

"It is not bad manners but good business to make clear-cut contractual agreements."

TEXAS THEATRE ADJUDICATORS & OFFICIALS (TTAO) RECOMMENDED CONTRACTUAL AGREEMENT
CONTEST MANAGER AND CRITIC JUDGE

Critic Judge: _____
(Name) (Address, City, State, Zip)

(Cell Phone Number) (Email Address)

(Home Phone Number) (Work Phone Number) (Fax Number)

Contest Manager: _____
(Name) (Address, City, State, Zip)

(Cell Phone Number) (Email Address)

(Home Phone Number) (Work Phone Number) (Fax Number)

This is to confirm the agreement between the contest manager and the critic judge to serve as:

adjudicator for conference: Type of contest:

Zone: District: Bi-District: Area: Region:

The contest shall be held on _____ at _____ in _____
(MM/DD/YYYY) (Location) (City)

The director's meeting shall be held at _____ in _____
(Time) (Location of Meeting)

The contest shall begin at _____ and the shows will run back to back _____ one intermission.

It is understood that the critic judge (1) has paid current dues by the required deadline, (2) has not adjudicated this particular contest two consecutive years prior to this event, (3) agrees to uphold the standards of the One-Act Play Contest as set by the UIL and the TTAO Ethics Code, and (4) will provide a brief vita for program publication.

Payment will include the following to be paid by _____ (date)
Critic judging fee _____ (TTAO recommends \$50 per play, \$200 minimum-panelists should receive equal compensation for judging fees)
IRS mileage per mile, car rental and gas, or air fare (round trip) _____
Local Transportation _____ Parking _____ Hotel _____ Meals _____

Arrangements for the airfare, rental car and lodging shall be made by the:

School Districts are encouraged to make direct payment for airfare and lodging. Payment of honorarium and expenses (airfare, mileage, car rental, lodging etc.) shall be identified separately and a check shall be issued following the critique or no later than ten working days following the contest unless this contract is modified to reflect the adjustments. Failure to adhere to these conditions will result in notification of the State Executive Committee.

Dates for Securing Critic Judges:

State, Region and Area (Assigned by the UIL State Office) - Secure contracts ASAP after the announcement is made.

Bi-District - Contracts for single or all panel critic judges must be initiated after the announcement of the State, Region and Area critic judges list has been made. Contracts must be completed and signed before than August 10th.

Zone and District - Contracts may be initiated after August 15th, but no later than February 1st of the contest year.

Zone and District Panels - Only one critic judge of the panel of three may be contracted between August 15th and February 1st. The final two panelists may be contracted after November 1st, but no later than February 1st.

All contracts shall be issued within 10 days of any verbal agreement. If the contract is not issued within 10 days the verbal agreement shall not be binding on the critic judge. This contract shall be signed and dated by the critic judge and contest manager or responsible administrator. A signed copy shall be provided to the critic judge, contest manager and **State Theatre Director, University Interscholastic League, P.O. Box 8028, Austin, Texas, 78713-8028.**

The contest manager is responsible for providing (by phone) the critic judge with play titles immediately following the Title Entry Deadline and for area or regional, on entry deadline dates. Scripts requested by the critic judge for zone and district (and when possible above the district level) shall be provided through the contest manager.

(Signature of Critic) (Date) (Critic Judge's Social Security Number)

(Signature of Contest Manager) (Date)