

8060 Spencer Highway, Pasadena, Texas 77505-5998 (281)542-2039 Fax (281) 542-2040 jerry.ivins@sjcd.edu

### Spring, 2014

TO: Advancing Directors of Districts within Area 1, Region III, 5-A One Act PlaysFROM: Dr. Jerry Ivins, Contest Manager

**RE:** One Act Play Area 1 Competition on April 9, 2014

Congratulations on your success at the District contest! We look forward to having your companies at San Jacinto College Central for the Area 1, Region III Competition on April 9. We know that you and your students have worked many long hours to get here, and we want to assist you in any way we can. For that reason, we would like to invite your entire One Act company (Directors, students, and any other individuals that you would like to invite) to attend an organizational meeting on Tuesday, April 1, at 4 p.m. in the Slocomb Auditorium on the San Jacinto College Central Campus.

This meeting is not mandatory, but will provide you and your students several opportunities:

- See, measure and walk the performance stage, dressing rooms, etc.
- View all lighting, sound and intercom systems.
- Provide all pre-competition paperwork to the Contest Manager, so that on the day of the rehearsal and performance, directors may focus on their shows, only.
- Present the "UIL Lighting Cue Sheet 2014" (provided with this document, make copies as needed and staple) to the Lighting Director so that he may pre-record your lighting cues. This will save you valuable rehearsal time.
- Learn about our requests from you in order to make the competition run smoother.
- Meet SJCC student hosts and crew.
- Ask the Contest Manager any questions that you might have.

On the pages below, please pay close attention on the deadline for Online Enrollment, cut scripts, and the fee check for the contest.

Thank you, and welcome!

Dr. Jerry Ivins Chair of Fine Arts Artistic Director of Theatre and Film San Jacinto College Central Chair Elect, TETA Adjudicator's Committee Chair, TETA Standards and Practices Texas Chair, Kennedy Center American College Theatre Festival

## **One Act Play Director's Information**

#### **Contact Information**

Dr. Jerry Ivins, Director of Theatre and Film, Contest Manager - 281.542.2039 Mr. Curt Meyer, Technical Director, Contest Stage Manager - 281-478-3629 Mr. Brian Hamlin, Company Fight Master, Associate Contest Stage Manager - 281-542-2039 Mr. Jay Thomas, Facility and Scholarship Coordinator, Front End Manager - 281-476-1829 Mr. Richard Turner, Senior Professor, House Manager - 281.478.3646 Contest Adjudicator: Mr. Phillip Morgan

#### Non-Mandatory Organizational Meeting For Directors, Cast, Crew and Staff

When: Tuesday, April 1, at 4 p.m.Where: Slocomb Auditorium on the San Jacinto College Central Campus More Information: Dr. Jerry Ivins - 281.542.2039

#### Contest - Wednesday, April 9

Rehearsals are 55 minutes in length. Performances are back to back and start at 2 p.m.

**Please Note:** A one-time admission charge of \$10 will be collected from anyone not listed on the Online Enrollment. Please inform all high school administrators that this charge applies to them, as well. UIL monies paid to each high school district does not include Area, Regional, and State competitions. Please inform all of your supporters: Due to years past, NO CHECKS WILL BE ACCEPTED.

Performance Order	Rehearsal Times
District 18a (2 p.m.)	6:30 a.m. – 7:25 a.m., Wednesday, April 9
District 19b	7:30 a.m. – 8:25 a.m., Wednesday, April 9
District 18b	8:30 a.m. – 9:25 a.m., Wednesday, April 9
District 17a	9:45 a.m. – 10:40 a.m., Wednesday, April 9
District 19a	10:45 a.m. – 11:40 a.m., Wednesday, April 9
District 17b	11:45 a.m. – 12:40 p.m., Wednesday, April 9

#### **Day of Competition - Meeting Times**

All Contest Participant Meeting With The Adjudicator – Immediately following the last school rehearsal. (Around 1 p.m.) Director's Meeting – Immediately following the All Contest Participant Meeting with the Adjudicator

#### **One Act Play Director's Checklist**

(Suggested to bring with you to the Organizational Meeting, no later than the Official Rehearsal)

#### • **4 Scripts with cuts marked (1 with sound cues clearly entered)**

NOTE: There will be a Script Integrity Reader following the script during each performance of the Contest. Please go over your cuttings prior to contest. Issues will be reported to the State.

(No photo copies unless public domain or with publisher/playwright permission)

- Standards Compliance Form
- UIL documentation for additions to the unit set
- Documentation for Royalties and Right to Cut Script
- Substitution Form with changes to the Online Enrollment
- UIL Letter of Script Approval (If not on the Approved List)
- Documentation provided by UIL on any potential rule infraction
- Check for \$350 Area Fee (Made out to SJC Central). **Do NOT mail!** This must be hand delivered to the Contest Manager in person no later than the official rehearsal.
- Music Log (Download the form from the UIL website), mark clearly any music that is copyrighted. Be advised, there are specifics on usage of copyrighted music.
  - Lighting Cue Sheet (Questions, please contact Curt Meyer at 281-478-3629)

# **One Act Play Contest and Rehearsal Information**

(Please read thoroughly with your students. Schools are responsible for this information)

#### Pre-Rehearsal Load-in Check:

- Please arrive at the Loading Dock at least 30 minutes prior to your rehearsal. We start all rehearsals as early as possible. Sometimes we run more than 30 minutes early.
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#### **Rehearsals/Host:**

- Once you have loaded all items off your truck for the rehearsal, please move your truck to parking lot #3, immediately. This must be done no later than the start of your rehearsal. No busses or trucks may be parked in Parking Lot #4, at any time
- ➤ 4 Alternates listed on the Online Enrollment may watch rehearsals from the back of the auditorium under the supervision of the College's Host, but may not assist with the rehearsal. Alternates may not be backstage during the official rehearsal, or anywhere on campus, other than their bus. They must be on the back row of the auditorium or on the school bus under the supervision of a high school employee. Any extra students not on the Eligibility Notice must remain on the bus until the performances start.
- You have 55 minutes to use as you will. This time includes your set-up (from the loading dock to stage), and strike (from stage to storage area). Do not to drag or push any items, such will be reported to the State. At this level of competition, you are not expected to have time to run your entire show. Please be prepared to only complete the following:
  - Full Technical Disclosure (Priority #1)
  - Set up and spike the set
  - Check Light and Sound Cues/Levels
  - Check Actor vocal levels and key performance blocking
  - Show Contest Manager or Contest Stage Manager weapons and fight choreography
  - Strike to storage/holding areas
  - Rehearse Start and Ending of the production. The Host Site reserves the right to stop your rehearsal at the last ten minutes to rehearse the Start and Ending of the production, if you have not already done so. Please plan accordingly.
- Be prepared for Full Technical Disclosure. This means you must show all technical aspects of the show at the rehearsal. Place all set items, properties and set dressings on the stage. We must see everything to approve. No new items should be placed on stage during your performance. Show all questionable blocking and stage combat.
- Plan on leaving your materials with us. You will not have access to the loading dock after the rehearsal.
   Only a minimal amount of glow-tape is allowed, however, schools are allowed more as long as it is placed on stage during the 7 minute set up, and completely struck during the 7 minute strike time.
- Please periodically ask the Contest Stage Manager for the remaining time you have during your rehearsal. The Contest Stage Manager will give a verbal warning to one of the Directors at 5 minutes remaining, and a one minute warning thereafter until one minute is left. Please do not go over time. Schools going over time will be reported to the State UIL Office.
- You will be able to place items in your holding/dressing rooms after your rehearsal.

High School	Spike Tape Color	Student Host	Holding/Dressing Room
District 18a	Yellow		CFNA 131 (Scene Shop)
District 19b	Orange		CFNA 106 (Make-up)
District 18b	Pink		CFNA 127 (Costume Shop)
District 17a	White		CFNA 110 (Classroom)
District 19a	Blue		CFNA 125 (Video Studio)
District 17b	Green		CFNA 116 (Arena Theatre)

#### Holding/Dressing Rooms:

- Most rooms do not have mirrors, please plan accordingly.
- No food or drink is allowed in the holding/dressing rooms in the Fine Arts building (water is permissible). Do not even store food and drinks in the building. Violation will be considered a transgression of the UIL code of conduct rule. Items are available in the lobby of the theatre (hotdogs, candy, drinks) for purchase. Do not bring outside food or drinks into the lobby. Please inform Parents and Supporters that they may not bring food or drinks into the building/lobby, and make sure they do not ask the Contest Manager or anyone from the Host school to assist with the food or drinks. It is NOT our issue. Food/Drinks are allowed outside, but only behind the Fine Arts building (facing the courtyard). Do not set up facing the parking lots. Schools are responsible for cleaning all trash. Make sure all Parents and Supporters know that they cannot enter the building backstage, even to go to the bathroom.
- Only those names entered online as cast, crew, alternates and directors will be allowed backstage and in holding/dressing rooms. Directors and participants MUST wear the badges at all times. All who are not wearing badges will be asked to leave immediately. No questions asked. Badges will allow the student and director to attend all productions for free. If a badge is lost, a ticket must be purchased.
- Immediately following the performance, remove all items from the rooms and remove all trash. Please do not wait to remove items until after your critique. This forces the Host workers to stay late.

#### **On Stage Set Up For Performance:**

- Prior to your official set up, the cast and crew may move their set materials from the storage space to a specified location immediately behind the performance space. This must be done quietly
- You have 7 minutes to move your set from behind the stage and construct your set/tech. Also during this time, set all props that will be needed for the opening of the show. Careful not to drag or push anything.
- The Contest Stage Manager will give the company audible warnings at one-minute intervals beginning at five minutes through 1 minute remaining. (ie. 5 minutes remaining.)
- > Your time will start/stop after the agreed upon signal is given to the Contest Stage Manager.
- > Due to Architectural Necessity, You have a choice to set up in front of or behind the curtain.
- > There will be NO announcements made during this contest, after the initial announcement before the first show.
- The performance time shall begin no more than 60 seconds after the end of the "set up", unless the contest manager calls a "time-hold." The Contest Manager will meet the cast backstage, send the Directors to the front of the house, and will confirm that the Adjudicator(s) is in place. He will then ask the Contest Stage manager to begin the 60 second time.
- The Contest Stage Manager will a verbal warning to the student Stage Manager, or their agreed upon proxy, when the one minute has begun. Actors may go to places during this 60 seconds.
- Actors may not carry sets or props on stage during this minute, unless used during their first entrance.

#### **Performance:**

- Please inform your supporters that performances will start back to back without an intermission. Under no circumstances will there be any late admissions.
- There will be no recorded messages or announcements before each play begins (with the exception of the first show).
- Remember, any signal from behind the wings and/or from the audience to the performers on stage is considered "prompting." Any use of cell phones on stage or backstage during the show will be considered prompting. Absolutely no cell phones are allowed, unless used as a prop in the show. Note: Light/Sound booths are considered as "backstage." No cell phones are allowed in these areas, as well.
- > During your show, please move your truck to the loading dock after the previous school vacates the area.
- The Contest Stage Manager will give a single verbal warning by way of the intercom headset to the student Stage Manager, or their agreed upon proxy, that 35 minutes have elapsed. It is then the responsibility for the performing company to end their show on time, and not go over the 40 minute limit. These procedures to be followed shall be reviewed with each cast at the official rehearsal and reviewed with directors at the Director Meeting.
- After the 35 minute warning has been given, the student Stage Manager may give a verbal request to the Contest Stage Manager as to the official time. Other cast and crew may request a visual look at the Contest Stage Manager's official time during this 5 minute period as well, but no verbal request may be made with the exception of the student Stage Manager.

#### <u>Strike:</u>

- The strike will follow immediately after the performance, and the time will start/stop after the first/last individual crosses the designated area, or an agreed upon signal.
- In your strike, you have 7 minutes to accomplish the following tasks: Unit Set to its storage area; your set pieces to the loading dock (outside the building); and the stage cleared. Do not to drag or push.
- The Contest Stage Manager will give the company audible warnings at one-minute intervals beginning at five minutes through 1 minute remaining. (ie. 5 minutes remaining.)

#### **Timekeepers:**

- A minimum of two timekeepers shall record each of the timed elements. The lowest time shall serve as the official time. Two timekeepers will be backstage, The Contest Stage Manager and Contest ASM.
- Your official start and stop times were communicated to the Contest Stage manager during the rehearsal. Any changes to these times should be discussed during the Director's Meeting.
- Realize that the time will start on the first evidence of sound, lights, and/or character movement.

#### Panel Judging (If Used At The Contest):

- A representative from each school shall select a critic through a blind draw at the Director's Meeting, following the Adjudicator's comments. Critique assignments shall not be revealed to the adjudicators until after all the performances and the decisions for the contest have been rendered.
- For the Regional contest, the State UIL Office will designate the Adjudicator that will make all individual acting award decisions. For all other contests, the first Adjudicator hired prior to Nov. 1<sup>st</sup>.
- > During the Performance:
  - Adjudicators must see the show from the same POV. Two long tables will be placed side-by-side, and the adjudicators will be spaced out accordingly.
  - Adjudicators will be housed in separate locations and will not be allowed to discuss the performances.

#### After the Performances:

- The Adjudicators will rank the plays 1<sup>st</sup> to last on the ranking ballot.
- The Contest Manager, with an adult assistant, will enter the results in Talk Tab.
- The Critiques will be conducted in the same order as a non-panel contest. Simultaneous critiques may be given if the evening of the contest runs late.
- Evaluation Forms, a copy of the Talk Tab results, and scripts will be given to schools following their critique.

#### Site Crew:

- SJCC will provide the following Site Crew: Contest Stage Manager, Lighting, Sound, Dock/Fly.
- They will assist you at your rehearsal and your performance. You may ask them to operate the consoles and curtain, or you may have your technicians operate. If the Site Crew is asked to operate, they must be given cues by one particular designated person only.

#### Unit Set:

- SJCC will provide the Unit Set that all schools will use.
- WE DO NOT PROVIDE DOOR AND/OR WINDOW UNITS.
- Please remember that you can only have the designated number of unit set pieces in a show.
- If you are using doors, windows, or French doors, please inform the Contest Manager. They are to be made available to all shows.
- Your personnel will be responsible for moving the Unit Set from its backstage storage position to the stage, and for returning it to the storage position as per the Site Contest Stage Manager's instructions.

#### **Intercom/Curtains:**

- Headsets will be Backstage Right and Left, Sound and Lighting Consoles, and the FOH bridge.
- All companies are to use the in-house intercom system provided to all companies. Any personal communication systems must be approved by the Contest Manager during the rehearsal. Strong justification will be needed, and approval is rarely given.
- Curtains are drawn from stage right.

#### Lighting:

- > 25 Areas: DS Apron = 1-5, US Apron = 6-10,  $\overline{DS} = 11-15$ , C = 16-20,  $\overline{US} = 21-25$  (All areas include a blue and amber wash). Floor pockets will not be available.
- We provide a full stage Red wash, backstage bounce in Red, Green, Primary Blue, and Amber. Cyc may not be available for use, but color may be used on the back blacks.
- There will be two follow spots. They will be located at the FOH Bridge. Please note that the two FOH Bridge spots cannot hit the downstage portion of the apron.

#### Sound:

- Please inform the Contest Manager if you need microphones for use backstage.
- SJCC will provide a CD Player and hook-ups for one additional device (1/8" audio jack).

#### Music:

- The production shall not contain more than ten minutes of music and shall be in compliance with copyright law.
  NO MORE THAN THIRTY SECONDS OF MUSIC MAY BE USED FROM ANY SINGLE WORK
  UNDER COPYRIGHT. The thirty seconds may be looped and reused within the ten-minute limit.
- Timekeepers shall verify the cumulative time reported and any violation of the ten-minute maximum shall be reported to the appropriate executive committee. The contest manager shall not disqualify a company for a violation of the music limit. Any violation shall be reported to the District (zone and district) or State (area, region and state) Executive Committee.

#### **House Policies:**

- > No late admissions (regardless of who they are and how far they have traveled).
- No recording devises or cell phone usage of any kind.
- Concessions will be available during the intermissions, but must be consumed in the Lobby.
- Performances will be stopped due to technical problems that fall under the control of the Site Crew and the Contest Manager deems to be too distracting to allow the play to continue. Also if the Critic Judge determines that the audience behavior is preventing him/her from hearing or concentrating.

#### **Conduct:**

- > The Ethics Code (Section 1034) will be strictly followed and enforced, especially in reference to conduct while interacting with the adjudicator during critiques. This interaction includes treatment of the SJCC personnel. Any and all violations will be reported to the State League Office.
- Please note that all participating members of a production must be present during their play's critique. According to page 48 of the Handbook for One Act Play, eighteenth edition, "Notify the contest manager and critic judge prior to the beginning of the contest when health issues or conflicts with other contests prevent you or any company member from hearing your critique. Notify the contest manager of emergency situations after the beginning of the contest. Failure to do so shall be considered a violation of the One-Act Play Contest Ethics Code." Missing the critique must have "just cause." Missing due to prom has been determined by the U.I.L. Executive Committee as "not being a justifiable cause."
- No Food or Drink allowed except in the Lobby (Host's Concessions) and outside.
- > Do not attempt to go Backstage to the storage areas except during your allotted times.

#### What Can Get You Disqualified:

- ▶ If you have any doubts, please contact the state office and ask.
  - Violations of time limits on performance, set up and strike
  - $\circ$  The use of firearms, explosives and combustible materials
  - Off-stage to on-stage line prompting
  - Use of additional unit set
  - The director communicating with the company during performance.

#### Alternates:

Please let the Contest Manager know ASAP if you are bringing Alternates.  $\geq$  $\triangleright$ 

- Alternates are allowed:
  - To assist in the loading and unloading of the school's truck at the loading dock.
  - To sit on the back row of the auditorium during the official rehearsal, but one word or signal and the • school will be disqualified...no questions. Only those listed on the Online Enrollment may watch.
  - To attend the meeting with the adjudicator(s) that takes place prior to the Director's Meeting. •
    - To assist in the holding/dressing rooms under the school Director's supervision, but must be sent into the house while the cast and crew go onstage. During the performance, alternates are the exclusive responsibility of an adult of the school district, and must be accounted for. They must watch the show. Please note: This is a liability issue for the College and UIL. For this reason, unsupervised students on campus will not be tolerated. They MUST stay in the designated areas, and must be accounted for at all times.
- Seven seats will be reserved/guaranteed for directors and alternates, but the badges issued must be worn at all times.  $\geq$ Lost badges will cost \$10 to replace.
- Parents and other supporters are only allowed in the auditorium during performances and critiques. They cannot  $\triangleright$ under any circumstances enter the building back stage.

#### Awards:

- Standard selection procedures & awards as per the UIL Handbook will be given.  $\geq$
- School Directors: Please let the Contest Manager know when your school is present for awards.
- Remember, the adjudicator does not have to select all 8 honorable mentions.
- $\triangleright$ Contest Manager will present one individual tech award from each production, and an overall tech crew award to one production.

#### **Critique:**

- All must attend. Contest manager must be notified before the day of the contest if a participant will miss the  $\geq$ critique. They may only miss due to health or a conflicting UIL event.
- Order: Non-advancing shows in order of distance from the college (furthest will go first); then advancing shows in order of distance from the college.
- We will allow a moment for each school to quietly leave after their critique.
- Communicate to your students that a critique is not a justification of the Adjudicator's decisions.

#### Load-Out:

Load out will take place immediately following the school's performance. Strike all materials to the  $\geq$ **outside** dock. After the materials are outside, anyone can assist loading into the vehicles.

#### **Please Locate The Following Pages Below:**

#### Lighting Cue Sheets $\geq$

Please print, fill out and give to the Contest Lighting Designer at the Non-Mandatory Meeting, or fax to 281.542.2040, if you choose. Word Documents can be emailed if requested from Dr. Jerry Ivins, 281.542.2039 or email jerry.ivins@sjcd.edu.

- **Lighting Magic Sheet**
- $\triangleright$ **Stage Dimensions and Curtains**
- UIL Slocomb One Act Map Shows holding and storage areas.
- San Jacinto District Aerial Map
- ≻ SJCC Campus Map for Patrons, Busses and Trucks

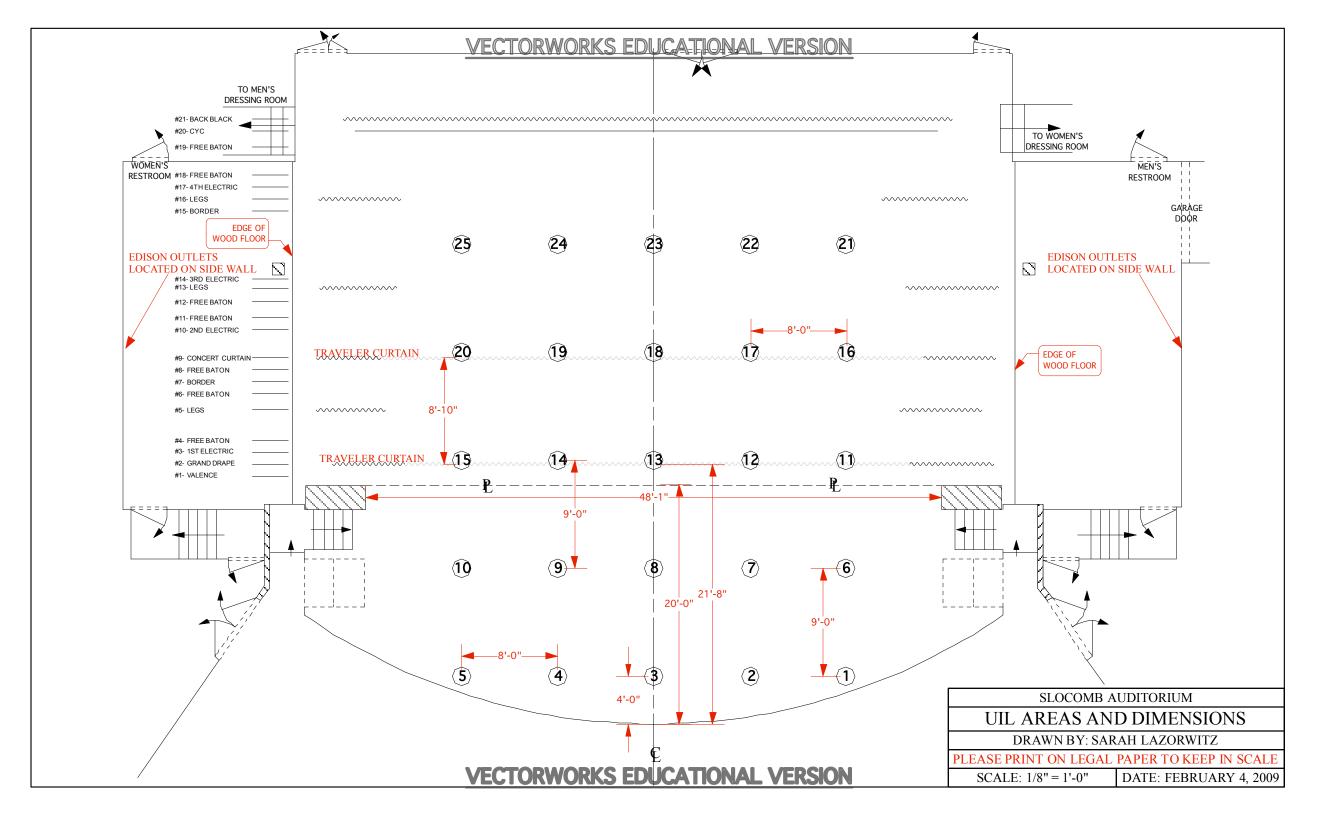
Contest held in the Richard S. Slocomb Fine Arts Building Auditorium, #12 on the map. 8060 Spencer Highway, Pasadena, TX, 77505 for www.mapquest.com usage. Guests and contest participants please park in student parking in Parking Lot Area #4, and busses and trailers please park in Parking Lot Area #3 as close to Spencer Highway during campus hours, M-F 8 to 5.

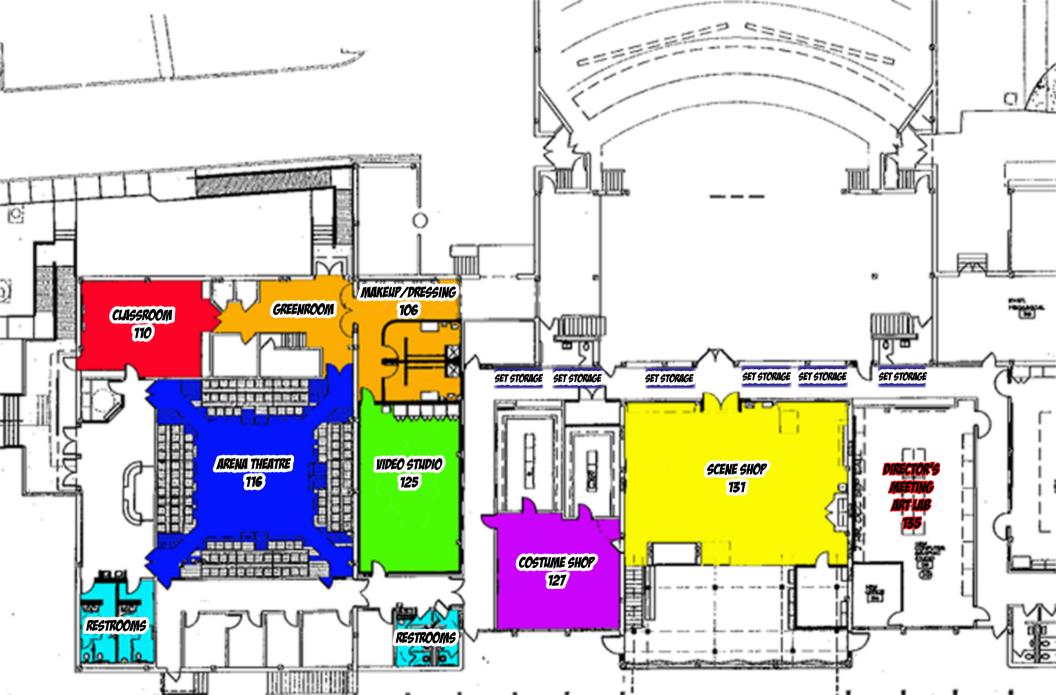
### LIGHTING CUE SHEET UIL OAP AREA COMPETITION- SAN JACINTO COLLEGE

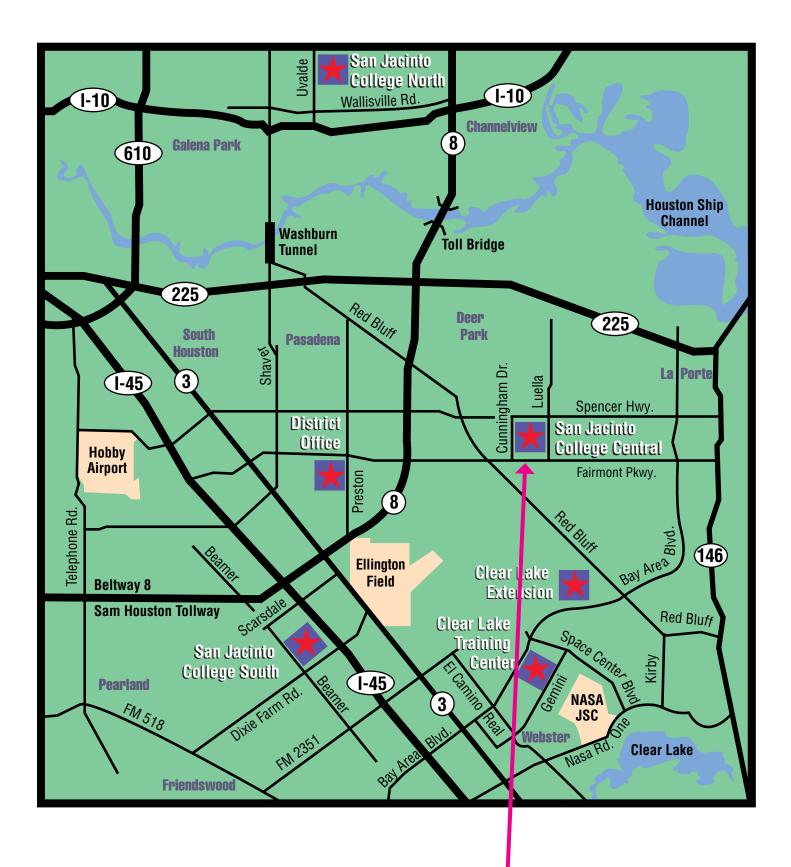
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<u>81</u>	56	6	6	31	
82	57	7	7	32	Spot 1 - <b>106</b>
83	58	8	8	33	Spot 2 - <b>107</b>
84	<b>59</b>	9	9	34	II 1.1. <b>110</b>
85	60	10	10	35	House lights - 110
86	61	11	11	36	Worklights - 111
87	62	12	12	37	
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92	67	17	17	42	Note: Group 1 = All lights in Area 1
93	68	18	18	43	Front Warm and Cool
94	<u>69</u>	19	<u> </u>	44	Back Blue and Amber
95		20	20	45	Group 2 = Cont.
<u>96</u>	70	20	<u>20</u> 21	<u> </u>	
<u> </u>	72	21	21	40	
<u> </u>	72	22	22	<u>47</u> 48	UIL Magic Sheet
<u>98</u> 99					Lighting Designer: Sarah Lazorwitz
	74	24	24	<u> </u>	Revised by : Thomas Meche
	75	25	25	50	Master Electrician:
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San Jac Central Campus

