

UIL ONE-ACT PLAY STATE MEET PARTICIPANT GUIDE 2015

THIS GUIDE CONTAINS TIME-SENSITIVE
INFORMATION.
PLEASE READ

IMMEDIATELY!!
READ EVERY PAGE
CAREFULLY AND THOROUGHLY.



C o n g r a t u l a t i o n s !

READ CAREFULLY!

Congratulations for advancing to the State Meet One-Act Play Contest. We are looking forward to seeing you.

THE LISTED TASKS MUST BE COMPLETED NO LATER THAN MONDAY APRIL 27, 2015.

Any school that fails to meet the Monday, 12 midnight deadline will be declared ineligible for the State Meet One-Act Play Contest.

1. **STATE CONTESTANT ENTRY FORM:** Careful completion of this form is a necessity. The form is posted on the State Meet page of the website. **PROOF CAREFULLY.** We will use this data to create the program.
2. **SPRING MEET ENTRY SYSTEM** - Any changes to cast, crew, alternates or directors need to be made by this deadline. The system will open at noon on April 26th and close at midnight April 27th. A red button labeled "Make Changes" will open on the main Theatre page on our website.
3. **SCRIPTS:** To be in compliance with Section 1033 (c)(1)(I) Script Integrity: it is necessary that you send **FOUR** complete published scripts that show the cuts. Text to be used must be highlighted; text to be cut, struck through. These scripts will be sent to the critic judges and contest manager for review and will be returned to you during your critique. Send this to:

**State Theatre Director
UIL
1701 Manor Rd.
Austin, Texas 78722
DO NOT REQUIRE A SIGNATURE**

PERFORMANCE ORDER

- **EVERYONE MUST CALL LUIS MUÑOZ WHEN YOU ADVANCE!** Please have any conflicts with other academic contests ready to report. You may call my cell (512/507-0462) on Saturday or Sunday before noon. No consideration will be given to scheduling conflicts with company members who are entered in other UIL State Contests after **noon Sunday, April 26.**
- **ORDER.** The order of appearance of your play was determined at a drawing conducted by League officials. You will be sent a schedule after all contest entry forms are received and conflicts with other UIL events are resolved. The schedule will be posted on the UIL web site as soon as it is final. Please DO NOT call to ask what the order is.

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STATE PROGRAM, MARKETING AND ARCHIVAL PHOTOGRAPHS

We will need high quality photographs of your company and your show. The pictures must be close-up action scenes of your actors in costume and makeup. Snapshots are of NO value.

1. All schools are expected to furnish digital files of photos.

They must be at least 300 dpi jpg or pdf files. These will be used for the State Meet Program.

(3) “close-up” color 7” x 5” (Width by Height) Vertical shots do not work well in the program.

(1) one posed color 7” x 5” (Width by Height) company photo **IN COSTUME!** Try to make the shot as compact as possible. Wider shots make the kids look smaller.

(1) 10” X 8” (Width by Height) color photo labeled as "Favorite."

Send these by e-mail or USPS, UPS or Fedex to:

lmunoz@uiltexas.org

or

State Theatre Director

1701 Manor Rd

Austin, TX 78722

We must receive these no later than noon Thursday, April 30, 2015

In a separate "Word" document, identify each photograph in this exact fashion:

File Name - School - Title of show

L-R - Names of actors separated by commas (No all-caps, no character names, nothing but names). If in rows add L-R 1st Row - the L-R 2nd Row etc.

2. All schools are also expected to furnish:

(3) “close-up” black and white 7” x 5” (Width by Height) glossy **PRINTS**

(1) posed black and white 7” x 5” (Width by Height) glossy company photo **IN COSTUME!**

(1) 10” x 8” (Width by Height) black and white print of your favorite photo

The printed photographs are retained for State Meet OAP records.

Use the form on the next page to identify the photos.

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The remainder of this packet provides information which will affect your preparation for the state contest. **Read** it with care!

WE MUST RECEIVE THE FOLLOWING 3 (Three) ITEMS BY 4PM FRIDAY MAY 8

1. **Proof of Royalty & Permission to Perform.** You must send written evidence that you have made all necessary royalty payments to the publisher of your play. If you are producing scenes from a long play or an original, we must have indication of approval from the publisher and/or playwright. The play will not be performed unless such evidence is provided, unless, of course, the play is in public domain.
2. **Music Log.**
3. **Light Cues.** (See link on our website under State)
4. **"Coaches Photo Release Form"** In this packet. The student forms are filed at the school. We only need this form.
4. **Current "Standards Compliance Form."**

We require United States Postal Service EXPRESS MAIL (overnight), UPS or FEDEX! DO NOT SEND CERTIFIED MAIL! Ground delivery address is UIL State Theatre Director, 1701 Manor Rd., Austin TX 78722 (512-471-9996 or 471-4517) DO NOT FAX.

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- **Company Meeting.** It is essential that all directors and all members of their companies meet in the house (McCullough for Conferences 1A, 2A and 3A or Bass Concert Hall for Conferences 4A, 5A, and 6A) on the day of their contest. The meeting will begin as soon as all eight companies are loaded in but no later than 7:30am. **DO NOT BE LATE**, and please do not request that some members of your company be excused unless they are an eligible entry in another UIL contest with a conflicting schedule. No other reasons will be considered. Start early in order to locate suitable parking. Please remind your company that proper footwear should be worn at all times - no bare feet, no flip-flops. In the event of an emergency that prevents your attendance, call 512/507-0462 to reach BASS or 512/799-3668 to reach McCullough. The contest cannot be properly conducted unless each director and contestant is present. Details pertaining to every aspect of the contest will be discussed at this meeting and at no other time.
- **Registration.** You will register at the company meeting on the day of your contest. Information about lodging, meals, etc., has been sent to your administrator.

Rehearsal, Performance and Critique

- **The Load-in.**
Conferences 1A - 3A will unload down the sidewalk on the south side of the McCullough Theatre between 6:30 and 7:15 am prior to the company meeting on the contest day. This is the only time you will be allowed to unload. This sidewalk will constitute their "loading dock" for **UNLOADING ONLY** and scenery/properties must be carried from the street and through standard size personnel doors. The League crew will be on hand to help store them. **Immediately following your performance**, each company shall clear the stage in the 7 minutes allowed and then **load out** under the supervision of the League crew. **DO NOT BRING YOUR OWN STAGE WEIGHTS.** We have plenty.

Conferences 4A-6A schools must unload at the Performing Arts Center loading dock (see map) between 6:30 and 7:15 am prior to the company meeting on the contest day. This is the only time you will be allowed to unload. **DO NOT BRING YOUR OWN STAGE WEIGHTS.** We have plenty.

The State Meet Contest Manager can deny
- **the storage of any items found to be too bulky, not properly contained, dangerous or fragile. Such items will be the company's responsibility.**
- **Load-out. All companies will be required to load-out immediately after your show.** Immediately following your performance, each company shall clear the stage in the 7 minutes allowed and then load-out under the supervision of the League crew. **You will need to plan in advance with your driver to make this work.** Cast members not needed to help load-out shall be escorted to their dressing room where you will have approximately 45 minutes to vacate the room. This includes the last company. All companies will load out at the PAC loading dock.
- **Rehearsals.** Your entrance is on the east side of Bass at the glass doors. A caller will meet you at your designated entrance. You will have exactly 50 minutes to establish location of props, rehearse light and curtain cues, and rehearse critical scenes with actors. The League Crew requires that each company use the last 5 minutes of that time to strike your set to your designated storage space. If you have not spiked your show during your rehearsal, we will reserve the last 10 minutes to do so. You must rehearse the opening and closing of your show. If you have not done so during your rehearsal, we will reserve the last 15 minutes. Each director will be given a warning at **15, 10** and **5** minutes to go. At the end of that time, you will give up the stage to the next company regardless of whether or not you have finished rehearsing. It is strongly urged that you carefully plan the use of this time before your arrival at the theatre. At least one-half of it should be allowed for technical production matters and you are urged to run your show light cue to light cue ("cue to cue") to reduce mistakes. Under no circumstance will there be any exceptions to the 50-minute rehearsal time limit. No additional rehearsal time will be granted to any company before the scheduled period.
- **Scenic Disclosure.** Full disclosure of the use of the basic set, unit set, properties, scenery, approved additions, and items allowed under 1033 (c) (2) (F) (i-v) is required at rehearsal. Items or usage, excluding costumes and hand properties, not disclosed during the rehearsal will not be allowed for performance. This requirement is intended to avoid set rule violations. Failure to comply may result in disqualification.

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- **The Crew.** The League crew, the State Meet Honor Crew, and the PAC staff will assist each company as needed. They will operate the light board and all curtains on your cues. The League crew will assist in every way possible but **WILL NOT SET** your show. The League will supply all spike tape.
- **The Stage.** The act curtain flies or rises. It does not travel or draw. The acting area (see enclosed drawings for detail of theatres) is masked by black velour drapes arranged to represent a wing and drop set and is the basic set for all plays staged at this contest. The complete League-Approved Unit Set will be available and elements of the Unit Set you require should be noted on the State Contestant Entry Form. We provide standard stage doors and windows. **Please indicate which way doors need to open. NOTE: In compliance with State Fire Code, no open flame or fire will be permitted. Because of the fire suppression systems in McCullough & Bass, use of powder, glitter or other slippery substances may be forbidden.**
- **The Lights.** Lighting areas and numbers are as indicated on the enclosed UIL lighting instructions.

Intensity may be regulated to suit your requirements, and intensity may be regulated for each area, not each instrument. Your students will not be permitted to run the light board; it will be operated by the PAC staff. It is essential that you send the enclosed sheets for programming your light cues by the deadline. Keep your lighting requirements simple! Setting cues takes time.

No followspots will be available.

- **The Props/Furniture.** You should bring all stage props, additional doors and windows and special approved items. You may NOT bring any elements of the League-Approved Unit Set. Small props that you desire to store under the supervision of the League crew **must** be packed in a box or container to keep them together. **The State Meet Contest Manager or State Theatre Director can deny the storage of any items found to be too bulky, not properly contained, dangerous or fragile. Such items will be the company's responsibility.**
- **Makeup and Costumes.** Makeup and costumes are not furnished. Bring these with you.

There are dressing rooms with lighted mirrors. Most have sinks and bathrooms. Costumes on racks should be clearly marked for identification. Racks that will not fit in a standard passenger elevator will not be allowed. We will provide racks for those without or with racks that are too large. Dressing rooms will be used by multiple companies. Each company will have approximately 60 minutes in a dressing room prior to your performance. Casts should arrive as prepared as possible. You will have 45 minutes in the dressing room after your performance.

- **Sound.** A small portable sound support system will be provided. If you wish to use the system, provide sound on a CD or iPod (you supply the adapter) to operate directly on our portable system.
- **The Judge, The Decision, and The Critique.** In keeping with the educational objectives of play competition, a panel of three judges will be used for each contest. The critic judges will be presented at the company meeting to explain briefly their adjudication approach. Judges are given copies of all plays to be judged and are required to review the contest rules and judging standards the day of the contest. The critic judges will be specifically instructed to disregard all special lighting or scenic effects. The critic judges are also asked not to penalize for mistakes in production beyond company control.

The panel of judges will select a winning play, first and second runner-up plays. One of the three judges will choose the all-star cast (plus honorable mention if desired), a best actor and actress and the outstanding performer of each conference. It is taken for granted that you and each member of your company will accept the decision graciously. The judges will provide an oral critique of each production as determined during the directors meeting. They will each provide the written evaluation form. Conference 2A-5A critiques are scheduled from 10 am to 1:00 pm the morning following the contest in the lobbies of Bass Concert Hall and the order is determined at the end of the 7:30 am company meeting. Conference 1A and 6A are scheduled simultaneously after the results are announced Thursday evening. It is required that you and the members of your company remain to hear this critique. Do not request that some members of your company be excused unless they are an eligible entry in another contest with a conflicting

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schedule. No other reasons will be considered. Failure to attend the critique will be considered a violation of Section 1034 of the C & CR.

Other Important Information

Backstage Access. The callers have an official list which includes your name(s) and the names of your student company. Only those whose names appear on this list will be admitted backstage through the security check point at either facility. Co-/Assistant/Technical directors (maximum three) must be listed on the Eligibility Notice. You are reminded that alternates may be used at the State Meet in one of the following situations:

- 1) As an audience member under the supervision of an adult from the school district,
- 2) As a dressing room assistant under the supervision of the school's directors.

An alternate shall not be allowed to participate in the set, strike or run of the contest entry. Those used in the dressing rooms will be sent into the house as **OBSERVERS ONLY** while the cast and crew go on stage during your rehearsal period. The contest manager will reserve seats for the alternates and director.

Picture Taking. Picture taking or use of any recording device is not permitted in the theatre during contest performance or awards; no cameras or camera phones, video recorders or tape recorders (exclusive of sound systems used for production) will be allowed. Relay this information to family and friends who will attend the State contest. **You are responsible for any unsportsmanlike behavior on the part of your public.**

Scholarship Opportunities. Your students are now eligible to apply for Texas Interscholastic League Foundation Scholarships. The application deadline is May 31, 2015. Additional information and applications can be found on the UIL web site: www.uiltexas.org Click on the Texas Interscholastic League Foundation link (TILF) on the main page.

Be On Time

Because of its primary importance to the success of the contest, we re-emphasize the absolute necessity for being on time at all

times. Official time is kept by the University Tower Clock. Please impress upon each member of your company his/her individual responsibility for cooperating with the Contest Manager and League crews and for rigid adherence to the rehearsal and performance schedules.

Parking

Parking is difficult around the campus. Posted rules on the campus are strictly enforced for residents and visitors alike. You may park a car, bus or truck at the loading dock at Bass **ONLY** while it is being loaded or unloaded. It must be moved immediately thereafter. There is no designated bus parking on the UT Campus. During the day buses may park East of IH 35 on Comal Street next to the cemetery. Parking restrictions on campus are 24/7. There are several paid parking garages within walking distance to both Bass & McCullough (see maps link on our website.).

How to Contact Us

We invite you to call, fax or e-mail our office if we can provide further information or be of service to you. **Telephone:** 512/471-4517 (Luis direct) or 471-9996 (Elisabeth or Connie) **Fax:** 512/471-7388. **E-mail:** theatre@uiltexas.org. Mr. Muñoz will be in the office most of the time from 9:30 am to 5 pm, Monday through Friday. If he doesn't answer, leave a message or call the other number from 8:00am – 5pm and talk to Elisabeth or Connie or **HOLD**.

We look forward to seeing you soon. Best wishes and GOOD SHOW!

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1A, 2A and 3A PARTICIPANT TICKET INFORMATION

The advanced ticket allotment for each school is ONE HUNDRED (100) for your performance session ONLY. Tickets are to be sold to patrons of your school ONLY! DO NOT SELL TO OTHERS. (See Section 1034 of the C & CR)

A school representative, whose name will be provided by the MAY 15 deadline, must pick up and pay for their session ticket allotment between 8:30 am - 9:30 am (immediately after company meeting) or 2pm - 3pm on the day of your competition. These are the only times the Bass Concert Hall Box Office will be open prior to general sales which begin at 3pm each day.

Please note the enclosed Tentative Program that includes the One-Act Play Contest schedule and basic explanation.

Purchase arrangements for ticket allotments must be made by phone (512/471-4517 or -9996) with me. Arrangements must be completed by Friday, May 15, 2015 at 12:00 Noon. By this deadline, directors must also indicate which plays from each session members of their company will see. Please remember to allow time to change out of costume and to eat. Don't forget to include your alternates when counting. Do NOT email or FAX this information. We will NOT accept it.

Session ticket allotments and seats for participants' tickets not reserved will be made available to other participating schools after 1:00 pm May 15, 2015. Ticket prices are \$10.00 for students and \$12.00 for adults per session. Make one check for the total ticket amount payable to UT-Austin. Payment is made directly to the Ticket office when you pick up your tickets. Credit Cards & purchase orders are NOT accepted.

Do not arrange to meet patrons for distribution of tickets in the Lobby. Space is limited. We will not "hold" tickets at the box office. There is no will call service.

Stress to family and friends that they must be there on time. Doors will be closed at the beginning of each play and there is NO LATE SEATING.

P.S. AFTER May 15, if you have any emergencies having to do with picking up your tickets or wish to make special arrangements for pick-up, you may call the Box Office directly at 512-471-1446.

**University Interscholastic League
STATE MEET 2015
One-Act Play Schedule**

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May 26, Tuesday

- 7:30 am 3A company meeting & rehearsals: McCullough Theatre
4A company meeting & rehearsals: Bass Concert Hall
- 4:00 pm
Session I - 3A contest (4 plays), McCullough Theatre*
Session I - 4A contest (4 plays), Bass Concert Hall
- 7:30 pm
Session II - 3A contest (4 plays), McCullough Theatre*
Session II - 4A contest (4 plays), Bass Concert Hall
-3A and 4A Awards presentation follows performances in Bass

May 27, Wednesday

- 7:30 am 2A company meeting & rehearsals: McCullough Theatre
5A company meeting & rehearsals: Bass Concert Hall
- 10 am–1:00 pm Conference 3A & 4A critiques: Bass Lobby
- 4:00 pm Session I - 2A contest (4 plays), McCullough Theatre*
Session I - 5A contest (4 plays), Bass Concert Hall
- 7:30 pm Session II - 2A contest (4 plays), McCullough Theatre*
Session II - 5A contest (4 plays), Bass Concert Hall
-2A and 5A Awards presentation follows performances in Bass

May 28, Thursday

- 7:30 am 1A company meeting & rehearsals: McCullough Theatre
6A company meeting & rehearsals: Bass Concert Hall
- 10 am–1:00 pm Conference 2A & 5A critiques: Bass Lobby
- 4:00 pm Session I - 1A contest (4 plays), McCullough Theatre*
Session I - 6A contest (4 plays), Bass Concert Hall
- 7:30 pm Session II - 1A contest (4 plays), McCullough Theatre*
Session II - 8A contest (4 plays), Bass Concert Hall
*-1A and 6A Awards presentation follows performances in Bass and McCullough
-Theatrical Design Awards follows performances in McCullough
-Critiques following 1A and 6A awards presentation in Bass Concert Hall*

One-Act Play Admission

\$10.00 for students and \$12.00 for adults for EACH SESSION.

*Tickets for 1A, 2A & 3A in McCullough

Advance tickets will be made available on an equal basis to participating schools *for their session only*. Participating schools may purchase their total single session (four plays) allotment of tickets and make them available to school patrons as they see fit. Tickets will be available to the general public if any are returned by participating schools. Unoccupied seats will be sold 5 minutes prior to the beginning of each play for \$5 each. Complimentary tickets will only be honored on a space-available basis.

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THE UNIVERSITY OF TEXAS AT AUSTIN
UNIVERSITY INTERSCHOLASTIC LEAGUE

PHOTOGRAPHIC CONSENT AND RELEASE FORM

I hereby authorize the University of Texas at Austin and the University Interscholastic League (University), and those acting in pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.
- (b) Use my name in connection with these recordings.
- (c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/WWW) these recordings for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of the University. I have read and fully understand the terms of this release.

Name: _____

Address: _____

Street

City

State

ZIP

Phone: _____

Signature: _____ Date: _____

Parent/Guardian Signature (if under 18):

_____ Date: _____

THE UNIVERSITY OF TEXAS AT AUSTIN
UNIVERSITY INTERSCHOLASTIC LEAGUE

COACH PHOTOGRAPHIC CONSENT AND RELEASE CERTIFICATION FORM

School _____ **Check Event:**
Address _____ Congress CX Debate
City/Zip _____ Academics One-Act Play
Superintendent _____
Principal _____

I hereby certify to the University of Texas at Austin and the University Interscholastic League (University), and those acting in pursuant to its authority the following:

- (a) Upon qualifying for the UIL state championship event of the above checked event, I have distributed to and received back from the students representing my school, completed copies of the UIL Photographic Consent and Release Form.
- (b) The students representing my school have given (or their parent/guardian has given) consent for the UIL to use, reproduce, exhibit or distribute in any medium their image in conjunction with the UIL state championship event.
- (c) Any photos provided to the UIL for use in the state championship event program contains only those students whose image is not protected under the Family Educational Rights and Privacy Act (FERPA).
- (d) If a student representing my school wishes to not have their image used in the UIL state tournament program or in conjunction with the UIL state championship event, I have included their name(s) below.

UIL Acad Coordinator/Director/Coach Printed Name

Signature

Date

Email

Phone (include area code)

The following student(s) have not consented to have their image used by the UIL in any medium in conjunction with the UIL state championship event checked above. (List name and event.) I understand that their image will not be included in the UIL state championship event program.

FILING: This form must be received in the UIL office prior to the UIL State Championship event.