

BEFORE WE GET STARTED

Remember to register your attendance and
complete session evaluations.

Session numbers are in your program.



Attendance



Online Handouts



Session Evaluations



Contest Management Making the Most of the Tech Rehearsal and Best Practices

Student Activities Conference

Tyler Junior College

September 10, 2022

Tech Rehearsal

Take Out the Stress & Do Your Best

- Pre-Tech Rehearsal Work
 - Ensure you have seen and responded to all of the communication from your CM –Contest Managers will send out correspondence six to three weeks prior to the contest date regarding
 - Performance/Rehearsal Orders
 - Reminders for Spring Meet Entry System (District/Regional Only) and the UIL Mach Form
 - Number of required, properly marked scripts and an address where to send the adjudicator's script
 - Check list of paperwork
 - Reminders regarding weapons, tobacco, and items to be measured.
 - If you have questions or concerns – contact your CM prior to your rehearsal/contest day
 - Prepare a load-in/load-out check list
 - Assign each student a task in loading in/out
 - Prepare a cue-to-cue
 - Ensure your music log is filled out prior to arrival at rehearsal

Tech Rehearsal

Take Out the Stress & Do Your Best

- Be 15 minutes early to your check-in time
- Have paperwork in order and ready to go
- Have all weapons and props or scenery restricted by sizes ready to measure.

Tech Rehearsal

Take Out the Stress & Do Your Best

- **Required Paperwork—Have a binder – have items in this order.**

***Schools are not allowed to rehearse without this paperwork*

- Integrity Script -**marked per handbook
- Music Log -**
- Proof of royalty payment for performance of the play at this contest. A letter from the principal shall suffice.
- If scenes from a long play are being produced, publisher or author permission is required as per Section 1033 (c) (2) (B) for cutting.
- UIL permission to produce plays not on the approved lists.
- Community Compliance Form – Must be filled out and re-dated for each level of contest.

Tech Rehearsal

Take Out the Stress & Do Your Best

- **UIL – Mach Form**
 - It is important you fill out this form – it is required along with your spring meet entry. As one advances, it is the only form used for Bi-District and Area contests.
 - Ensure you list all required set piece items and other scenery – Don't worry if you have decided to add or delete a piece of scenery – that is easily taken care of at the contest site.

Tech Rehearsal

Take Out the Stress & Do Your Best

- **Bring a stop watch – bring two, bring three**
 - **Ensure you have a stop watch so you may keep track of the rehearsal time**
 - **Ensure your stage manager has a stop watch**
 - **Good practice to have one with your tech students in the booth as well**
 - **Time should be called by the site stage manager every ten minutes**
 - **Respond to the time called**

Tech Rehearsal

Take Out the Stress & Do Your Best

- **Check lighting Areas before placing set**
 - There is always, always something different
- **Have measurements and/or the floor template ready to place set**
- **Rehearse set-up prior to your tech rehearsal**
 - Understand some schools may not even have the UIL Set – use substitutes such as chairs or desk to replicate the process.
- **Ensure every student has an assigned task or a designated area to wait until needed.**

Tech Rehearsal

Take Out the Stress & Do Your Best

- Check all entrances and exits
- Check all changing areas if required
- Be prepared to run the opening and the ending of your show –the contest manager needs to see these in the official rehearsal
- Be prepared to show all stage combat and any intimacy scenes – this will include falls, shoves, etc...
- Run your cue-to-cue – a Cue-to-Cue should have all light and sound cues running back-to-back.

Cue-to-Cue Light Sample

Cue#	Line	Page	Type
1	Before show	9	Blue wash
2	KCACTF SPEECH		Pit House Lights
3	KCACTF SPEECH CONCLUDES		Fade house Lights
4	Places		Blackout
5	After gong	9	Plcyc Light
6	"Hooo oooo, iiiiee"	9	Red and blue wash
7	"We must let mortals see"	9	Dim lights come up
8	"How easily a mortal web is spun"	16	Lights become brighter
9	After "Will you hear him?"	18	Stage right light goes out
10	After "Will you hear him?"	18	Shadow Play begins
11	"Blood fountain shot up instead"	20	Shadow Play ends
12	"Blood fountain shot up instead"	20	Lights back up - Skrim light off
13	Witches come out to surround Lady M	23	Center lights
14	"Give him the greeting he deserves"	25	Lights back up - Skrim light on
15	"Strange... I remember"	28	Center lights - Skrim light off
16	"Shogun Duncan appears"	34	Shogun entrance
17	"push back from that table"	35	Lights go up
18	"... who can top me unto eternity"	40	Blue plcyc, dim light, red and blue washes
19	"My Lord is Shogun"	42	Slight increase of light over Shogun
20	After third non-stab	42	Increase in front stage lighting
21	"Let us step into the dance"	46	Red plcyc and spot light over Shogun
22	After third stab	46	Red and blue washes
23	Intermission		Blackout
24	Before second act		Dim blue wash
25	During the bell	47	Blue plcyc, red and blue wash
26	"All run in panic"	48	Lights go up
27	"Their morning after?"	49	Increase in lighting - Skrim lights off
28	"So morning will come fresh and new"	58	Center lights
29	"Gods save my mind"	61	Front of stage right
30	"then let fresh horrors unfold"	62	Center lights
31	"then let fresh horrors unfold"	62	Shadow Play begins
32	"Aiiee, aiiee" then scream	64	Shadow play ends
33	"Aiiee, aiiee" then scream	64	Lights come up
34	"You devil hags have slaughtered us both"	71	Increase in center lights
35	"And as for you who witness this"	78	Front of stage lights only
36	"Your crown!"	80	Everything but plcyc goes down
37	After show curtain call		Full lights

Tech Rehearsal

Take Out the Stress & Do Your Best

- Record your light cues – you can always run live if something happens.
- Back-up your light cues on a thumb drive – or via cloud if the board allows
- Be prepared to adjust your set or your blocking if the light isn't where you want it to ensure actors are lit

Tech Rehearsal

Take Out the Stress & Do Your Best

- **Music/Sound – Use a laptop or tablet – phones can be interrupted with texts.**
 - **Technology has almost made the CD obsolete – definitely cassette tapes.**
 - **Ensure your music is backed up elsewhere such as a cloud or Google Drive folder**
 - **Ensure the laptop or tablet is set to allow sound going out – some Windows and Apple Applications have a setting which mutes outgoing sound**
 - **Sit where the judges will sit when setting light and music cues so you can adjust the levels to an adjudicator's POV**

Tech Rehearsal

Take Out the Stress & Do Your Best

- **Spiking**
 - If you are comfortable, you may spike while setting light cues
 - It is recommended you don't spike until the last 15-10 minutes of your rehearsal time – this allows for any adjustments made for lighting.

Tech Rehearsal

Take Out the Stress & Do Your Best

- **It is a Tech Rehearsal**
 - It is not recommended that one runs their entire show during the tech rehearsal
 - You don't really have time to do this. If rehearsal is on the same day as the contest – you have just reduced the energy of your cast and crew
 - The main purpose is to set your technical cues, familiarize actors and techs with the space, and to spike your set for an efficient set-up.

Tech Rehearsal

Take Out the Stress & Do Your Best

- It is **Not** the Contest Manager's Job to
 - Find reasons to **DQ** your show
 - To adjust the **UIL** rules
 - To change the **UIL** rules
 - To make the day difficult and stressful

Tech Rehearsal

Take Out the Stress & Do Your Best

- It **IS** the Contest Manager's Job to
 - Communicate with every director prior to the contest
 - Make adjustments for schedule conflicts such as Baseball games or other UIL events
 - Make it as easy and stress free as possible during contest
 - Follow the rules fairly for each and every company

BEST PRACTICES FOR A POSITIVE OAP EXPERIENCE

- **Do Your Homework**
 - Make sure you are familiar with the C&CR, as well as the new rules for 2022-23
 - Read the contest information packet closely
- **Communicate and Educate**
 - If you **STILL** have questions after doing the above, reach out (UIL, site host, Contest Manager)
 - **Parents & other supporters from your community:** their behavior at the contest reflects on you.

BEST PRACTICES FOR A POSITIVE OAP EXPERIENCE

- **Have a Plan**
 - Did you get special permission for casting, technical equipment, etc.?
 - Stage violence, special effects, space limitations
 - Be flexible
- **Remember to Breathe**
 - Model behavior
 - Don't sweat the small stuff