

**UIL ONE-ACT PLAY  
STATE MEET  
PARTICIPANT GUIDE  
2024  
ALL CONFERENCES**

**THIS GUIDE CONTAINS TIME-SENSITIVE INFORMATION.**

**READ EVERY PAGE  
CAREFULLY AND THOROUGHLY.**



# Congratulations!

## Read Carefully!

Congratulations on advancing to the 96<sup>th</sup> Annual State Meet One-Act Play Contest. We look forward to seeing you. If you did not receive your state advancing email, email me. Your Contest Manager will send an email with more information to prepare you for the contest.

**THE LISTED TASKS MUST BE COMPLETED BY THE DEADLINE.**

### **MONDAY, APRIL 29, 2024 (Deadline)**

#### **DUE BY NOON**

- STATE CONTESTANT ENTRY MACH FORM**: The form should be sent no later than **Monday at noon**, following the REGION contest.
- We need your UIL Academic Conflicts if you are in the 2A or 3A contest, ASAP! PERFORMANCE ORDER will be posted on the UIL website once contestant entries and UIL Academic conflicts are received.**
- Please send us the UIL **STATE COMPANY INFORMATION FORM**.
- SCRIPTS**: MAIL scripts directly to your judges. Their address is listed on your *advancing to state letter*. To avoid delays, do not require a signature ... **NO SIGNATURE REQUIRED**
- SPEECHWIRE ONLINE ENTRY SYSTEM**- Any changes to cast, crew, alternates, scenic items must be made on SPEECHWIRE. The system will **OPEN FOR 48 HOURS beginning APRIL 29.**

### **WEDNESDAY, MAY 1, 2024**

- Deadline to submit **GROUP PHOTO Form** and State OAP Production information form.

### **THURSDAY, MAY 2, 2024**

- EMAIL YOUR LIGHT CUE SHEETS**. Instructions in your TECH PACKET on the UIL State Meet.
- Send "**Corrections to the State Meet Contest Entry Form**" ONLY IF YOU HAVE CHANGES.

## Performance Order

**PERFORMANCE 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 contest entry forms 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.

## CONTEST FORMS-Due at Load in

- 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, AN EXCERPT from a long play, an adaptation or an original play, you must provide written approval from the publisher and/or playwright. The play will not be performed unless such evidence is provided, unless the play is in public domain.
- "Coaches Photo Release Form"** We only need you to bring the Coaches Release form. The Photo Release *Student forms* are filed at the school.
- A Current "**Community Standards and Copyright Compliance Form.**" **Signed and dated after the region meet.**
- SPECIAL PERMISSIONS-** This includes Live Animal Documentation, Waivers, Accommodation approval letters, and any other special requests (i.e. scenic, adding characters...). This includes state special approvals and publisher special approvals.
- Integrity Script-** with live music cues clearly indicated in the script.

## Company Meeting

**A VIRTUAL COMPANY MEETING will be held on Monday, May 6, 2024. .**

Your contest manager will forward you the details concerning specific time, date, and ZOOM Link. The entire company is invited to gather for this virtual meeting where you will receive information on contest day procedures, meet contest staff and your judges. In the event of an emergency and you cannot attend, please contact your contest manager.



# Rehearsal, Performance and Critique

Times may be altered by your Contest Manager

## The Load-in. 1A Schools ONLY

Load in for 1A will take place on the evening of May 12. You must confirm your load in time with your CM, Carla Schumann. If you need to load in the next morning, she needs to know.

6:00 pm - Shows 1-3

6:20 pm - Shows 4-6

6:40 pm - Shows 7-8

ORDER	LOAD-IN TIME	CALL TIME MONDAY	REHEARSAL START	REHEARSAL END	PREP ROOM	PREP ROOM AVAILABLE	PERFORM CALL TIME	APPROX. SHOW TIME	OUT OF PREP ROOM
1	6:25 AM	7:00 AM	7:15 AM	8:05 AM	BLACK BOX	2:00 PM	2:30 PM	3:00-3:40 PM	4:30 PM
2	7:10 AM	7:30 AM	8:05 AM	8:55 AM	DANCE STUDIO	2:50 PM	3:20 PM	3:50-4:30 PM	5:20 PM
3	8:00 AM	8:20 AM	8:55 AM	9:45 AM	ALL PURPOSE	3:40 PM	4:10 PM	4:40-5:20 PM	6:10 PM
4	8:50 AM	9:10 AM	9:45 AM	10:35 AM	BLACK BOX	4:30 PM	5:00 PM	5:30-6:10 PM	7:00 PM
5	9:40 AM	10:00 AM	10:35 AM	11:25 AM	DANCE STUDIO	5:30 PM	6:00 PM	6:30-7:20 PM	8:00 PM
6	10:30 AM	10:50 AM	11:25 AM	12:15 PM	ALL PURPOSE	6:20 PM	6:50 PM	7:20-8:00 PM	8:50 PM
7	11:20 AM	11:40 AM	12:15 PM	1:05 PM	BLACK BOX	7:10 PM	7:40 PM	8:10-8:50 PM	9:40 PM
8	12:10 PM	12:30 PM	1:05 PM	1:55 PM	DANCE STUDIO	8:00 PM	8:30 PM	9:00 - 9:40 PM	10:30 PM

The Load in for Conferences 2A-6A. Refer to your Contest Manager's information letter for specific information on load in and rehearsals.

For 2A-6A only, the first two shows of the day may unload at the Performing Arts Center loading dock between 6:00 pm and 7:00pm the night before the contest. If you are show #1 or #2, please confirm with your contest manager that you will unload the night before. In the event that you cannot attend at that time, please contact your contest manager.

**Bus Drivers: REVIEW the AISD TECH PACKET.** You will need to plan in advance with your driver to make this work. Company 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. All companies will load out at the PAC loading dock.

## REHEARSALS

For rehearsals, schools will unload at the Performing Arts Center (PAC) loading dock to the stage in performance order. See Contest Manager Information email for further instructions. You will load to the stage, rehearse, and strike to your designated storage area. Doors will shut to not cause any distractions onstage. Please be on time.

**Rehearsals.** A caller will meet you at your designated entrance provided to you at the directors meeting. **You will have exactly 50 minutes to establish the location of props, rehearse light, sound and curtain cues, and rehearse critical scenes with performers.**

**Opening/Closing:** 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.

**Spike and Strike:** The League requires that each company use the last 10 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.

**Time Warnings:** 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, weapons, scenery, approved additions, use of water, fog, blood and items allowed under rules is required at rehearsal. Items, quantities 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. Schools using prop firearms need to inform the contest manager. Failure to comply may result in sanctions. **SEE AISD TECH PACKET REGARDING ATMOSPHERICS, BLOOD, BREAKABLES...**

**REQUIRED: Please send your contest manager a photo of your full set design and any items that may be questionable or that received special permission by the state office. Details on the Contest Manager Information email.**

**The Crew.** The League crew, the State Meet Honor Crew, and the PAC staff will assist each company as needed. You will operate the light board and all curtains on your cues. The League crew will assist in every way possible but **WILL NOT SET UP OR STRIKE** your show. This includes backstage unit set pieces, or backstage equipment. . The League will supply all spike tape.

**The Stage. Austin ISD Performing Arts Center-** Read the stage and light information for your contest site found on the UIL State Information page. UIL Staff shall pull the curtain for you. The acting area 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. A cyc is available. The complete League-Approved Unit Set will be available and elements of the Unit Set you require should be noted on the State Contestant Entry Form. We provide standard stage doors and windows. Please indicate which way doors need to open.

**NOTE:** In compliance with State Fire Code, no open flame or fire will be permitted. The use of powder, glitter, sawdust and slippery substances shall be forbidden. Be prepared to clean within your 7-minute strike. You will not receive help.

LIQUID, BREAKABLES, ATMOSPHERICS- The AISD PAC has a very sensitive fire suppression system that can be triggered by any particle. We ask that any liquid, breakable scenic / prop elements along with any atmospherics (haze, fog, powder etc.) must be approved by the Austin ISD PAC Coordinator or Production Supervisor prior to arrival. No Glitter, Confetti, Helium Balloons, or Pyrotechnics are allowed in the building.) **SEE AISD TECH PACKET**

**The Lights. Austin ISD** - SEE AISD PAC TECH PACKET. Lighting areas are indicated on the PAC Site Information and Lighting instructions posted on the UIL website.

Our UIL Lighting Supervisor will pre-program your cues.

Setting cues takes time.

**You are limited to 50 cues, no more.** These cues can be copied.

It is essential that you email the lighting sheets for programming your light cues by the deadline.

Please indicate if you are running cues manually.

Keep your lighting requirements simple!

**DEADLINE FOR SUBMITTING CUES is MAY 2 at 5pm.**

**EMAIL SHEETS to [prodriguez@uiltexas.org](mailto:prodriguez@uiltexas.org) and to YOUR Contest Manager**

**1A-3A Carla Schumann [carla.schumann1@gmail.com](mailto:carla.schumann1@gmail.com) or**

**4A-6A Larry Carpenter [larry.carpenter@wacoisd.org](mailto:larry.carpenter@wacoisd.org)**

**PROJECTORS:** Use of the host site's projector is prohibited. Special lighting, light trees, projectors shall not be run/used from the house or light/sound booth.

**Intercommunication System.** The site will provide the system. DO NOT bring your own headsets.

**The Props/Furniture.** You should bring all stage props, additional doors and windows and special approved items. You may NOT bring any elements of the League-Approved Unit Set. 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 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.** You will have access to a preparation area, and warmup room at different points in your preparation. Costumes on racks should be clearly marked for identification. No racks are available. Dressing rooms will be used by multiple companies. Casts should arrive as prepared as possible. You will have 45 minutes in the dressing room after your performance. A more detailed schedule will follow.

**Sound.** A sound support system will be provided. If you wish to use the system, provide sound on your player (you supply the adapter) to operate directly on our portable system. You may use your own system.

**Load-out.** All companies will be required to load-out immediately after their 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 not receive any help from the site crew or host facility. Bring cleaning materials.

## **Performance**

**(All times are approximate)**

### Session I

3:00 1st Performance  
3:50 2nd Performance  
4:40 3rd Performance  
5:30 4th Performance (House cleared for Session 2)

### Session 2

6:30 5th Performance  
7:20 6th Performance  
8:10 7th Performance  
9:00 8th Performance

## **The Judge, The Decision, and The Critique.**

In keeping with the educational objectives of the play competition, a panel of three judges will be used for each contest. The critic judges will be presented at the ZOOM Director's meeting to briefly explain 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 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), two best performers and the Samuel French/Concord Theatricals outstanding performer award, of each conference. The Stage Supervisor will select one Outstanding Technician. It is taken for granted that you and each member of your company will accept all decisions graciously. The judges will provide an oral critique of each production and the written evaluation form.

**NEW: 1A-5A Critiques are scheduled in performance order from 10am to 1:00 pm the morning following the contest in the Lobby of the PAC.**

**Conference 6A critiques are scheduled to occur simultaneously after the results are announced Saturday evening.** It is required 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 entered 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 checkpoint at either facility. Co-/Assistant/Technical directors (maximum four) 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.
- 3) During rehearsal *as allowed under the current Handbook for One-Act Play*.

An alternate shall not be allowed to participate in the set, strike or run of the contest entry. The contest manager will reserve seats for the alternates and directors for the performance.

Additional students and adults will not be allowed access into the backstage area or theatre during rehearsals or performances. You must provide chaperones for those students not allowed backstage. They shall not be unsupervised. Please remind parents and administrators.

**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.

**Awards Ceremony-** Awards will take place immediately after tabulation. **An official awards photographer will be present. Please dress to have your photo taken for archive purposes.** Directors will be provided a link to the State Meet photo drop box to access the awards photos. Link will be available 1-2 weeks after the contest.

**TSHIRTS.** State T-shirts and Wearables available at the contest site.

**Scholarship Opportunities.** Your students are now eligible to apply for Texas Interscholastic League Foundation Scholarships. Amounts of scholarships range from \$500 for one year to \$20,000 over four years. Check for deadlines online. [www.tilfoundation.org](http://www.tilfoundation.org)

### **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. 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**

Free Parking shall be provided on site at AISD PAC. More information on parking on UIL State page and AISD TECH PACKET



**Tickets**

State Qualifiers will receive a participant's pass. Tickets for State OAP are available for purchase online starting April 30. See [Theatre State Meet page](#). Tickets will be through online ticketing ONLY; you will not be able to make cash, or check ticket purchases. COMMUNICATE TO YOUR PUBLIC, please.

**State Program and Photographs**

The official UIL State OAP Program will be in digital form. The full program will be published on the UIL State Meet page. We will post the QR code in the lobby of the Performing Arts Center.

**Photographs-** Please send photos for the UIL program by May 1. Form [LINK](#)

Texas Thespians is donating **hard copy programs** for the state meet. There will be one program per state OAP participant. Audience members will be provided one program. **Thank you, Texas Thespians!!!!**

**How to Contact Us**

We invite you to call or email our office if we can provide further information or be of service to you. Telephone: 512/471-4517 (Paula office) or 471-9996 (Elisabeth or Connie).

E-mail: [theatre@uiltexas.org](mailto:theatre@uiltexas.org) or [prodriguez@uiltexas.org](mailto:prodriguez@uiltexas.org)

Contest Manager contact information

**1A-3A Carla Schumann** [carla.schumann1@gmail.com](mailto:carla.schumann1@gmail.com)

**4A-6A Larry Carpenter** [larry.carpenter@wacoisd.org](mailto:larry.carpenter@wacoisd.org)

We look forward to seeing you soon.

**Best Wishes, Safe Travels**

**and GOOD SHOW!**