



**Conference A**  
**Region IV, Area I**  
**One-Act Play Contest**

Conference A One-Act Play Director(s),

**Congratulations on your advancement to the Area Contest!**

I am pleased to provide the following information regarding your UIL One-Act Play contest that will be held on Friday & Saturday, April 12 & 13, at University High School in Waco, Texas. Information regarding the event can be found in this handbook.

The UIL and Waco ISD want your experience to be a memorable and enjoyable time for the contest and urge you to review the information carefully to familiarize yourself with the schedule and share the information with your campus supporters and administration. We have scheduled the order of rehearsal and performance per the State UIL Director instructions. Please be on time for your load-in, as we will be running on a very coordinated schedule for the contest.

The specific schedule can be found within the handbook. Please remind your parents, administration, and spectators that admission is \$10.00 at the door for general admission, and they must abide by all UIL policies and guidelines regarding entry and exit at the contest. The house will open 10 minutes prior to the start of the first play and open again following each performance.

If you have any questions regarding lighting or technical aspects of the contest, please review the attached information or contact the Area Site Host, Ms. Katy Davis (Theatre Director, University HS) at [kathryn.davis@wacoisd.org](mailto:kathryn.davis@wacoisd.org). We look forward to hosting your companies and wish you a wonderful performance on the day.

Larry Carpenter – *Director of Fine Arts*, Waco ISD  
One-Act Play Contest Manager  
Region IV, Area I  
[larry.carpenter@wacoisd.org](mailto:larry.carpenter@wacoisd.org)  
254-715-2140 (Cell), 254-755-9475 (Office)



## Conference A

### Region IV, Area I One-Act Play Contest

**Contest Date:** Friday & Saturday, April 12 & 13, 2024

**Host Site:** University High School

Waco ISD, 3201 S. New Road,

Waco, TX 76706

**Contest Manager/Site Information:**

Larry Carpenter, Director of Fine Arts

Waco ISD

501 Franklin Ave.

Waco, TX 76701

**Cell:** 254-715-2140

**Office:** 254-755-9475

**Email:** [larry.carpenter@wacoisd.org](mailto:larry.carpenter@wacoisd.org)

**District Host Information:**

Katy Davis, Director

University High School

3201 S. New Road

Waco, TX 76706

**Cell:** 915-433-5970

**Office:** 254-756-1843

**Email:** [kathryn.davis@wacoisd.org](mailto:kathryn.davis@wacoisd.org)

**Adjudicator Panel Information:**

Patricia Roberson, 117 S. Johnson St., Mart, TX 76664

Jacob Layton, 608 Rebecca Ln., Bastrop, TX 78602

Roslyn Houghton, 414 Westway Dr., Kerrville, TX 78028

[uiltexas.org/theatre/area-meet-information](http://uiltexas.org/theatre/area-meet-information)

Send a copy of your script to each judge **the day immediately following your Bi-District.**

**Entry Fee:**

The entry fee per school for this contest is \$700.00. Checks should be made payable to **Waco Independent School District** (Waco ISD) and should be requested, processed, and **brought to the Contest Manager at the beginning of your official rehearsal.** POs not accepted. PLEASE DO NOT FORWARD CHECKS TO THE PURCHASING DEPARTMENT PRIOR TO CONTEST.

**Load In/Load Out:**

Companies will arrive **20 minutes prior** to their assigned rehearsal time. This schedule will allow us enough time to consistently load in schools as others are rehearsing/performing in the PAC. Please leave early enough from your home campus or hotel to arrive on time to load in so that we may keep the schedule flowing for the day. UHAUL/Transport vehicles may back into the loading area near the PAC during the Arrival/Load in time. Your host will await you at the load in site. Please leave enough room for two vehicles in the load in/out area. Once unloaded, we ask that your driver park the vehicle/bus at the ***furthest corner of the parking lot*** to allow for patron traffic.

**PLEASE NOTE:** At the conclusion of each show, the company will strike to the hall through the shop. Once official time is complete, you should then load completely out.

**Rehearsals\*\*:**

Performance Order	School	Arrival/ Load In	Rehearsal Time
1	BD-A, Closest School	9:10 a.m.	9:30 - 10:30
2	BD-A, Mid-Distance School	10:25 a.m.	10:45 - 11:45
3	BD-A, Farthest School	11:55 a.m.	12:15 - 1:15
4	BD-B, Closest School	1:10 p.m.	1:30 - 2:30
5	BD-B, Mid-Distance School	2:25 p.m.	2:45 - 3:45
6	BD-B, Farthest School	3:40 p.m.	4:00 - 5:00

**\*\*Rehearsal determined regarding Bi-District A/B & proximity of the schools to University HS.**

**Performance Order\*\*\*:**

Bi-District B - School A  
Bi-District A - School B  
Bi-District B - School C  
Bi-District B - School B  
Bi-District A - School A  
Bi-District A - School C

**\*\*\*Performance order is determined by a blind draw in accordance with UIL rules.\*\*\***

**Documentation:**

Complete the Area Contestant Entry Form on the UIL website within 24 hours of your Bi-District contest. (No later than April 5). Please **SCAN and SEND** via email all documentation to the Contest Manager by April 5. Bring your integrity script to your official rehearsal.

- Any correspondence from the League approving scenic items, special properties, etc.
- Written evidence of royalty payment\*
- Publisher's approval to produce a one-act, continuous, uninterrupted segment, or scenes from a long play for contest\*
- If the play is not on one of the approved lists, written evidence that you have received League permission.
- A signed "Community Standards and Copyright Compliance Form."
- A clearly marked "Integrity Script" reflecting the performance text and music cues. (this is in addition to the script or scripts provided to adjudicators.)

The Integrity Script is a complete, published play script which specifically and clearly reflects the performance at that level of competition: a) The exact portions of the total script to be used. (Highlighted in Yellow) b) Deletion of all dialogue and business not to be used. Make it clear that you are cutting but light enough that a reader can look at the material that has been eliminated. (Strike-through) c) Any adaptations approved by the League and/or the publisher shall also be indicated.

\* Items 2, and 3 are not required for plays in the public domain. **All other docs due by April 5.**

**Directors' Meeting:**

The Directors' Meeting will be held in the Black Box Theatre on Saturday, April 13, 2024 @ 9:30 a.m.. The meeting will be a quick opportunity for adjudicators and directors to meet, discuss final questions, etc., and prepare for performances for the day.

The agenda will be as follows:

- General Introductions
- Adjudicators' Message to the directors
- Announcement of Alternate company procedures
- Discussion of feedback regarding the contest/adjudicators
- Any special needs that have not been considered
- Any last minute questions, answers, concerns
- All-Star Crew Awards

**First Curtain:** 10:30 a.m. Shows run back-to-back.

**Lighting:**

The light plot will include 15 areas as noted in the One-Act Play Handbook. There is also a cyclorama with color washes. The color washes are only in the upstage area. Companies will only be able to record cues during their official rehearsal unless you provide a completed cue sheet to Katy Davis by April 1. If there are questions about the lighting, please do not hesitate to contact the host, Katy Davis at the email above.

**Set & Storage:**

The basic UIL set will be at the contest. Company storage areas are located in the upstage area.

**Awards:**

Our Panel Chairperson / Adjudicator will award the “standard” bill of individual awards at the conclusion of the Area contest including:

- Eight (8) Area Honorable Mention All-Star Cast Members
- Eight (8) Area All-Star Cast Members
- Two (2) Best Performers

The trio of adjudicators will select the following:

- Three (3) Advancing Plays to the UIL One-Act Play Region Meet
- One (1) Alternate Play to the UIL One-Act Play Region Meet

Directors will decide whether or not to announce the alternate school at the Directors’ Meeting. If an announcement is made, it will follow the announcement of the three advancing plays. If an announcement is not made, the Contest Manager will inform the director(s) of the alternate school’s company following the award ceremony.

We will have additional medals for All-Star Crew and one (1) Outstanding Technical Performance plaque (which will not count toward any UIL point totals). They will be awarded as part of the awards ceremony. Procedures for All-Star Crew selections will be discussed at the Directors’ Meeting.

**PLEASE NOTE:** At the completion of the final show, the critic judges will require a recess to complete ranks and select individual awards. Please be prepared to be seated in the auditorium 30 minutes following the final performance.

Critiques will follow the final performance and run simultaneously in the auditorium. Adjudicators will be assigned critiques based on a blind draw occurring at the end of the final show. Adjudicators will deliver critiques based on the order of performance of the shows they draw.

The awards will follow the conclusion of all critiques.

**Admission:**

General admission tickets will be sold at the auditorium box office for \$10.00 per patron either by cash or credit card with a nominal service charge. School administrators and school board members need only show their school ID at the door to gain admission. One ID = One Admission (not entire families); please make sure your administration is aware of this policy. The general admission ticket will grant admission for ALL shows.. Please note that UIL rules highly discourage the entry of late spectators once a show has begun. If you need to exit the auditorium, or are not present when a show begins, you (or your spectators) must wait until the show is completed before being granted admission for the next show. As such, please ask patrons to arrive a minimum of 15 minutes prior to the approximate start of each show. **Shows will run back-to-back.**

**Audience Etiquette and Responsibilities:**

Per UIL rules, no photography, video, noise-making, or communication devices are permitted to be used in the theatre during a performance. Please remind all theatergoers coming to support your company that they also represent the school/campus and must abide by the UIL rules concerning One-Act Play competition and sportsmanship.

**Adjudicator Critiques:**

As the UIL One-Act Play contest is an educational event, our critic judges, who represent the Texas Theatre Adjudicators & Officials (TTAO) organization, will critique designated companies per the UIL rules. All cast, crew, and directors are expected to attend and learn from the adjudicators during critique. Any questions may be directed to the contest manager regarding critiques. Please inform the adjudicator if you are taking notes on an electronic device. Otherwise, no electronic devices open during critiques, please. No critique may be recorded.

If you have students who are not able to attend the critique due to another UIL conflict, please email the contest manager immediately so he may note the absence for the adjudicators.

**Map & Directions:**

From Interstate 35, traveling south (from DFW area):

- Take the NEW ROAD exit
- Turn LEFT onto S. NEW ROAD cross under the I-35 overpass
- Follow approximately .5 miles to N. OLD ROBINSON ROAD
- Turn RIGHT onto N. OLD ROBINSON ROAD
- You will see University High School on the RIGHT and the turn-in for the AUDITORIUM is approximately 100 yards on the right.

From Interstate 35, traveling north (from Austin area):

- Take Exit 331 towards NEW ROAD
- Turn RIGHT onto S. NEW ROAD
- Follow approximately .5 miles to N. OLD ROBINSON ROAD
- Turn RIGHT onto N. OLD ROBINSON ROAD
- You will see University High School on the RIGHT and the turn-in for the AUDITORIUM is approximately 100 yards on the right.

From Highway 6, traveling north (from Houston area):

- Take exit off Highway 6/Loop 340 toward OLD ROBINSON ROAD
- Turn RIGHT onto OLD ROBINSON ROAD
- Follow approximately .2 miles to University High School on the Left
- You will see University High School on the LEFT and the turn-in for the AUDITORIUM is directly in front of the AUDITORIUM.

The University High School Auditorium is clearly marked by large lettering on the side of the building (**AUDITORIUM**) and is easily seen from Old Robinson Road. Should you have any issues locating the building, please call the Contest Manager (number listed above).

**Scripts:**

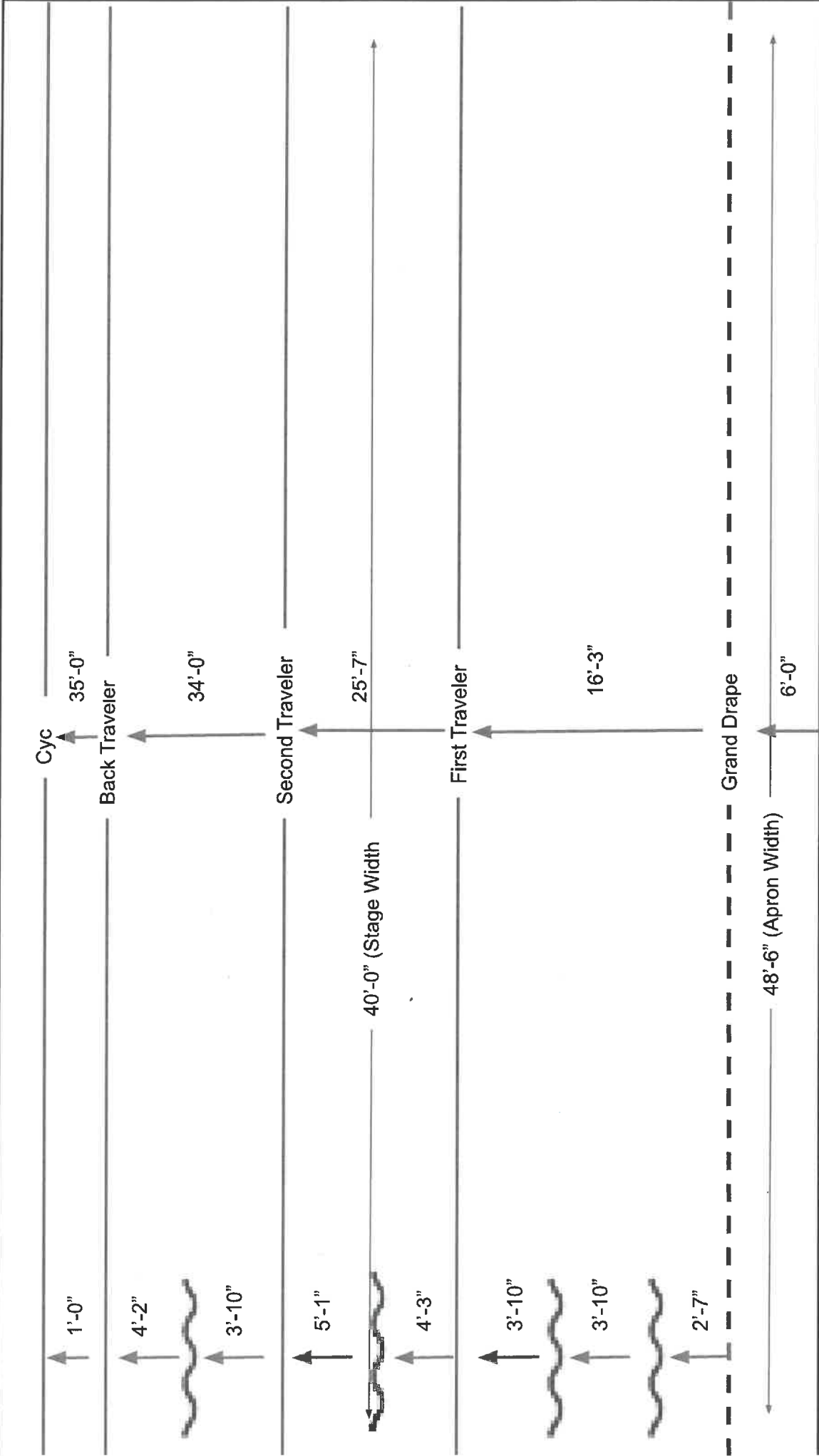
Send your scripts **directly** to your adjudicators. Addresses are above. Please **DO NOT** require a signature upon delivery—that only slows the delivery process. Please make sure to indicate (on a sticky note) the Contest, Day, and Location (i.e. Area IV, Saturday, April 13, University High School – Waco).

Here's to a great contest!

Regards,

*Larry Carpenter*

Larry Carpenter  
Director of Fine Arts  
Waco ISD





# Additional Stage Information

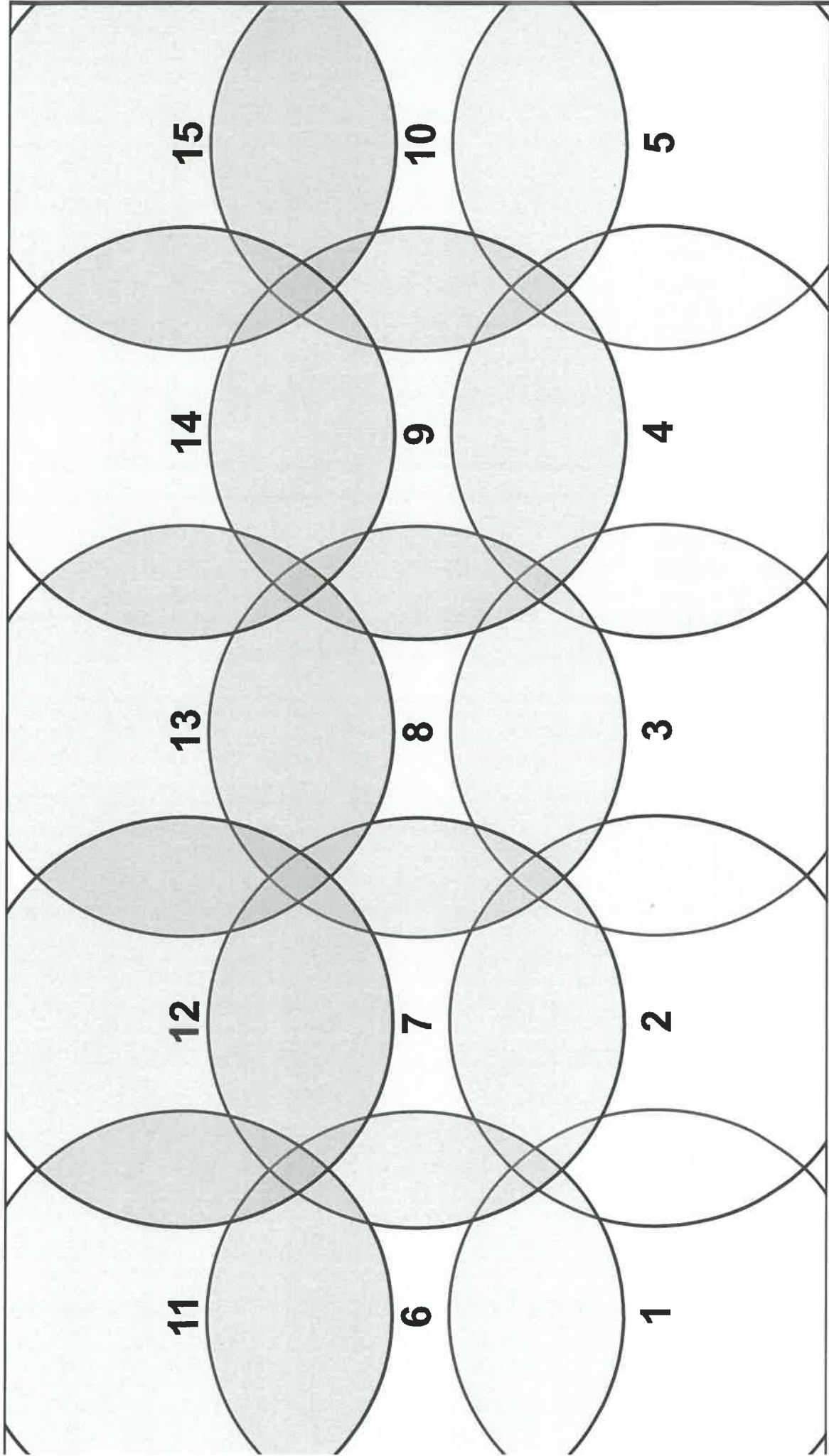
Backstage from Cyc to back wall is about 8'-0"

SR Wings measure about 2'-0" from end of curtains to wall; about 11'-0" total including curtains.

SL Wings measure about 10'-0" from end of curtain to wall; about 19'-0" total including curtains.

There are 3 headset hook ups onstage and 2 headset hook ups in the booth

There will be 6'-0" x 6'-0" boxes for each school's props and set pieces along the back wall of the stage



# Additional Lighting Information

Our Board is an ETC Ion

All areas are programmed into sliders

We have LED Red, Blue, Green, White, Amber Washes programmed into sliders (channels 201-220)

We have LED Red, Blue, Green, White, Amber Cyc Lights programmed into sliders (channels 401-414)

House lights are on a slider

Work lights are on a slider

ROS lights are on a slider

If you want UHS personnel to program your cues, your list must be sent to Katy Davis at [kathryn.davis@wacoisd.org](mailto:kathryn.davis@wacoisd.org) by Thursday before 5:00pm.