

SAMPLE INFO LETTER

UIL ONE-ACT PLAY CONTEST

Send to the League Office by February 1st for inclusion in Area/Regional Advancing School Packets. Bi-District info shall be provided to the district Contest Managers prior to the district meets.

Send to each zone/district school NO LATER than February 1st. Any changes or problems that alter the information provided must be reported to all participating schools immediately.
Failure to disclose this information by the host site may be a violation of the ethics code.

DISTRICT 35-6A

March 25, 2020

Contest Manager: Weebie Friendly, Department Chairman, State College

Assistant Contest Manager: I. M. Helpful, Theatre Manager, State College

Contest Technical Director: Han D. Man, Technical Director, State College

Site: State College of Texas

University Theatre

Caliche Corners, Texas

Phone: (512) 555-1221, FAX: (512) 555-1234, Friendly's Home: (512) 555-4321

Rehearsal Dates: Wednesday, March 24, and Thursday, March 25

Contest Date: March 25, 2020

Critic Adjudicator: I. Will Bekinde, Rio Grande University, Lone Star, Texas

ORDER OF REHEARSAL AND PERFORMANCE

SCHOOL #1—Summer Heights High School

Unloads: Wednesday, March 24—3:45 PM

Rehearses: Wednesday, March 24—4:00 to 5:00 PM

SCHOOL #2—Dawson Creek High School

Unloads: Wednesday, March 24—4:45 PM

Rehearses: Wednesday, March 24—5:00 to 6:00 PM

SCHOOL #3—Hogwarts High School

Unloads: Wednesday, March 24—5:45 PM

Rehearses: Wednesday, March 24—6:00 to 7:00 PM

SCHOOL #4—Rydell High School

Unloads: Thursday, March 25—8:45 AM

Rehearses: Thursday, March 25—9:00 to 10:00 AM

DIRECTOR'S MEETING AND PERFORMANCES

12:15 PM—Director's Meeting in Lounge

1:20 PM—Set-up for Play #1

1:30 PM—Curtain for Performance #1 (All others will run back to back)

LOAD IN

Your host will meet you and your company at the loading door. Please be on time. Following the rehearsal, the stage manager or technical director will show you where to store properties and your host will show you the room assigned to your company for your use during the contest.

REHEARSALS

You will have one hour to rehearse. A complete run-through of your play may not be possible. Rehearsal time begins promptly.

PERFORMANCES

The casts are reminded not to re-enter the auditorium in make-up or costume after the performance. Remind your students, too, that they will not be allowed to enter the auditorium while a play is in progress. Plays will perform back-to-back.

TIME WARNING PROCEDURES

The stage manager will be giving audible calls from the edge of the SR wings for set, strike and the 60-second start.

The stage manager will give the 35-minute warning over the intercom system. Your designated crew member should be on headphones and respond with "35-minute warning received."

ADMISSION TO THE PERFORMANCE

There will be no admission charge. LATECOMERS WILL BE SEATED ONLY DURING THE PAUSE BETWEEN THE SHOWS. Please let families and friends know this since absolutely no exceptions will be made.

Also, in order to maintain the proper atmosphere for enjoying a live performance, we ask you to let your families and friends know that no photographs, flash or otherwise, or videotape may be taken during the performances.

AWARDS AND CRITIQUES

The announcement of advancing plays, the presentation of awards and the oral critiques will follow the last performance as soon as the adjudicator has completed his decisions.

STAGE AND LIGHTING

See the enclosed diagram.

SOUND

Since sound is always tricky, we advise all of you to bring and operate your own sound system from backstage. If you wish to use our sound system, please bring with you your music or effects recorded on tape or CD. There will be a sound technician present to run sound.

UNIT SET

The approved UIL Unit Set will be available at the contest site. Also available will be two door units and one French door unit.

MAKE-UP/DRESSING AREAS

Dressing areas will be provided. Following your performance you must quickly strike all of your materials from the dressing rooms.

LOADING FOR DEPARTURE

We suggest that you use the adjudicator's decision-making time to load for departure.

