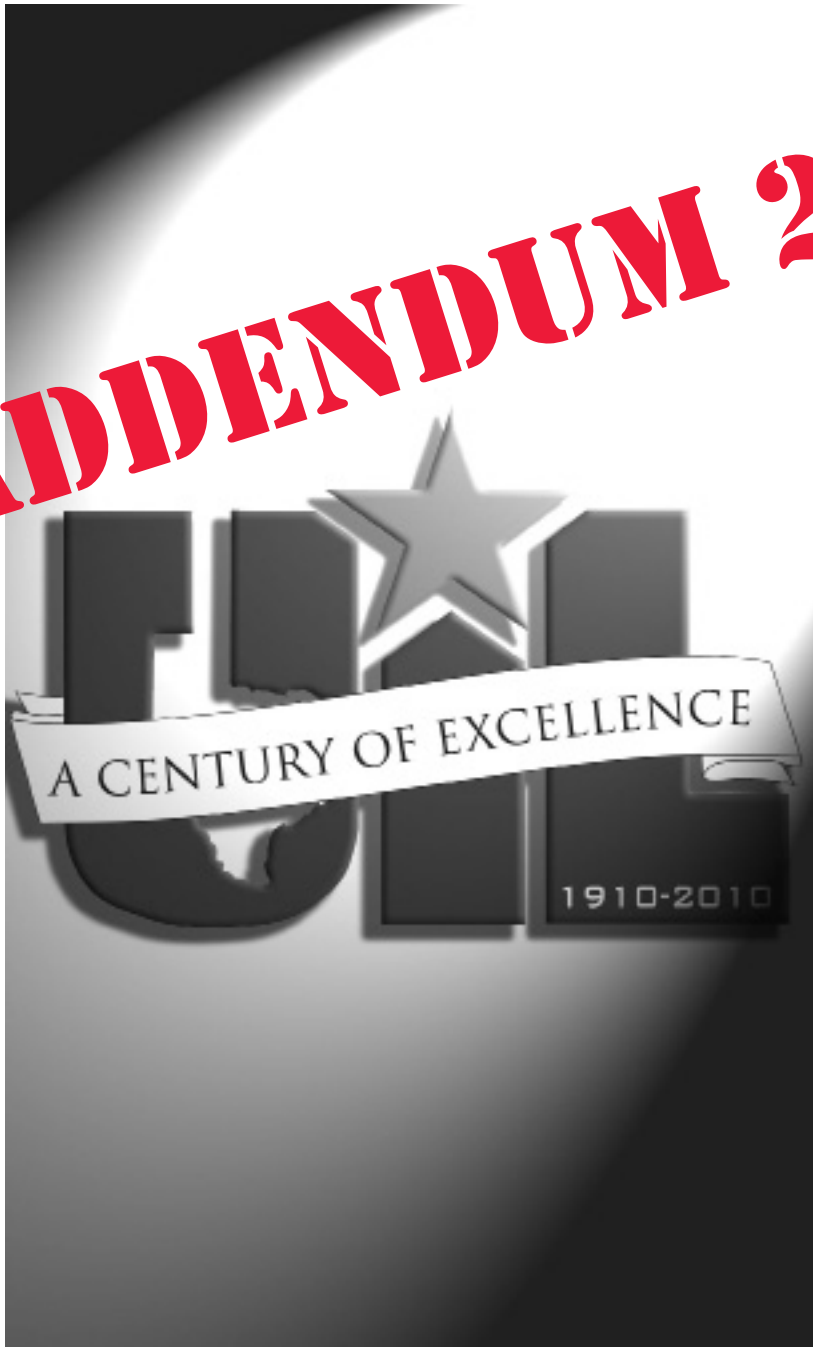


# A Guide For UIL One-Act Play Contest Managers

5th Edition



**ADDENDUM 2010-11**

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# Substitute Chart for Page 12

## Changes to One-Act Play Online Entry Procedures Please Share These Changes With Your OAP Directors and Principals

Directors need to download the new instructions from the UIL web site

Schools participating in the One-Act Play Contest shall complete three administrative tasks during the school year: Enrollment, Title Registration and the Eligibility Notice.

Each school's administrator will need to work in tandem with the director to get these done.

A pdf document containing detailed instructions may be downloaded from the UIL web site. Go to the One-Act Play page and click on the "Spring Meet Entry System" link.

### Task 1: Enrollment

1. Schools desiring to enter this contest must enroll by midnight, October 1 via the UIL Spring Meet Entry System found on the UIL web site.
2. Online verification by the principal or superintendent is mandatory. This is done via the UIL Gateway System found on the UIL web site.

### Task 2: Title Registration

The play selected for contest use shall be registered via the UIL Spring Meet Entry System found on the UIL web site no later than midnight February 23. This section shall be opened for schools on February 1.

### Task 3: Eligibility

1. The Eligibility Notice shall be completed and submitted, via the UIL Spring Meet Entry System, no later than ten calendar days prior to your first contest. Print the confirmation and Community Standards Compliance form.
2. The principal or superintendent shall sign the Community Standards Compliance form. A signed copy shall be provided to the Contest Manager at each level of competition.

Date	Responsible Party	Task
October 1	Director or School UIL Coordinator	Submit Enrollment Information via UIL Spring Meet Entry System found on the UIL web site. Go to the Theatre page and click on the "Spring Meet Entry System" link.
October 1	Principal or Superintendent	Verify enrollment via the UIL Gateway System. Go to the Theatre page and click on the "Spring Meet Entry System" link.
February 23	Director or School UIL Coordinator	Title Registration via the UIL Spring Meet Entry System. Go to the Theatre page and click on the "Spring Meet Entry System" link.
10 Calendar Days Prior to First Contest	Director or School UIL Coordinator	Submit Student Eligibility Notice, list additional directors and enter program and set information via the UIL Spring Meet Entry System. Go to the Theatre page and click on the "Spring Meet Entry System" link. Print the confirmation and have the administrator sign the Community Standards Compliance form.
10 Calendar Days Prior to First Contest	Principal or Superintendent	Sign the Community Standards Compliance form. Return to the director.

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“Make sure that all schools have registered in the Spring Meet Entry System.” and “Prepare program copy.”

Use this procedure to obtain that information.

## One-Act Play

Entry System - Contest Manager Data

WE DO NOT RECOMMEND USING FIREFOX AS YOUR BROWSER WHEN PRINTING SCHOOL INFO. It will only print one page.

You may download a free version of Safari for PC at

<http://safari.en.softonic.com/>

Safari for Mac at

<http://www.apple.com/safari/>

## Contest Manager Instructions

Before proceeding. Make sure you have acquired a UTEID and password by going to

<http://utdirect.utexas.edu/ui>

If you have problems, call the UTEID Helpline. The UIL office cannot help you with those issues.

After you get your UTEID, e-mail Luis Munoz for authorization. Provide your name, UTEID and contests you will be managing. DO NOT SEND YOUR PASSWORD.

[lmunoz@austin.utexas.edu](mailto:lmunoz@austin.utexas.edu)

You will be able to access information on your contest only after you receive an authorization confirmation e-mail from UIL.

1. Go the UIL website: [www.uil.utexas.edu](http://www.uil.utexas.edu)

2. Go to the Academics pull-down window

3. Click on the “Academics Home” link.

4. You are now on the Academics page.

5. Click on the “Meet Official’s LOGON” link.

6. You are now on the District and Region Meet Directors page.

If you have a UTEID and Password click on the link “logon and go straight to the UIL Meet Update screen.

If you do not have one or have forgotten it – click on the “UT EID Self Service Tools” link.

Get your EID and password and repeat steps 1-6.

7. You are now on the Log in page.
  8. Fill in your UTEID and password and click on the “Log In” button.
  9. Your log in confirmation pop-up will appear. Make sure your computer settings allow pop-ups. Click the “OK” button.
  10. You are now on the Update Meet Information Page.
  11. Fill out the information
    - a. Select One-Act Play on the “Type of Meet” pull-down menu. VERY IMPORTANT.
    - b. Select the Conference
    - c. Select the level (district-state) from the pull-down menu
    - d. Type in the district number or region number
    - e. Select the area number for areas.

NOTE. Info for zones is obtained by going to the district meet. Leave as “not applicable.”)
    - f. Click on the “Go” button
  12. You are now on the meet information page. -- This info has been entered by the Academic Chair and should not be changed unless you are authorized to.
  13. Look at the left sidebar. Find and click on “Event Roster.”
  14. You are now on the “Event Roster” page.
  15. Click on the “Administrative school information” link.
  16. You are now on the “One Act Play Administrative Contest List” page.
  17. Click on the school name to get their eligibility information.
  18. The school’s information will appear. You may print it.
  19. After you print that schools info, click on the “Return to list of schools in contest” link to go to the next school. Repeat steps 17, 18 and 19 for each school.
- LOG OFF

## Regarding Page 65

- Under “Contest Day” - 2. Add as the 7th item to check off.  
Ask for the signed “Community Standards Compliance Form.”

## New UIL URL and Address

[www.uiltexas.org](http://www.uiltexas.org)  
[theatre@uiltexas.org](mailto:theatre@uiltexas.org)