

## **UIL One-Act Play Planning Guide Middle School/Junior High Directors and Contest Managers Fall, 2020**

There is no “perfect” way to run a contest in a pandemic. Our goal is to provide a safe environment for students to participate in the One-Act Play Contest. The following are items that may be included in your planning agenda as you organize your contest. It is by no means, a completed document. As our current situation changes, so will this document. These decisions should be approved by the Spring Meet Director and District Executive Committee.

UIL has posted updated UIL COVID-19 Risk Mitigation [Guidelines](#) for all UIL activities. These guidelines are in addition to the guidance issued by the Texas Education Agency ([TEA](#)). Contest managers and Directors should check for updates regularly. Changes to the public health situation may necessitate changes to this guidance and this planning guide.

Contest managers should work with the host school and OAP directors on the safest way to organize the contest. Host site may have additional mitigation guidance in place.

Participating schools should adhere to local district protocols.

Contest Managers should be aware of state laws, TEA guidance or local policies that may affect rehearsals and contest.

**Any deviation from the UIL Constitution and Contest Rules (C&CR) or OAP Handbook requires special permission from the state theatre director.**

**Site/Director Planning Meeting- Determine what/if any adjustments will be made to**

- Contest schedule- 1-day contest (rehearsal + contest) vs. Rehearsals the day before contest? Scattered throughout the week?
  - What will your district/host allow?
  - Time commitment/safety concerns for CM, host, site crew
- Audience seating-What is permissible at the site? See UIL COVID-19 Guidelines on *Spectators, Audiences, Fans and Media*
  - Directors will need to inform their friends and family of what is permissible at site.
- Box Office/Concessions- see UIL COVID-19 [Guidelines](#)
- Dressing rooms/Holding area availability
  - Consider arriving to contest in costume/hair/makeup
  - Food/Water- what is allowed?

- Sanitizing-What will host provide vs participating schools?
- Load-In/Out Procedure
- Programs- Digital Programs vs Paper
- Procedure for collecting and distributing scripts to adjudicator(s).
- Confirm with adjudicator(s) on distribution of contest materials- scripts, ballots, evaluation forms. This should be discussed as early as possible, prior to contest.
- Announcement of Results/Awards - Determine the format; live or virtual.
  - Determine how awards and evaluations will be distributed.
  - Critique- discussed in director/host planning meetings and discussed with the adjudicators, prior to agreement, if possible.
  - Judges must be informed on how critiques will be handled prior to receiving agreement. **This should not be a surprise for judges on contest day!**
- Plan for the REQUIRED SCREENING FOR VISITORS- See UIL COVID-19 [Guidelines](#) for complete information. Take special note of the Screening Questionnaire Information regarding, what information is legal to collect and the school's responsibility to destroy the responses.

**Site Rehearsals- To save rehearsal time, much of this information can be shared with directors via the “Information packet”.**

Handbook requires *a minimum of 40 minutes* for the official rehearsal. Determine what/if any adjustments will be made to

- Storage of properties and equipment- CM must disclose prior to school's arrival at the site.
- Load in/Exit procedure
- Staffing- location of staff- booth, backstage, house
  - All contest staff masked and social distancing required as per UIL COVID-19 guidelines Contest Manager- location during rehearsal.
- Masks- All participants- See UIL COVID-19 [Guidelines](#)
- Cleaning/Sanitizing site equipment between schools

- Schools should make hand sanitizer, disinfecting wipes, soap and water or similar disinfectant readily available in these areas. See [Guidelines](#)
  - Participating Schools may bring additional PPE items- gloves, face coverings...
- Restrooms- what will be available/location?
- Collection of paperwork procedure. Paper or digital.
- Time Warnings-Since warnings must be given during contest performance, determine the safest procedure. Procedure should be disclosed prior to rehearsals.
- Consider a meeting with contest staff, prior to contest day to review protocols.

### **Contest Day Procedures- For Contest Managers. Prior to contest.**

REQUIRED SCREENING- See UIL COVID-19 [Guidelines](#) for complete information.

- Prepare competition space including includes cleaning, sanitizing and masks following *UIL COVID-19 [Guidelines](#) regarding Performance areas, Band Halls, Locker Rooms and Other Congregate Settings.*
  - Cleaning/Sanitizing site equipment available
- Prepare Storage and Dressing rooms (if being used) at site- Disclosed in advance.
- Restrooms- what will be available/location?
- Judges' work area prepared- sanitized. Confirm with adjudicators preference of seating.
- Review with judges the protocol for Directors Meeting.
- Review with judges the procedures for exiting/re-entering, breaks, critiques.
- Provide a copy of the program, evaluation forms, ballots for judge(s)- Confirm with judges(s) on method of delivery. Paper or digital.
- Directors meeting- follow facial coverings and social distancing protocols for in-person or virtual directors meeting (ZOOM platform, for example)

- Review load in/out procedure.
- Set/Strike Period- Allow enough time for schools to unload set and properties before set up begins.
- Allow time for sanitizing site and equipment between shows.
- Consider running the contest to run on the hour to complete sanitizing protocols. **The contest should not be rushed under any circumstances.**
- Review Time Warnings- Determine the safest way for timekeeper to communicate with participants.
- Audience Seating- If site is allowing spectators to attend the event, prepare the space for spectators following UIL COVID-19 [Guidelines](#) on *Spectators, Audiences and Media*.
- Prior to seating-Remind Directors/Visitors/Adjudicators of the REQUIRED SCREENING FOR VISITORS. See UIL COVID-19 [Guidelines](#) for complete information.
- Announcements & Visible Signage- Contest Managers may include the 2020-2021 COVID-19 Mitigation Spot [Announcements](#) along with the standard announcements found in the OAP Handbook and [COVID-19](#) page.
- Prior to final show, consider announcing to the audience the protocol for the awards ceremony and critiques.
- **Any deviation from the UIL Constitution and Contest Rules (C&CR) or OAP Handbook requires special permission from the state theatre director.**
- Awards Ceremony and Critiques- Announce to audience the protocol for the awards ceremony and exit procedures.
- Performance Areas and other congregate settings should be thoroughly disinfected at the end of the day.

Please contact the State theatre office with any questions.

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## Frequently Asked Questions from Contest Managers

### ***I have been hired by a district to contest manage, where do I locate guidelines pertaining to COVID- 19 and one act play contest?***

UIL has posted updated UIL COVID-19 Risk Mitigation [Guidelines](#) for all UIL activities. These guidelines are in addition to the guidance issued by the Texas Education Agency ([TEA](#)). Contest managers and Directors should check for updates regularly. Changes to the public health situation may necessitate changes to this guidance.

### ***Are we allowed to change the contest format?***

Would this require a change to the *UIL Constitution and Contest Rules (C&CR)* or OAP Handbook? For example: Some JH OAP contests are considering alternative contest schedules. Some contest sites will not allow audiences with the exception of alternates and school personnel. Some contests are choosing to hold a virtual awards ceremony. **Any changes to the contest schedule or structure (for example, oral critiques) need prior approval from the state theatre director and if approved should be communicated to the adjudicator(s) immediately.**

### ***Do masks need to be worn at all times?***

As of July 2020, the [Executive Order GA-29](#) regarding face coverings applies to all UIL activities. All employees, parents, visitors and students ten years of age or older must wear face coverings or face shields upon entry to an area where UIL activities are being conducted and **when not actively practicing or playing in the contest.** Exceptions can be found on the [UIL](#) COVID-19 and the Executive Order GA-29 web pages.

### ***As the contest manager, am I responsible for establishing new contest procedures?***

As the contest manager, you should work with the host site on event management to meet the UIL and local site guidelines. See [UIL COVID 19](#) page for guidance on *Performance Areas and other Congregate Settings*. Work with the host to safely manage the contest; including social distancing procedures, required contest staff, audience/judges/participant seating, box office, dressing rooms, load-in/out. As with any OAP contest, visitors should be made aware of any host site rules. See the guide at the end of this document.

### ***As the contest manager, am I responsible for enforcing the COVID-19 guidelines, in addition to the rules in the Handbook and C&CR for all participating schools?***

In addition to enforcing the rules for participating schools, as the contest official, **do your best** to encourage non-participants to follow the Risk Mitigation [Guidelines](#). However, you are not responsible for how a school stages their play. It is not your responsibility to restage a production. Schools must follow the TEA, UIL, and local district policies. Administrators are required to sign the Community Standards and Copyright Compliance form prior to competition, agreeing that they have approved of all the language and physical action performed onstage. If you witness safety concerns or violations of UIL Rules please contact the state theatre director.

**Am I responsible for finding an alternate site if the original host site cancels?**

If a site cancels, please contact the state theatre director immediately. At the Zone/District/Bi-District levels the contest manager will work with the Spring Meet Director to find another site.

**What if I have other questions or need more guidance?** We understand there will be other questions as this unprecedented situation changes. We encourage you to contact the state theatre office.

Please contact:

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## **Frequently Asked Questions from Directors**

### ***Enrollment and Early Planning***

***Are we having the One Act Play contest this year?***

At this time, UIL continues to plan for live, in-person middle school/junior high and high school One Act Play Contests for 2020-2021 school year.

***Will the Enrollment deadline of October 1 be extended?***

There are no changes to the calendar dates or deadlines at this time. The October 1 deadline is for planning purposes.

***What if we enroll and need to withdraw due to COVID-19?***

You are strongly encouraged to enroll your school by October 1. Enroll, and if your school/district decides UIL competition is not possible due to COVID-19 related reasons, we will adjust as necessary.

***Will the December 14 deadline for “submission of plays not on the approved list” be extended?***

There are no changes to the calendar dates or deadlines at this time. You are encouraged to submit your request early due to mail delays related to COVID-19. Please mail your scripts **via US Postal Service** to the Paula Rodriguez, State Theatre Director, P.O. Box 8020 Austin, TX 78713. Dropping off of scripts is not available due to the UIL building being closed to visitors.

***We never had a chance to perform our contest play last spring? Are we allowed to perform the same play this year?***

There is no rule prohibiting you from performing the same play multiple years in a row. This year you may request an EXTENSION of your play approval (your official title entry) of 2020. See EXTENSION [form](#) for specific details.

***What if I want to add new edits and new scenic requests?***

Any new scenic requests shall be submitted through the UIL OAP Play/Set Approval form. Outside of cuts necessary to meet the time limits, adds and alterations can only be made with League permission.

***Can we submit plays this year prior to this year were considered “predominately narration”? Some plays have not been approved in the past but lend itself to social distancing.***

For the 2020-2021 school year, you **MAY** submit plays that rely heavily on narration through the play approval process. However, plays considered “monologue plays”, duet scenes, and musical theatre may **NOT** be used in contest. Contact the state theatre director for clarification.

***When requesting a license for competition should I include an extra license for recording or streaming?***

Always check with your publisher on your performing license and what is allowed and available to you. At this time, there are no plans to create a virtual one act play contest. However, you may want to add an additional license if you choose to record or stream a performance from your school.

## **Organizing the contest**

***Are there specific guidelines for One Act Play Contest and COVID-19?***

Currently, the only guidelines in place are the UIL COVID-19 Risk Mitigation [Guidelines](#) for all UIL Activities. This includes guidance on face coverings, general operations, protocol for individuals confirmed or exposed to COVID-19, congregate settings (performance areas, band halls, locker rooms, etc.), practice and rehearsal activities, spectators and media, and concession stands and food service.

These guidelines are in addition to guidance issued by the Texas Education Agency (TEA) and are intended to be implemented along with [TEA guidance](#), which applies to UIL activities and extracurricular non-UIL activities. Contest managers and Directors should check for updates regularly. Changes to the public health situation may necessitate changes to this guidance.

## **Rehearsal and Performance**

***When are masks required?***

The [Executive Order GA-29](#) regarding face coverings applies to all UIL activities. All employees, parents, visitors and students ten years of age or older must wear face coverings or face shields upon entry to an area where UIL activities are being conducted and **when not actively practicing or playing in the contest.**

Exceptions are found on the UIL COVID-19 and the Executive Order GA-29 web pages. Your administrator shall examine and sign the Community Standards Copyright Compliance form approving of all verbal and physical actions onstage.

***Will the unit set be available and may we bring our own props and scenic pieces as usual?***

Host site should provide the unit set, per Handbook rules. Directors should communicate with the contest manager on the protocol for storage and sanitizing scenery, props and other equipment.

***Can we change the structure of the contest day?***

Any deviation from the *UIL Constitution and Contest Rules (C&CR)* or OAP Handbook would require special permission from the state theatre director.

Discussions (planning meetings) should be held with directors, site host and the contest manager concerning the safe management of the event in keeping with UIL COVID-19 guidelines. **Any changes to the contest schedule or structure (for example, oral critiques) need prior approval from the state theatre director and if approved should be communicated to the adjudicator(s) immediately.**

***What are some other considerations when planning for One Act Play Contest?***

See the planning guide for all 2020 Middle School/Junior High OAP contests.

***What if I have other questions or need more guidance?***

We understand there will be other questions as this unprecedented situation changes. We encourage you to contact the state theatre office.

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