



Department of Theatre Arts
Michelle Harvey: Faculty- Scenic Design, Painting & Props
UIL OAP Contest Manager

502 S. Cooper / Fine Arts Building- North section
Arlington, TX 76019
817-272-0453 office / 817-272-2650 Main office / Fax 817-272-2697
harveymd@uta.edu

Spring, 2018

TO: Advancing Directors of Areas within Region I - 6-A One Act Plays
FROM: Michelle Harvey, Contest Manager
RE: One Act Play **Region I** Competition on April 13, 2018

Congratulations on your success at the Area contest! We look forward to having your companies at the University of Texas at Arlington for the Region I Competition on April 13th. We know that you and your students have worked many long hours to get here, and we want to assist you in any way we can. For that reason, we would like to invite your entire One Act company (Directors, students, and any other individuals that you would like to invite) to attend an organizational meeting on Tuesday April 9th, at 5 p.m. in the Mainstage Theatre at the UT-Arlington campus. If your school cannot attend this meeting due to travel restraints, we will try to make time at 3pm on the 12th before official rehearsals begin to give you the same opportunity as closer schools. Please contact me if this is the case.

This meeting is not mandatory, but will provide you and your students several opportunities:

- See, measure and walk the performance stage, dressing rooms, etc.
- View all lighting, sound and intercom systems.
- Provide all pre-competition paperwork to the Contest Manager, so that on the day of the rehearsal and performance, directors may focus on their shows, only.
- Check that the lighting director received your Lighting Cue sheet (by April 9th at 9am) so that he may pre-record your lighting cues. This will save you valuable rehearsal time. Time will not be spent looking at your cues, we will just confirm that they were received.
- Learn about our requests from you in order to make the competition run smoother.
- Meet UTA student hosts and crew.
- Ask the Contest Manager any questions that you might have.

On the pages below, please pay close attention on the deadline for Online Enrollment, cut scripts, and the fee check for the contest.

Thank you, and welcome!

Michelle Harvey

Revised: 3-28-18

One Act Play Director's Information

Contact Information

Ms. Michelle Harvey, Contest Manager – 817-272-0453 or 817-272-2650
Mr. Jared Land, Lighting Director & Asst. Contest Manager – 817-272-2654
Mr. Wesley Farnsworth, Contest Stage Manager
Mr. DJ Badon, Facility Coordinator – 817-272-2218
Linda Panther, House Manager
Contest Adjudicators: Roger Schultz, Margaret Davis, Terry Marrs

Non-Mandatory Organizational Meeting For Directors, Cast, Crew and Staff

When: Monday April 9th, at 5 p.m.

Where: Main Stage Theatre on the UT Arlington Campus

More Information: Michelle Harvey – 817-272-0453 / harveymd@uta.edu

Contest – Friday April 13, 2018

Rehearsals are one hour in length. Performances are back to back and start at 2 p.m. There will be no intermission.

Please Note: A one-time admission charge of \$10 will be collected from anyone not listed on the Online Enrollment. Please inform all high school administrators that this charge applies to them, as well. UIL monies paid to each high school district does not include Area, Regional, and State competitions. Please inform all of your supporters: Due to years past, **NO CHECKS WILL BE ACCEPTED.**

Performance Order (start time)	Rehearsal Times
1C -	5:30pm - 6:30pm, Thursday April 12
2B -	6:35pm – 7:35pm, Thursday April 12
2C -	7:40pm – 8:40pm, Thursday April 12
1B -	8:30am – 9:30am, Friday April 13
1A -	9:35am – 10:35am, Friday April 13
2A -	10:40am – 11:40am, Friday April 13
Start times are approximate for performances	

Day of Competition - Meeting Times

All Contest Participant Meeting with The Adjudicators – 11:45am in the theatre auditorium
Director's Meeting – Immediately following the All Contest Participant Meeting with the Adjudicators

One Act Play Director's Checklist

(Suggested to bring with you to the Organizational Meeting, no later than the Official Rehearsal)

- **At least 1 Script with cuts marked- two are preferred**

NOTE: There will be a Script Integrity Reader following the script during each performance of the Contest.
(No photo copies unless public domain or with publisher/playwright permission)

- **Optional:** Third script in case a judge did not receive one
- **Optional:** Add opening and closing light cues to music cues to help us understand your open and close sequence
 - Standards and Copyright Compliance Form
 - UIL documentation for additions to the unit set
 - Documentation for Royalties and Right to Cut Script
- Substitution Form with changes to the Online Enrollment (as needed)
 - UIL Letter of Script Approval (If not on the Approved List)
 - Documentation provided by UIL on any potential rule infraction
- Check for \$550 Regional Fee (Made out to UTA, UIL Account). (tax ID: 75-6000121)
- Music Log (Download the form from the UIL website), mark clearly any music that is copyrighted.
 - Lighting Cue Sheet (Questions, please contact Jared Land at 817-272-2654)

One Act Play Contest and Rehearsal Information

Pre-Rehearsal Load-in Check:

- < Please arrive at the Loading Dock no earlier than 30 minutes prior to your rehearsal.
- < The loading dock is located on the south side of Fine Arts central building at 700 Greek Row Dr. 76019
- < Items will be moved off the truck and into the loading dock area during this time.

Rehearsals/Host:

- < Once you have loaded all items off your truck/bus for the rehearsal, please move your truck to assigned parking lot (Lot 26- corner of Davis/Mitchell), immediately. This must be done no later than the start of your rehearsal.
- < Cars may park in the West Campus parking garage. A link to register cars will be sent separately.
- < Alternates listed on the Online Enrollment may watch rehearsals from the back of the auditorium under the supervision of the College's Host but may not assist with the rehearsal.
- < You have one hour to use as you will. This time includes your set-up, and strike (from stage to storage area). Careful not to drag any items, such will be reported to the State.
- < Plan on leaving your materials with us. You will not have access to the loading dock after your rehearsal.
- < Only a minimal amount of glow-tape is allowed, however, schools are allowed more as long as it is placed on stage during the 7-minute set up, and completely struck during the 7-minute strike time.
- < Please periodically ask the Contest Stage Manager for the remaining time you have during your rehearsal. The Contest Stage Manager will give a verbal warning to one of the Directors at 5 minutes remaining, and a one-minute warning thereafter until one minute is left. Please do not go over time. Schools going over time will be reported to the State UIL Office.
- < You will NOT be able to place items in your holding/dressing rooms after your rehearsal.
- < Show the Contest Manager all weapons, and/or anything that you think might be an issue or concern.

High School	Spike Tape Color	Student Host	Holding/Dressing Room
1C	Orange	TBD	FA-419
2B	Yellow	TBD	FA-303
2C	Pink	TBD	FA-2102A
1B	White	TBD	FA-327A
1A	Blue	TBD	FA-122
2A	Green	TBD	FA-414
Alternates			

Holding/Dressing Rooms:

- < An official dressing room schedule will be sent separately from this letter.
- < Dressing rooms DO NOT have mirrors or bathrooms. Bathrooms are in close proximity.
- < Other buildings on campus are off limits to high schools unless advanced permission has been received from the main department occupying that building (receiving permission is the responsibility of the high school). Exceptions include any public areas of the University Center building (individual rooms within the UC must be reserved in advance- this is the responsibility of the high school. A fee may be charged).
- < No food or drink is allowed in the holding/dressing rooms of the Fine Arts building (water is permissible). Violation will be considered a transgression of the UIL code of conduct rule. Food props for performance are allowable with advanced permission and expectation to clean up any mess. If you want to bring your own food for meals, please set up outside behind the Fine Arts building (west of the building). Do not set up food facing the parking lots (north of the building). Schools are responsible for cleaning all trash. There are several restaurants within walking distance (15 min or less – see final page of this letter).
- < Food will not be allowed in the theatre, in the audience or back stage.
- < Only those names entered online as cast, crew, alternates and directors will be allowed backstage and in holding/dressing rooms. Directors and participants MUST wear the badges at all times. All who are not wearing badges will be asked to leave immediately. No questions asked. Badges will allow the student and director to attend all productions for free. If a badge is lost, a ticket must be purchased.
- < Immediately following the performance, remove all items from the rooms and remove all trash.

On Stage Set Up For Performance:

- < Prior to your official set up, the cast and crew may move their set materials from the storage space to a specified location immediately behind the performance space. This must be done quietly, in that a performance may be in progress.
- < Our theatre space has an approximately 14' apron. Use of the grand drape is optional but must be specified at the rehearsal period. Lighting areas will be available on the apron for performances.
- < You have 7 minutes to move your set from behind the stage and construct your set/tech. Also, during this time, set all props that will be needed for the opening of the show.
- < The Contest Stage Manager will give the company audible warnings at one-minute intervals beginning at five minutes through 1-minute remaining. No warnings are given after 1 minute
- < Please be careful not to drag anything.
- < All participants must be wearing shoes during set up and strike
- < Your time will start/stop after the agreed upon signal is given to the Contest Stage Manager.
- < The Contest Manager will meet the cast backstage after the 7 min setup, send the Directors to the front of the house, and will confirm that the Adjudicators are in place. The performance time shall begin no more than 60 seconds after directors and adjudicators are in place unless the contest manager calls a "time-hold."
- < There will be NO announcements made during this contest other than a reminder to turn off cell phones. The Contest Stage Manager will give a verbal warning to the student Stage Manager or their agreed upon proxy, when the one minute has begun. The house lights will be dimmed and stage lights will go to black or blue as needed. Actors may go to places during these 60 seconds.
- < Actors may not carry sets or props on stage during this minute, unless used during their first entrance.

Performance:

- < Please inform your supporters that performances will start back to back without an intermission. **Under no circumstances will there be any late admissions after the performance has begun. This is for the benefit of the performers on stage so that they are not distracted.**
- < Remember, any signal from behind the wings and/or from the audience to the performers on stage is considered "prompting." Any use of cell phones on stage or backstage during the show will be considered prompting. Absolutely no cell phones are allowed, unless used as a prop in the show.

- < The Contest Stage Manager will give a single verbal warning by way of the intercom headset to the student Stage Manager, or their agreed upon proxy **after 15 minutes and 35 minutes have elapsed. You will be asked to confirm. No other warnings will be given.** It is then the responsibility for the performing company to end their show on time, and not go over the 40-minute limit. These procedures to be followed shall be reviewed with each cast at the official rehearsal and reviewed with directors at the Director Meeting.
- < After the 35-minute warning has been given, the student Stage Manager may give a verbal request to the Contest Stage Manager as to the official time. Other cast and crew may request a visual look at the Contest Stage Manager's official time during this 5-minute period as well, but no verbal request may be made with the exception of the student Stage Manager.

Strike/Load Out:

- < The strike will follow immediately after the performance, and the time will start/stop with an agreed upon signal.
- < In your strike, you have 7 minutes to accomplish the following tasks: Unit Set to its storage area; your set pieces past the roll up doors; and the stage cleared. Do not to drag.
- < The Contest Stage Manager will give the company audible warnings at one-minute intervals beginning at five minutes through 1-minute remaining. No warnings are given after 1 minute
- < When your stage items are at the loading dock and outside the theatre, you may send people to clean your dressing room.
- < During your show (or immediately following), please move your truck to the loading dock after the previous school vacates the area. If your truck has a beeping sound when backing up, please wait to back in until the loading door goes up. You must have all scenery and props back into your truck by the time the next school is finished with their performance.
- < Please have your truck/bus available to begin loading immediately following your performance
- < Clear and clean the dressing rooms.

Timekeepers:

- < A minimum of three timekeepers shall record each of the timed elements. The lowest time shall serve as the official time. Two timekeepers will be backstage, The Contest Stage Manager and Contest ASM. A third timekeeper shall be at the back of the house.
- < Please communicate your start and stop cues to the Contest Manager at the Director's Meeting.
- < Realize that the time will start on the first evidence of sound, lights, and/or character movement. Blue light provided for safety will not count for starting time unless it is not disclosed at the director's meeting.

Panel Judging

- < Judges will do the draw for critiques after results are determined.
- < The "Acting Judge" will get the alternate critique and the other two will draw for the two advancing plays.
- < For the Regional contest, the State UIL Office will designate the Adjudicator that will make all individual acting award decisions.
- < During the Performance:
 - < Adjudicators must see the show from the same POV. Two long tables will be placed side-by-side, and the adjudicators will be spaced out accordingly.
 - < Adjudicators will not be allowed to discuss the performances.
- < After the Performances:
 - < The Adjudicators will rank the plays 1st to last on the ranking ballot.
 - < The Contest Manager, with an adult assistant, will enter the results in the TTAO web-based tabulation system.
- < The Critiques will be conducted in the same order as a non-panel contest. If acceptable to all parties, we have the option of conducting simultaneous critiques to help prevent late night travel.

< Evaluation Forms will be given to each school following their critique, only.

Site Crew:

< UTA will provide the following Site Crew: Contest Stage Manager, Lighting, Sound, Dock/Fly.
< They will assist you at your rehearsal and your performance. You may ask them to operate the consoles and curtain, or you may have your technicians operate. If the Site Crew is asked to operate, they must be given cues by one particular designated person only.

Unit Set:

< UTA will provide the Unit Set that all schools will use.
< The Unit Set is complete. DOOR AND WINDOW UNITS ARE AVAILABLE.
< Please remember that you can only have the designated number of unit set pieces in a show.
< Your personnel will be responsible for moving the Unit Set from its backstage storage position to the stage, and for returning it to the storage position as per the Site Contest Stage Manager's instructions.

House/Intercom/Curtains:

< Electrical outlets are available SR, SL and US center. Plan for extension cords accordingly. You will be asked to tape or cover any cords that are in the path of actors entering the stage.
< Headsets will be at Backstage Right (1) and Left (1), Sound and Lighting Consoles. If additional headsets are needed, you may bring them and connect into our intercom system, but they must be made available to all companies.
< All companies are to use the in-house intercom system provided to all companies. **Any personal communication systems must be approved by the Contest Manager during the rehearsal.** Strong justification will be needed, and approval is rarely given.
< Curtains are flown from the pin rail.
< There is a mid stage black traveler available to all companies.
< There is a full stage black curtain at the back of the stage
< A cyclorama is available for use upstage of the full stage black if you prefer a lighter background. However, there are no stage lights focused specifically to light it.
< Entrances are possible from the back full stage black curtain, but this curtain is not on a traveller and will not have an additional curtain behind it.

Lighting:

< 20 Areas: Apron = 1-5, DS = 6-10, C = 11-15, US = 16-20 (all areas are lit with both a warm and a cool front light, controlled as a pair). Floor pockets will not be available.
< Each school has the opportunity to have their lighting cues programmed prior to their rehearsal. A copy of the cue worksheet is included in this packet. If you would like to take advantage of this, you need to email the paper work to Jared Land: cjland@uta.edu. Paperwork must be received by **April 9th at 9:00am** to be pre-programmed for your rehearsal. Schools must use the provided lighting cue sheets for their cues to entered, other formats may not be accepted.
< A lighting technician from the host school will be available to assist you during rehearsal to program and alter cues. The technician will also be present during the performance.
< We will run the contest with an ETC ION lighting console. Sub-Masters will be available to be programmed for the show during your rehearsal, but the board does not have a manual two-scene preset function.
< We will provide house light control, 20 lighting areas (front light only), and 3 color washes. A floor plan with lighting areas is included in the packet. Color Washes will be Red, Blue, and Green.
< Spotlights will NOT be provided.
< If you have any questions regarding lighting, please email Jared Land at University of Texas at Arlington: cjland@uta.edu.

Sound:

- < Please inform the Contest Manager in advance if you need microphones for use backstage.
- < UTA will provide a 1/8" stereo phone connector attached to the console that can be used for connecting an mp3 player or other auxiliary device.
 - < There is also a CD player available to run with a disk.
- < The theater will come with a set of house speakers (a Left, Right, and center array), there are no speakers provided above the stage or backstage.
- < A sound technician from the host school will be available to assist you during rehearsal and will be present during the performance.
- < If you wish to use a portable sound system from backstage, you will need to bring your own equipment. You will need to bring your own speakers for this option, as it will not be configured to operate through our house system.
- < If you have any questions regarding sound, please email Jared Land at University of Texas at Arlington: cjland@uta.edu.

Music:

- < There are no time limits for music.
- < Your school will be responsible for acquiring any and all clearances for any original music produced "for hire." Your school will be responsible for researching and determining whether or not a piece of music is in the Public Domain.
- < Your administrator will be required to sign a statement stating that your show is in compliance with copyright law. The statement is included in the Standards and Copyright Compliance Form. The link to the form can be found on the main theatre page of the UIL website and under "Resources and Forms."
- < Directors shall submit a log of music reflecting the music cues noted in the integrity script. You are required to note if the cue is from a copyrighted work, original music or in the public domain. The log, dated and signed by the director, shall be submitted to the contest manager prior to beginning rehearsal.

House Policies:

- < **No late admissions (regardless of who they are and how far they have traveled).**
- < No recording devices or cell phone usage of any kind.
- < Concessions may be available during the intermissions but must be consumed outside of the theatre.
- < Performances will be stopped due to technical problems that fall under the control of the Site Crew and the Contest Manager deems to be too distracting to allow the play to continue. Also, if the Critic Judge determines that the audience behavior is preventing him/her from hearing or concentrating.

Conduct:

- < The Ethics Code (Section 1034) will be strictly followed and enforced, especially in reference to conduct while interacting with the adjudicator during critiques. This interaction includes treatment of the UTA personnel. Any and all violations will be reported to the State League Office.
- < **Please note that all participating members of a production must be present during their play's critique. Exceptions may be made for health issues or conflicts with other contests, however, A "critique waiver form" must be filled out. Please see page 39 of the Handbook for One Act Play, twenty-third edition- amended for information pertaining to approved absences from critiques.**
- < No Food or Drink allowed except in the Lobby (Host's Concessions) and outside.
- < Do not attempt to go Backstage to the storage areas except during your allotted times.

Alternates:

- < **Please let the Contest Manager know ASAP if you are bringing Alternates.**
- < Alternates are allowed:
 - < To assist in the loading and unloading of the school's truck at the loading dock.
 - < To participate as a dressing room assistant but shall not be allowed to participate in the set, strike or run of the contest entry during rehearsal and performance.

- < To help spike the set and help technicians and actors in adjusting sound levels by providing feedback from the house. Only those listed on the Online Enrollment may participate.
- < To attend the meeting with the adjudicator(s) that takes place prior to the Director's Meeting.
- < To assist in the holding/dressing rooms under the school Director's supervision but must be sent into the house while the cast and crew go onstage. During the performance, alternates are the exclusive responsibility of an adult of the school district and must be accounted for. They must watch the show. **Please note: This is a liability issue for the College and UIL. For this reason, unsupervised students on campus will not be tolerated. They MUST stay in the designated areas and must be accounted for at all times.**
- < Seven seats will be reserved/guaranteed for directors and alternates, but the badges issued must be worn at all times. Lost badges will cost \$10 to replace.
- < Parents and other supporters are only allowed in the auditorium during performances and critiques. They can not under any circumstances enter the building back stage.

What Can Get You Disqualified:

- < If you have any doubts, please contact the state office and ask. Or you can contact the Contest Manager and they will find out and give you an answer in writing.
- < Please be very familiar with the Handbook and Section 1033 of the Constitution and Contest Rules.
- < Having and/or using a cell phone backstage during a performance.

Awards:

- < Standard selection procedures & awards as per the UIL Handbook will be given.
- < School Directors: Please let the Contest Manager know when your school is present for awards.
- < Remember, the adjudicator does not have to select all 8 honorable mentions.
- < Contest Manager will present one individual tech award from each production, and an overall tech crew award to one production.

Critique:

- < Order: Non-advancing shows in order of distance from the college (furthest will go first); then advancing shows in order of distance from the college. If acceptable to all parties, we may conduct simultaneous critiques to prevent late night travel.
- < We will allow a moment for each school to quietly leave after their critique.
- < Communicate to your students that a critique is not a justification of the Adjudicator's decisions.

Please Locate The Following Pages as attachments in the email or follow links:

- < **Lighting Cue Sheets**
Please fill out and email to the Contest Lighting Director by 9am on Monday, April 9th. You may also print, fill out and fax to 817-272-2697 by this time or bring with you to your designated rehearsal time.
- < **Lighting Magic Sheet with focus areas marked**
- < **Stage Dimensions and Curtains**
- < **UTA Aerial Map- available at <http://www.uta.edu/maps/>**
- < **UTA Fine Arts Area Map – available at <http://www.uta.edu/maps/venues?id=21>**
- < **UTA Campus Map for Patrons, Busses and Trucks**
Contest held in the Mainstage Theatre on the University of Texas at Arlington campus. 502 S. Cooper St., Arlington, TX 76019 for GPS map usage. Guests and contest participants (cars and small vans/trucks), please park in West Campus parking garage next to the Maverick Activities Center. See <http://www.uta.edu/maps/pdf/UT%20Arlington%20Campus%20Map.pdf> for online parking map. A link to register vehicles for free parking will be sent separately.
Busses and trailers please park in lot 26 near the corner of W. Mitchel St. and S. Davis Dr. on the west side of campus
The loading dock is located at 700 Greek Row Dr. Between the Architecture, Fine Arts buildings and the SMART Hospital.

Food Opportunities:

- < There are several places to eat around campus
 - < See the map for locations and names.
 - <http://www.campusdish.com/en-US/CSSW/UnivTexasArlington>
 - The University Center (UC) has a food court and The "Connection Café" is a buffet style restaurant for under \$10
 - This is about a 5-10 minute walk from the theatre
 - Some of the locations listed on the map may not be available to the general public or open the day of the contest. Call ahead for availability.
 - < Our new College Park center has several restaurants- fairly unique, not necessarily chain restaurants
 - <http://www.utacollegepark.com/visit-us/college-park-district.php>
 - About a 10-15 minute walk
 - < There is a KFC/Long John Silvers at the corner of Abram and Cooper
 - About a 5-10 minute walk
 - < There are fast food restaurants (McDonald's, Wendy's, Subway) on Abram Street just east of Cooper
 - About a 10-15 minute walk
- < You may also have food delivered if you choose. Arlington has many food options available for delivery in and around the area. These include most pizza & Chinese food locations, Subway, & Jason's Deli, among others. Some have minimum delivery requirements.
 - < The delivery address is 502 S. Cooper St. 76019
- < Food in the building
 - < You may NOT have food in the theatre spaces, dressing/holding rooms, theatre lobby, warm up room, scene shop, etc.
 - < If you would like to have your students bring a packed lunch, you may do so, but food must be kept either outside (we have a lovely courtyard with some picnic tables right next to the theatre building) or in the main hallway of the Fine Arts North section.
 - < Concessions will be sold for consumption outside of the auditorium.
- < You are responsible for clearing all trash and leaving the area clean.