

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

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

TITLE BLOCK SAMPLE

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

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).