

UIL One-Act Play Planning Guide
High School/Middle School/Junior High Directors, Contest Managers and
Contest Hosts
SPRING, 2021(updated 2/8/21)

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 items are to assist you as you prepare for 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.

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

Contest Organization- 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.

Sites Hosts/Contest Manager/Director Information

(updated 2/8/21)

Per the UIL COVID-19 Risk Mitigation Guidelines in accordance with [Executive Order GA-29](#):

All employees, parents, visitors and students 10 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, unless an exception listed in the Risk Mitigation Guidelines applies.

One-Act Play participants must wear face coverings in all other aspects of the contest except when performing onstage.

Safety Protocols

Each contest site will determine the safety protocols for their space and will inform the competing schools no later than 21 days prior to contest. Sites should follow at minimum the [UIL COVID-19 Risk Mitigation Guidelines](#), OAP Planning Guides and the most recent updates. The Contest Managers should inform the Adjudicators of site-specific protocols.

60 Second Time Limit Waiver

The 60 second rule to begin performance after set up is waived.

SAMPLE Contest day Schedules

The District/Bi-District may choose the following scheduling options based on their local health situation. See detailed sample schedules in the Spring OAP Planning Guides. Schedule changes should be communicated to the schools and adjudicators, no later than 21 days prior to Zone, District or Bi-District contests.

OAP Contest Schedule A- For schools staying for the entire contest.

- Technical Rehearsals – day(s) or morning prior to contest. Site and directors decide on the length of rehearsal time.
- Contests will run back to back, but allowing for time to clean in between performances.
- Awards Ceremony- In person, all schools in attendance.

Note: Host site may allow all schools to send in cues in advance for programming, prior to technical rehearsals. This is encouraged.

OAP Contest Schedule B (1-2 days) Schools to leave campus after performance. DEC approval necessary.

Day 1: All competing schools attend the official technical rehearsal at their specific time. Schools will exit the host site once rehearsal ends.

Note: Host site may allow all schools to send in cues in advance for programming, prior to technical rehearsals. This is encouraged.

Same Day or Day 2: School will arrive at their scheduled time in costume and makeup. Performances will run with enough time in between for space to be cleaned.

For Example:

9:00 am-10:30am School #1 Performs, Strike, Critique and exit campus

10:30-11:30am School #2 Performs, Strike, Critique and exit campus
To be continued....

Tabulation, Results, Announcement. Evaluations and Tab sheets sent to directors immediately after announcement of results.

Note: Host site and the Contest Manager may deviate from this sample and schedule technical rehearsals over more than one day. Contest Manager may schedule

SAMPLE OAP Contest Schedule C (1-day contest) Rehearse, Perform and Strike. Schools will exit campus after performance. DEC approval necessary.

Host site may allow all schools to send in cues in advance for programming, prior to technical rehearsals. This is encouraged.

For example:

| | |
|---------------|--------------------------------------------------------------------|
| 8:00- 9:00am | School#1 will arrive in costume and makeup. Schools will rehearse. |
| 9:00-10:30am | School #1 Performs, Strike, Critique and Exit campus. |
| 10:30-11:30am | School #2 Rehearses |
| 11:30-12:30pm | School #2- Performs.... To be continued |

Tabulation, Results, Announcement. Evaluations and Tab sheets sent to directors immediately following the announcement of results.

Any alteration from these schedules need to be approved in advance by the State Office.

We know that few contests will run perfectly on schedule. Contest managers, host sites and directors must work together to allow time for cleaning and moving groups on/off stage.

Please contact your adjudicators to discuss contest schedule and procedure well in advance of the contest.

Site/Technical Rehearsals- Host Sites and Contest Managers

Rehearsal Time: The OAP Handbook requires *a minimum of 40 minutes* for the official rehearsal. More time onstage is always appreciated, but not mandatory.

- If possible, host sites may program light cues prior to technical rehearsals to save time.
- Host site is not required to store properties and equipment.
- Please clean/sanitize equipment and space between schools.
- Schools may cut their own spike tape. Host is not required to cut tape for schools. Clear tape is not mandatory.
- Discuss process for stacking/unstacking unit set pieces with site crew and schools.
- Have a clear Load in/Exit procedure- particularly if host school is in session. Please allow time for social distancing at the entrance/exit locations.
- Participating schools may bring their own headsets if compatible to the host school or use the site equipment.
- Participating Schools may bring additional PPE items for rehearsals- gloves, face coverings, headset covers...

Paperwork- Contest Managers, please collect all paperwork detailed in the Handbook at the site rehearsal.

Rehearsals- Contest managers, please watch rehearsals, but remember, it is not your duty to restage scenes. Please discuss with director after rehearsals or contact state theatre director if you have safety concerns.

Critiques, Awards, and Director's Meetings

For Spring 2021, critiques, director's meetings and awards ceremonies may be held live or through video conferencing. Critiques may occur before results are announced. Written evaluations will be distributed only after results are announced. A school may choose to waive the verbal critique if the schedule and circumstances deem that necessary. The verbal critique is highly recommended. Please review UIL Academic [Updates](#) for additional OAP waivers and temporary changes.

Box Office/Concessions- see UIL COVID-19 Guidelines- digital programs and ticketing is strongly encouraged. For contests that will include concession stands or other food service, please follow guidelines found on the UIL COVID-19 [Site](#).

Dressing rooms/Holding area- Availability is the decision of the host site. Host sites, please communicate if a dressing room or holding area(s) will be available to the competing schools. Participating schools should be prepared to arrive in costume and makeup at the site.

Classroom/conference room- Directors Meeting/Critiques- A separate room may be provided for holding the director meeting, judge's work area or critique space. UIL allows for a virtual directors meeting as an option.

Cleaning- See UIL COVID 19 Risk Mitigation Guidelines- In addition, a site may have hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available backstage, Light/Sound booth areas, dressing holding rooms. Host site and contest manager should work on a procedure for cleaning between schools. Areas include:

- Stage floor
- Dressing rooms
- Headsets, companies may bring their own if compatible with contest site
- Sound/light consoles
- UIL Unit set pieces
- Seating- if spectators are permitted and when possible, the site should open windows and/or doors or otherwise work to improve airflow by allowing outside air to circulate in the theatre between performances.

Livestreaming Performances- Host sites and the contest manager must receive written permission (a livestream license from the publisher/author) from the participating school in order to stream the performance. Streaming may only be conducted by the host site. Sites and schools shall follow all copyright laws.

Virtual Awards/Announcement of Results

Contest manager will arrange for directors to pick up awards, evaluations and ballots/Talk Tab sheet, in the absence of in person awards ceremony. Contest manager should discuss with schools how to arrange the distribution of awards. If mailing awards and evaluations are involved, contest managers should budget for that expense.

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

Contest Manager Frequently Asked Questions

How do I assign panel judges for critiques that take place immediately after performance?

Judges will draw after each performance for their critique assignment. The draw should not take place before the contest begins.

With Schedule B and C as options. How do we handle performance order?

The Contest Manager should collaborate with schools to create a safe and fair contest for all students. This includes adjusting performance order if necessary for schools traveling to and from contest from long distances. At the District and Bi-District levels, the District Executive Committee(s) has final authority over changes to the performance order and schedule.

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 UIL COVID-19 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. The One-Act Play Ethics Code shall carry the force of the rule. 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 do I do if a school needs to withdraw from competition? Here is the process for schools withdrawing from competition-

- Director/School shall contact the state theatre director, Paula Rodriguez, prodriguez@uiltexas.org that you are officially withdrawing from contest.
- Contact the Contest Manager immediately. Your school's withdrawal may affect the OAP contest arrangements.
- We need a letter (there is no form), from your Principal stating that your school is withdrawing from competition and the reasons why. That letter is due no later than June 1.

- The letter should be sent to the District Executive Committee and the State Theatre office.

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:

Paula Rodriguez, state theatre director prodriguez@uiltexas.org 512-471-4517