UIL ONE-ACT PLAY STATE MEET PARTICIPANT GUIDE

THIS GUIDE CONTAINS TIME-SENSITIVE INFORMATION.
PLEASE READ

IMMEDIATELY!!
READ EVERY PAGE
CAREFULLY AND THOROUGHLY.

THE UNDERSTANDING OF AND COMPLIANCE WITH THIS GUIDEBOOK ENSURES THAT WE FOCUS ON STUDENTS DURING THE CONTEST. THIS ENSURES A POSITIVE AND MEMORABLE LIFE-TIME ACHIEVEMENT FOR ALL.

IT IS IMPERATIVE THAT YOU READ THESE INSTRUCTIONS CAREFULLY AND LISTEN INTENTLY AT THE COMPANY & DIRECTORS MEETINGS.

IN ORDER TO MAKE CERTAIN THIS EXPERIENCE IS EXEMPLARY IN EVERY WAY, SHARE THIS INFORMATION WITH YOUR CAST/CREW/ALTERNATES, THEIR FAMILIES, YOUR ADMINISTRATION, THE BUS DRIVER AND ANYONE EASE YOU KNOW ATTENDING THE STATE MEET.

GOOD SHOW ALL!

State Championships

Luis Muñoz, State Theatre Director Craig Hertel, Contest Manager AAA, AA, A Paula Rodriguez, Contest Manager AAAA, AAAAA

Congratulations!

READ CAREFULLY!

ENCLOSED FORMS MUST BE MAILED IMMEDIATELY!
(No later than Monday, April 23rd)

Congratulations to you and your company for advancing to the State Meet One-Act Play Contest. We are looking forward to seeing you. There are several important items that must be completed and MAILED immediately, but no later than Monday, April 23, following the Regional Meet. DO NOT FAX!

• ELIGIBILITY NOTICE: Careful completion of BOTH sides of this paper form is a necessity in addition to submitting any substitutes for on-line entry. Form is posted on the State Meet page of the website and can be typed on, then printed out for signature. Read Section 1033 (b)(4)(D) in the current C & CR. Any school that fails to meet the Monday, 12 midnight, postmark deadline will be declared ineligible for the State Meet One-Act Play Contest. Note the exact running time of your play (box in lower left-hand corner). Have it signed by your principal or superintendent. DON'T DELAY. We require overnight mail by United States Postal Service EXPRESS MAIL, UPS or FEDEX! DO NOT SEND IT BY CERTIFIED MAIL! Ground delivery address for overnight mail is:

UIL State Theatre Director, 1701 Manor Rd., Austin TX 78722 (512-471-9996 or 471-4517)

SCRIPTS: To be in compliance with Section 1033 (c)(1)(l) Script Integrity: it is necessary that you send
FOUR complete published scripts that show the cuts. DO NOT SEND A PHOTOCOPIED, TYPED OR
COMPUTER-GENERATED SCRIPT unless the play is an original or in public domain. Those producing
scenes from long plays MUST SHOW THE CUTS ON THE PUBLISHER'S PRINTED PLAY! Text to be
used must be highlighted; text to be cut, struck through. These scripts will be sent to the critic judge and
contest manager for review and returned to you during your critique. These should come in the same
envelope with your Eligibility Notice.

PERFORMANCE ORDER

- EVERYONE MUST CALL ME (Luis Muñoz) WHEN YOU ADVANCE! Please have any conflicts ready to report. You may call my home (512/280-1423)or my cell (512/507-0462) on Saturday or Sunday before 2pm. No consideration will be given to scheduling conflicts with company members who are entered in other UIL State Contests after 2PM Sunday, April 22.
- 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 Eligibility Notices of each conference 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.

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

Photographs

In order that quality publicity might be given to the State Meet OAP Contest and to the schools participating, it is **REQUIRED** that **ALL REGIONAL ADVANCERS AND ALTERNATES** send photographs of your production to the State Office. 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:
 - (3) "close-up" black and white 5" x 7" glossy **PRINTS**
 - (1) one posed black and white 5" x 7" glossy company photo
 - (1) 8"X10" black and white print of your favorite photo

The printed photographs are retained for State Meet OAP records.

2.) You **MUST ALSO** submit **COLOR** versions of these same 5" x 7" photos **DIGITALLY** by e-mail or USPS, UPS or Fedex to:

uildrama@uts.cc.utexas.edu

or

State Theatre Director 1701 Manor Rd Austin, TX 78722

We must receive these no later than Wednesday April 25, 2012

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

Please include the following information for each photo:

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☐ Title of show

Names of actors and role played from left to right

Download the Photograph Mail-In Form

Some of these photographs, if they are of outstanding composition and quality, may be used in *The Leaguer*, *Texas Theatre Notes* and other League publications, promotional materials or media projects.

One-Act Play State Meet Participant Guide STATE ONE-ACT PLAY CONTEST PHOTOGRAPH

PLEASE USE A PERMANENT FELT TIP PEN TO WRITE ON THE BACK OF PICTURES.

The attached photograph is from a one-act play entry in the University Interscholastic League One-Act Play Contest.

Conference: High School Title of Play Director:	
Date:	
Name of Student: (Left to Right)	Character in Play:

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

- 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.** Section 1033 (c)(1)(G) requires a music log to be submitted to the contest manager.
- 3. Light Cues. The opening/closing sequence and lighting cue sheets must be in my office no later than 4PM FRIDAY MAY 4.

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.

- Company Meeting. It is essential that all directors and all members of their companies meet in the house (McCullough for Conferences A and AA or Bass Concert Hall for Conferences AAA, AAAA, and AAAAA) 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 foot wear 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. Conference 2A Monday, between 2:00pm - 4:00 pm or 6:30pm - 7:15 pm at the loading dock. If you are unable to unload on Monday, please contact us for instructions for Tuesday morning.

Conference A will unload down the sidewalk on the south side of the McCullough Theatre on Wednesday morning. 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. This is the same security entrance that will be used for all companies as the entrance to dressing rooms prior to rehearsals and performances. Note the marked map for the location on the opposite side of the building from the PAC loading dock. These are the only times you will be allowed to unload. 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.

3A, 4A & 5A schools must unload their props, items covered in Section 1033 (c)(2)(F), **special approved items** and other equipment 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 Technical Director or 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. You 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.
- 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. They will provide all elements of the Unit Set, Standard doors and windows (French Doors/Windows are NOT provided). The League crew will assist in every way possible but WILL NOT SET your show. Your company must set in the maximum 7 minutes allowed and the performance shall begin in 60 seconds or less. 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. Doors and window units may be located in the openings right or left and several openings in the back drape. The complete League-Approved Unit Set will be available and elements of the Unit Set you require should be noted on the ground plan of the Eligibility Notice. "Additions" to the basic set, Section 1033 (c)(2)(G) in the OAP Handbook, will not be used unless they have prior approval in writing from the League. Such letters must be presented no later than at the company meeting. Items covered by Section 1033 (c)(2)(F) will be permitted so long as they fully comply with the rule. We provide standard stage doors and windows. Please indicate which way doors need to open. NOTE: We DO NOT provide French doors/windows; you must provide. In compliance with State Fire Code, no open flame or fire will be permitted. Because of the fire suppression systems in McCullough & Bass, fog machines, hazers or other special effects which produce particulate matter will not be permitted.
- The Lights. Lights are pre-set to cover nine (9)
 acting areas (3 rows in MCT) and fifteen (15)
 acting areas (3 rows in the Bass Concert Hall).
 Lighting areas and numbers are as indicated on

the enclosed UIL lighting instructions. We use a standard McCandless plot.

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 before you arrive. Keep your lighting requirements simple! Setting cues takes time.

Two followspots will be available. You must indicate on your lighting sheet the need for follow spot(s). The opening/closing sequence and lighting cue sheets must be in the State Office no later than 4PM FRIDAY MAY 4 FOR ALL CONFERENCES.

- The Props/Furniture. You should bring all stage props which you deem essential to your production. Mark with an "X" on your Eligibility Notice ALL stage props and special approved items you are bringing. You may NOT bring any elements of the League-Approved Unit Set, but all being used should be listed on the eligibility notice. 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 Supervising Stage Manager, 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. 3A, 4A, 5A, A small portable sound support system will be provided if advance arrangements are made (indicate on your

eligibility form). 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. THERE IS NO SOUND SUPPORT PROVIDED IN MCCULLOUGH FOR A/2A

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 also each provide the written evaluation form. Conference AAA, AAAA & AA critiques are scheduled from 10 am to 1:00 pm the morning following in the Lobbies of Bass Concert Hall and the order is determined at the end of the 7:30 am company meeting. Conference AAAAA & A are scheduled after the results are announced Wednesday evening. It is specifically requested 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 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 while the cast and crew go on stage as **OBSERVERS ONLY** 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 28, 2012. 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 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. After 5:45 pm most campus parking restrictions are lifted. Vehicles (including buses) SHALL NOT be located in restricted areas on campus or unattended. 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 (Jenny or Connie) **Fax:** 512/471-7388. **E-mail:** uildrama@uts.cc.utexas.edu. 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 Jenny or Connie or **HOLD**.

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

A & 2A 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 11 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 tickets must be made by phone (512/471-4517 or -9996) with me. Arrangements must be completed by Friday, May 11, 2012 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 11, 2012. 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 <u>NO LATE SEATING</u>.

P.S. **AFTER May 11,** 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 2012 One-Act Play Schedule

May 21, Monday

7:30 am	AAA company meeting & rehearsals: Bass Concert Hall
4:00 pm	Session 1 - AAA contest (4 plays), Bass Concert Hall
7:30 pm	Session II - AAA contest (4 plays), Bass Concert Hall
	-AAA Awards presentation follows performances in Bass

May 22, Tuesday

may 22, racoady		
7:30 am	AA company meeting & rehearsals: McCullough Theatre	
	AAAA company meeting & rehearsals: Bass Concert Hall	
10 am-1:00 pm	Conference AAA critiques: Bass Lobby	
4:00 pm	Session I - AA contest (4 plays), McCullough Theatre*	
	Session I - AAAA contest (4 plays), Bass Concert Hall	
7:30 pm	Session II - AA contest (4 plays), McCullough Theatre*	
	Session II - AAAA contest (4 plays), Bass Concert Hall	
	- AA awards presentation follows performances in McCullough Theatre	
	-AAAA Awards presentation follows performances in Bass	

May 23, Wednesday

• ,	
7:30 am	A company meeting & rehearsals: McCullough Theatre
	AAAAA company meeting & rehearsals: Bass Concert Hall
10 am-1:00 pm	Conference AA & AAAA critiques: Bass Lobby
4:00 pm Session I - A contest (4 plays), McCullough Theatre*	
	Session I - AAAAA contest (4 plays), Bass Concert Hall
7:30 pm	Session II - A contest (4 plays), McCullough Theatre*
	Session II - AAAAA contest (4 plays), Bass Concert Hall
	- Critiques following A awards presentation in McCullough Theatre
	- Critiques following AAAAA awards presentation in Bass Concert Hall

One-Act Play Admission

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

*Tickets for A & AA in McCullough

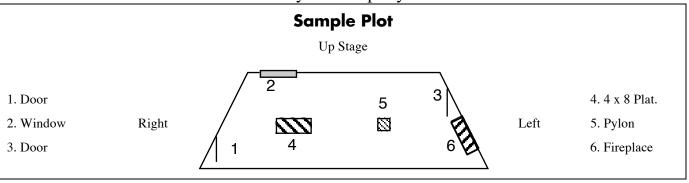
Advance tickets will be made available on an equal basis to participating schools *for their session only*. Participating schools may purchase their total single session (four plays) allotment of tickets and make them available to school patrons as they see fit. Tickets will be available to the general 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.

State Meet One-Act Play Eligibility Notice

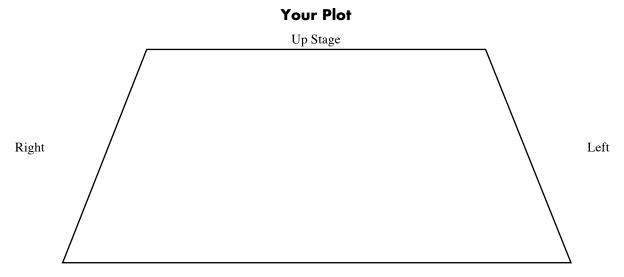
The school listed is officially registered to participate in the play contest. The play listed below is approved officially by the State Office for production in the play contest. (This does not constitute approval of "additional scenery" to the basic set.)

School		Phone	Fax
Conference <u>A, 2A, 3A, 4</u>	A, 5A Region I, II, III, IV	Email	
Play title			
Publisher		Author of play	
Scene: Time		Place	
Director(1)		Home/Ce	ell phone
Director(2)		Director(3)	
pring Meet Plan for excepnembers.	ptions and Section 1033(c)(2)(C	(c) for use of alternates. Cr	ble substitutes for cast or crew). Refer to the ew members are eligible to substitute for cast
	in order of appearance):	sea for Program Copy Played by thi	. Please list students only once. s student:
	2		
	5		
			4
	number of minutes required for your tion is required for scheduling.	Principal or Su	uperintendent (Sign all copies) DATE are eligible under Chapter 1, Subchapter M Sectio
Time:	Minutes	400-420 of the current <i>Co</i> edited to comply with Se examined and the script a	onstitution and Contest Rules and the play has been carefull and production are approved for presentation by the dare acceptable in our community.

Scenery and Property Plot



Here is the list of Unit Set pieces: (2) 4 x 4 platforms, (2) 4 x 8 platforms, (4) 1 x 1 platforms, (2) 4 x 4 ramps, (2) 4' step units, (2) 2' step units, (4) 3-fold flats, (4) 2-fold flats, (2) 8' pylons, (2) 6' pylons, (2) 4' pylons. Please use this terminology when listing below.



Identification: List ALL items of Unit Set, scenery and furniture properties. **Indicate, by marking with an 'X,' those items you wish to bring with you.** You may list additional items on a separate sheet of paper and attach.

1	_ 13
	14
3	15
4	16
5	17
6	18
7	19
	20
9	21
10	22
11	23
12	24