

5A Region IV, Area 1
2024 UIL One-Act Play Director's Packet

Dear Colleagues:

On behalf of everyone at Smithson Valley High School, we welcome you to our campus. We are excited about hosting the Conference 5A Region IV, Area 1 one-act play contest, and we are looking forward to making this a positive educational opportunity for all. If there is anything we can do to help make this an enjoyable experience for your company and your school, please let us know. We will do everything in our power to make this contest a wonderful and memorable event.

On the following pages, you will find the informational packet for this contest and the facilities. I hope I have covered everything, but if you find that you have a question, please let me or the host school personnel know, and we will do our best to answer it to the best of our ability.

Break a leg!

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Contest Date: Saturday, April 13, 2024

Official Rehearsals: Friday & Saturday, April 12th and April 13th

Host Site: Smithson Valley HS- [14001 Hwy 46 Spring Branch, TX 78070](https://www.svhsd.org/14001-Hwy-46-Spring-Branch-TX-78070)

Contest Manager: Gary Cooper, 281-757-5453 (Cell); charles.cooper@comalisd.org

Adjudicators: Kelly Russell, Tamera Young, Aaron Brown

Contest Fee: **\$850.00** (*Check made out to Smithson Valley High School Theatre Dept. Please submit at beginning of rehearsal with other required documents*)

OFFICIAL REHEARSALS AND CONTEST SCHEDULE

○ Official Rehearsals:

SCHOOL	DATE	LOAD-IN TO SHOP	REHEARSAL TIME
	Friday, April 12th	3:30PM	4:00-5:00PM
	Friday, April 12th	4:40PM	5:10-6:10PM
	Friday, April 12th	5:50PM	6:20-7:20PM
	Saturday, April 13th	7:30AM	8:00-9:00AM
	Saturday, April 13th	8:40AM	9:10-10:10AM
	Saturday, April 13th	9:50AM	10:20-11:20AM

• Friday, April 12th & Saturday, April 13th

- 1 hour rehearsals; 3 closest schools on 12th; remaining schools on 13th

○ Contest:

- Saturday, April 13th
- Director's meeting at 11:40AM
- First Curtain at 1:00PM running back-to-back (times are approximate)

School	Performance Time
B-2	1:00PM
A-2	2:00PM
B-3	3:00PM
A-1	4:00PM
A-3	5:00PM
B-1	6:00PM
Critiques	7:00PM
Awards	8:00PMish

Order determined by [List Randomizer](#)

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PRE-REHEARSAL LOAD IN

- o Please review the document in the following link for a campus map & pre-rehearsal load in information:

[Campus map and directions to shop door. Map to Loading Dock](#)

- o Please arrive 30 minutes prior to your official rehearsal to load-in to the shop.

REHEARSALS / HOSTS

- o The directors need to turn in several documents to the contest manager before their official rehearsal begins. Please see the checklist at the end of this packet. You will also need to submit the Integrity Script at the beginning of your rehearsal.
- o You will have ONE HOUR to complete your Official Rehearsal. Please be advised that your school must be completely vacated of the stage by the end of your time and out of the way so that the next school can begin setting up from the shop to the stage.
- o **ALTERNATES** listed on the Online Enrollment Form may watch rehearsals from the house, but shall not be allowed to participate in the set, strike or run of the show during rehearsal or performance. *They may, however, spike the set and help technicians and actors in adjusting sound levels by providing feedback from the house.*
- o The Contest Manager will give you a verbal warning at the following time intervals:
 - 30 Minutes remaining;
 - 15 Minutes remaining;
 - 5 Minutes remaining (by this time the participating school should be striking the stage)
 - 1 Minute remaining;
- o You **MUST** show the Contest Manager **ALL** weapons, all stage combat, the opening/closing of the show, and/or anything you believe may be considered a question in regard to UIL contest rules.

DRESSING ROOMS

- o A classroom will be provided for each competing company. There will likely be no mirrors in these classrooms, so be prepared to bring your own, if needed. There will be accessible bathrooms near the classrooms for dressing. A host will be outside each room to assist.

Dressing rooms must be cleared prior to your critique!

SET UP FOR PERFORMANCE ON CONTEST DAY

- o Each company will enter the shop through the loading/garage door. Accommodations will be made to allow companies to move their set up to the inner garage door closest to the stage prior to the start of your Official Set Up time.
- o Companies may leave any set items in their box in the shop at the conclusion of their official rehearsal on Friday to have them already on site for contest day, if they wish.
- o You will have 7 minutes to complete your Official Set Up.
- o Your Official Set Up will begin after the agreed upon signal from the Stage Manager, or designee.
- o The Backstage timekeeper will give the company audible warnings at one-minute intervals beginning at 5 minutes and a warning will also be given at 30 seconds and 15 seconds remaining.
- o There will be formal announcements made prior to the start of each performance.

PERFORMANCE

- o The Backstage timekeeper will give the Stage Manager (or designee) audible warnings when 15 minutes and 35 Minutes have elapsed; a warning will also be given at 5 minutes, 3 minutes, 2 minutes, 1 minute, 30 seconds and 15 seconds remaining.) You will be asked to confirm. No other warnings are given.
- o Immediately following the conclusion of the performance, **ALL** Cast and Crew must return to a predetermined area to begin the Official Strike time.

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STRIKE

- The Strike will immediately follow the performance after the technicians return from the booth. The Official Strike time will begin/end on the agreed upon signal from the Stage Manager (or designee).
- During Strike, you will have 7 Minutes to complete the following:
 - Return Unit Set to designated storage area.
 - Return **ALL** Set pieces, props, costume pieces, lighting/sound equipment to the scene shop OR outside in preparation to load onto the bus/truck. **Please load truck after strike.**
 - Stage cleared of all items and/or substances cleaned up.
- The Backstage timekeeper will give the company audible warnings at one-minute intervals beginning at 5 minutes and a warning will also be given at 30 seconds and 15 seconds remaining.

ADDITIONAL CONTEST INFORMATION

ALTERNATES:

- Alternates are permitted to:
 - Assist with loading/unloading at the loading dock;
 - Assist with pre-show/post-show process and preparations such as touch-up to makeup PRIOR to the beginning of Set-up time, OUTSIDE the shop;
 - Attend the Adjudicator Critiques.
- Once the company is led inside the shop to Setup for their performance, Alternates must report to the auditorium house.

TIMEKEEPERS:

- The lowest time shall serve as the official time. Timekeepers will be in the following locations:
 - 2 Backstage (set-up/strike time and performance time)
 - 1 House (Performance time, Music time)
- Official Start/Stop cues must be provided at the Director's Meeting.

UNIT SET:

- The Host will provide the FULL Unit Set for ALL companies. It will be along the back wall of the stage. Additionally, the following items will also be included:
 - 1 French Door Unit
 - 1 Single Window Unit
 - 1 Single Door Unit
- Any additional Unit Set pieces your company brings **MUST** be made available to **ALL** companies.

CLEAR COM SETS:

- All Companies are to use the in-house communication system provided by the venue. No other electronic communication system is allowed unless it is provided for all companies to use.
- There are 4 headset units available. They are located in the wings SR and SL, and in the booth for lights and sound.

LIGHTING/CURTAINS:

- Ground plan and Curtain Lines: [groundplan](#)
- Lighting Plot: [Lighting plot](#)
- Magic Sheet: [Magic Sheet](#)
- ETC Ion XE Console. Lighting areas will be saved on submasters, and each area's front and down light can be controlled individually (see magic sheet). Fronts and downs are incandescent, and color washes are LED. All school cues will be saved to the board's hard drive, but it is encouraged that you bring a flash drive to save your file at completion of official rehearsal.

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- o Lighting cues can be sent in advance using the [lighting sheet](#). Please send lighting cues to Casey O'Bryant: casey.obryant@comalisd.org and Gary Cooper: Charles.cooper@comalisd.org.
DEADLINE: Tuesday, April 9@ 12pm



SOUND/MUSIC:

- o A house sound system will be made available to **ALL** companies.
- o Your school is responsible for acquiring all clearances for any copyrighted music you use.
- o Yamaha LS9 sound board. Schools are encouraged to bring their own sound systems, if possible, to avoid any onsite technological issues with sound. If they do choose to use the house system, there will be an aux cable available. Any other cables, like a lightning cable for apple products or a lightning-to-3.5mm adapter will need to be brought by each school. There is NO CD player on site!!! If schools are using CDs, they will need to bring their own player, necessary cables, and be able to set that up during their official rehearsal time.



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STAGE RULES:

- Absolutely no glitter or powder is allowed on the stage.
- Uncontained clear liquids are only allowed in limited quantities and must require prior approval. Please be prepared to demonstrate use at the Official Rehearsal at which time the Contest Manager will make final approval.
- Fog will be permitted. No special approval is needed, but it must be tested at the Official Rehearsal and reported to the Contest Manager at the official rehearsal.

FRONT OF HOUSE/CONDUCT:

- Audience Entry Fee: 10.00
- No recording devices of any kind will be permitted.
- **NO FOOD OR DRINKS** are permitted in the theater.

POST-PERFORMANCE CRITIQUES:

- [Section 1034 of the Ethics Code](#) will be strictly followed.
- Critiques will be given after the conclusion of the last performance and before the awards ceremony.

CRITIQUES/AWARDS CEREMONY:

- Awards ceremony will be conducted at the conclusion of all oral critiques.
- Standard selection procedures and awards as per the UIL Handbook will be given.
- Acting Awards will be handled by the 'Lead' Adjudicator.
- The Contest Manager will present 1 individual Technical award for each production, as well as an Overall Best Technical Crew award for 1 production.
- 3 productions will be selected to advance to the Region Contest.

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VERY IMPORTANT DATES / DEADLINES

○ UIL OAP Contestant Entry

Within 24 hours of completion of Bi-District Contest

Complete this process through the SpeechWire Entry System.

[Click Here for the link to the Entry System.](#)

○ Completed Program Template

E-mail completed template to Gary Cooper as a Word Document (charles.cooper@comalisd.org)

within 24 hours of completion of your Bi-District Contest

[Link to Program Template](#) (Copy template & input your info in the copy. Do not input on the original template)

○ 3 Clearly Marked Scripts for Judges

Showing all cuts, and League-approved adaptations. One additional script will still need to be brought to the official rehearsal for Script Integrity for a total of 4 scripts.

*Please send scripts to all Judges. Names and addresses at link below. When mailing, please do not require a signature. Scripts should be sent **within 24 hours of completion of your District Contest***

[Judges contact info](#)

○ Completed Lighting Cue Sheet

*To be sent by email. E-mail completed document to Casey O'Bryant (casey.obryant@comalisd.org) and copy Gary Cooper (charles.cooper@comalisd.org) as a PDF Document. Link to Smithson Valley HS Lighting Cue sheets is above in packet. **DEADLINE: Tuesday, April 9th by 12pm***

○ Complete Director's Contest Evaluation

[Click HERE to complete the contest evaluation form within 24 hours of completion of your Area Contest.](#)

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OFFICIAL REHEARSAL CHECKLIST

- _____ **Music Log- NO LONGER NEED AT REHEARSAL. MUSIC CUES STILL MUST BE INDICATED IN INTEGRITY SCRIPT. LIVE MUSIC WILL BE TIMED & CAN BE NO LONGER THAN 19 MINUTES.**
- _____ **Community Standards Compliance Form-** signed by your Principal for each level of contest.
[Click HERE for the Community Standards Compliance Form.](#)
- _____ **Proof of Royalty Payment -** (*not required* for plays in Public Domain) This may be in the form of a letter from the principal acknowledging that royalties have been paid, a copy of the check or purchase order or when provided a receipt from the publisher
- _____ **Publisher or Author permission -** (*not required* for plays in Public Domain)
- _____ **UIL Eligibility Substitute Forms -** signed by your Principal, or designee – if applicable
https://www.uiltexas.org/files/academics/theatre/Substitute_Eligibility_Form.pdf
- _____ **UIL approval of play -** if play is not on approved list
- _____ **UIL approval for additions to the basic set –** if applicable
- _____ **Any special approvals from the State UIL Office –** if applicable
- _____ ***Each school will also need to bring one clearly marked Integrity Script showing all cuts, League-approved adaptations, and ALL cues (as available). This is in addition to the three (3) scripts that were mailed out to the district judges.***

ALL MATERIALS DUE BEFORE OFFICIAL REHEARSAL BEGINS!