



BI-DISTRICT 31 & 32 - AAAAAAA

ONE-ACT PLAY CONTEST

2018

INFORMATION PACKET

**HCISD Performing Arts Center
3217 Wilson Road,
Harlingen, TX, 78552**

TABLE OF CONTENTS

Page 2	Welcome from Contest Manager & Ajudicators' Mailing Addresses
Page 3-4	Official Technical Rehearsal & Checklist
Page 5	Day of the Contest
Page 6-7	PAC Policies & Guidelines
Page 8	PAC Audio, Visual, & Lighting Equipment
		PAC Stage Layout
		PAC Overall Floor Plan

WELCOME FROM THE CONTEST MANAGER

Directors,

Congratulations on advancing to the Bi-District Contest! The Bi-District Contest will be held at the HCISD Performing Arts Center located at 3217 Wilson Road, Harlingen, TX, 78552.

Please complete the Bi-District Entry form by 5:00 PM on Sunday, March 11. On your entry, please be sure to include any additional directors you may want assisting you with the tech rehearsal, set/strike, and/or in the dressing room area. You may have an additional representative travel with you as a chaperone whom is not technically an “assistant director”. However, if you do not list them as a “director” they are not allowed in dressing area or to assist with tech rehearsal.

Your scripts should be mailed to the 3 judges by no later than Monday, March 12 so that the judges receive them with ample time. Your script should be cut to mark your production, using mark through lines and highlighting. The mailing addresses for the judges are as follows:

Richard Turner

19100 Glenwest Drive #1022
Friendswood, Texas 77546

Lydia Miller-Wyatt

402 Barnett Road
Wimberley, Texas 78676

Terry Lewis

4157 Eagle Drive
Corpus Christi, Texas 78413

If you still have questions regarding the Bi-District One-Act Play Contest after reviewing this packet, please feel free to reach out to me through email, text, phone call, etc. I look forward to serving you all as the UIL Bi-District 31 & 32 – AAAAAA One-Act Play Contest Manager.

Respectfully,

Lee Ann Ince
(956)622-1688
leah.ince@hcisd.org

OFFICIAL TECHNICAL REHEARSAL MONDAY, MARCH 19

Please arrive *early*. I have scheduled each school to load in 15 minutes prior to its official tech rehearsal time. If you arrive late, it will force us to eat into your tech rehearsal time. Schools can unload their set at the rear of the PAC in the loading-dock area.

When your 1 hour time starts, bring your set onto the stage and start placing it where you want it. IF YOU HAVE ANY PROP WEAPONS, HAVE STAGE MANAGER PLACE THEM ON THE EDGE OF THE STAGE. Light and sound people can go to the booth and start setting up as well. While this is happening, directors can give me their paperwork. **Don't forget that a new copy of the Community Standards Compliance Form must be signed and dated by your administrator after each level of advancement.**

Checklist of items to turn in to the Contest Manager at Tech Rehearsal:

- *Music Log (only music, not sound effects)--*can be found on UIL website*
- *Signed Community Standards Compliance Form--*download copy from UIL website and admin sign*
- *Proof of Royalty Payment for performance of the play at this contest. (a letter from principal or copy of check will suffice)
- *Permission from publisher or author if performing "scenes from"
- *Integrity Script (clearly marked script indicating the text being performed)
- *If play is NOT on the UIL approved list of plays, UIL permission to produce. Doesn't apply to everyone, but if applies to you, must have it.
- *UIL permission for scenic items requiring special approval. Not everyone has this, but if you do, I need to see it.

Once your set is in place, we will pause for a moment for you to show me anything specific. For example, I will want to see any falls, stunt work or scenes that are elevated. If there are any questions from you or your students, this will be a good time to address them. I will then request that the cast and crew rehearse the opening and closing of your production.

After that, you are free to use the remaining time as you find necessary. I recommend that you do not spike your set until you're completely satisfied with the placement of your set. Alternates may help unload set off of truck/bus, help spike set, and give feedback from the house to actors and technicians in adjusting sound levels.

At the 45 min mark I will warn you that you need to find a stopping point. You must be completely off the stage at the one hour mark. Your set and props will be stored in a designated area in the loading dock.

SCHEDULE FOR OFFICIAL TECHNICAL REHEARSALS

31-A	Load In at 8:45 AM...Rehearsal is 9:00-10:00 AM
32-B	... <i>This Day Forward</i> , Hanna High School	...	Load In at 10:00 AM...Rehearsal is 10:15-11:15 AM
32-C	... <i>Tracks</i> , Harlingen High School	...	Load In at 11:15 AM...Rehearsal is 11:30-12:30 PM
32-A	... <i>Side Man</i> , Harlingen High School South	...	Load In at 12:30 PM...Rehearsal is 12:45-1:45 PM
31-C	Load In at 1:45 PM...Rehearsal is 2:00-3:00 PM
31-B	Load In at 3:00 PM...Rehearsal is 3:15-4:15 PM

DAY OF THE CONTEST

TUESDAY, MARCH 20

The Directors' Meeting will begin at 10:00 AM. The first performance will begin at 11:00 AM and shows will run back-to-back in the same order as the tech rehearsals.

Suggestions:

- * Your cast will be housed in either an actual dressing room or in a multipurpose room for their dressing room. You may find it helpful to bring mirrors, extension cords/power strips, extra trash bags, etc.

- * Please take time to review the rules of the PAC.

- * Please pick up your cast and crew cell phones before your performance. No cell phones are allowed backstage (including in light and sound booth) Cell phones are not allowed to be used as timing devices.

- * If you plan to check your sound during you seven minute set period, please download the Official Sound Check from the UIL website to whatever device that will be used to play your sound.

HCISD PERFORMING ARTS CENTER POLICIES AND GUIDELINES

In addition to the PAC policies and guidelines, all organizations using the Performing Arts Center at Harlingen C.I.S.D. must also follow the requirements and procedures outlined in Board Policy and Administrative Regulations.

GENERAL INFORMATION: USE OF AND RESPECT FOR PROPERTY AND PERFORMING ARTS CENTER FACILITIES

We are very proud of our new Performing Arts Facilities and are happy to have the opportunity to share this space and equipment with school and community performing arts groups and organizations. Please help us keep our facility in optimum condition so that we can continuously offer a beautiful place to meet, rehearse, and perform.

Campuses are responsible for providing security detail for their concerts, performances, or events held at the Performing Arts Center.

Follow and reinforce all Performing Arts Center policies and guidelines.

Follow and reinforce the PAC food, beverage, and gum policy.

Keep trash picked up and throw away in trash receptacles.

Feet and shoes should be kept off the back and off the seats of audience chairs at all times.

Supervise students at all times, while in the PAC; Monitor and correct student behaviors that would cause damage to equipment and facilities.

Any replacement or repairs caused by damage, theft, or defacing of facilities or equipment will be charged to the sponsoring organization.

FOOD AND BEVERAGES

Gum is not permitted at any time in any area of the interior or exterior of the PAC.

No concession sales will take place at the PAC.

Groups may have a bake sale in the lobby after a performance so long as food is not taken into the

No banquets, private parties, or catered food events will be hosted at the PAC.

The following exceptions will apply, **so long as prior approval has been given and arrangements have been made with the PAC staff during the planning phase:**

Foods may be served (not sold) to visiting judges, visiting directors, guest speakers, guest conductors, in the lobby or Green Room during long events, such as UIL contests, where they do not have enough time to leave the PAC to dine elsewhere.

Foods may be served (not sold) at a reception in connection with a performance in the lobby, so long as the reception takes place after the performance. Food, snacks, gum, and beverages may not be carried past the lobby, into the back of the building. Reception foods must be consumed in the lobby or outside of the building.

Organizations are permitted to feed lunch or dinner to their students or performers (items served to them, not sold to them), when there are occupying the PAC for long hours such as during long rehearsal, Region Clinic and Concert, volunteers working at UIL contests, One Act Play, etc. Students or performers must eat outside at picnic tables, other outdoor areas; or they may eat in lobby (only) in cases of bad weather.

Food, snacks, beverages, or gum will not be permitted inside the auditorium, on the stage, in the technical control areas, back halls, multi-purpose rooms, dressing rooms, or restrooms.

Food and beverages will be permitted in the lobby and outside on the patios only, with prior approval.

Performers may be permitted to have bottled water only on the stage, in the multi-purpose rooms, or in dressing rooms during lengthy rehearsals.

Student groups may not be served food, nor may they consume foods, cokes, or sticky-sugary beverages in the multipurpose rooms, dock, or in the dressing rooms.

All food and beverage trash must be disposed of in trash cans and may not litter the facility or grounds.

Outdoor picnic tables are available for guest use on a first come, first serve basis, so long as previous arrangements have been made to bring foods to the PAC.

Sponsors may take their student groups to the nearby park/pavilion and picnic areas behind Gutierrez M.S. (the Harlingen Sports Complex).

FOODS NOT PERMITTED

No sunflower seeds or other type of seeds,
No popcorn,
No nuts
Absolutely no gum
No small candies
No nachos, or items that can easily cause a mess

FOOD PERMIT

The Performing Arts Center kitchen is not properly equipped to apply to the city for a food permit.
Concession sales is prohibited at the Performing Arts Center.

SET CONSTRUCTION

PAC users may not construct sets or scenery at the PAC.
PAC users may assemble pieces that were constructed elsewhere.
No power tools will be permitted in the PAC.

SUPERVISION

Campuses are responsible for providing security detail for their concerts, performances, or events held at the Performing Arts Center.
Students *must* be supervised by responsible adults, sponsors, or chaperones.
Students may not be left alone in an area or in a room of the PAC.
Students must remain with their group while at the Performing Arts Center.
Students are not permitted to hang around alone or with their friends at the PAC, such as going out back by the dock or out the back and side doors to "hang out". Sponsors must monitor for this.
There must be an adequate number of responsible adults to supervise the size of the student group.
The organization or school using the facility will be held liable for student behavior or damages caused by the group.
Chaperones and sponsors are expected to enforce PAC policies, especially, the no gum, food, snacks, beverage policy, with the exception of approved consumption of a lunch, snack, or dinner in the approved areas.
The group using the Performing Arts Center may be required to hire adequate security detail to cover the duration of the event.
The organization must provide a minimum of four (4) ushers for the event to prevent food and beverage from entering the PAC and to insure proper audience behavior and care of facility.
Teachers, directors or a campus administrator must remain at the Performing Arts Center after a performance until the last student is picked up by their legal guardian

SECURITY

The Performing Arts Center does not provide security detail for events.
HCISD users (campuses) must provide security detail for performances.
Renters of larger-scale events are required to hire off-duty police detail.
Users of the Performing Arts Center will not remain in the facilities without the presence of a PAC staff member.
Teachers, directors or a campus administrator must remain at the Performing Arts Center after a performance until the last student is picked up by their legal guardian.
Following the close of an event, or at the close of the business day, all parking lot and dock gates will be closed and locked. PAC users and audience members are advised not to leave their vehicles in the parking lot because they will not be able to move their vehicle out of the locked parking lot.

More information about the HCISD PAC can be found by visiting their website:
www.hcisdpac.org

HCISD PERFORMING ARTS CENTER AUDIO/VISUAL & LIGHTING EQUIPMENT

Audio and Visual Equipment

Yamaha M7CL 48 channel digital console

Multi-track recording up to 32 tracks

Pro-Tools 1Z DAW \

BSS London Blu 160 digital signal processor

Crown amplifiers

Tannoy speakers make up the house full range left, center, right loudspeaker clusters with a dual 18" subwoofer

Listen Technologies hearing assistance system

Clear Com intercom throughout the building

Panasonic projectors with 10,600 ansi lumens for brightness

Dalite projection screens with a 16' x 10', wide-screen viewing format

Crestron Digital Matrix Switcher for controlling the video system

Crestron Pro2 Room Control System via 9" touch panels for overall control of the auditorium AV system

Newtek Tricaster Advance 460 live video production switcher

3 Panasonic AW-HE120K video (robotic) cameras

Panasonic AW-RP50N camera controller

Lighting

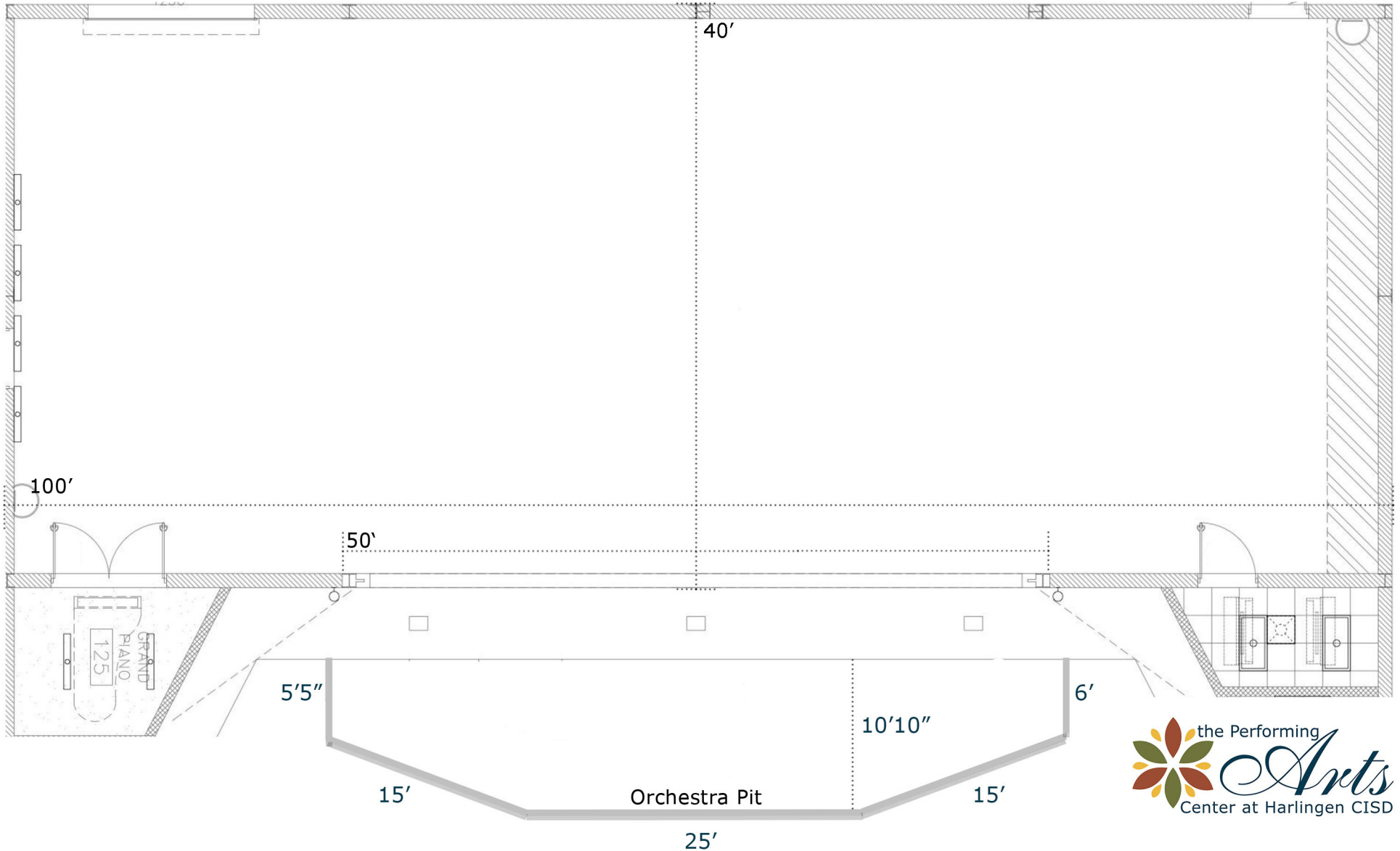
The HCISD PAC features ETC lighting, installed by Texas Scenic, containing (20) pre-set areas, 16+ LED HSIC lights, full stage Fresnel coverage, and two specialty movers. Both the lighting and audio systems are constantly being upgraded and maintained by two onstaff engineers in lighting and audio.

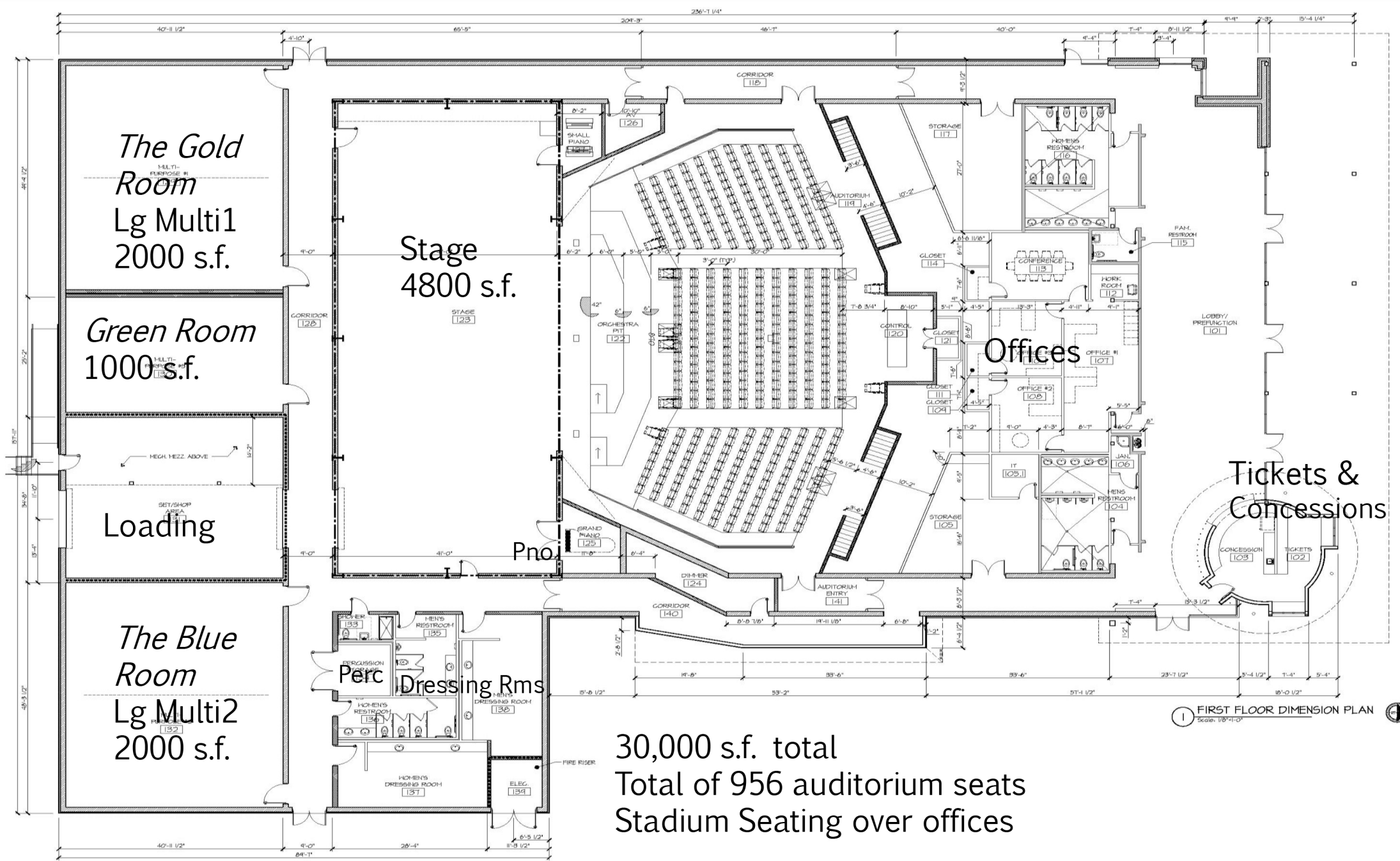
More information about the HCISD PAC can be found by visiting their website:

www.hcisdpac.org

Stage Setup

Create a diagram of requested PAC equipment.





The Gold Room
 MULTI-PURPOSE #1
 Lg Multi1
 2000 s.f.

Green Room
 MULTI-PURPOSE #2
 1000 s.f.

Loading

The Blue Room
 MULTI-PURPOSE #3
 Lg Multi2
 2000 s.f.

Stage
 4800 s.f.

Offices

Tickets & Concessions

30,000 s.f. total
 Total of 956 auditorium seats
 Stadium Seating over offices

1 FIRST FLOOR DIMENSION PLAN
 Scale: 1/8"=1'-0"