



**AAA Region 3 Area 2
Contest Packet**

Friday, April 11, 2025
Crosby High School

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Needed Information

Item 1

Play Information

Please email the following information to the contest manager as soon as possible!

Director Names
School Name
Title of Play
Bi-District A or B
Cell Phone #

Email all information to smckeon@houstonchristian.org

Item 2

Light Cue Sheets

Email light cue sheets (found at the end of this packet) to rblanchard@crosbyisd.org by Monday, April 7 at 8:00AM.

Any schools that do not meet this deadline will enter all light cues at the Official Rehearsal.

Item 3

Scripts

Send a published copy of your script to each judge at the addresses below, noting all marked deletions and approved adaptations. Please insert the contest info sheet addressed to the judges found at the end of this packet with your script. Be sure to make a copy of the sheet for each script. When you send scripts, do not send them in a way which requires a signature. Because our judges are very busy during this time, they may be traveling and may not be available to sign.

Rosemary Calico-Hopson 1403 Idaho St. Baytown TX, 77520	Eric Porter 1414 Dairy Ashford Apt. 516 Houston Texas, 77077	K'Lynn Hocker 8410 Mosshang Court Houston TX, 77040
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Item 4

Entry Fee

Directors will need to bring a check for \$950. made payable to CHS Theatre Boosters

Use the attached invoice to request payment from your school's business office. You must bring your check to your school's Official Rehearsal.

Item 5

Documentation

Bring the following items to your Official Rehearsal.

1. All correspondence from UIL state office approving scenic items, special properties, or clarifications.
2. Written evidence of paid royalty.
3. Publisher's approval to produce a one-act or scenes from a long play (not required of plays in public domain.
4. League approval to produce a one-act or scenes from a long play not found on the approved lists. (Not required of plays in the public domain unless it is an adaptation.)
5. A signed Community Standards and Copyright Compliance Form.
6. A clearly marked "Integrity Script" reflecting the performance text and any LIVE music cues. (This is in addition to the scripts provided to the adjudicators.)


Invoice

AAA Region 3 Area 2 Contest

Item	Unit Price
OAP Entrance Fee	\$925
Total Price	\$925

PLEASE MAKE CHECKS PAYABLE TO CHS THEATRE BOOSTERS

W-9 Form Below for Tax Identification Purposes

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.																																													
	Go to www.irs.gov/FormW9 for instructions and the latest information.																																															
See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Crosby High School Theatre Booster Club																																															
	2 Business name/disregarded entity name, if different from above CHS Theatre Booster Club																																															
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ Non-Profit Organization																																															
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																															
	5 Address (number, street, and apt. or suite no.) See instructions. 333 Red Summit Dr. 6 City, state, and ZIP code Crosby, Tx. 77532 7 List account number(s) here (optional)																																															
Requester's name and address (optional)																																																
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																
<table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="9">OR</td></tr><tr><td colspan="9">Employer identification number</td></tr><tr><td>8</td><td>3</td><td></td><td>3</td><td>8</td><td>3</td><td>8</td><td>6</td><td>4</td></tr></table>				Social security number																		OR									Employer identification number									8	3		3	8	3	8	6	4
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																
Sign Here Signature of U.S. person ▶  Date ▶ 3/15/2022																																																
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i>																																																

Cat. No. 10231X

Form W-9 (Rev. 10-2018)

Host Site

Crosby High School
333 Red Summit Drive
Crosby, Texas, 77532

Contest Manager		
Sarah McKeon	713-828-9395	smckeon@houstonchristian.org

Host Director		
Raymond Blanchard	281-777-0145	rblanchard@crosbyisd.org

Communication

Wired ClearCom Headsets are available on SL, SR, and two in the booth. If you would like 2 headsets on one side, please let the contest manager know at your Official Rehearsal.

Unit Set

The complete unit set will be available for use, including one door, one window, and a set of French Doors. Contact the contest manager should you need additional doors or windows.

Sound

Each company is welcome to use the house sound system but may bring their own to operate from backstage. CROSBYTHEATRE has an Allen & Heath Sound Board with CD Playback capabilities and an aux input. Crosby will provide an aux cord, but if your device isn't compatible the company should provide the adapter.

Lights

CROSBYTHEATRE has an ETC Ion light board. There are 15 lighting areas (3 rows of 5) numbered left to right, downstage to upstage, from the light board operators perspective. Each area is controlled by a single channel with the same number as the area. Red, Green, and Blue wash and Cyc lights are provided.

Companies have the option of recording light cues during their one-hour scheduled rehearsal or can submit their cues by April 7 at 8:00AM. A light cue sheet is provided at the end of this packet. Make as many copies of this sheet as needed. You are not limited in your number of light cues. Email your cues to rblanchard@crosbyisd.org. The light cue sheets are for individual cues, NOT looks. Although it may be a task to fill out cue sheets for every cue, it is necessary for our processes.

It is highly recommended that you bring a flash drive for the storage of your show file as a backup measure. Our team can help make sure your file is backed up to your device.

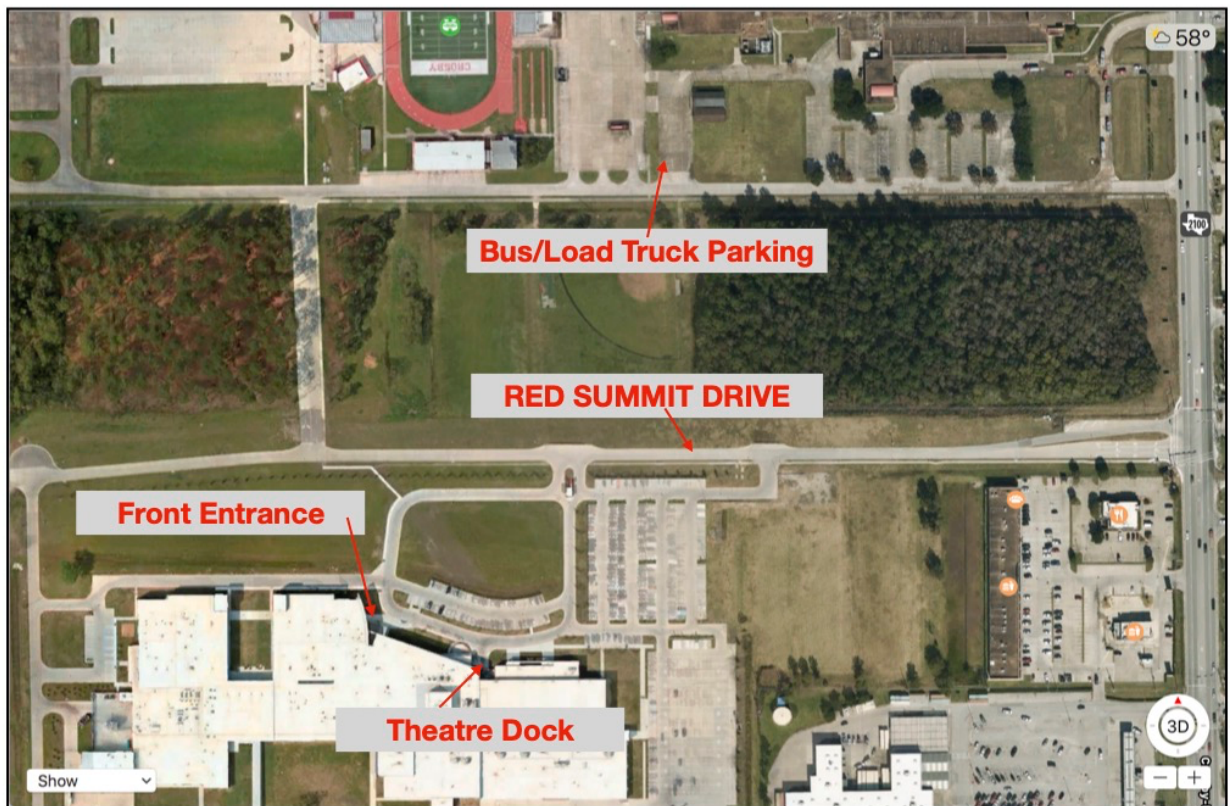
Particulates

Fog and haze are allowed during the contest. Our fire alarms will be deactivated on contest day. Crosby ISD facility guidelines prohibit the use of particulates such as powder, flour, glitter, small confetti, etc. in district facilities. This includes their use as effects on costumes, props, and set pieces.

If you have any questions about the contest site feel free to contact Raymond Blanchard at 281-777-0145 or by email at rblanchard@crosbyisd.org. Please consider emailing first, then texting. *If there is an emergency do not hesitate to call.*

Loading and Parking

All buses and trucks can unload the companies and their items at the CROSBYTHEATRE loading dock. Buses, Company Vehicles, and Trucks should park across Red Summit Drive at Stadium Parking.



Schedule

Official Rehearsals

Wednesday, April 9, 2025

East Chambers

9:30-9:45 Load In

9:45-10:45 Rehearsal

10:45-11:00 Load out

Orangefield

11:00-11:15 Load In

11:15-12:15 Rehearsal

12:15-12:30 Load Out

Woodville

12:30-12:45 Load In

12:45-1:45 Rehearsal

1:45-2:00 Load Out

Trinity

2:00-2:15 Load In

2:15-3:15 Rehearsal

3:15-3:30 Load Out

Van Vleck

3:30-3:45 Load In

3:45-4:45 Rehearsal

4:45-5:00 Load Out

Hempstead

5:00-5:15 Load In

5:15-6:15 Rehearsal

6:15-6:30 Load Out

Contest Day

Friday, April 11, 2025

ALL TIMES MAY VARY

All schools should arrive to their respective dressing rooms by 2:30 PM. The FIRST SHOW ONLY can arrive at 1:30 PM. (Reminder: STAAR testing is taking place at the host site, please remember to move quickly and quietly) ALL OTHER SCHOOLS will not be allowed the building inside until 2:00 PM. Please plan accordingly.

Schools needing to load into storage must do so before 2:45 PM and communicate needs with contest manager at their Official Tech Rehearsal.

Directors Meeting – Virtual via Google Meets, Thursday, April 10th (meeting time and link will be sent out by CM after conferring with judges)

School	Arrive at Storage	Setup	Start of Play	End of Play	Begin Strike to Shop	Begin Loading to Truck	All items must be loaded out to truck by:
Woodville	3:00 PM	3:05 PM	3:15 PM	3:55 PM	3:57 PM	4:05 PM	4:35 PM
Orangefield	4:03 PM	4:08 PM	4:18 PM	4:58 PM	5:00 PM	5:08 PM	5:38 PM
East Chambers	5:06 PM	5:11 PM	5:21 PM	6:01 PM	6:03 PM	6:11 PM	6:41 PM
Van Vleck	6:09 PM	6:14 PM	6:24 PM	7:04 PM	7:06 PM	7:14 PM	7:44 PM
Trinity	7:12 PM	7:17 PM	7:27 PM	8:07 PM	8:09 PM	8:17 PM	8:47 PM
Hempstead	8:15 PM	8:20 PM	8:30 PM	9:10 PM	9:12 PM	9:20 PM	9:50 PM

**Upon strike of the last show, Tabulations will begin immediately, then Critiques to follow!

**Awards will start about 30 minutes after critiques end-- the sooner the better!

Performance order is determined by a witnessed, blind draw with the letter "A" representing the title of the play that comes first alphabetically from each district, "B" second, "C" third, excluding articles.

Official Rehearsal Notes

- In your one-hour and a half of rehearsal, your company will set, check/record light cues, spike, set sound levels/strike. Please plan accordingly.
- It is strongly recommended that you practice your official rehearsal prior to the day of rehearsal. Spike tape will be provided.
- Wired ClearCom Headsets are available on SL, SR, and two in the booth. If you would like 2 headsets on one side, please let the contest manager know at your Official Rehearsal.
- Schools that will load out to a truck and not keep items in storage overnight should communicate with contest manager prior to beginning of Official Rehearsal.
- Schools needing to load into storage on contest day must do so before 8:45 AM and communicate needs with contest manager at Official Rehearsal the day before.
- Directors will decide at Official Rehearsal if the entire company will load out from the shop after their show's critique or have alternates and crew members and/or volunteers load out during the critique.
- Bring the following items to your Official Rehearsal.
 1. All correspondence from UIL state office approving scenic items, special properties, or clarifications.
 2. Written evidence of paid royalty.
 3. Publisher's approval to produce a one-act or scenes from a long play (not required of plays in public domain.
 4. League approval to produce a one-act or scenes from a long play not found on the approved lists. (Not required of plays in the public domain unless it is an adaptation.)
 5. A signed Community Standards and Copyright Compliance Form.
 6. A clearly marked "Integrity Script" reflecting the performance text and any LIVE music cues. (This is in addition to the scripts provided to the adjudicators.)

Spike Tape Colors	
East Chambers	Red
Orangefield	Orange
Woodville	Yellow
Trinity	Green
Van Vleck	Blue
Hempstead	Pink

Contest Day Notes

- In accordance with UIL rules, only directors, cast, crew and alternates that are listed on the Area Entry Form are permitted in your respective dressing room. Dressing Rooms will be assigned at the Official Rehearsal.
- Each company will be provided with an on-sight classroom for pre-show preparation and to stay in during the day. If you need mirrors, you must bring them as they are not guaranteed on site. All dressing rooms must be left in the order they were found, including any desks, chairs, or other décor.
- Schools will escort themselves from their dressing room to the backstage hall at their assigned time and wait for the Contest Manager to move them to the storage room for moving on stage.
- Admission is \$10.00 for the entire festival. Companies will be given free wristbands for all participants on Area Entry Form along with bus and truck drivers.
- Administrators may show their District Athletic Pass or School ID Badge for admittance.
- The first show will start at 10:00 AM, with all shows beginning approximately every 75 minutes.
- Alternates are not permitted backstage during set, performance, and strike.
- Once the CM moves a school to the storage room the company will move set pieces along the upstage wall of the stage. Each student will have one item in hand before the seven-minute setup period begins.
- Immediately following each show the contest manager will draw to determine which judge will give the critique.
- Schools will return to their dressing room at the conclusion of their critique to gather belongings that need to be loaded out, change, and the QUIETLY return to the shop for load out to truck. Personal belongings can stay with students throughout the day.
- Directors will decide at Official Rehearsal if the entire company will load out from the shop after the critique or have alternates and crew members and/or volunteers load out during the critique. Directors and actors are expected to attend critiques. REMAIN QUIET WHILE LOADING OUT.
- Tabulation sheets and written critiques will be distributed to the directors following the awards ceremony.

Lighting Cue Sheet

Cue # ____ of # ____ | Fade Time: ____

Area	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Level %															
	Red Cyc	Blue Cyc	Green Cyc		Red Wash	Blue Wash	Green Wash								
Level %															

Cue # ____ of # ____ | Fade Time: ____

Area	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Level %															
	Red Cyc	Blue Cyc	Green Cyc		Red Wash	Blue Wash	Green Wash								
Level %															

Cue # ____ of # ____ | Fade Time: ____

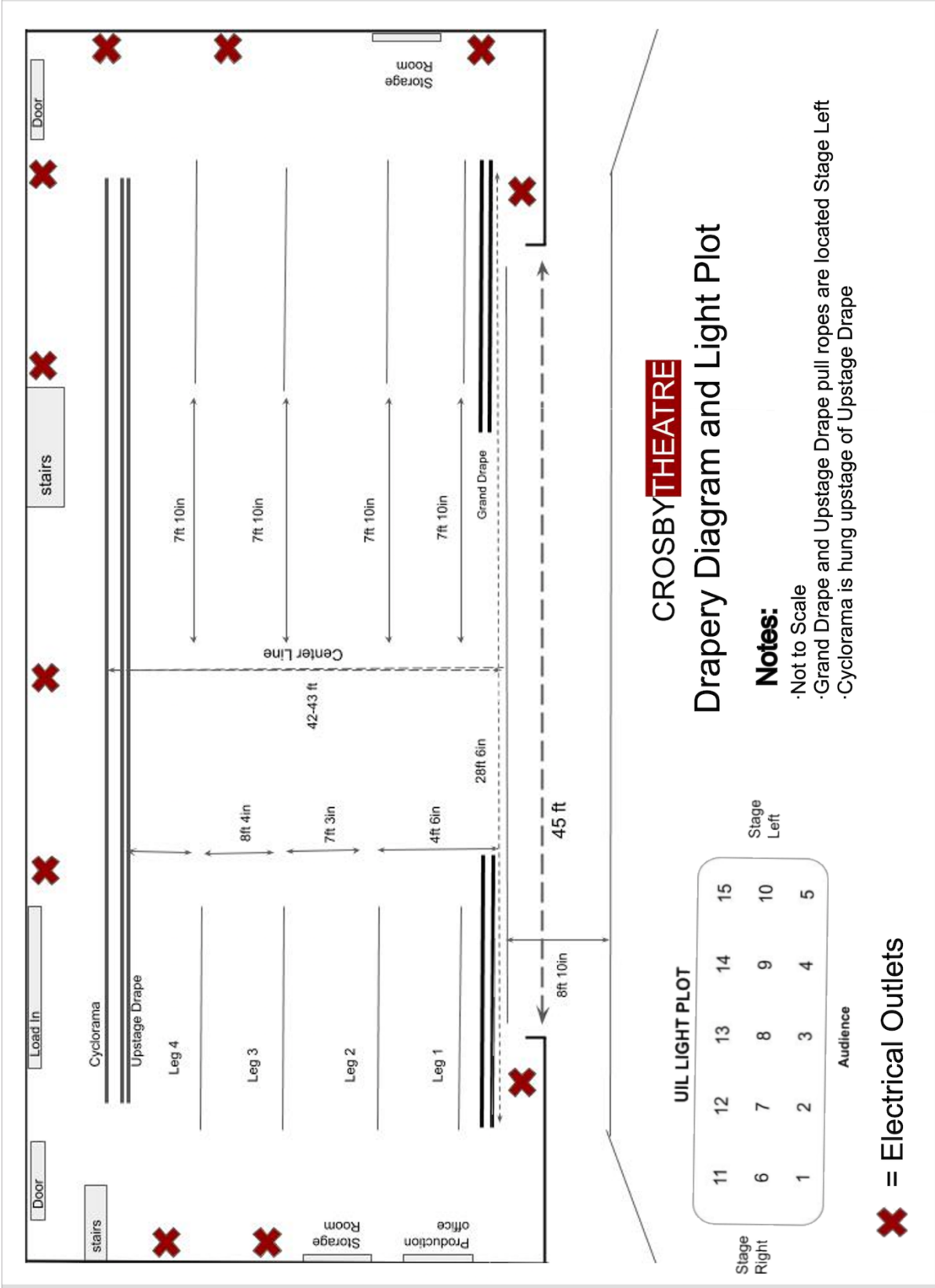
Area	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Level %															
	Red Cyc	Blue Cyc	Green Cyc		Red Wash	Blue Wash	Green Wash								
Level %															

School Name: _____

Contact: _____ at this phone number _____ with any questions.

Page ____ of ____

Stage Dimensions



Adjudicator Script Insert

Good day, Adjudicator!

You will be judging a production of this script at the following contest:

Conference AAA, Region III, Area 2

At Crosby High School on April 11, 2025.

333 Red Summit Drive, Crosby TX, 77532.

Raymond Blanchard

Area Host

281.777.0145

rblanchard@crosbyisd.org

Sarah McKeon

Contest Manager, AAA Region III, Area 2

713.828.9395

smckeon@houstonchristian.org