain up-to-date. Submit handbook changes to the MTA secretary two weeks prior to a board meeting.
- Attend meetings (such as the Secondary Workshop, Town Hall Meetings, Arts on the Capitol Day, etc.) when requested by the President and the Executive Director.



- Stay mindful that this position means that sometimes the 10-Minute Chair and Vice Chair will have to miss performances, be back stage, or do work at the festival that separates them from the main festival events. Bear in mind that these positions are to better the organization and not the individual interest of the Chair or Vice Chair.
- Recruit ten (10) volunteers for the 10-Minute Festival
  - a. Volunteers to conduct meetings (Friday afternoon for several hours)
  - b. Writer advisor
  - c. Director / direction advisor
  - d. Stage manager / technician advisor
  - e. Timekeeper (Saturday, 7-10:30 PM)
  - f. 2-3 volunteers to supervise writers (Friday, 5 PM – 10 PM)
  - g. 2-3 volunteers to make and collate copies (Late Friday night and/or Saturday 8 – 9 AM)
  - h. 2-3 volunteers to run errands during the day
  - i. Sponsors from each group should sign up to supervise rehearsal times

### **10-MINUTE FESTIVAL SPONSORSHIP AND PURPOSE**

The 10-Minute Play Festival is designed to give students the opportunity to explore different aspects of the theatre process. The festival provides acting and non-acting students opportunities to express themselves, challenge their artistic abilities, and hone their skills.

This activity is sponsored by the Secondary Division of the Mississippi Theatre Association to further stimulate interest and participation in theatre arts and to serve as a showcase and means of evaluating and improving secondary school theatre functions among all secondary institutions.

### **10-MINUTE FESTIVAL RULES AND REGULATIONS**

1. The 10-Minute Festival is open to any organization that is eligible for secondary school theatre participation in the state of Mississippi and that is not competing in the MTA Secondary Division One Act Play Festival or in Secondary Individual Events. This includes
  - a. Public and Private High Schools.
  - b. Performing Arts Schools.
  - c. Non-School Groups.
  - d. Dual Enrollment Institutions.
  - e. Charter Schools.
  - f. Homeschool Groups.
2. A sponsor / chaperone / volunteer must accompany each group.
3. Each group and each participant must be a member of MTA.
4. The 10-Minute Festival adheres to all rules and regulations set forth by MTA.

### **MEMBERSHIP, DUES, AND FEES**

1. Membership and participation in the 10-Minute Festival is open to all institutions incorporating secondary school theatre functions. Membership is effective upon payment of dues and festival registration fees.
2. Membership is effective upon payment of dues and fees to MTA and must be renewed annually. Current dues are stated on the festival registration form.
3. All participants of the MTA festival must pay the festival registration fee. The fee includes admission to all productions, social events and the awards ceremony. Observers (guests and observing groups) of the festival may forgo the festival fees and pay daily fees for each performance or event.

4. Fees may be sent with a pre-registration packet or may be paid on-site at the festival. There is minimal additional fee for on-site registration / late registration.

### **10-MINUTE FESTIVAL PROCEDURES**

1. The festival will take place over the course of approximately 27 hours; for example: 4:00 PM – 10:00 PM Friday and 8 AM – 10:00 PM Saturday and will be contained in one location.
2. Eight participating groups may each submit six students to participate in the 10-Minute Festival for a total of eight performing groups.
  - i. Each group will send the following:
  - ii. 1 Writer
  - iii. 1 Director
  - iv. 1 Technician / Stage Manager
  - v. 3 actors
- a. Schools must submit full teams of 6 students
3. The total number of participants will equal approximately 50 high school students; each production group will be composed of students from different participating schools or groups.
4. Sponsor/chaperone/volunteer must be available for supervision of groups and other duties assigned by the division chair.

### **10-MINUTE FESTIVAL PARTICIPANT DUTIES**

1. Writers:
  - a. Three (3) possible topics will be sent to the participating schools. One (1) of the topics will be announced as this year's 10-Minute topic on the first day of the 10-Minute Festival.
  - b. Writers will have between two and three hours to write a ten-minute, three-character play
  - c. Writers will adhere to the theme provided the Chair. They must be mindful of the appropriateness of their subject matter and language, and they may not submit any previously-written or previously-produced material
  - d. Electronic devices (i.e. laptops, tablets, etc.) are acceptable and recommended.
  - e. The writers will have no input during the production aspect of their play.
2. Directors:
  - a. Choose plays by a random drawing.
  - b. Casting will be from the pool of participants who are registered as actors.
  - c. Writers may not cut scripts or make significant changes (except in the case of gender due to the availability of actors) without the approval of the playwright.
3. Technicians:
  - a. Assist the director, troubleshoot technical issues, and fill necessary technical roles during the production.
  - b. Technicians serve as the production's technical director and stage manager.
4. Actors:
  - a. Participate in audition immediately after the festival's opening meeting with a 30-45 second monologue
  - b. No actor may be cast in more than one show.

### **PLAY ASSIGNMENTS**

1. Plays will be assigned randomly:

- a. Each play will be assigned a number
- b. The directors will then draw numbers.
- c. The play corresponding with the chosen number is the play that director will direct.
2. Casting decisions must be made from the pool of actors registered for the in the 10-Minute Festival.
3. The directors of each production group will determine rehearsal schedules outside the performance area and breaks and will advise Chair of their location at all times.
4. A floor plan of the performance space will be distributed to directors and stage manager when scripts are distributed.
5. The festival will supply general furnishing, lighting, and a sound system.
  - a. These aspects may be limited.
  - b. Each group registered must bring five (5) costumes / costume pieces AND five (5) props.
  - c. A list containing examples of props will be sent to schools who register; the more random and zany the better.
  - d. The festival site will provide chairs, a table, and a couch. Other furnishings may be available depending on the capabilities and stock of the host facility.
6. Each production group will have one forty-five (45) minute rehearsal block in the performance area.

### **PERFORMANCES**

1. All production groups must be in the designated holding area one (1) hour before performance time. All participants may watch the other shows but must be in the designated green room area thirty (30) minutes before their group's performance time.
2. Performances begin at the time designated by the division chair. Each playgroup has 15 minutes for setup, performance and strike. A play going over time will not be considered for the Best Play Award. The time clock may be stopped for extenuating circumstances at the discretion of the division or festival chairs.

### **10-MINUTE FESTIVAL ADJUDICATION GUIDELINES**

Two respondents, selected by the Vice President and the festival Chair and knowledgeable in the field of dramatic production, shall share a 30 minute oral critique following all of the performances. Critiques shall be open to the audience.

Among the criteria to be considered:

- Writing:
  - a. Are the characters well defined?
  - b. Does the dialogue reflect thoughtfulness?
  - c. Is the material appropriate for the group?
  - d. Is the material worthy of the time and effort?
- Directing
  - a. Is the concept appropriate for the material?
  - b. How well has the structure of the play been controlled?
  - c. How effective are movement and stage pictures?
  - d. Was attention given to pacing, tempo, variety, and subtle nuances?
- Acting
  - a. Is the acting believable?
  - b. Is the acting technically skillful?
  - c. Are the characters well interpreted?
- Technical
  - a. Do the technical elements (as applicable: set, props, sound, lighting, costuming, make-up) support the production?

- b. Is setup and strike efficient?
- Overall Production
  - a. Does the company display ensemble work?
  - b. How well is the concept realized by the group?
  - c. How effective was the total impact?

### **10-MINUTE FESTIVAL AWARDS**

The following awards will be given by MTA at the 10-Minute Festival awards ceremony:

- Three (3) or more All-Star Cast
- Best Actor
- Best Actress
- Best Poster Design
- Best Ensemble
- Best Directing
- Best Technical Excellence
- Best Script / Playwright
- Best Play (certificates or medals awarded to all group members)
- Other awards may be given at the discretion of the respondents.

### **10-MINUTE FESTIVAL MEETING INFORMATION**

The following people should attend the 10-Minute Play Festival meeting:

- Division Chair and Co-Chair
- All Festival Participants
- Host Technical Advisor
- 10-Minute Festival Volunteers
- Time Keeper

Items to be covered:

- Introduction of participating groups, festival personnel, and volunteers
- Explanation of duties
- Explanation of facilities and technical capabilities
- Explanation of schedule
- Confirmation of timekeeping methods
- Tour of rehearsal and performance areas
- Confirmation that all required materials have been received
- Questions and Answers

### **10-MINUTE FESTIVAL SAMPLE SCHEDULE**

1. Friday:
  - a. 2:00 PM
    - i. General meeting for all participants.
    - ii. Check in: verify who is doing what.

- iii. Review the festival process.
    - iv. Take headshots
  - b. 2:30 – 6:30 PM: Writers Workshop (Dinner will be provided for writers.)
  - c. 2:30 – 5:30 PM: Workshops
    - i. Writers Workshop
    - ii. Acting Workshop with Improv and Acting Games
    - iii. Directors Workshop
    - iv. Tech Workshop
  - d. 5:30 – 6:30 PM: Dinner Break
  - e. 6:30 – 7:00 PM: Play Assignment / Drawing
  - f. 7:00 – 9:00 PM: Auditions / Casting / Initial Cast Meeting
2. Saturday:
- a. 9:00 AM – 12:00 noon: Rehearsal
  - b. 12:00 – 1:00 PM: Lunch
  - c. 1:00 – 5:00 PM: Rehearsals
  - d. 5:00 – 6:00 PM: Dinner (provided for all participants)
  - e. 6:00 PM: All participants report back and get ready
  - f. 7:00 PM: Performances

## **OPERATIONS MANUAL: THEATRE FOR YOUTH DIVISION**

### **DUTIES OF THE THEATRE FOR YOUTH DIVISION CHAIR**

1. Maintain the handbook page for Theatre for Youth Responsibilities
2. Create a festival notebook to maintain appropriate records of participant contact and production information and other relevant festival-related data.
3. The Executive Director will send out registration forms to schools and theatres asking for their participation.
  - a. Communicate with theatres that do not normally participate in the MTA Festival
  - b. Encourage them to attend the festival.
4. Coordinate the Theatre for Youth Festival schedule.
  - a. The Chair will communicate with participating schools and organizations to ensure that the schedule does not conflict with other festival activities in which the same group is participating.
  - b. The Chair bears the responsibility to maintain the schedule, to keep the festival running at the published times, and to help schools and organizations resolve conflicts with other festival obligations.
5. Work with the host facility for the Theatre for Youth Festival
6. The Vice President will get a token of appreciation for the TFY adjudicators.
7. The Vice President will contact the TFY adjudicators before the festival and will coordinate and lead the adjudicator meeting
8. Respond to e-mails from the President and the Executive Director in a timely manner.
9. Review festival materials as requested by the President and the Executive Director.
10. Prepare and submit a division report to the board following the state festival.
11. Provide content for newsletters, blog posts, and social media as requested by the President and the Executive Director.
12. Attend all board meetings and develop ideas make the division stronger; propose these ideas to the board.
13. Review the division guidelines in the MTA handbook and edit so that they remain up-to-date. Submit handbook changes to the MTA secretary two weeks prior to a board meeting.
14. Attend meetings (such as the Secondary Workshop, Town Hall Meetings, Arts on the Capitol Day, etc.) when requested by the President and the Executive Director.
15. Stay mindful that this position means that sometimes the Theatre for Youth Chair and Vice Chair will have to miss performances, be back stage, or do work at the festival that separates them from the main festival events. Bear in mind that these positions are to better the organization and not the individual interest of the Chair or Vice Chair.
16. Update and maintain any websites or public forum created for Theatre for Youth
17. Create digital educational package of public-domain and original works performance recordings and supporting educational materials for schools, daycares, and community youth centers across the state of Mississippi.
18. Create and maintain records of PreK-12 schools, daycares, and community centers that would like to receive information concerning TFY performances, recordings, and educational support materials.

### **THEATRE FOR YOUTH ELIGIBILITY**

Any amateur group that performs plays with content intended for young audiences is eligible to participate.

### **THEATRE FOR YOUTH FESTIVAL FEES**

1. Any theatre performing in the Theatre for Youth Festival will be responsible for paying the theatre festival fee of \$50 per theatre/production.

2. Anyone planning to stay for the entire festival or remaining portion of the festival will need to either pay the applicable weekend pass or the festival fee + MTA membership fee.

### **THEATRE FOR YOUTH SELECTION GUIDELINES**

1. Productions entered in festival may be of any type provided the material presented is appropriate for children.
  - a. Each participating group must inform the Chair of the Theatre for Youth Division if their show contains material that makes it unsuitable for younger audiences. As the division is for young audiences, material should be suitable for all ages. The Chair retains the discretion to refuse to allow unsuitable content to be performed in the festival.
  - b. To be included in year-round resources provided to schools, daycares, and organizations for youth across Mississippi, selections must be original or public domain and participants must sign a media release form; however, this guideline is not mandatory for participation in the TFY festival.
  - c. Care will be taken to match each show with an appropriate audience.
2. The total length allotted for each individual production will be 30 minutes.

### **OTHER THEATRE FOR YOUTH PRODUCTION RULES**

1. Each group needs to arrive prepared to set-up and strike their own set.
2. The house will remain open during set-up. However, the doors will close and remain closed during the production.
3. Any special requirements (time slots, technical requirements, use of special effects, etc.) must be approved by the Theatre for Youth Division Chair.

### **THEATRE FOR YOUTH FESTIVAL PARTICIPATION REQUIREMENTS**

1. Before the Theatre for Youth Festival at MTA, each group is required to submit the following information to the Chair of the Theatre for Youth Division:
  - a. Proof of Permission to Perform / Proof of Payment of Royalty (if applicable)
  - b. Proof of Theatre for Youth Festival Entry Fee (payable online or with organizational registration)
  - c. Entry / Information Sheet
  - d. Signed media release forms for each performer (if applicable, see selection guidelines 1.b.)
2. Each school must provide 3 copies of the following information to the Chair prior to the performance (The Chair will file one copy and distribute a copy to each of the Theatre for Youth respondents):
  - a. School / Organization Name
  - b. Title of the Play
  - c. Author of the Play
  - d. Cast of Characters in Speaking Order:
    - i. Character Name and Actor Name
      - » If the character does not have a name that is called in the play, include a description of some type that clearly allows the adjudicators to distinguish among actors
      - » Example 1: "CINDERELLA - Harriett Thompson"
      - » Example 2: "DWARF: red hat, green boots, big glasses - Marcellus Nguyen"
  - e. Director, Crew, and Additional Support

### **THEATRE FOR YOUTH HOST THEATRE FACILITIES**

1. The host community will provide a facility in which to perform.
2. The host facility will provide basic lighting and sound as needed.
3. Each participating group is responsible for furnishing sets, props, and furniture needed for its production.

4. Off stage storage will be provided for sets, etc.

### **PERFORMANCE ORDER**

1. The order of performance of the Theatre for Youth Festival is at the discretion of the Theatre for Youth Division Chair.
2. The Festival Program will include:
  - a. Introduction and Welcome from the Chair
  - b. School or Organization Name, Show Title, and Performance Times
  - c. Intermission
  - d. Lunch Time
  - e. Adjudicator Feedback
  - f. Awards
3. Care is taken to match show appropriateness to age of audience. (E.g. Shows intended for very young children will be placed at the time in which audiences of that age are available.)

### **SERVICE TO COMMUNITY**

1. The MTA Theatre for Youth Festival strongly supports the idea of providing theatre experiences to Mississippi's children at no cost.
2. To this end, the host city of the Theatre for Youth Festival is strongly encouraged to bus children to the festival to see the shows for free admission or, depending on scheduling, to publicize the festival performances within the community.
3. Additionally, a digital education package will be created including performance recordings of any public domain or original works with permission and supplemental materials to be distributed to interested groups across the state of Mississippi.

### **THEATRE FOR YOUTH AWARDS / RESPONDENTS**

1. Though the festival is non-competitive in nature, adjudicative feedback sessions will be held.
2. Two in-state / local respondents will evaluate all entries in the Theatre for Youth festival.
  - a. The respondents will be provided with the informational one-sheet about the provided by the participating organization.
  - b. The respondents will give general educational, constructive feedback following each block of performances or at the end of the Theatre for Youth Festival, depending on capabilities of the host facility and festival schedule.
  - c. Respondents will discuss and compile a list of award winners and will provide the completed list to the Chair.
    - i. Two Best Play awards will be given.
      - » The two Best Play awards will highlight one secondary performance group and one community theatre / college group.
      - » In the event that all entrants are secondary groups, the respondents may elect to award one Best Play and one Runner-Up Best Play instead.
    - ii. All-Star Cast awards will be given; each participating production will receive at least one (1) All-Star Cast member.
    - iii. Additional special awards to highlight notable technical or performance achievement may be given at the adjudicator's discretion.
  - d. The Chair or their designated representative will announce the winners during the Theatre for Youth Festival Awards Ceremony.



## **OPERATIONS MANUAL: PLAYWRITING DIVISION**

### **HISTORY AND PURPOSE**

At the 2007 Festival, MTA announced the first MTA Playwriting Competition for Adults, and in 2008 MTA announced the first MTA Playwriting Competition for Youth. Both competitions are designed to recognize and promote the works of Mississippi playwrights and is open to all Mississippi-based writers.

### **DUTIES OF THE PLAYWRITING DIVISION CHAIR (SECONDARY AND ADULT)**

1. Review the division guidelines in the MTA handbook and edit so that they remain up-to-date. Submit handbook changes to the MTA secretary two weeks prior to a board meeting.
2. Work with the Secondary and Community Theatre divisions to increase awareness and interest in the playwriting contests.
3. Determine and communicate reasonable deadlines, etc.
4. Handle all adjudicator recruitment for the playwriting contests.
5. Coordinate the staged reading of the winning scripts at the annual festival in January.
  - a. Communicate with the executive director, president, and festival site host to ensure sufficient seating, music stands, copies of scripts, etc. for the actors.
  - b. Select a cast of actors appropriate to the script from individuals and organizations participating in the annual convention.
  - c. Host a rehearsal session during a workshop block to give the staged reading actors the opportunity to meet with the playwright, as possible, and to familiarize themselves with the script.
  - d. Introduce the playwright, the actors, and the script to the audience of the staged reading.
6. Announce and present the Playwriting awards at the appropriate Awards Ceremony.
7. Respond to e-mails from the President and the Executive Director in a timely manner.
8. Review festival materials as requested by the President and the Executive Director.
9. Prepare and submit a division report to the board following the state festival.
10. Provide content for newsletters, blog posts, and social media as requested by the President and the Executive Director.
11. Attend all board meetings and develop ideas to make the division stronger; propose these ideas to the board.
12. Attend meetings (such as the Secondary Workshop, Town Hall Meetings, Arts on the Capitol Day, etc.) when requested by the President and the Executive Director.
13. Stay mindful that this position means that sometimes the Playwriting Chairs may have to miss performances, be back stage, or do work at the festival that separates them from the main festival events. Bear in mind that these positions are to better the organization and not the individual interests of the Chair.

### **PLAYWRITING CONTEST ELIGIBILITY**

- The Playwriting Contest eligibility will mirror the Individual Events eligibility requirements. In brief:
  - a. An individual is eligible to submit to the Secondary Playwriting Festival if they are
    - i. A high school student, including students enrolled in homeschool programs, in grades 9 – 12,
    - ii. Currently residing in the state of Mississippi, and
    - iii. A registered member of MTA, either through a participating school that is an organizational member of MTA or as an individual (as is often the case for homeschool students).
  - b. An individual is eligible to submit to the Adult Playwriting Festival if they are
    - i. Eighteen (18) years of age AND not enrolled in a high school or homeschool program,
    - ii. Currently residing in the state of Mississippi, and

- iii. A registered member of MTA, either through a participating group that is an organizational member of MTA or as an individual.

### PLAYWRITING CONTEST TIMELINE

- Call for Submissions: April 1 – October 1.
  - a. This change to the submission window (from August 1 – October 1) will go into effect in 2022.
  - b. Entries are accepted from April 1 until October 1. Entries submitted after this date will not be considered.
- Playwrights will be notified via email of their finalist status on or before November 10.
- The winning selection will be announced on or before December 10.
- There will be a staged reading of each division's winning submission at the annual festival in January.

### PLAYWRITING CONTEST ENTRY REQUIREMENTS

- Each submission should be a one-act play that has not been published and has not been professionally produced.
- Each playwright may only submit one play per year. This submission limit includes plays written collaboratively.
- Plays may be written collaboratively, but a winning playwriting team will share awards.
  - a. MTA provides one free festival registration and hotel accommodation for one room for one night, regardless of the number of writers on the winning script.
  - b. Any other necessary arrangements must be made by the playwriting team.
- MTA is currently unable to accept musicals, full-length plays, adaptations, or screenplays.
- Submission Format:
  - a. All scripts must follow the style sheet found in this operations manual.
  - b. Plays must not exceed 45 pages.
  - c. There is no minimum page limit, but MTA encourages writers to keep in mind that the staged reading block is designed for a script that runs approximately an hour.
  - d. Electronic submissions are required. Scripts must be saved as PDFs and submitted through the MTA website.
  - e. Playwrights' names must not appear on the pages of the script text.
    - i. All submissions will be evaluated anonymously.
    - ii. Playwright biographical and contact information will be collected through the online submission form as well as a one-page cover attached to the submitted script. See the style sheet (below).
- Mississippi Theatre Association reserves the right not to produce a winner in any given year.
- Aside from the necessary permissions to stage the reading of the winning entry, all rights are retained by the playwright.

#### Style Sheet

1. All of the text in the script submission should be
  - a. Times New Roman
  - b. 12-point font

1

1.5"

CAPITALIZE THE TITLE OF YOUR PLAY  
AT THE CENTER OF THE UPPER HALF OF  
THE PAGE. IT IS OKAY IF IT'S NOT EXACT.

By: Full Name

1"

Full Name  
Mailing Address (Street)  
Mailing Address (City, State ZIP)  
Phone Number  
Email Address

BIO: In 200 words or less, write your brief biography to be included in information shared publicly by the Mississippi Theatre Association, should you win this contest. MTA reserves the right to cut or edit bio information as necessary.

- c. Double spaced.
2. Set up your document so that your page has these margins:
  - a. Top: 1"
  - b. Bottom: 1"
  - c. Left: 1.5"
  - d. Right: 1"
  - e. Note: the left margin is slightly larger so that a printed manuscript can be bound without risk.
3. Include the page number in the top, right-hand corner of every page.
4. Cover Page with Playwright Contact and Biographical Information
  - a. Capitalize the title of your play at the center of the upper half of the page. (It is okay if it's not exact.)
  - b. Below the title, write "By:" and your full name. (This will typically be the name you use when you write your signature.)
  - c. Below the halfway line on the page, include your contact information:
    - i. Full Name
    - ii. Street Address
    - iii. City, State, and Zip
    - iv. Phone Number
    - v. Email Address
  - d. Below your contact information, include your bio.
    - i. Bios should be written in the third person.
    - ii. Bios should not exceed 100 words and should not break to the next page.
    - iii. By including information in your bio, you grant MTA the right to publish it in any form of distributable materials (e.g. programs, social media, etc.); MTA reserves the right to edit or cut bios.
5. Characters, Settings, and Notes
  - a. **DO NOT PUT YOUR NAME ANYWHERE ON THIS PAGE.**
  - b. Capitalize and center your title.
  - c. Include a subheading for your characters; be clear about how you lay them out. (Order of Appearance is common, but it is not the only option.)
  - d. Include a subheading for the setting.
  - e. Include any relevant notes about casting requirements, typesetting, etc.

1

## BED OF ROSES

By: Franklin Findilay Cowhort

Franklin Findilay Cowhort

809 Exists St.

Jackson, MS 39202

601.123.4567

FindiCowhort@gmail.com

BIO: Franklin "Findi" Cowhort is an up-and-coming playwright in central Mississippi. Previous short drama was realized in MTA's 10 Minute play festival, and his school theatre department is excited to produce his new writing this spring.

## CAPITALIZE & CENTER YOUR TITLE

2

### CHARACTERS (explanation of order)

First Character - any relevant description text

Second Character - any relevant description text

Third Character - any relevant description text

Etc.

### SETTING

Necessary information about the setting

### NOTES

Optionally, include information a casting director might need to know prior to auditions AND/OR information about text formatting (for example, what does a "—" mean when you write it? Do you need to clarify that before a reader begins?) Omit this section if you have no notes.

## CHARACTERS (in order of appearance)

Janet – 70s, a gardener of sorts

Norman – 30s, Janet's only child and primary caregiver

Holly – any age, a literal bush, hardy and sharp-witted,

Rose – any age, a literal flower, wilted and codependent

## SETTING

The backyard of a McMansion in suburban middle America

Evening, late spring / early summer, 2020; global health crisis

## NOTES

Directors have no obligation to portray the plants as plants. It would be equally acceptable for the audience to encounter three Southern ladies having a backyard brunch.

When a line ends with a dash (–), a thought has been lost.

Characters may respond with an anticipatory hesitation, waiting for that thought to possibly return, before following with a line.

## 6. Dramatic Text

- a. **DO NOT PUT YOUR NAME ANYWHERE ON THESE PAGES.**
- b. Capitalize and center your title.
- c. Indicate the scene, if your play has such divisions, using title case and Arabic numerals (i.e. 1, 2, 3).
- d. Set the margins for stage directions at center, and left align or left justify the stage direction text. Italics are optional.
- e. Capitalize the name of a character the first time it is mentioned in a block of stage directions. Use sentence case for names each subsequent iteration.
- f. Center and capitalize character names
- g. Left align or left justify dialogue text.
- h. Include brief internal stage directions as parenthetical, italicized words or phrases.
- i. Center the margin and left align or justify complete-phrase or complete-sentence internal stage directions.
- j. Include “(cont.)” at the end of a page if the same character's dialogue continues across the break. Also include “(cont.)” alongside the character's name at the top of the following page.

## CAPITALIZE &amp; CENTER YOUR TITLE

Scene 1 (if your play is divided into scenes)

*Stage directions should be left aligned with a margin at the center of the page. Italics optional. Full adjust is optional.*

*Capitalize the first time a character's name is mentioned in the stage directions.*

## CHARACTER NAME: CAPITALIZED &amp; CENTERED

Dialogue should be in sentence case and should follow a consistent grammar and punctuation scheme. (Internal stage directions.)

*Block out complete-sentence internal stage directions.*

You only need to rewrite the speaking character's name if the dialogue is continuing on the next page. Include “(cont.)” at the end of a page if dialogue continues after the page break.

## BED OF ROSES

Scene 1

*AT RISE: JANET sits quietly at a garden table in a suburban backyard. The wind rustles through the oak leaves that canopy her back patio. We hear a front door open and clang shut. Janet smiles, closes her eyes, and sighs.*

JANET

Norm? Is that you?

*She looks over her shoulder and a light flicks on in the kitchen.*

Norman! If you'd have told me you were swinging by, I could have put some tea on or something. I wish you would've called first. How's that new girlfriend of yours? Is she still looking for a job? Have y'all tried Applebee's? They'll hire just about

(cont.)

JANET (*cont.*)

anybody! She could work at Applebee's.

*NORMAN clatters in through  
the screen door to the patio.**He's huffy, but JANET has  
her back turned, so she  
doesn't notice.*

NORMAN

Mama. Mother. Mom.

JANET

*(Startled)* Yes, Baby, hello. What?*JANET starts to get up, but  
NORMAN waves his hand for  
her to stay where she is.*

NORMAN

Hi, Mom. I'm sorry I let it get to be so late. *(Rushing through  
pleasantries)* Do you know where my old copy of the— of that  
old John Grisham novel is? The— the— I don't remember what  
the title— The one about the lawyer?

7. Templates with the defined MTA style sheet parameters are available for download:
  - a. Microsoft Word
  - b. [Google Docs](#)
  - c. Adobe InDesign
8. NOTE: There may be mild disparities among templates or manuscripts.
  - a. That's okay!
  - b. The MTA style sheet exists to provide a standard submission format so that readers (including adjudicators and staged reading actors) can focus on the without having to switch among font and typesetting styles.
  - c. Playwrights who use specialized software to help with the formatting of their manuscripts should seek to match the style sheet parameters, but have no obligation to use the MTA templates.
  - d. All scripts should be exported to PDF and saved with a logical filename (that does not include any part of the playwright's name) prior to submission.

## Evaluation

- Purpose: As MTA is an organization that includes education among its core values, providing written evaluative feedback to all submitting playwrights aligns with our values. Offering constructive criticism also encourages playwrights to submit to the contest, as evaluative feedback provides an opportunity for playwrights to understand how their work is being received by educated professionals.
- Each submitted manuscript will be evaluated by a preliminary panel of three volunteer adjudicators.
  - a. Adjudicators for the Adult Playwriting Contest will be selected by the Adult Playwriting Division Chair, and the panel of adjudicators for the Secondary Playwriting Contest will be selected by the Secondary Playwriting Chair.
    - i. Division chairs will seek to engage diverse panels of credible adjudicators with education, experience, and skill in dramatic writing.
    - ii. Division chairs should notify the executive director and the current president of the adjudicators for both the preliminary and final rounds of the contest by September 15.
  - b. Division chairs will remove the cover page (P1, which includes the submitting playwrights' contact and biographical information) and send a PDF copy of the anonymized script to each adjudicator.
  - c. Each member of the preliminary panel of adjudicators will read every submission in its entirety and complete a one-page comments form (attached) that will be provided to each playwright following the announcement of the year's winning script.
  - d. Each adjudicator will also complete a one-page score sheet (attached) to be provided to each playwright following the announcement of the year's winning script.
    - i. The Playwriting Division Chairs will collect and tabulate score sheets from the panelists.
    - ii. The scripts in each division with the three (3) highest scores will advance to a final round for evaluation.
  - e. The preliminary evaluation window will be from October 1 – November 1, although preliminary panel adjudicators are encouraged to complete their reading and evaluations well in advance of the deadline.
    - i. Division Chairs will each generate and send an email to all submitting playwrights in their division that lists the titles and authors of the scripts that will advance to the final round.

- ii. This email must be sent on or before November 5.
  - iii. In addition to the submitting playwrights, this email should CC the executive director and current president.
- Division Chairs will engage a diverse volunteer panel of three (3) credible adjudicators with education, experience, and skill in dramatic writing to evaluate all six (6) finalist scripts.
  - a. The same finalist panel will evaluate the Secondary and the Adult division finalists.
    - i. The finalist panel should include, as possible, the winner from the previous year's Adult Playwriting Contest.
    - ii. Division Chairs are encouraged to consider prior runners-up and honorable mentions for finalist panels.
  - b. The finalist panel of adjudicators will read each finalist submission in its entirety and complete a one-page comments form (attached) that will be provided to each playwright following the announcement of the year's winning script.
  - c. Each adjudicator will also complete a one-page score sheet (attached) to be provided to each playwright following the announcement of the year's winning script.
  - d. The finalist evaluation window will be from November 5 – November 20.
    - i. All adjudicators' response and score sheets must be returned to the Division Chairs on or before November 20.
    - ii. The Playwriting Division Chairs will tabulate score sheets from the panelists and notify the executive director and current president of winners via email.
    - iii. This email must be sent on or before December 1.
    - iv. The executive director and/or president will make arrangements for the formal announcement of the contest winners on or before December 10.
      - » The Secondary Contest winners will be announced at each regional High School DramaFest.
      - » The executive director and/or president will formally notify the winner of the Adult Contest by email.
      - » MTA will prepare and disseminate social media announcements to publicize the division winners and invite the public to attend the staged reading of their plays at the state festival.

### **PLAYWRITING AWARDS**

- The winning play in the adult competition receives
  - a. A staged reading at the MTA Conference,
  - b. Free festival registration,
  - c. Hotel accommodations for the evening of their staged reading, and
  - d. A \$500 cash prize.
- The winning play in the secondary competition receives
  - a. A staged reading at the MTA Conference,
  - b. Free festival registration,
  - c. Hotel accommodations for the evening of their staged reading, and
  - d. A \$250 cash prize

## ADJUDICATOR RESPONSE AND SCORE SHEET SAMPLES

**MISSISSIPPI THEATRE ASSOCIATION**  
**ADJUDICATOR RESPONSE FORM**  
 PLAYWRITING CONTEST

PLAY TITLE: \_\_\_\_\_ YEAR: \_\_\_\_\_

ADJUDICATOR NAME: \_\_\_\_\_

<b>CONTENT</b>	<b>EFFECT ON THE READER</b> (What is compelling about this script? What aspects or moments caught your attention?)
	<b>STORY</b> (Originality, Concept, Execution, etc.)
	<b>USE OF LANGUAGE</b> (Consistency, Dialect / Accent work, etc.)
	<b>VOICE</b> (Effective use of Monologue/Dialogue, Specificity to Character, Appropriateness to Concept, Believability, etc.)
	<b>PACE / TIMING</b> (Appropriateness to Concept, Consistency, Rhythm, etc.)
<b>EFFECTIVENESS OF DRAMATIC CONCEPTS</b>	<b>CHARACTER</b>
	<b>DIALOGUE</b>
	<b>DRAMATIC ACTION</b>
	<b>CONFLICT &amp; RESOLUTION</b>
	<b>RELATIONSHIPS</b> (Are relationships – character / other characters, character / environment, and character / self – clear?)
<b>CRAFTSMANSHIP</b>	<b>NARRATIVE STRUCTURE</b> (Does the structure support the content and purpose? Is the structure rewarding?)
	<b>GENRE</b> (Does the play appeal to a specific audience? Does the play accomplish what it sets out to do?)
	<b>MECHANICS / GRAMMAR / SYNTAX</b> (Does the script make consistent, effective use of its mechanical structures?)
	<b>STYLE</b> (Is the writing style appropriate to the target audience? Does the writing style support the content?)
	<b>FORMAT</b> (Does the script meet standard expectations for dramatic formatting? Is formatting consistent throughout?)

**MISSISSIPPI THEATRE ASSOCIATION**  
**ADJUDICATOR SCORE SHEET**  
 PLAYWRITING CONTEST

PLAY TITLE: \_\_\_\_\_ YEAR: \_\_\_\_\_

ADJUDICATOR NAME: \_\_\_\_\_

Evaluators should put the number corresponding with the rating for each criterion in the appropriate box (i.e. Superior = 4; Excellent = 3; Good = 2; Fair = 1). The scores for the category will be added together to make up the Category Score (Acting, Directing, Design). The three category scores will then be added together to determine the final Evaluation Score.

(Note to tabulator: If you are using the scoring spreadsheet, input a 1 in the appropriate cell instead of the corresponding rating of 1, 2, 3, or 4. The spreadsheet will then calculate the accurate subtotals and totals.)

		FAIR (1)	GOOD (2)	EXCELLENT (3)	SUPERIOR (4)
<b>CONTENT</b>	<b>EFFECT ON THE READER</b>				
	<b>STORY</b>				
	<b>USE OF LANGUAGE</b>				
	<b>VOICE</b>				
	<b>PACE / TIMING</b>				
<b>CONTENT SUBTOTAL</b>					
<b>CONTENT TOTAL</b>					
<b>EFFECTIVENESS OF DRAMATIC CONCEPTS</b>	<b>CHARACTER</b>				
	<b>DIALOGUE</b>				
	<b>DRAMATIC ACTION</b>				
	<b>CONFLICT &amp; RESOLUTION</b>				
	<b>RELATIONSHIPS</b>				
<b>DRAMATIC CONCEPTS SUBTOTAL</b>					
<b>DRAMATIC CONCEPTS TOTAL</b>					
<b>CRAFTSMANSHIP</b>	<b>NARRATIVE STRUCTURE</b>				
	<b>GENRE</b>				
	<b>MECHANICS / GRAMMAR / SYNTAX</b>				
	<b>STYLE</b>				
	<b>FORMAT</b>				
<b>CRAFTSMANSHIP SUBTOTAL</b>					
<b>CRAFTSMANSHIP TOTAL</b>					
<b>TOTAL EVALUATION SCORE</b>					

### OTHER INFORMATION

- A winning playwright in the Adult Division may not submit to the contest during the following year. There are no restrictions on re-entry for a winning playwright in the Secondary Division.
- By submitting to the Adult Playwriting Contest, entrants agree to allow MTA to contact them to request their service on the following year's adjudication panels.
  - a. Winners of the Adult Playwriting Contest should expect to be invited to serve on the following year's finalist panel.
  - b. Entrants who are particularly interested in serving on a subsequent year's adjudication panel should reach out to the Division Chairs to have their contact information added to the pool.
  - c. Division Chairs may share entrant and adjudicator contact information with the Individual Events Division Chairs, who also require a substantial quantity of respondents.
- The Playwriting Contests adhere to the MTA policy on censorship. In brief:
  - a. MTA supports a policy permitting the widest possible range of dramatic material.
  - b. Adjudicators may in NO CASE may prohibit a submission from advancing exclusively on the basis of the presence of mature language, themes, or content.
  - c. MTA reserves the right to include appropriate disclaimers in the annual festival literature to notify audiences attending the staged readings of mature language, themes, and content.

## OPERATIONS MANUAL: INDIVIDUAL EVENTS DIVISION

### DUTIES OF THE INDIVIDUAL EVENTS CHAIR (SECONDARY AND ADULT)

1. Maintain the guidelines for the Individual Events festivals for use on the website and the manual.
2. Work with the Secondary and Community Theatre divisions to increase awareness and interest in individual events.
3. Determine the best events for competition for each division.
4. Handle all judging recruitment.
5. Determine and communicate reasonable deadlines, etc.
6. Announce and present the Individual Event awards at the appropriate Awards Ceremony.
7. Respond to e-mails from the President and the Executive Director in a timely manner.
8. Review festival materials as requested by the President and the Executive Director.
9. Prepare and submit a division report to the board following the state festival.
10. Provide content for newsletters, blog posts, and social media as requested by the President and the Executive Director.
11. Attend all board meetings and develop ideas to make the division stronger; propose these ideas to the board.
12. Review the division guidelines in the MTA handbook and edit so that they remain up-to-date. Submit handbook changes to the MTA secretary two weeks prior to a board meeting.
13. Attend meetings (such as the Secondary Workshop, Town Hall Meetings, Arts on the Capitol Day, etc.) when requested by the President and the Executive Director.
14. Stay mindful that this position means that sometimes the IEF Chair and Vice Chair will have to miss performances, be back stage, or do work at the festival that separates them from the main festival events. Bear in mind that these positions are to better the organization and not the individual interest of the Chair or Vice Chair.
15. Update and maintain any websites or public forum created for Individual Events.

### SECONDARY INDIVIDUAL EVENTS GUIDELINES

#### Institutional Eligibility

- A participating school or organization (henceforth referred to as a *school*) must be a registered organizational member of MTA.
- A school / organization may enter ten (10) students or teams in each event. (Example: South Central High School may enter 10 students in Acting Male, 10 students in Acting Female, 10 students in Acting Duet, etc.)
- There will be thirteen (13) events.
- In addition to the institutional registration fee, a participating school must pay a registration fee for each event.
  - a. Solo event registration is \$10 per entry.
  - b. Duet event registration is \$20 per entry.
  - c. Group event registration is \$30 per entry regardless of the number of students participating in the entry.
- School must provide two (2) designated adults to act as door guards and/or timekeepers.

#### Individual Eligibility

- Every student that participates in the MTA Individual Events Festival must be a member of MTA through a participating school, which is an organizational member of MTA.
- Each student member must be enrolled in grades 9-12 in a participating school, which is an organizational member of MTA.
- If student is homeschooled, that student must be an individual member of MTA
- A student may enter up to five (5) events. (Example: Beth Ann Franklin may enter Acting female, Acting duet, Musical



group, Original Scene, and Costume Design.)

- Any violation of these rules will automatically disqualify the school's entry.

### **Eligibility Requirements for All Students**

- Each school that participates must fill out the MTA festival registration form with complete individual event registration.
  - a. Additional information may be required from participating school.
  - b. Directors will be contacted by the Secondary IEF Chair or Vice Chair as additional information is needed.
- The Secondary IEF Chair should be contacted if a school needs to make a substitution. Requests for substitutions will be considered on an individual basis.
- Incomplete applications will not be accepted.
- Winners will be announced at the Secondary IEF Awards Ceremony.
- **Dropped events received after the festival registration deadline remain subject to the registration fee.**

### **Adjudication**

- Each round will have two to three (2-3) qualified judges.
- No oral adjudication will be given; written adjudication will be a part of the evaluation process.
- Categories with fewer than 15 participants will only have one round.
- Categories with 15 or more students will have a second, deciding round.
- If a second round is required, the FINAL ROUND scores will determine the winners. First round scores will be used to break ties.
- Adjudication sheets will be delivered to directors to pick up following the festival.

### **Awards**

- Medals will be given to the **top three (3) finalists**.
- In the event of a tie, each winner in the category will receive recognition/medal (these medals may have to be mailed).
- In duet and group categories, each participant will receive a medal.

### **Timekeeper Responsibilities**

- Each school must provide one teacher to serve as a timekeeper. Parents are not allowed to serve as timekeepers.
- Timekeepers must be available during one round of individual events (either first round or finals).
- Timekeepers are responsible for their own timing device.
- Time begins on the performer's first intentional word or action after slate.
- Time ends on performer's "thank you" at the end of the piece.
- A list of performers will be given to the timekeeper; timekeepers are expected to record times for all performers and to make note of any performers who go over time.
- Individual time limits for categories are as follows:
  - a. Acting Female / Acting Male: 3 minutes
  - b. Acting Duet: 5 minutes
  - c. Acting Group: 5 minutes
  - d. Musical Female / Musical Male: 5 minutes
  - e. Musical Duet: 5 minutes
  - f. Musical Group: 5 minutes
  - g. Original Scene: 5 minutes
- If a performer exceeds the time limit, a 5 second grace period will be allowed.
  - a. Timekeepers will make note that the performer entered the grace period.
  - b. A 3-point penalty will be applied to the entrant's score.

- After the 5-second grace period (e.g. 5:06 for Acting Duet participants), timekeeper must say “thank you” to stop the performer.
  - a. After the grace period, performers are disqualified. Timekeepers should denote that the performer exceeded the grace period and did not finish their piece.
  - b. Timekeepers are **not** expected to notify performers of their qualification status.

### **Doorkeeper Responsibilities**

- Each school must provide one adult to serve as a doorkeeper.
  - a. Parents or teachers are allowed to serve as doorkeepers.
  - b. Students are not allowed to serve as doorkeepers.
- Doorkeepers must be available during one round of individual events (either first round or finals).
- Doorkeepers will be stationed outside of the performance room and will not be able to watch performances.
- Duties include the following:
  - a. Opening the door between performance flights
  - b. Maintaining a low noise level in the hallway at all times
  - c. Assisting students in locating the correct performance room
  - d. Ensuring door stays closed during performances and that no spectators or performers enter or exit during performance flights
  - e. As needed, collecting judges’ score sheets to give to MTA officials

## **INDIVIDUAL EVENT CATEGORIES**

### **1. Performance Events:**

- a. Acting Female
- b. Acting Male
- c. Acting Duet
- d. Acting Group
- e. Musical Female
- f. Musical Male
- g. Musical Duet
- h. Musical Group
- i. Original Scene

### **2. Design Events:**

- a. Scenic Design
- b. Costume Design
- c. Makeup Design
- d. Poster Design

## **GENERAL INFORMATION: RULES AND REGULATIONS**

These rules apply to ALL events; read them carefully!

### **Event Requirements**

- Students may participate in no more than five (5) individual events.
- Students may not enter the same event twice.
- All performance selections must be memorized.

## Time Requirements

- All performance events have specific time limits. Judges will pay strict adherence to the time restrictions.
- Performers must slate before beginning their performance.
  - a. A slate should include: student's name, student's school or school code, title of selection(s), and the name of the playwright(s).
  - b. If performing a musical piece, slate should include the name of the piece and the show title.
  - c. The slate is not included in the time limit.
  - d. E.g. "Hello, my name is John Smith from Mississippi High School, and I will be performing *A Midsummer Night's Dream* by William Shakespeare and *Rabbit Hole* by David Lindsay-Abaire."
  - e. E.g. "Hello, we are John Smith and Jane Jones from Mississippi High School and we will be performing *The Nerd* by Larry Shue."
  - f. E.g. "Hello, name is Jane Jones from Mississippi High School and I will be performing 'Children Will Listen' from *Into the Woods*."
- Performers should conclude by saying "thank you."
- **Time will begin with first word, musical sound, or intentional movement after the slate and will conclude with performer's "thank you."**
- Timekeepers will receive guidelines to follow for all participants.
- Participants will have a 5-second **grace period** after allotted time.
  - a. At the end of 5 second grace period, timekeeper will say "THANK YOU" at which time, participant should end piece immediately.
  - b. If time is called, participant will NOT be allowed to advance to a final round and is disqualified from the event.
  - c. If a participant exceeds the allotted time but does not exceed the grace period, time will be recorded and a 3 point penalty will be issued to participant's first round score. This penalty does not automatically disqualify student from a final round.

## Material Selection

- Material must be drawn from published plays.
  - a. MTA provides a suggested play reading list as a starting point for readers looking for dramatic literature.
  - b. Students may but are not required to select a play from the suggested reading list for their individual events.
  - c. Works from other literary forms such as poetry, fiction, stand up/sketch comedy, or song lyrics are not permitted.
- Original works are prohibited except in the Original Scene category.
- Musical Theatre material must be from published musicals. Popular music will not be permitted unless it is included in the score of a published musical.
- In events with more than one participant, each participant must be actively involved in the scene.
- Entries in design categories may but are not obligated to come from fully-realized productions.
  - a. All design entries must be wholly the work of the entrant.
  - b. I.E. If a student was part of a design team on a show, they cannot submit that collaborative design as their entry into the Individual Events Festival.
  - c. Students may opt to create a theoretical design. Adjudicators should evaluate the design elements provided in the submission and must not penalize students for creating designs that have not yet been in production.
- Directors and students should use discretion in regards to language and subject matter.
  - a. Directors will be given a form to attest that they have seen and approved the material their students are performing and that it appropriately reflects the standards of the student's school and community.
  - b. Adjudicators should direct concerns about content to the Individual Events Chair and should in NO CASE address a competitor directly with concerns about the content of their selection.
  - c. MTA supports a policy permitting the widest possible range of dramatic material and is not responsible for the perceived decency of selections that students enter in the Individual Events Festival.

- No student may enter any Individual Event with a selection that their school is bringing to any MTA-sponsored festival during the current school year or brought to any MTA-sponsored festival during the previous school year.

## **Attire**

- No costumes or theatrical makeup is allowed.
- Participants are encouraged to dress as they would for a general audition or job interview.
- All black attire is welcome, but not required.

## **Equipment**

- No hand props should be used.
- No set pieces are allowed for performance categories.
- Certain sound equipment will be provided by the festival:
  - a. Auxiliary cords and speakers will be provided for musical events.
    - i. Aux cords for iPhone 5, 6 and Android will be provided.
    - ii. Lighting adapters for iPhone 7 and above will be provided.
  - b. **CD players will NOT be provided.**
    - i. Participants may bring their own portable CD player if necessary.
    - ii. Battery operated is strongly encouraged.
  - c. Bluetooth speakers are discouraged.
    - i. If a participant chooses to use a Bluetooth speaker, the speaker must be connected BEFORE entering competition room.
    - ii. NO extra time will be allotted for Bluetooth complications.
  - d. Students in musical categories must provide another student or teacher to start their music.
- Only straight back chairs (provided by host institution) are allowed:
  - a. Solo events will be provided with one chair.
  - b. Duet events will be provided with two chairs.
  - c. Group events will be provided a minimum of three and a maximum of five chairs. Groups may not use more chairs than they have people in their group.

## **Preparation**

- All pieces should be memorized and rehearsed for time.
- Slates should be rehearsed.
- All pieces should be blocked for movement.
- Sample Secondary IEF ballots are available to view online.
- Judges' tips and tricks are available online.
- Design templates and sample floor plans are available online.

## **Miscellaneous:**

- Students who enter design categories should be present when their category is judged and must be prepared to answer questions from the judges concerning their designs.
- Students and sponsors are encouraged to observe individual events.
- Audience etiquette is expected in ALL events. An audience etiquette quick-reference guide is available online.
  - a. No cell phone use of any kind is allowed inside the performance rooms.
  - b. Any violation of this rule may result in observer being asked to leave.
- Each event will be separated into "flights" (groups of performers).
  - a. At the end of each flight, the doorkeeper will open the door to allow participants and observers to enter and exit

the room.

- b. There will be no entry or exit during a flight.
- In the event of a tie, awards will be mailed to participants.

## **PERFORMANCE EVENTS RULES AND REGULATIONS**

These requirements include details for each category.

Refer to the General Information section above for complete guidelines.

### **Areas of Competition**

- Acting Female
- Acting Male
- Acting Duet
- Acting Group
- Musical Female
- Musical Male
- Musical Duet
- Musical Group
- Original Scene

**For 2021-2022, MTA will pilot a festival that includes a virtual preliminary round for PERFORMANCE events.**

1. Secondary Individual Events will have digitally submitted preliminary rounds for performance events only.
2. The following guidelines will be piloted during the 2021-2022 MTA festival cycle for Secondary Individual Events. These guidelines are regarding virtual submissions of digital recordings for preliminary performance entries.
3. All other guidelines, rules, and regulations will continue to follow those laid out in the Secondary Individual Events Operations Manual in the 2021 MTA Handbook.

### **Timeline:**

- **November 15:** Registration for Schools participating in 2IEs
- **November 15 - December 15:** Virtual Preliminary Performance Submissions Window
- **January 1:** Preliminary Judging Complete
- **January 5:** Finalists Announced
- **January 15:** 2IEs Final Round
- **January 16?:** 2IEs Awards Ceremony (Combined with the MTA awards ceremony? Prior to the MTA awards ceremony?)
- **Following MTA:** Teachers Receive Respondent Feedback (via email for prelims; in-person at the awards ceremony for finalists)

### **FlipGrid Submission:**

1. All performances will be submitted for evaluation through FlipGrid.
2. Registrants will receive usernames and access information for the contest's FlipGrid group following the close of registration on November 15.
3. Each performer will be responsible for submitting their own performance video.
4. Entrants may record their performance directly into FlipGrid or may pre-record and upload their performance.
5. Performers planning to upload their submission are encouraged to recognize that FlipGrid has file type and size limitations.
6. MTA is not responsible for corrupted or unwatchable videos.

7. Entrants should preview their upload prior to final submission to ensure that the video and audio are uploaded and playback is working correctly.

### **Filming:**

1. Adjudication and evaluative response will focus on the quality of the monologue and the performance rather than the video recording quality, however performers are strongly encouraged to use their available tools effectively.
2. Performers should film their submissions on a computer or a smartphone camera.
3. Entrants should refrain from using elaborate, studio-grade equipment.

### **Framing:**

1. Submissions must be filmed in LANDSCAPE (horizontal) orientation; submissions filmed in portrait (vertical) orientation will be disqualified.
2. The performer should be the primary focal point of the video submission.
3. Performers are strongly encouraged to find a neutral backdrop and should avoid using green-screens or virtual backgrounds.
4. Adjudicators understand that extenuating circumstances may make it difficult or impossible to eliminate all clutter from a performer's private space and are asked to bear this in mind as they complete their evaluations.
5. The camera lens should be placed at eye-level or slightly above eye-level.
6. Each entrant should make a deliberate choice about how close their camera is to their face.
7. Adjudicators want to see all of the important blocking, movement, and gestures in the performance; the framing of the video should allow for this.
8. Performers should consider best practices in regards to framing (including but not limited to cropping across major muscle groups rather than at joints, leaving adequate clutter-free negative space, and composing the frame to focus on their face).

### **Lighting:**

1. Performers should be easy to see!
2. Performers are encouraged to situate their camera between themselves and two separated light sources - a combination of lamps and natural light are effective.
3. Performers should avoid standing directly in front of a light source, as this creates a silhouette and obscures the details of their performance.

### **Audio:**

1. Performances should be easy to hear!
2. Entrants should listen to their audio playback prior to submitting their video.
3. Performers should record themselves in a space that enhances vocal clarity and minimizes echo and excessive background noise.
4. Most contemporary smartphones and computers have adequate microphones for capturing audio from an appropriate performance distance. As such, performers are discouraged from using bluetooth earbuds or other external microphones / voice amplifying devices.

### **Acting Female / Acting Male**

- TIME LIMIT: 3 minutes. (Does not include slate.)
- **Two contrasting monologues are required.**
- Both monologues are performed by one actor portraying only one character in each of the monologues.
- Refer to General Information for full rules and guidelines.

### **Acting Duet**

- TIME LIMIT: 5 minutes. (Does not include slate.)
- Performed by two actors, portraying two characters (one character each).

- Refer to General Information for full rules and guidelines.

### Acting Group

- TIME LIMIT: 5 minutes. (Does not include slate.)
- Performed by **three to ten** (3 - 10) performers.
- Selection should be as equally balanced among all characters as possible.
- Refer to General Information for full rules and guidelines.

### Musical Female / Musical Male

- TIME LIMIT: 5 minutes. (Does not include slate.)
- The performer must present one selection.
- Performers must use pre-recorded, non-vocal musical accompaniment.
  - a. No live accompaniment will be allowed.
  - b. All music must be downloaded onto the entrant's device as WiFi connection is not reliable.
  - c. See "Equipment" under General Information for full guidelines.
- Refer to General Information for full rules and guidelines.

### Musical Duet

- TIME LIMIT: 5 minutes. (Does not include slate.)
- Performed by two actors, each actor portraying one character.
- Entrants must present one selection.
- Each participant must be actively involved in the performance.
- Performers must use pre-recorded, non-vocal musical accompaniment.
  - a. No live accompaniment will be allowed.
  - b. All music must be downloaded onto the entrant's device as WiFi connection is not reliable.
  - c. See "Equipment" under General Information for full guidelines.
- Refer to General Information for full rules and guidelines.

### Musical Group

- TIME LIMIT: 5 minutes. (Does not include slate.)
- Selection must be a musical theatre piece performed by **three to ten** (3 - 10) performers.
- Entrants must present one selection.
- Each participant must be actively involved in the performance.
- Performers must use pre-recorded, non-vocal musical accompaniment.
  - a. No live accompaniment will be allowed.
  - b. All music must be downloaded onto the entrant's device as WiFi connection is not reliable.
  - c. See "Equipment" under General Information for full guidelines.
- Refer to General Information for full rules and guidelines.

### Original Scene

- TIME LIMIT: 5 minutes. (Does not include slate.)
- Performed by **two to five** (2 - 5) actors.
- The selection must be an original work for 2-5 actors, and the writer must be involved with the development of the scene.
  - a. The purpose of the 2-5 character limitation is to encourage students to write well-developed scenes
  - b. The selection should be as equally balanced between the characters as possible.

- The piece should be memorized.
- Scenes may be serious or humorous in nature or may contain elements that are both comedic and dramatic.
- The actors performing in the original student written scenes must provide a written (typed) statement confirming that they are the author of the selection. This verification should be submitted to the Individual Events Chair the by the preliminary IEs submission deadline and must be signed by the teacher and students.
- **A digital copy of the original scene must be submitted to the Secondary Individual Events Chair a week BEFORE the festival.** Detailed instructions on the upload process will be emailed.
- Refer to General Information for full rules and guidelines.

## DESIGN EVENTS RULES AND REGULATIONS

These requirements include details for each category.

Refer to the General Information section above for complete guidelines.

### Areas of Competition:

- Scenic Design
- Costume Design
- Makeup Design
- Poster Design

### TITLE BLOCK TEMPLATE

<b>NAME OF SHOW</b>		
DESIGN CATEGORY NAME		
DESIGNER FIRST INITIAL, LAST NAME	DESIGNER SCHOOL	
PERFORMANCE VENUE		
SCALE	DATE	PAGE NUMBER / TOTAL
APPROPRIATE CREDIT FOR ANY TEMPLATES USED		

### TITLE BLOCK SAMPLE

<b>INTO THE WOODS</b>		
SCENIC DESIGN		
J. ALLEN	MISSISSIPPI HIGH SCHOOL	
MANNONI PERFORMING ARTS CENTER		
SCALE: 1/4" = 1'0"	DATE: OCTOBER 2020	1/1
GROUND PLAN PROVIDED BY J. MORRIS		

## DESIGN PRESENTATION REQUIREMENTS AND EXPECTATIONS

### Scenic Design

1. Selection Criteria
  - a. The student may choose to design a set in proscenium, thrust, or black box setting.
  - b. If designing a multi-set production, only the design on location / scene may be submitted.



- c. If the student designed a multi-set production, research must be for the complete production in order to display a developed aesthetic and concept for the world of the entire play.
2. Design Defense and Explanation
  - a. Students will prepare a short verbal statement that gives a brief synopsis of their play and that introduces their design concept and choices.
  - b. Students must be prepared to answer questions from the adjudicators regarding their choices.
3. Tri-Fold Display Board or Digital Slides Presentation
  - a. The board must not exceed size 48" x 36" (opened) / 24" x 36" (closed)
  - b. Black foam core is recommended.
  - c. The board must include the designer's name and school in title block template.
  - d. The board must include a design concept statement.
    - i. Each student should type and include a statement explaining their design concept.
    - ii. This statement should cover the designer's reaction to and concept for the production and should explain specific design choices the artist made.
  - e. Boards must also include at least five inspirational images
    - i. Images should be artistic inspiration and do not have to be based in research.
    - ii. Images must be printed.
    - iii. Can be a collage of shapes, colors, photos, or other multimedia
4. Scenic Binder
  - a. 3-ring, "Clear View," 1/2" – 1" binder
  - b. A Cover Sheet
    - i. Place this sheet in the front, clear view pocket with a title block that includes:
      - » The production title
      - » The name(s) of the playwright(s) and other necessary credits (such as composers, lyricists, etc.)
      - » The designer's name and the name of their school in title block template
  - c. An Originality Statement
    - i. Place this statement in the front inside pocket of the scenic binder.
    - ii. This should be a signed statement by the student's mentor / educator acknowledging that the design submitted by the student is wholly the creative product of the student and is original in nature.
  - d. Include the following items in this order in the rings of the Scenic Binder:
    - i. A brief synopsis of the play
    - ii. A one-page design statement that includes the unifying design concept
    - iii. A necessities list (an organized list of all necessary elements that would be required to realize this design)
    - iv. Complete research
    - v. Process drawings
      - » Include preliminary sketches
      - » If the production requires multiple sets, include a storyboard
      - » Designers may also mount process drawings on their display board.
5. Scaled Ground Plan
  - a. Must be 1/8" = 1'0" or 1/4" = 1'0" in scale
  - b. Must include a title block containing:
    - i. Production title
    - ii. Floor plan source
    - iii. Scale

- iv. Designer's name
- v. Date
- c. The ground plan must demonstrate clean and neat communication of the design.
- d. Students may either trace the ground plan for their chosen space or draft on top of a printed copy of the space.
- e. Mount one copy on the display board; include another copy in the scenic binder
- 6. Color Rendering OR Scaled Model
  - a. There are no extra points for submitting both a rendering and a model. Either is sufficient.
  - b. The rendering or the model must be present (photos are not acceptable)
  - c. Models should be 1/8" = 1'0" or 1/4" = 1'0" in scale
  - d. Renderings must be mounted on the display board
  - e. Scaled models should be placed on the table in front of the design board
  - f. Include a title block containing:
    - i. Production title
    - ii. Floor plan source
    - iii. Scale
    - iv. Designer's Name
    - v. Date

## **Costume Design**

- 1. Selection Criteria
  - a. The student may choose to design various characters from one production, or multiple costumes for a single character from a single production.
  - b. Research must be for the complete production in order to display a developed aesthetic and concept for the world of the entire play.
- 2. Design Defense and Explanation
  - a. Students will prepare a short verbal statement that gives a brief synopsis of their play and that introduces their design concept and choices.
  - b. Students must be prepared to answer questions from the adjudicators regarding their choices.
- 3. Tri-Fold Display Board or Digital Slides Presentation
  - a. The board must not exceed size 48" x 36" (opened) / 24" x 36" (closed)
  - b. Black foam core is recommended.
  - c. The board must include the designer's name and school in title block template.
  - d. The board must include a design concept statement.
    - i. Each student should type and include a statement explaining their design concept.
    - ii. This statement should cover the designer's reaction to and concept for the production and should explain specific design choices the artist made.
  - e. Boards must also include at least five inspirational images
    - i. Images should be artistic inspiration and do not have to be based in research.
    - ii. Images must be printed.
    - iii. Can be a collage of shapes, colors, photos, or other multimedia.
- 4. Costume Binder
  - a. 3-ring, "Clear View," 1/2" – 1" binder
  - b. Cover Sheet
    - i. Place this sheet in the front, clear view pocket with a title block that includes:

- » The production title
- » The name(s) of the playwright(s) and other necessary credits (such as composers, lyricists, etc.)
- » The designer's name and the name of their school in title block template

c. Originality Statement

- i. Place this statement in the front inside pocket of the scenic binder.
- ii. This should be a signed statement by the student's mentor / educator acknowledging that the design submitted by the student is wholly the creative product of the student and is original in nature.

d. Include the following items in this order in the rings of the Costume Binder:

- i. A brief synopsis of the play
- ii. A one-page design statement that includes the unifying design concept
- iii. Costume plot
  - » Include all characters for the entire production
  - » Create a spreadsheet-style document.
  - » Include costume descriptions for each character.
  - » Identify costume changes throughout the production.
- iv. Costume renderings (See Section 5 below for specific details.)
- v. Complete research
  - » Include research that is specific to the included costume research.
  - » Include research that informs the cohesive design concept for the entire production.
- vi. Process drawings
  - » These are quick, preliminary sketches that show thought processes and the development of the design
  - » Designers may also choose to mount some process drawings on the display board.

5. Costume Renderings

- a. Renderings should be 8" – 10" tall.
- b. Renderings should be on letter-sized (8.5" x 11") paper
- c. Croquis / templates / trace characters ARE permitted and a selection will be made available on the MTA website.
- d. Each rendering should be clearly labeled.
  - i. Labels should be considered part of the presentation and should be neatly typed or carefully hand-lettered.
  - ii. Labels must meet the following criteria:
    - » Upper Left-Hand Corner: Production Title and Playwright(s) Name(s)
    - » Upper Right-Hand Corner: Character's Name, Act Number, Scene Number
    - » Lower Right-Hand Corner: Designer's Name
    - » NO other information may be included on the labels
- e. Swatches for individual renderings should be attached to the lower left-hand corner of the rendering.
- f. Display research for individual costumes alongside each rendering.

## Makeup Design

1. Selection criteria

- a. The entrant may choose to design makeup for various characters from one production.
- b. The entrant may choose to design multiple makeup looks for a single character from one production.
- c. Research must be for the complete production in order to display a developed aesthetic and concept for the world of the entire play.

2. Design Defense and Explanation

- a. Students will prepare a short verbal statement that gives a brief synopsis of their play and that introduces their

design concept and choices.

- b. Students must be prepared to answer questions from the adjudicators regarding their choices.
3. Tri-Fold Display Board or Digital Slides Presentation
  - a. The board must not exceed size 48" x 36" (opened) / 24" x 36" (closed)
  - b. Black foam core is recommended.
  - c. The board must include the designer's name and school in title block template.
  - d. The board must include a design concept statement.
    - i. Each student should type and include a statement explaining their design concept.
    - ii. This statement should cover the designer's reaction to and concept for the production and should explain specific design choices the artist made.
  - e. Boards must also include at least five inspirational images
    - i. Images should be artistic inspiration and do not have to be based in research.
    - ii. Images must be printed.
    - iii. Can be a collage of shapes, colors, photos, or other multimedia
4. Makeup Binder
  - a. 3-ring, "Clear View," 1/2" – 1" binder
  - b. Cover Sheet
    - i. Place this sheet in the front, clear view pocket with a title block that includes:
      - » The production title
      - » The name(s) of the playwright(s) and other necessary credits (such as composers, lyricists, etc.)
      - » The designer's name and the name of their school in title block template
  - c. Originality Statement
    - i. Place this statement in the front inside pocket of the scenic binder.
    - ii. This should be a signed statement by the student's mentor / educator acknowledging that the design submitted by the student is wholly the creative product of the student and is original in nature.
  - d. Include the following items in this order in the rings of the Makeup Binder:
    - i. A brief synopsis of the play
    - ii. A one-page design statement that includes the unifying design concept
    - iii. Makeup plot
      - » Include all characters for the entire production
      - » Create a spreadsheet-style document.
      - » Include makeup descriptions for each character.
      - » Identify makeup changes throughout the production.
    - iv. Complete research
      - » Include research that is specific to the included costume research.
      - » Include research that informs the cohesive design concept for the entire production.
    - v. Process drawings
      - » These are quick, preliminary sketches that show thought processes and the development of the design
      - » Designers may also choose to mount some process drawings on the display board.
5. Color Renderings
  - a. Create a minimum of five (5) color renderings that clearly communicate the makeup design.
  - b. Croquis / templates / traced faces are encouraged and a selection will be made available on the MTA website.
  - c. Include a front view and a side view for each rendering.

- d. Renderings should be on letter-sized (8.5"x11") paper.
- e. Each rendering should be clearly labeled.
  - i. Labels should be considered part of the presentation and should be neatly typed or carefully hand-lettered.
  - ii. Labels must meet the following criteria:
    - » Upper Left-Hand Corner: Production Title and Playwright(s) Name(s)
    - » Upper Right-Hand Corner: Character's Name, Act Number, Scene Number
    - » Lower Right-Hand Corner: Designer's Name
    - » NO other information may be included on the labels
- f. Application instructions are **strongly suggested**.
- g. Display research for each individual design alongside the rendering

## Poster Design

1. Selection Criteria
  - a. Entrants must design a poster that characterizes and markets a theatrical production as a whole.
  - b. The design must convey a researched and developed aesthetic for the production.
  - c. Research must be for the complete production in order to display a developed aesthetic and concept for the world of the entire play.
  - d. The research, design statement, and analysis of the production will be displayed with the final design.
2. Design Defense and Explanation
  - a. Students will prepare a short verbal statement that gives a brief synopsis of their play and that introduces their design concept and choices.
  - b. Students must be prepared to answer questions from the adjudicators regarding their choices.
3. Tri-Fold Display Board or Digital Slides Presentation
  - a. The board must not exceed size 48" x 36" (opened) / 24" x 36" (closed)
  - b. Black foam core is recommended.
  - c. The board must include the designer's name and school in title block template.
  - d. The board must include a design concept statement.
    - i. Each student should type and include a statement explaining their design concept.
    - ii. This statement should cover the designer's reaction to and concept for the production and should explain specific design choices the artist made.
  - e. Boards must also include at least five inspirational images
    - i. Images should be artistic inspiration and do not have to be based in research.
    - ii. Images must be printed.
    - iii. Can be a collage of shapes, colors, photos, or other multimedia.
4. Poster Binder
  - a. 3-ring, "Clear View," 1/2" – 1" binder
  - b. Cover Sheet
    - i. Place this sheet in the front, clear view pocket with a title block that includes:
      - » The production title
      - » The name(s) of the playwright(s) and other necessary credits (such as composers, lyricists, etc.)
      - » The designer's name and the name of their school in title block template
  - c. Originality Statement
    - i. Place this statement in the front inside pocket of the scenic binder.
    - ii. This should be a signed statement by the student's mentor / educator acknowledging that the design submitted

by the student is wholly the creative product of the student and is original in nature.

- d. Include the following items in this order in the rings of the Makeup Binder:
  - i. A brief synopsis of the play
  - ii. A one-page design statement that includes the unifying design concept
  - iii. Complete research
  - iv. Process drawings
    - » These are quick, preliminary sketches that show thought processes and the development of the design
    - » Process drawings do not need to demonstrate a finished product.
5. Completed Poster Design
  - a. Center the completed poster on the tri-fold display board
  - b. Format in standard tabloid style
    - i. Minimum size: 11" x 14"
    - ii. Maximum size: 24" x 36"
  - c. Posters may be digital or hand-drawn
  - d. Posters must include:
    - i. All billing and rights information as required by the license holder
    - ii. Venue\*
    - iii. Time and date\*
    - iv. Ticket price(s)\*
    - v. Producing Organization\*
  - e. NOTE: Entrants may invent performance details including venue, organization, time / date, and ticket prices.

## **ADULT INDIVIDUAL EVENTS GUIDELINES**

### **Individual Eligibility**

- Every person who participates in the Adult Individual Events Festival must:
  - a. Be a member of MTA through payment of annual dues
  - b. Be registered for the MTA State Festival
  - c. Remit payment of \$10 for each event entry
- Adult participants must be 18 years of age and not enrolled in a high school or homeschool program.
- Each participant must fill out a festival registration form and indicate which individual event(s) in which they will participate. If participating in a partnered event, they must also indicate their partner's name.
- No participant may enter more than two (2) events; no one may enter the same event more than once.
- If the categories have more participation than expected, then the Adult IE Chair has the authority to divide the categories into solo, duets, and groups.
- The Adult Individual Events Festival will be held on Friday evening of the state festival. This may conflict with the evening block of the Secondary Division Festival shows.

### **Registration**

- Pay your registration by using the MTA registration form for individuals or as a member of a participating group by using the group registration spreadsheet.
- Then, on the registration form, indicate the event(s) in which you intend to participate.
  - a. If you are in a partner event, list your partner's name as well.
  - b. Your partner must do the same on their individual registration.

## **ADULT INDIVIDUAL EVENT CATEGORIES**

- Acting – one monologue, one participant (5 minutes) OR one selection, two participants (5 minutes)
- Musical – one selection, one participant (5 minutes) OR one selection, two participants (5 minutes)

## **GENERAL INFORMATION: RULES AND REGULATIONS**

These rules apply to ALL events; read them carefully!

- No costumes or theatrical makeup are allowed.
- No hand props should be used.
- All performance events have specific time limits. Failure to adhere to time limits automatically disqualifies participant from a superior rating or any awards.
- Material must be drawn from published or original plays, screenplays or teleplays. Works from other forms such as poetry or fiction are not permitted.
- In duets, each participant must be actively involved in the scene.
- Slate should include the participant's name(s), title of the selection, and name of the author. Time limit does not include the slate.
- Timing of the presentation will begin after the slate.
- The top 3 winners in each category will be announced at the Awards Ceremony.

### **Acting**

- Performed by one (1) actor portraying one (1) character OR two (2) actors portraying two (2) characters.
- Material must be drawn from published plays.
- Time limit is five (5) minutes total (not including slate).
- The selection should be memorized.

- If the entry involves two actors, the selection should be as equally balanced between the two characters as possible.
- No properties, costumes, or stage makeup are allowed.
- Entrants are permitted one straight-back chair per performer for staging; chairs will be provided by the host theatre.
- A participant may not enter a monologue which they also perform within a Community Theatre Festival entry.
- Participants may not enter a selection from a play entered in the Community Theatre Festival.

### **Musical**

- Performed by one actor portraying one character OR two (2) actors portraying two (2) characters.
- Participant may only present one selection.
- Material must be drawn from published plays.
  - a. Works from other forms, such as poetry or standard popular songs are not permitted.
  - b. Selections may include dialogue.
- If the entry involves two actors, the selection should be as equally balanced between the two characters as possible.
- Accompaniment requirements:
  - a. Performers must use pre-recorded, non-vocal musical accompaniment.
  - b. A CD player will be provided. However, participants are encouraged to bring their own player.
  - c. An aux cord and speaker will be provided.
  - d. Participants may provide their own Bluetooth player if desired. A Bluetooth speaker will NOT be provided.
  - e. A piece may only be performed a cappella if it is written to be performed in that manner.
- Time limit is five (5) minutes (not including slate).



## MTA FESTIVAL CHECKLISTS

### HOST RESPONSIBILITIES CHECKLIST

#### Hotels

- Hotel accommodations: minimum of 100 rooms.
- Host site should secure blocks of room in at least 2 hotels and attempt to get group rates.
- Attempt to get free rooms for adjudicators. Generally, hotels will keep the block open until the middle or end of December.
- Hotel should have a large meeting room or gathering space for party or informal get-together.

#### Production Facilities

- Select location for the Secondary Festival and Community Theatre Festival Productions (henceforth referred to as “main festival.”)
- Select a separate location for the Theatre for Youth Festival.
  - a. The Theatre for Youth Festival is held on Friday only.
  - b. Theatre for Youth participants are predominately high school students, so the venue needs to be in reasonably close proximity to the main festival.
- Identify a minimum of 5 locations in close proximity to the main festival for workshops.
  - a. The number and needs for festival workshops will vary each year.
  - b. The MTA Board of Directors will identify and communicate who the workshop presenters will be as early as possible.
- Identify and secure a location for the general business meeting and awards luncheon. The budget will be determined by the MTA Board of Directors.
- Identify and secure locations for evening socials
  - a. Recommend a place for people to gather Friday night after productions to talk and party.
    - i. Friday night is fairly informal and may not need any actual reservations.
    - ii. This locale does not need to be as large as the space for the Saturday social.
  - b. Secure one location for the Saturday night adult social
  - c. Secure a separate location for the high school students’ Saturday night social.
- Identify and secure a room for adjudicators and board members to use as a “base” during the festival.
  - a. MTA will provide food and drinks for board members and adjudicators throughout the day.
  - b. These refreshments will be paid for with MTA funds.

#### Registration Information: Host Responsibilities

- Create packets for registrants
  - a. Include community promotional information including but not limited to:
    - i. Maps
    - ii. List of local restaurants, attractions, and other entertainment opportunities
  - b. Generally, one packet has been created for each individual who registers for the conference.
  - c. Community theatre participants may arrive together or separately; group their packets together and disseminate them as appropriate.
- Ensure that there are sufficient on-site registration forms, extra city maps, restaurant guides, etc.

#### Productions

- In addition to the following, review the section in the MTA Handbook under Community Theatre Festival Rules / Guidelines – Facilities of the Host Theatre.
- Secure volunteers to be backstage hosts.

- a. Backstage hosts must be present for all load-ins, load-outs, rehearsals and performances.
  - b. We must have sufficient competent people who are educated in how to run lights, sound, and other backstage equipment present and willing to work for the duration of the festival
- Send the Executive Director name(s) of the Technical Director(s) that can be contacted regarding stage, lighting, and sound requirements.
  - a. Prioritize communicating this information, as it must be received before the Board of Directors can send correspondence to potential participating groups.
  - b. Include all necessary contact information.
- Provide a copy of the lighting plot and dimensions of their stage. (A ground plan is ideal if one exists.)
  - a. Include a list of equipment that is available at the theatre.
  - b. See the copy of the form in the MTA Handbook Community Theatre Festival Rules/Guidelines -- Host Site Technical Information Sheet

### **Social Events**

- A large social will be held on Saturday night for the adults and for the high school age students but they will need to be at separate locations.
- Someone from the host site will need to locate someone to either provide or cater the Sunday morning brunch. The price will be presented to the MTA board of directors for approval.
- A budget will be provided to the host theatre for these socials.

### **Publicity**

Host site should designate a local person to handle publicity.

### **Volunteers**

Volunteers will be needed for the following areas:

- Man the registration booth
- Backstage and load-in / load-out crew
- Socials, brunch, etc.
- Time keepers for the secondary and the community theatre chairs
- Concessions can be provided and the host theatre may keep the profits

### **Awards Ceremony**

- Identify and secure a nice, professional setup for the awards ceremony.
- At a minimum, ensure that there are:
  - a. Two large, well-decorated tables with tablecloths, plants, etc.
  - b. Podium with microphone
- The MTA board of directors will handle awards / plaques.

### **Theatre for Youth Festival**

- The Theatre for Youth Festival is a separate event from the main festival.
  - a. It is typically held at another location.
  - b. It is generally on the Friday of the festival.
  - c. It requires that the host site work with the local schools to bus children into the productions.
- All arrangements for the Theatre for Youth festival should go through the Theatre for Youth Division Chair.

## REGISTRATION CHECKLIST

(Executive Director)

**One of the biggest and most important aspects of the host's responsibilities is the festival registration process.**

- Send MTA members welcome letter and copy of individual registration form.
- Remind Community Theatre Division Chair to send a letter to all Mississippi community theatres
  - a. Encourage them to become members of MTA and attend the festival.
  - b. Include organizational and individual registration forms.
- Verify whether the Secondary Division Chair will be able to attend regional festivals
  - c. Prepare and present (or have the Secondary Chair / Vice Chair present) the directors / sponsors of the schools advancing from the regional festivals with an informational packet
  - d. Include:
    - i. A welcome letter
    - ii. Organizational and individual registration forms
    - iii. Code of conduct forms
    - iv. Technical questionnaire
    - v. Hotel information
- Verify that each Division Chair knows to collect registration information from their division entrants
  - a. Division chairs will keep a checklist of what theatres have and haven't submitted.
  - b. Collect copies of registration forms and other information from the Division Chairs.
- Maintain accurate records of registering organizations and individuals
  - a. Keep a list of schools, theatres, and individuals who have registered.
  - b. Keep a list of who has and hasn't paid organizational dues and festival registration fees.
  - c. Keep a list of who has and hasn't submitted the proper forms.
- Produce name tags for each individual who has registered for the conference. Name tags should include Name, Theatre, Official Designation (office, host, volunteer, etc.)
  - a. As registration forms are collected, host site will need to keep a list of how many t-shirts are needed and prior to festival group all t-shirts by school, theatre, and individual.
  - b. It has worked best in the past to have all of the high schools' t-shirts, community promotional information, programs, and name tags grouped together in a box. Once the teacher registers, they can distribute these items to their group.
- Provide schools and theatres with a receipt for their registration fees.
- Tickets purchased at the door: \$25 for weekend pass; \$15 for a day pass and \$5 for a block pass.

## MTA FESTIVAL TIMELINE: COMMUNITY THEATRE DIVISION

### Festival-Related Responsibilities of the Division Chair

- Reference the Community Theatre Division section in the MTA Handbook
- Send letter to community theatre encouraging participation in festival.
- Acquire a timekeeper for festival.
- Send confirmation of registration.

### Registration

- Prepare and send letter from community theatre chair inviting community theatres to participate.
  - a. Send this letter mid-October so that it will arrive before the Community Theatre Festival registration window opens
  - b. Include as available (from the MTA Handbook):

- i. Community Theatre Festival Rules
  - ii. Map of Theatre with dimensions and light plot
  - iii. Theatre registration form
  - iv. Individual registration form
  - v. Map to theatres
  - vi. Local and community festival contact information
  - vii. Community Theatre Festival Registration Deadline: December 1
  - viii. Community Theatre Festival Paperwork Submission Deadline: December 15
  - ix. Deadline for Individual Pre-Registration: January 1
  - x. Housing options, rates, and deadlines
  - xi. MTA Festival Technical Questionnaire
  - xii. Address for sending registration and scripts (Remind theatres to submit their materials to the Community Theatre Division Chair, not the host theatre.)
- c. See a sample letter in the Community Theatre Division Section of the MTA Handbook.

#### **Registration procedures:**

- Send confirmation to each director within two weeks of receiving an application to verify their performance slot.
- Collect the registration forms and send to Executive Director no later than December 15.
- Collect scripts from directors and send to adjudicators no later than December 15
- Provide directors with the performance order and tentative festival schedule by December 20
- Confirm with director that they have the theatre rules, theatre map, light plot, necessary forms, and proper contact information should they have questions.

### **MTA FESTIVAL TIMELINE: SECONDARY DIVISION**

#### **Festival-Related Responsibilities of the Division Chair:**

- Send letters to high schools in August encouraging them to participate in the regional festivals.
  - a. Explain the goals and objectives of both the regional and the state festival.
  - b. Encourage non-participants to attend as observers.
  - c. Give dates and locations for the regional festivals and the state festival.
- Ensure that there is an MTA representative at each regional festival. (This can be the Secondary Division Chair and Vice Chair if there is no conflict.)
  - d. Present the directors / sponsors of the schools advancing from the regional festivals with an informational packet immediately following the regional festivals with the pertinent information for registration for the state festival.
  - e. This must be immediate because the registration deadline follows so short after the regional festivals.
  - f. Include:
    - i. A welcome letter
    - ii. Organizational and individual registration forms
    - iii. Code of conduct forms
    - iv. Technical questionnaire
    - v. Hotel information
- Present an informational packet to the state festival winner and runner-up immediately following the state festival.
  - a. Meet with winning school's director prior to leaving the conference
  - b. Explain the deadlines and procedures for the SETC annual convention.
- Acquire timekeepers

**Packet for Regional Winners must include:**

- Letter congratulating them as winners.
- Registration forms for production and individuals.
- Secondary Festival Rules
- Map of MTA State Festival theatre facility with dimensions and light plot
- Organizational and individual registration forms
- Map to theatres
- Local and high school festival contact information
- Deadline for registering production: December 15
- Deadline for individual registration: January 1
- Deadline for submission of production registration info: January 1
- Housing options, rates, deadlines
- MTA Festival Technical Questionnaire
- Remind directors / sponsors to send registration and scripts to Chair not the host theatre.
- Consent Form Agreement – Student Code of Conduct
- Alcohol and Other Drug Policy

**Registration procedures:**

- Collect the registration forms and send to the Executive Director by December 20.
- Provide directors with the performance order and tentative festival schedule by December 20.
- Confirm with director that they have the theatre rules, theatre map, light plot, necessary forms, and proper contact information should they have questions.
- Remind directors to bring programs
- Provide information about the workshops and socials.
- Assist directors / sponsors with completing registration materials, as applicable.

**OTHER FESTIVAL DUTIES / TIMELINES****Individual Registration Mailer**

- Responsibility: Executive Director & President
- Deadline for Mailer:
- First Mail out:
  - a. Letter from President about the festival
  - b. Location of festivals, dates, and housing options
  - c. Map to theatre
- Second Mail out:
  - a. Send confirmation of registration to individuals within two weeks of receipt.
  - b. Send tentative schedule to individuals by:
- Send registration information to Executive Director by:
- Name tags, counts for programs, etc.

**Adjudicators**

- Responsibility: Vice President
- Suggested names:
- Other Responsibilities:

- a. Housing
- b. Transportation (work with Executive Director)
- c. Gift
- d. Hosts
- e. Lounge
- f. Get Bios and headshots from adjudicators

### **Social functions**

- Responsibility:
- Adult Social
  - a. Budget:
  - b. Location:
  - c. Food:
- Youth Social
  - a. Budget
  - b. Location:
  - c. Food:
- **Total Budget:**

### **Registration**

- Responsibility: Executive Director and Festival Host
  - a. Host:
    - i. Collect materials for packets
      - » City map
      - » Restaurant guide
      - » Local information
    - ii. Schedule someone to be at the registration desk
    - iii. Assemble packets for each group (along with Executive Director)
      - » City packets
      - » *Separate T-Shirts*
      - » Receipts
      - » Programs
      - » Director's schedule
  - b. Executive Director:
    - i. Other things needed at the registration table:
      - » On-site registration forms
      - » Receipt pad
      - » Tablecloth, arrangements
      - » Extra city guides, maps, restaurant guides

### **Workshops**

- Adult
- Youth

### **Publicity**

**Secure Awards**

- Responsibility: Executive Director

**Historian/Program Information**

- Responsibility: Executive Director / Mississippi State University Library

**Program compilation and production**

- Responsibility: President / Executive Director