

UIL ONE-ACT PLAY STATE MEET PARTICIPANT GUIDE 2018 ALL CONFERENCES

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

**EVERYONE MUST CALL LUIS MUÑOZ WHEN YOU ADVANCE!
See inside for details**

**IMMEDIATELY!!
READ EVERY PAGE
CAREFULLY AND THOROUGHLY.**



C o n g r a t u l a t i o n s !

READ CAREFULLY!

Congratulations for advancing to the State Meet One-Act Play Contest. We are looking forward to seeing you.

THE LISTED TASKS MUST BE COMPLETED NO LATER THAN WEDNESDAY APRIL 18, 2018.

Any school that fails to meet the Wednesday, midnight deadline may be declared ineligible for the State Meet One-Act Play Contest.

1. **STATE CONTESTANT ENTRY FORM:** The form should have already been sent when you advanced to the regional contest.
2. By noon following your contest (Friday and Saturday Regions) and 10am Wednesday, April 18 (Monday and Tuesday Regions), Fill out the 'Corrections to the State Meet Contest Entry Form" ONLY IF YOU HAVE CHANGES FROM REGION. (Found on the State Meet page)
3. **1A - 3A Only -** By noon Wednesday, you must e-mail me with any actual UIL State Academic conflicts you may have after 2:30 pm the day of your contest. **No consideration will be given to scheduling conflicts with company members after your deadline.**
4. **SPRING MEET ENTRY SYSTEM -** Any changes to cast, crew, alternates or directors need to be made by this deadline. The system will open at noon on April 14th and close at midnight April 18th.

A red button labeled "Make Changes" is on the main Theatre page on our Theatre and Film website.

5. **SCRIPTS:** Overnight three copies of your script the day after your region contest. If you have a Saturday region, overnight on Monday. We will get scripts to judges. Send to:

State Theatre Director
UIL
1701 Manor Rd
Austin, Texas 78722
NO SIGNATURE REQUIRED

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PERFORMANCE ORDER

- **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.

WE MUST RECEIVE THE FOLLOWING 5 (Five) ITEMS IN ONE ENVELOPE AT THE DIRECTOR'S MEETING

1. **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 from a long play or an original, we must have indication of approval from the publisher and/or playwright. The play will not be performed unless such evidence is provided, unless, of course, the play is in public domain.
 2. **Music Log.**
 3. **"Coaches Photo Release Form"** In this packet. The student forms are filed at the school. We only need this form.
 4. **Current "Community Standards and Copyright Compliance Form."**
 5. **All photos as required in this document. (See next page)**
 6. **Live Animal and any other special requests.**
- **Company Meeting.** It is essential that all directors and all members of their companies meet in the house at The Round Rock ISD PAC on the day of their contest. The meeting will begin as soon as all eight companies are loaded in but no later than 7:30am. DO NOT BE LATE, and please do not request that some members of your company be excused unless they are pre-approved. No other reasons will be considered. Start early in order to locate suitable parking. Please remind your company that proper footwear should be worn at all times - no bare feet, no flip-flops. In the event of an emergency that prevents your attendance, call 512/507-0462. The contest cannot be properly conducted unless each director and contestant is present. Details pertaining to every aspect of the contest will be discussed at this meeting and at no other time.
 - **Registration.** You will register at the company meeting on the day of your contest.

Rehearsal, Performance and Critique

- **The Load-in.**

Schools must unload at the Performing Arts Center loading dock between 6:30 and 7:15 am prior to the company meeting on the contest day. This is the only time you will be allowed to unload. Note that the dock is designed for taller trucks than a U-Haul type truck. Heavy items will need to be lifted to the dock.

One-Act Play State Meet Participant Guide **STATE PROGRAM, MARKETING AND ARCHIVAL PHOTOGRAPHS**

We will need high quality photographs of your company and your show. The pictures must be close-up action scenes of your actors in costume and makeup. Snapshots are of NO value.

1. All schools are expected to furnish digital files and hard copies of photos.

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(3) "close-up" color 7" x 5" (Width by Height) Vertical shots do not work well in the program.

(1) one posed color 7" x 5" (Width by Height) company photo **IN COSTUME!** Try to make the shot as compact as possible. Wider shots make the kids look smaller. See Sample below of one that works well.

(1) 10" X 8" (Width by Height) color photo labeled as "Favorite."

You will bring these to us at the morning meeting. Place in a clearly marked envelope.



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6:15 am - Shows 1-3

6:45 am - Shows 4-6

7:00 am - Shows 7-8

DO NOT BRING YOUR OWN STAGE WEIGHTS. We have plenty. Additional unit set pieces must be pre-approved by the State Office. **Oversized items may need to be dismantled to fit in the storage spaces.**

The State Meet Contest Manager 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.

- **Load-out. All companies will be required to load-out immediately after your 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.

You will need to plan in advance with your driver to make this work. Cast 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.**

Your entrance is at the North door by the Parking lot. A caller will meet you at your designated entrance. You will have exactly 50 minutes to establish location of props, rehearse light and curtain cues, and rehearse critical scenes with actors.

The League requires that each company use the last 5 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.

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.

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, scenery, approved additions, 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. Failure to comply may result in sanctions
- **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 OR STRIKE** your show. The League will supply all spike tape.
- **The Stage.** The act curtain travels. UIL Staff shall pull 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.**
- **The Lights.** Lighting areas and numbers are as indicated on the Round Rock PAC Site Information and Lighting instructions posted on the UIL website. Check for deadlines. CRUCIAL. Intensity may be regulated to suit your requirements, and intensity may be regulated for each area, not each instrument. It is essential that you send the lighting sheets for programming your light cues by the deadline. Keep your lighting requirements simple! Setting cues takes time.

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- **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, a makeup room, dressing room 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.
- **The Judge, The Decision, and The Critique.** In keeping with the educational objectives of play competition, a panel of three judges will be used for each contest. The critic judges will be presented at the company meeting to explain briefly 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 will be specifically instructed to disregard all special lighting or scenic effects. 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), a best actor and actress and the outstanding performer of each conference. It is taken for granted that you and each member of your company will accept the decision graciously. The judges will provide an oral critique of each production as determined during the directors meeting. They will each

provide the written evaluation form. Critiques are scheduled in performance order from 10 am to 1:00 pm the morning following the contest in the Lobby of the Round Rock PAC. Conference 6A critiques are scheduled simultaneously after the results are announced Wednesday 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 an eligible entry 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 check point 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 bring 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**

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unsportsmanlike behavior on the part of your public.

Scholarship Opportunities. Your students are now eligible to apply for Texas Interscholastic League Foundation Scholarships. Check for deadlines online.

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

Parking shall be provided onsite.

Tickets

Tickets are available at the PAC ticket office. They are open at 2:30pm. Only cash or school checks will be accepted. Make checks out to "UIL-UT-Austin." Prices are posted on the UIL State Meet Webpage.

NO PERSONAL ARE ACCEPTED. COMMUNICATE TO YOUR PUBLIC.

How to Contact Us

We invite you to call, fax or e-mail our office if we can provide further information or be of service to you. **Telephone:** 512/471-4517 (Luis direct) or 471-9996 (Elisabeth or Connie) **Fax:** 512/471-7388. **E-mail:** theatre@uiltexas.org. Mr. Muñoz will be in the office most of the time from 9:30 am to 5 pm, Monday through Friday. If he doesn't answer, leave a message or call the other number from 8:00am – 5pm and talk to Elisabeth or Connie or **HOLD**.

We look forward to seeing you soon. Best wishes and GOOD SHOW!

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THE UNIVERSITY OF TEXAS AT AUSTIN
UNIVERSITY INTERSCHOLASTIC LEAGUE

COACH PHOTOGRAPHIC CONSENT AND RELEASE CERTIFICATION FORM

School _____ **Check Event:**
Address _____ Congress CX Debate
City/Zip _____ Academics One-Act Play
Superintendent _____
Principal _____

I hereby certify to the University of Texas at Austin and the University Interscholastic League (University), and those acting in pursuant to its authority the following:

- (a) Upon qualifying for the UIL state championship event of the above checked event, I have distributed to and received back from the students representing my school, completed copies of the UIL Photographic Consent and Release Form.
- (b) The students representing my school have given (or their parent/guardian has given) consent for the UIL to use, reproduce, exhibit or distribute in any medium their image in conjunction with the UIL state championship event.
- (c) Any photos provided to the UIL for use in the state championship event program contains only those students whose image is not protected under the Family Educational Rights and Privacy Act (FERPA).
- (d) If a student representing my school wishes to not have their image used in the UIL state tournament program or in conjunction with the UIL state championship event, I have included their name(s) below.

UIL Acad Coordinator/Director/Coach Printed Name

Signature Date

Email Phone (include area code)

The following student(s) have not consented to have their image used by the UIL in any medium in conjunction with the UIL state championship event checked above. (List name and event.) I understand that their image will not be included in the UIL state championship event program.

FILING: This form must be received in the UIL office prior to the UIL State Championship event.

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THE UNIVERSITY OF TEXAS AT AUSTIN
UNIVERSITY INTERSCHOLASTIC LEAGUE

PHOTOGRAPHIC CONSENT AND RELEASE FORM

I hereby authorize the University of Texas at Austin and the University Interscholastic League (University), and those acting in pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.
- (b) Use my name in connection with these recordings.
- (c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/WWW) these recordings for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of the University. I have read and fully understand the terms of this release.

Name: _____

Address: _____
Street

City	State	ZIP
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Phone: _____

Signature: _____ Date: _____

Parent/Guardian Signature (if under 18):
_____ Date: _____

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STATE CHECKLIST

ALREADY DONE

- State Contestant Entry Form
- Group Photo

Wednesday April 18, 2018

- 'Corrections to the State Meet Contest Entry Form' ONLY IF YOU HAVE CHANGES FROM REGION. (Found on the State Meet page)
- 1A - 3A Only - By noon Wednesday, you must e-mail me with any actual UIL State Academic conflicts
- Any changes to cast, crew, alternates or directors in the Spring Meet Entry System.. The system will open at noon on April 14th and close at midnight April 18th.
- SCRIPTS: Overnight three copies of your script the day after your region contest. If you have a Saturday region, overnight on Monday.
- Complete the " State Meet CompanyOAP Information 2018" form found on the State Meet website.

Thursday April 19, 2018

- Light Cues must be received at State Office (See Lighting Info Package on State Meet Page). We cannot gurantee programming after this date.

Bring to the Morning Meeting:

- Proof of Royalty & Permission to Perform.
- Music Log.
- "Coaches Photo Release Form"
- Current "Community Standards and Copyright Compliance Form."
- All photos as required in this document.
- Live Animal and any other special requests.