

STATE MEET OAP

Directors Handbook



Updated for 2021 only

STATE 2021 UIL OAP SCHEDULE

Schools 1 & 5

8:30am: School will arrive dressed to perform and load in

8:45am: School will do tech rehearsal

9:45am: School meet time

10:00am: School performance

10:45pm: School loads out

11:00am: School critique while unit set is sanitized then leaves

Schools 2 & 6

11:00am: School will arrive dressed to perform and load in

11:15am: School will do tech rehearsal

12:15pm: School meet time

12:30pm: School performance

1:15pm: School loads out

1:30pm: School critique while unit set is sanitized then leaves

Schools 3 & 7

1:30pm: School will arrive dressed to perform and load in

1:45pm: School will do tech rehearsal

2:45pm: School meet time

3:00pm: School performance

3:45pm: School loads out

4:00pm: School critique while unit set is sanitized then leaves

Schools 4 & 8

4:00pm: School will arrive dressed to perform and load in

4:15pm: School will do tech rehearsal

5:15pm: School meet time

5:30pm: School performance

6:15pm: School loads out

6:30pm: School critique while unit set is sanitized.

Also, this schedule can fluctuate by as much as 15-30 minutes either way.

5A Company Meeting

The 5A State Company meeting will be **Tuesday, April 27 at 5:30 pm.** where questions about the contest can be answered and for you and your students to meet your state adjudicators.

Please have all, or as many of your students present with you, so that our critics and contest manager can answer questions.

This is a ZOOM meeting.

Make sure you have downloaded ZOOM on your device prior to this meeting so that we can start on time. Contact me if you have questions. –Paula

Paula Rodriguez is inviting you to a scheduled Zoom meeting.

Topic: 5A State OAP Meeting

Time: Apr 27, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://utexas.zoom.us/j/99992333722>

Meeting ID: 999 9233 3722

One tap mobile

+13462487799,,99992333722# US (Houston)

Dial by your location

+1 346 248 7799 US (Houston)

Rehearsal Information

REHEARSAL

- Be early to your assigned time.
- The unit set will be SL and your personal set items will be SL for set up.
- All time warnings will come from the UIL Staff Stage Manager.
- You will have 60 mins for your rehearsal.
- At your 15-minute warning, you must run your opening and closing, if you have not done so already. The Stage Supervisor will review this with you. I'd prefer to run them back to back after your set up, or we can run in sequence.
- There is a headset available SR, SL, and in the Booth.
- Please have a designated student giving starting and closing cues on the headset. UIL Staff Stage Manager will not start or close any show without a cue from your company.
- Fog is allowed, please show the REAL amount in rehearsal.
- Weapons
 - CM or SS approve and see how they are used.
 - Keep in the hands of the Director, not students.
 - Bring to downstage apron
- Stage Combat – fights, weapons, falls, jumps, etc. I need to see it!
- Gunshots or Explosions – sound effects or otherwise, please let us know.
- Reminder- confetti, baby powder, blood, glitter, etc must be pre-approved during rehearsal. Full Disclosure...we need to see the REAL amount you use in your show.
 - UIL STAFF has final say on what is or is not allowed on stage.
- Cell phones: They are not allowed during rehearsals or performances backstage, unless in airplane mode approved by the Stage Supervisor/Contest Manager.
- I will be walking around, please don't stop working. If I have a concern or question, I will only address a director.
- The pit is off limits to everyone.
- Crossover is marked by glow tape- it is behind the cyc. But this space is limited.
- The house lights will not completely go off; they remain at 20% for the duration of the performances.
- If there are technical difficulties, the Contest Manager will make the decision whether or not to stop your show.
- Please make sure your truck stays in the dock after you unload, we don't want loud beeping during performances.

Performance/Extra Information

PERFORMANCES

- At the end of your tech rehearsal; we will meet SL while the audience loads in the house. You will be able to meet with your company during this time in a holding room SL and use the restrooms.
- When you get to places; you will freeze and we will start your show from there.
- We will not go to blues, if you start with the curtain open!
- Directors need to exit stage left. The Stage Supervisor/Contest Manager will run this with you in your rehearsal.
- All time warnings will be on the headset. Please respond to notices given.
- Takes 30 seconds to stop the show, don't risk it! Shows run long at State.

STRIKE

- After the show, lights will come on and you will immediately strike to the dock.
- Once your truck is loaded, it will need to move out of the dock area for another school to load in. Please have a driver that stays with your truck.

CRITIQUE

- A caller will escort your company to critique in the Blackbox, immediately following your performance.

FOOD AND DRINK

- NO FOOD OR DRINKS BACKSTAGE, OR IN THE HOUSE.

AWARDS CEREMONY

- Awards will be on Zoom an hour after the last ballot is collected.

SAMPLE STAGE MANAGER'S CUE SEQUENCE / ALERTS SHEET

OPENING WITH CURTAIN CLOSED:

1. *Ask:* "COMPANY STAGE MANAGER, ARE YOU ON HEADSET?"
2. *Ask:* "BOOTH, ARE YOU ON HEADSET?"
3. *Say:* "Reminder that while on headset, please acknowledge UIL staff vocally"
4. "WARNING- OPENING SEQUENCE."
5. *Confirm:* "LIGHT BOOTH, ARE THE JUDGES IN THEIR SEATS?"
6. *Confirm:* "BOOTH, HAS THE CONTEST MGR LEFT THE STAGE/SAT DOWN?"
7. "WARNING WORKS OUT" (AND CURTAIN WARMERS OUT.)
8. "WORKS OUT. GO." (AND CURTAIN WARMERS OUT. GO)
(includes backstage works assigned to Honor Crew)
9. "WARNING HOUSE TO HALF."
10. "HOUSE TO HALF. GO."
11. "WARNING HOUSE OUT."
12. "HOUSE OUT. GO."
13. "WARNING CURTAIN."
14. "CONFIRM COMPLETE?"
15. "CURTAIN. GO."
16. "CONFIRM COMPLETE?"
17. "THE SHOW IS YOURS."

OPENING WITH CURTAIN OPENED:

1. *Ask:* **“COMPANY STAGE MANAGER, ARE YOU ON HEADSET?”**
2. *Ask:* **“BOOTH, ARE YOU ON HEADSET?”**
3. *Say:* **“Reminder that while on headset, please acknowledge UIL staff vocally”**
4. **“WARNING- OPENING SEQUENCE.”**
5. **“WARNING WORKS OUT”**
6. **“WORKS OUT. GO.”** (*includes backstage works assigned to Honor Crew*)
7. *Confirm:* **“LIGHT BOOTH, ARE THE JUDGES IN THEIR SEATS?”**
8. *Confirm:* **“BOOTH, HAS THE CONTEST MGR LEFT THE STAGE/ SAT DOWN?”**
9. **“WARNING HOUSE TO HALF.”**
10. **“HOUSE TO HALF. GO.”**
11. **“WARNING HOUSE OUT.”**
12. **“HOUSE OUT. GO.”**
13. **“THE SHOW IS YOURS.”**

SAMPLE ALERTS DURING THE SHOW: *(Backstage, you can physically show them your stop watch at any time.)*

1. **“STAGE MANAGER?”**
2. **“THIS IS YOUR OFFICIAL NOTIFICATION THAT YOUR ARE 15 MINUTES INTO YOUR RUN.... NOW. (students must respond)**
3. **“STAGE MANAGER?”**
4. **“THIS IS YOUR OFFICIAL NOTIFICATION THAT YOU ARE 35 MINUTES INTO YOUR RUN.... NOW.”**
5. **“THIS IS YOUR OFFICIAL 4 MINUTES REMAINING.”**
6. **“THIS IS YOUR OFFICIAL 3 MINUTES REMAINING.”**
7. **“THIS IS YOUR OFFICIAL 2 MINUTES REMAINING.”**
8. **“THIS IS YOUR OFFICIAL 1 MINUTE REMAINING.”**
9. **“THIS IS YOUR OFFICIAL 30 SECONDS REMAINING.”**
10. **“THIS IS YOUR OFFICIAL 15 SECONDS REMAINING.”**

CLOSING WITH CURTAIN CLOSED:

1. **“WARNING CLOSING SEQUENCE”**
2. *When show is over and blackout complete:* **“CURTAIN CLOSE. GO.”**
3. *Curtain close complete:* **“WORKS AND HOUSE UP. GO.” (AND CURTAIN WARMERS)**
4. **“ALL CURTAINS FLY. GO”** *(Backstage works should come on at this time)*

CLOSING WITH CURTAIN OPENED:

1. **“WARNING CLOSING SEQUENCE”**
2. *When show is over and blackout complete:* **“WORKS AND HOUSE UP. GO.”**
3. **“ALL CURTAINS FLY. GO”** *(Backstage works should come on at this time)*

UIL OAP – STATE MEET

OPENING/CLOSING SEQUENCE

SCHOOL NAME: _____ CONFERENCE: _____

TITLE PLAY: _____

The UIL Stage Manager will call the cues for the opening and closing sequences of your show. Please complete this form indicating the order of each.

A member of your crew must be available to call light cues, half page warnings, and GO's. (Example: *WARNING. LIGHT CUE 1; LIGHT CUE 1. GO*).

STUDENT LIGHT CUE CALLER: _____

OPENING SEQUENCE:

1. UIL Staff confirms all Judges are in their seats
2. UIL Staff calls: **WORKS OUT.**
3. UIL Staff calls: **HOUSE OUT.**
4. UIL Staff calls: **CURTAIN OPEN, IF USED.**
5. UIL Staff will say: **THE SHOW IS YOURS.**
Your company takes over from here...

Please briefly describe the first clear indication: _____

CLOSING SEQUENCE:

Who will receive the time warnings? _____

A designated member of your company is responsible for initiating the closing sequence. A member of your crew will call the final light cue; the UIL Stage Manager will call the closing sequence.

1. UIL Staff calls: **WARNING CLOSING SEQUENCE.**
(This will happen when you move into your last light cue.)
2. Once the stage is black and applause starts, UIL Staff will call: **CURTAIN CLOSE, IF USED.**
3. UIL Staff calls: **WORKS AND HOUSE UP.**
(Backstage works should come on at this time, and back curtains open for strike as well.)
5. Don't begin to strike until UIL Staff says: **YOUR STRIKE BEGINS NOW.**

Please briefly describe the final clear indication: _____

UIL ONE ACT PLAY STATE MEET ___ A PERFORMANCE NOTES

Show Title: _____

School: _____

Director(s): _____

Performance Order: _____

CURTAINS:

Grand Drape Opened or Closed at top of show: _____

Using the Cyc or Back Traveler: _____

CREW:

Stage Manager's Name: _____ Location: _____

Sound (Backstage or Booth): _____

ACTORS:

Actors on Stage at the Top of the Show (Yes or No): _____

Audience Entrances or Exits: _____

EXTRA INFO:

Liquids, Confetti, Snow, Powers: _____

Notes: _____