

805 W. Texas Ave, Baytown, TX 77520

Dear Colleague,

Congratulations on advancing to your 4-A Region 3, Area 2 UIL One-act Play contest. You and your company are to be commended for your winning production. Lee College is proud to host this area OAP contest and hope this experience will be an enjoyable one for all involved.

The adjudicator panel will include: **Frank Chuter Aquilla Aubrey Mike Doggett**

Frank Chuter

Aquilla Aubrey

Mike Doggett

Address:

5839 Toddington Road
Humble Texas, 77346

Address:

13703 Berry Springs Drive
Houston TX, 77070

Address:

12544 Newbrook Drive
Houston TX, 77072

Upon advancing from your Bi-district contest, send an original, published copy of your script to each of the judges, unless in the public domain, noting all marked deletions and approved adaptations to the addresses above for their perusal. Include a note letting them know where they will be seeing your show, as they may be judging multiple contests.

Local Contacts: Lee College Host

Heather Morrill h Morrill@lee.edu
401 S Blackwell St
LaPorte, TX 77571 (817) 600-7566 cell

Noah Dobbs: Contest Manager, Director of Performing Arts Center at Lee College

Ndobbs@lee.edu 832-556-4010 **Office** (forwards to Cell)

PROGRAM INFORMATION NEEDED: Before 8:00 AM April 8, 2024, please send cast, directors, crew, alternates, and any other information needed in the program to the host, Heather Morrill at hmorrill@lee.edu. Please format this in a Word document.

ELIGIBILITY OF STUDENTS: Should you need to make changes to your OAP company or set that is different from when you submitted your entries via the UIL One-Act Play Spring Meet Entry System, you must update your entries/set changes no later than midnight on the Monday immediately following your bi- district contest. Please see www.uiltexas.org/theatre/high-school-one-act.

ENTRY FEE: DIRECTORS WILL NEED TO BRING WITH THEM A CHECK FOR \$800.00. MAKE CHECK PAYABLE TO LEE COLLEGE THEATRE. Use the attached invoice to request payment from your business office. Bring the check with you to your official rehearsal.

PLEASE BRING THE FOLLOWING WITH YOU TO YOUR REHEARSAL.

1. **Proof of royalty paid**, unless you're performing a play from the public domain.
2. **Permission from the publisher** granting production rights and any adaptation.
3. **Approval from UIL to perform** a play not on the approved list of short or long plays, *(noting permission for any adaptations)*.
4. **Any correspondence from UIL** approving scene items or special properties.
5. **Community Standards and Copyright Compliance Form: signed.**
6. **Approval from UIL for additions** to the basic set.
7. **Entry fee (\$800.00)** made out to Lee College Theatre *(invoice attached)*
8. **Music Log:** signed and dated. Mark clearly for any copyrighted music.
9. **Clearly marked "Integrity Script"** reflecting the performance text and music cues.
10. **Substitute Eligibility Form** *(if required for your situation)*

Lee College Performing Arts Center

815 W. Texas Ave, Baytown, TX 77520: This address used with your favorite map application or GPS system will get you closest to the loading area to the stage. The parking lot is on the opposite side of the building. (see Lee College Campus map attached)

REHEARSAL and CONTEST SCHEDULE — April 12 & April 13, 2024

DISCLOSURE ITEMS WHICH SHALL BE CHECKED AT LOAD-IN

- Any and all weapons
- Measurement of, trees, fences, caps, bases as per the handbook
- Additional Lighting and/or sound equipment and instruments
- ABSOLUTELY – No Glitter allowed

During Rehearsal

- Contest Manager must see all **stage combat, stunts, falls**, and any **elevated scenes**.
- It is **highly recommended** that one does not spike until the last 15 minutes of the rehearsal time.
- Please note that a light plot shall be sent by Monday, March 27, 2023. Please ensure if you are using music or projections that they are downloaded to a flash drive or hard drive. Do not depend on the Internet – Wi-Fi may not be reliable.

A note about cell phones and other electronic devices: Please have all student cell-phones collected before you enter the rehearsal and performance areas. They are not allowed backstage according to UIL Rules and there can be interference with wireless sound and DMX lighting systems. Adults may have their phones – we do ask them to be on silent, during rehearsals and turned off during performances.

A note about footwear: All students and directors participating in the rehearsal, set-up and strike, must wear closed-toe shoes. No Sandals, slides, or flip-flops allowed. They may of course remove their shoes for performance

REHEARSAL DAY: FRIDAY April 12, 2024

REHEARSALS ARE SCHEDULED ON THE BASIS OF TRAVEL DISTANCE.

Arrive 45 min. prior to Rehearsal time. You may leave all company items in your holding areas at the theatre.

9:00 AM	School 1:	Load-In		
9:30 AM - 10:30 AM	School 1:	Rehearsal	School 2:	Load in (10 AM)
10:45 AM -11:45 AM	School 2:	Rehearsal	School 3:	Load in (11:15 AM)
12:00 PM - 1:00 PM	School 3:	Rehearsal	School 4:	Load in (12:30 PM)
1:15 PM - 2:15 PM	School 4:	Rehearsal	School 5:	Load in (1:45 PM)
2:30 PM - 3:30 PM	School 5:	Rehearsal	School 6:	Load in (3:00 PM)
3:45 PM - 4:45 PM	School 6:	Rehearsal		

CONTEST DAY: APRIL 13, 2024

7:30 AM	House Crew Arrival- <i>Schools may begin Arriving</i>
8:30 AM	Judges Arrive
9:00 AM	Directors' Meeting: PAC with Adjudicators (1st moves to Holding Room)
10:00 AM	Contest Begins
4:00 PM	Last Performance Complete (Approx)

ORDER OF PERFORMANCE:

PLEASE NOTE: *IN ACCORDANCE WITH UIL RULES, ONLY DIRECTORS, CAST/CREW AND ALTERNATES LISTED ON THE ON-LINE SPRING MEET ENTRY SYSTEM ARE PERMITTED IN THE DRESSING ROOMS. ALTERNATES ARE NOT PERMITTED BACKSTAGE DURING THE PERFORMANCE OR REHEARSAL.*

The plays will run ON THE HOUR. Doors will open between performances to allow seating for the next performance. Please share proper **arrival times for ticket purchase and seating** before your performance begins, as theater doors will be shut at the performance times listed below, and no late entry will be allowed.

1. District 21/22 – A	10:00 AM
2. District 23/24 – C	11:00 AM
3. District 23/24 – B	12:00 PM
4. District 23/24 – A	1:00 PM
5. District 21/22 – C	2:00 PM
6. District 21/22 – B	3:00 PM

AWARDS CEREMONY WILL FOLLOW: APPROX. START TIME BETWEEN: 5-6 PM

ADMISSION FOR THE DAY IS \$10.00 – CASH ONLY (\$5.00 FOR CHILDREN 12 & UNDER)

PLEASE INFORM YOUR STUDENTS' FAMILIES AND FRIENDS THAT ADMISSION IS CHARGED.

Participant badges or wrist bands will be given to all directors, bus drivers and cast/crew members for admittance into the theater. Administrators may show their District Pass for admittance.

The doors to the theater are closed when the plays begin. **There is no late seating.**

Entry is allowed between the performances ONLY. **Absolutely no admittance during a performance.**

Concessions will be available for you and the audience.

They will include sub sandwiches, drinks, & snacks.

AWARDS: Awards will be as follows-

(3) Advancing Plays (1) Alternate Advancing

(2) Best Performer (8) All-Star Cast (8) Honorable Mention All-Star Cast

(1) Best Technical Crew Best Technician: *one from each company* (1) Best Crew Overall

UNIT SET: The complete unit set will be available for use, including two door units, left hand and right hand, French doors and one window unit. Everyone may use the basic set that is provided.

INTER-COMMUNICATION SYSTEMS: An in-house, intercommunications system consisting of stations in the control booth, stage left, and stage right is provided. *An intercommunications system used **exclusively** by any performing company is not permitted.* Please check with the Contest Manager if you need additional headsets, etc. Additional items must be available to all companies for rehearsal and performance.

SOUND: Each company is welcome to use the house sound system, but may bring their own if so desired. Lee College has a Yamaha Digital Mixing Console Model M7CL-48 sound board. The Board has "CD" playback capabilities or you can run your sound from a computer or iPad. However, you are responsible for bringing all necessary cables required for plugging into two stereo RCA-type jacks.

LIGHTS: Lee College PAC has an ETC ION light board. Each area will be controlled by a single channel on the board. There will be Full color changing washes. A CYC with full color changing washes is available if desired.

Companies may record their light cues during their assigned rehearsal time. Please Use the following form: <https://www.uilTEXAS.org/files/academics/theatre/light-cue-sheet.pdf> **It is recommended that you bring a flash drive for the storage of your cues as a back-up measure, whether you OR the Host records your show.**

April 4, 2024 Participants may choose for the Host site to Pre-Record all cues in advance of the contest. Lighting Cue sheets are due by *please send to ndobbs@lee.edu*

STAGE: The actual depth of the apron is 13'. Companies are permitted to set, with the curtain open if they so desire. The width of the lighting area is exactly 48'. Attached diagram shows all drapery locations, stage dimensions, lighting plot and light cue sheet. There will be fifteen lighting areas. 5 on the first row, 5 on the second and 5 on the third row.

USE OF FOG/HAZE: The use of chemical based Fog/Haze is strictly prohibited by Local Fire Code for our building. **Only Dry Ice Machines with NO CHEMICAL Fog/haze fluid will be allowed at the PAC. Water based fluid is permissible. Please email ndobbs@lee.edu in advance to make sure the machine will not trigger fire alarm.**

PARKING: Buses may park in **Lot #11** shown on the attached Campus map. Audience parking is available in **Lot # 15**, or area labeled "**Parking**" alongside **Building #3**.

*If you have any questions, please email or call me at: ndobbs@lee.edu 832-556-4010 (office)
You may contact our Host: Heather Morrill at hmorrill@lee.edu 281-425-6264 (office)
For any specific information about the contest site, directions, facility, or hospitality.*

Again, we extend our sincere best wishes and a very special "Break-a-Leg" at the Area contest.
Sincerely,

Noah Dobbs, Contest Manager, Director of Performing Arts Center at
Lee College Ndobbs@lee.edu 832-556-4010

INVOICE

Area 2, Region 3
One-Act Play Entry Fee
Lee College PAC
April 12-April 13,
2024

\$800.00

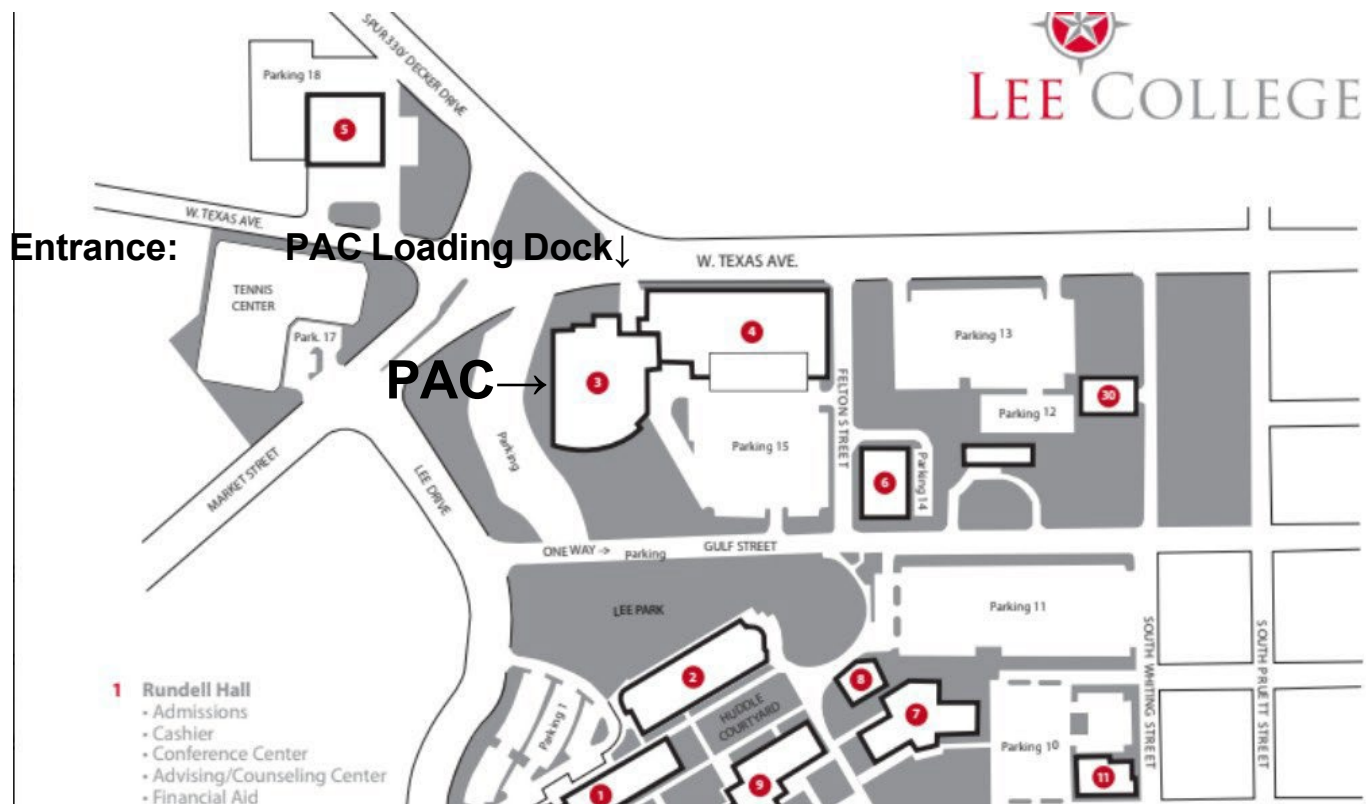
Make Checks Payable to:

Lee College Theatre
Attn: Heather Morrill
PO Box 818 Baytown, TX 77522-0818

Fed Tax ID: 1-74-60255668

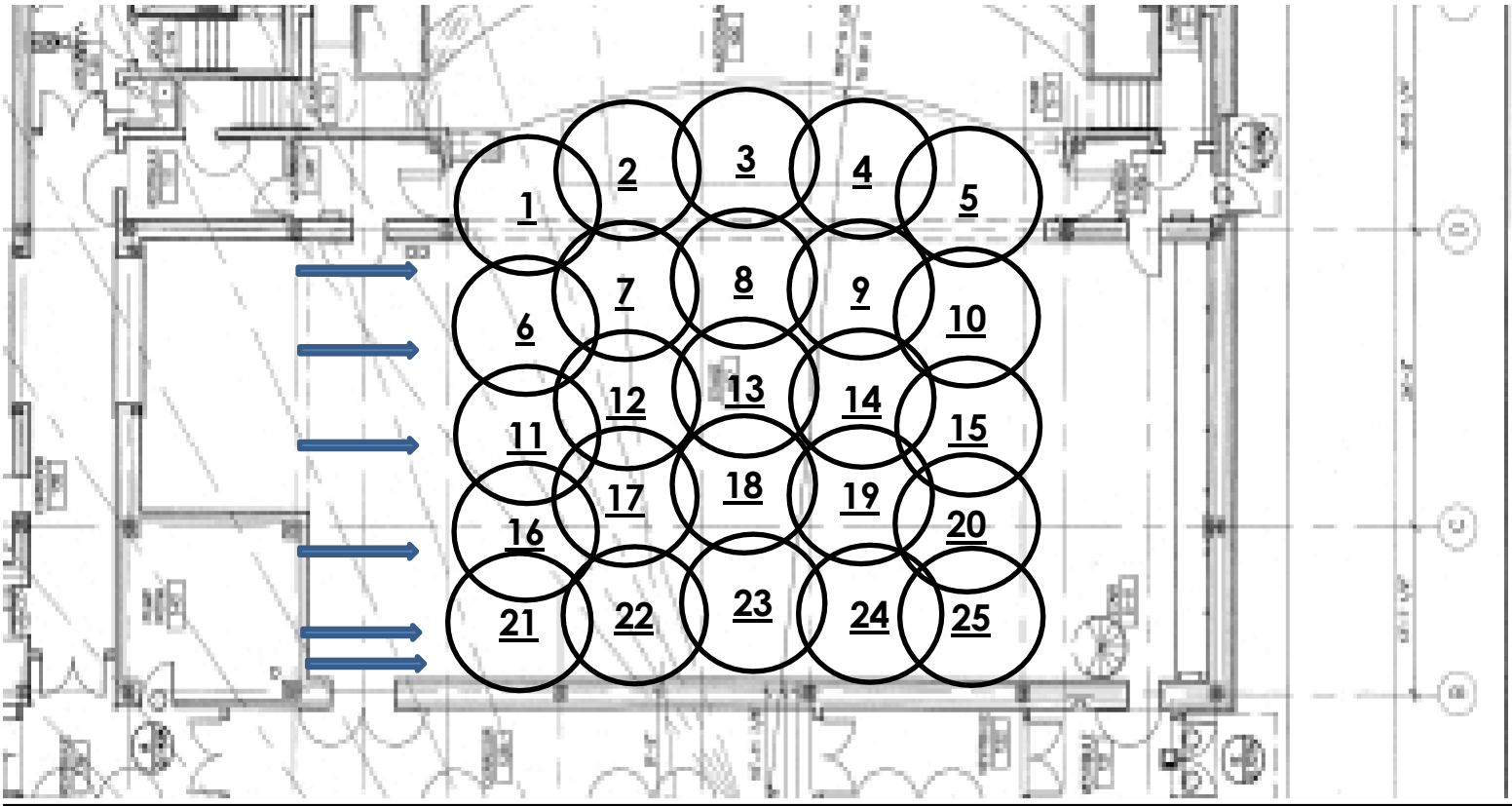
Lee College Campus Map: 805 W. Texas Ave, Baytown, TX 77520 (Loading Dock)
Building 3: PAC

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1. 1st Set of legs is: 10' from the Plaster Line
2. 2nd Set of legs is: is at 18' from Plaster Line (Mid stage traveler)
3. 3rd Set of legs is: 29' from Plaster Line
4. A full stage black curtain at 28'6" does cover the width of the stage, Masking the Cyc, *if you are not using it.*

For clarification's sake the numbered lighting area 1 is in the down stage left corner.



1. The Stage Consists of a 54' proscenium Width, the areas light 48' of that width. There is 36' of depth from plaster line to back wall. The apron in front of the grand drape is 13' deep at center. You may set up with the curtain open.
2. Lighting will be 5 areas across from SL to SR. There will be 5 rows. Area 1 is DSL.
3. There is a cyclorama at 33'6" from plaster line. The downstage arrow is plaster line, next is leg 1, then leg 2/ Mid-stage traveler, Then Leg 3, Then full stage black, Then Cyclorama
4. If you wish to play a more downstage area the mid-stage traveler is at 18' from plaster line.
5. There will also be a split black curtain hung at 28'6" from plaster line. Can be raised and lowered from fly gallery.
6. 100 square foot set storage will be in the black box area across a hall out the stage left wing. "On Deck" play will be staged in the black box with their set. Once sound door to the main Hall is closed "On Deck" school may then move up and set up just behind that door if they wish.
7. Dressing and Makeup rooms will be assigned throughout the building. Mirrors and costume rack may not be available Please Bring your own.