

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

Spring, 2018

TO: Advancing Directors within Region III, 5-A One Act Plays

FROM: Dr. Jerry Ivins, Contest Manager

RE: One Act Play Region Competition on April 13, 2018

Congratulations on your success at the Area contest! We look forward to having your company at San Jacinto College Central for the Region III Competition on April 13. 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 Thursday, April 5, 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" (located on this website, 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 Artistic Director of Theatre and Film San Jacinto College Central Past Chair, TTAO (Texas Theatre Adjudicators and Officials)

One Act Play Director's Information

Contact Information

Dr. Jerry Ivins, Artistic Director of Theatre and Film, Contest Manager - 281.542.2039
Mr. Jay Thomas, Facility Coordinator, Contest Stage Manager - 281-476-1829
Mr. Brian Hamlin, Company Fight Master, Associate Contest Stage Manager - 281-542-2039
Mr. Richard Turner, Director of Acting, House Manager - 281.478.3646
Contest Adjudicators: Missey Head (Acting Awards), Kelly Parker and Mandy Epley

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

When: Thursday, April 5, at 4 p.m.

Where: Slocomb Auditorium on the San Jacinto College Central Campus

More Information: Dr. Jerry Ivins - 281.542.2039

Contest - Friday, April 13

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	Arrival/	Rehearsal Times
	Dock	
Area 2b (2 p.m.)	6:00 am	6:30 a.m. – 7:25 a.m., Friday, April 13
Area 1a	7:00 am	7:30 a.m. – 8:25 a.m., Friday, April 13
Area 2c	8:00 am	8:30 a.m. – 9:25 a.m., Friday, April 13
Area 2a	9:00 am	9:30 a.m. – 10:25 a.m., Friday, April 13
Area 1c	10:00 am	10:30 a.m. – 11:25 a.m., Friday, April 13
Area 1b	11:00 am	11:30 a.m. – 12:25 p.m., Friday, April 13

Day of Competition - Meeting Times

All Contest Participant Meeting With The Adjudicator – Immediately following the last school rehearsal. (Around 12:30 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 Updated Scripts with cuts marked (sound cues clearly entered on one)

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.

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

- Community Standards and Copyright 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 \$600 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 Brian Hamlin at 281-998-6150, ext. 1237)

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 **promptly at your arrival time**. We start all rehearsals as early as possible. Sometimes we run more than 30 minutes early.
- Items will be moved off the truck and into the loading dock area during this time.

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. Campus Police will ask all trucks to be moved from lot #4, immediately.
- 4 Alternates listed on the Online Enrollment may assist with spiking the set and assist from the audience. Alternates may not be backstage during the official rehearsal. Any extra students not on the Eligibility Notice must remain on the bus until the performances start and supervised by an employee of your District. This will be strictly enforced.
- 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:
 - o Full Technical Disclosure (Priority #1)
 - o Set up and spike the set
 - o Check Light and Sound Cues/Levels
 - o Check Actor vocal levels and key performance blocking
 - o Show Contest Manager or Contest Stage Manager weapons and fight choreography
 - o 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.
- Glow-tape is allowed 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. Rooms subject to reassignment based on special needs and size of the cast. Changes will be communicated through email.

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

**NOTE - These rooms must clear out all items following their show. These rooms are used for inclement weather.

Holding/Dressing Rooms:

- Although assigned above, holding rooms may be reassigned right be for the contest by the Contest Manager.
- 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. Do not give badges to parents, supporters or other students not on the eligibility list. Violations will be reported to the State.
- > 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. **Absolutely no running! Safety FIRST!**
- 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 these 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. 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 15 minutes and 35 minutes have elapsed. It is then the responsibility for the performing company to end their show on time, and not go under the 18 minutes or over the 40 minute limits. 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.

Strike:

- 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. **Absolutely no running! Safety FIRST!**
- 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:

- Critique draw will take place after the tabulation results. Two draws will take place: One for advancing plays and one for non-advancing plays. Each adjudicator will critique an advancing play (At Regionals, the Acting Adjudicator will be assigned the alternate play). 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. 1st.
- During the Performance:
 - Adjudicators must see the show from the same POV. Three tables will be placed ne same row, 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 1st to last on the ranking ballot.
 - The Contest Manager, with an adult assistant, will enter the results in the TTAO Tabulation Software.
- The Critiques will be conducted in the same order as a non-panel contest. Simultaneous critiques will be given.
- Evaluation Forms, a copy of the TTAO Tabulation Software 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. Please remember that you can only have the designated number of unit set pieces in a show.
- We have one door, one window and one French door. Please inform the Contest Manager prior to the contest if you are bringing additional units. 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.
- Unit set can be downstage of the main curtain, with restrictions: a. Nothing over 6' b. nothing, if falling, can reach the audience.

Intercom/Curtains:

- Headsets will be Backstage Right, Backstage Left, Sound and Lighting Consoles.
- 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.

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).

Atmospherics:

Atmospherics may be used.

Lighting:

- \triangleright 25 Areas: DS Apron = 1-5, US Apron = 6-10, $\overline{DS} = 11-15$, C = 16-20, 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. The cyc is available for use, or color may be used on the back blacks.

Music:

The 10 minute and the 30 second sound rules are eliminated, but sound logs are still required.

House Policies:

- Late seating will take place during the first 20 minutes of the show, but will be limited to the back row. Late seating will not be allowed anywhere but the back two rows.
- 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 Handbook for One Act Play, "The entire company is required to attend their critique. Plays that are deemed ineligible for advancement or ranking are required to attend critique. Exceptions may be made for health issues, due to conflicts with other contests or events where the absence is approved by the school's administrator and the State. In all cases, arrangements will be made to formally discuss the critique with those students. Only those students that are directly involved and previously approved by the State will be allowed to leave. The waiver form can be found under "Resources and Forms." Failure to attend or follow through on the approved protocol may be considered a violation of the ethics code. Notify the Contest Manager prior to the beginning of the contest when health issues or conflicts prevent you or any company member from hearing your critique by providing the approved waiver provided by the State Office. Notify the Contest Manager of emergency situations that arise after the beginning of the contest. Failure to do so shall be considered a violation of the One-Act Play Contest Ethics Code. Recording the adjudicator's critique requires the permission of the critic adjudicator."
- 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 Your Production Declared Ineligible for Advancement?

- Entries may only be declared ineligible for advancement or ranking for the following violations:
 - o Use of ineligible students.
 - o Exceeding the number allowed in the performing company.
 - o Exceeding the time limits on performance and set-up and strike.
 - The use of firearms.
 - o The use of explosives and combustible materials.
 - o The use of additional unit set.
 - o The director being in the backstage areas or communicating with the company during the performance.

Alternates:

- Please let the Contest Manager know ASAP if you are bringing Alternates.
- Alternates are allowed:
 - To assist in the loading and unloading of the school's truck at the loading dock.
 - Spike the set.
 - Assist from the audience.
 - 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.
- Due to a 1000 seat hall, seven seats will not be reserved for directors and alternates (but are guaranteed). They get in free with the badge. Badges issued must be worn at all times. Lost badges will cost \$10 to replace.
- Parents and other supporters are only allowed in the auditorium during performances and critiques. They cannot under any circumstances enter the building back stage.

Awards:

- > Standard selection procedures & awards as per the UIL Handbook will be given.
- 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.
- 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 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.
- > Due to multiple contests within a short period of time, this contest will have simultaneous critiques.

Load-Out:

Load out will take place immediately following the school's performance. Strike all materials to the **outside** dock. After the materials are outside, anyone can assist loading into the vehicles. In the case of inclement weather, items will be stored in the following holding rooms: CFNA 106 (Make-up) and CFNA 110 (Classroom)

Please Locate The Following Pages Below:

➤ Lighting Cue Sheets

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
- > 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.



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www.Facebook.com/SJCC.Theatre.Film arts.sanjac.edu/theatre-central

San Jacinto College Central 2018 UIL One Act Play Contests

5A - Regional Contest - April 13 6A - Regional Contest - April 14

Invoice

Description

\$600 Fee for Regional Competition (Make check out to San Jacinto College) (Do not mail - Bring the check to the Tuesday Meeting or to the rehearsal on the day of the contest) **Amount To Be Paid**

\$600

For More Information, Contact: Dr. Jerry Ivins 281-542-2039

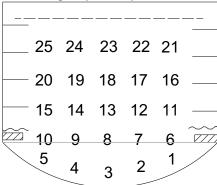
Jerry.Ivins@sjcd.edu

LIGHTING CUE SHEET UIL OAP AREA COMPETITION- SAN JACINTO COLLEGE

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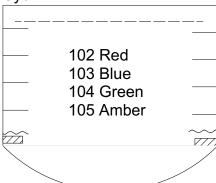
Front Light (Warm)



Down Light (Blue)

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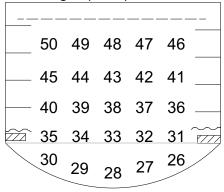
#### Front Light (Cool)

Amber

R04

Cool

R64

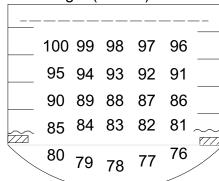


Blue

R74

Warm

R3409



San Jacinto College Central

**Magic Sheet** 

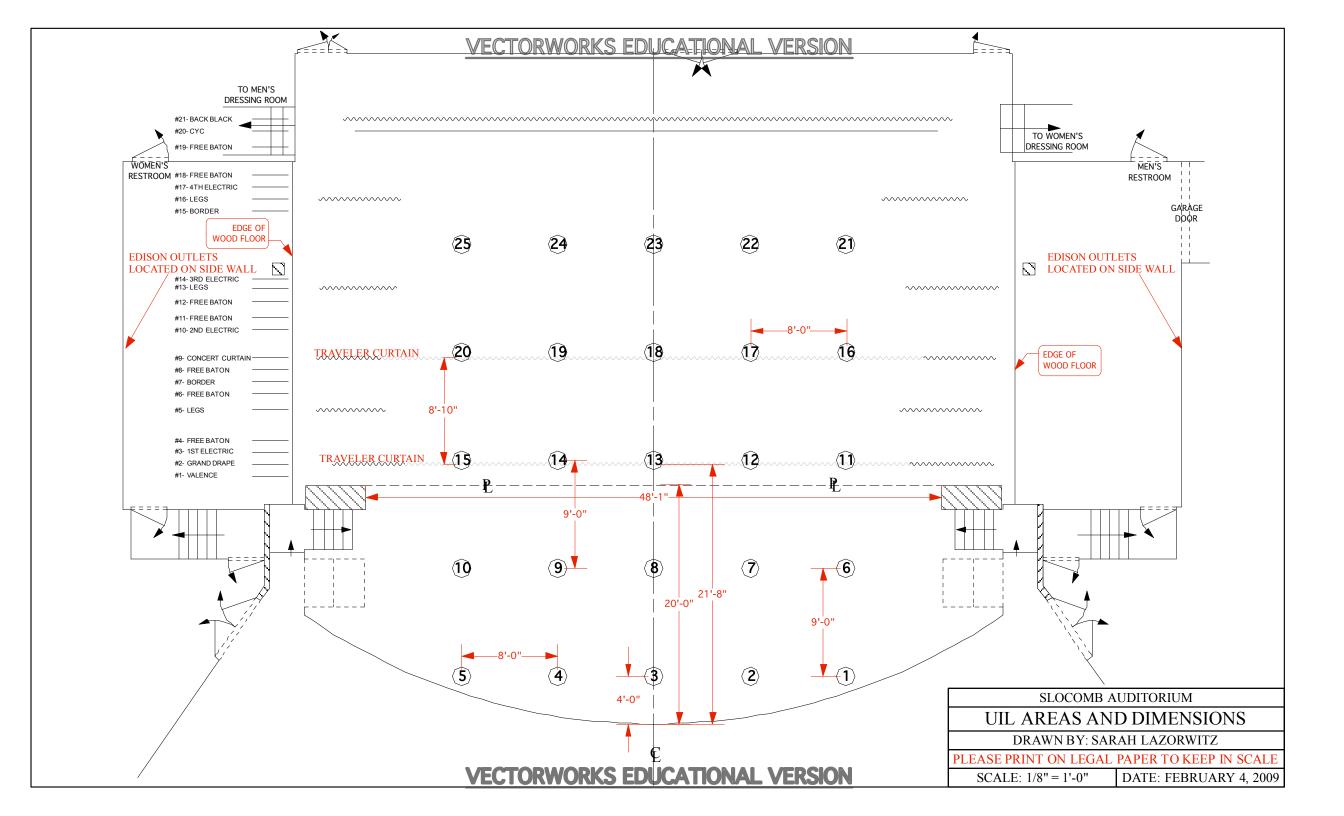
Slocomb Theatre

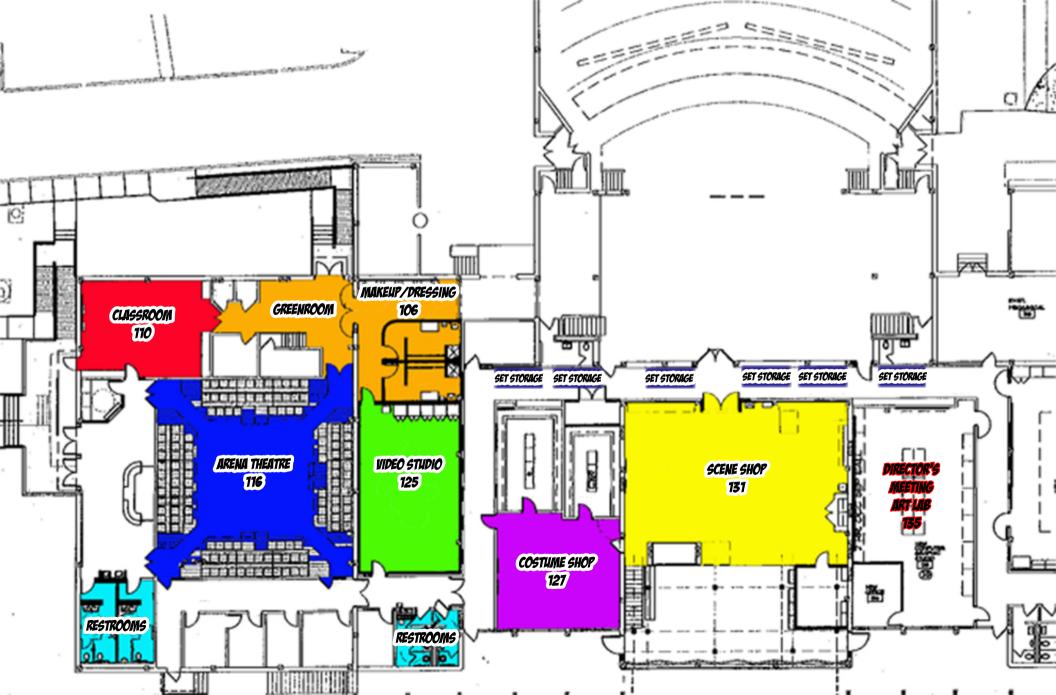
Date: Oct. 25, 2016

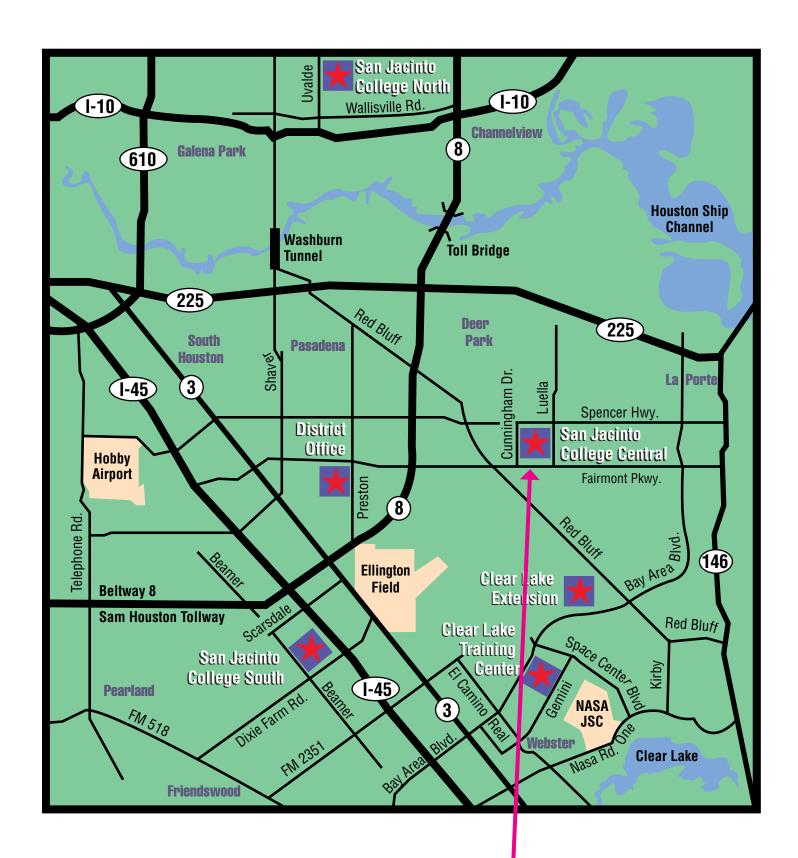
Down Light (Amber)

Work Lights: 111

House Lights: 110







San Jac Central Campus



Slocomb - Patron

Loading Dock

Loading Dock

Patron Parking

Parking For Trucks

Enter Campus "D", From Fairmont/

Enter Campus "C",

From Spencer

(use Student

Spaces)

and Buses

Luella

Entrance

Driveway

# SAN JACINTO COLLEGE

# Central Campus

- 1 Interactive Learning Center
- West Classroom Building
- 3 Administration Building
- 4 East Classroom Building
- 5 Music Building
- 6 Education Center-Lab School
- 11 Health Science
- 12 Slocomb Auditorium
- I3 Fine Arts
- 14 Student Center
- 5 Davison Tech
- 6 Ball Tech
- 7 Anderson Tech
- 18 Gymnasium
- 19 Science Building
- 20 Frels Building
- 21 Library
- 26 Transportation Center
- 27 Athletic Track
- Non-Destructive Testing
- Technical Education
- 2 Welding and CTD
- Maintenance Building
- Tennis Courts
- 1 Volleyball Courts
- Dormitory/Pro Shop
- X Designated Campus Entry
- Emergency Assistance Phone