

TROUPE DIRECTOR REGISTRATION DIRECTIONS AND INFORMATION

NEBRASKA STATE ITS FESTIVAL 2019



NEBRASKA THESPIANS

**AN EDUCATIONAL THEATRE
ASSOCIATION AFFILIATE**

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**More detailed information in Additional Packet Available*

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Troupe Director Directions for Registration 2018 - 2019

1. **STEP 1:** Gather the following information from your students and adult chaperones:
**Note: Sample Form to gather this information is included as the first page in the Student Registration Packet. Feel free to adjust this sample form for your troupe as needed.*
 - a. Completed **Code of Conduct and Consent, Acceptance and Health Form**
 - b. Cell Phone Number
 - c. Email address
 - d. Thespian or Non-Thespian
 - e. T-Shirt Size
 - f. Food Needs (Gluten-Free or Vegetarian)
 - g. Interest in Improv Challenge, Theatre Tech Challenge, Devised Theatre, Nebraska Thespian Scholarship, and College Auditions
 - h. Individual Event information including play/musical, author and publisher. Students can only select ONE category.

2. **STEP 2:** Register for hotel rooms at DoubleTree in downtown Omaha. Nebraska Thespians has a block of rooms set aside for the price of \$129 per room—max of four delegates to a room. These rooms can be booked before the final rooming list is completed, but a final rooming list must be submitted with names to DoubleTree by **December 1, 2018**. Contact Elaina Wade directly to book rooms. Contact information below:

Elaina Wade
ewade@omahadoubletree.com
402-636-4906

3. **STEP 3:** Scan **Code of Conduct** (students only) and **Consent, Acceptance and Health** (all delegates including adults) forms to upload when you register.

4. **STEP 4:** Fill out Google form at the link below or on the Nebraska Thespians website. The deadline to turn in the Google form is **NOVEMBER 14, 2018**.
https://docs.google.com/forms/d/e/1FAIpQLSesHinpKcFIUDVxuQgQ_KTQ6S8Bbb77lowffPvPBIP4koCIYQ/viewform?usp=sf_link.

5. **STEP 5:** Submit the **SCHOOL PRINCIPAL APPROVAL FORM** electronically or with payment to acknowledge understanding of the cancellation/refund policy.

6. **STEP 6:** After the Google form has been submitted an invoice will be emailed to the Thespian Troupe Director. Make check payable to the **NEBRASKA THESPIANS** for the total amount on invoice.

Mail your payment to:
Nebraska Thespians
Attn: Festival Registration
PO Box 24341
Omaha, NE 68124

7. **STEP 7:** All adults must complete the background check information sent via an email link by **DECEMBER 1, 2018**.

Your registration is not complete until all paperwork is submitted electronically and your payment is received.

Important Information About Registering for Festival

1. **Troupe Registration Fee:** There will be \$70 registration per troupe in lieu of yearly state dues.
2. **Registration Fee:** The registration fee for Sponsors, Chaperones and Students is \$120.00.
3. **Waived Registration Fees:** Adults serving as committee chairs and the four student STOs for the festival will have their registration fees waived.
4. **Code of Conduct Form:** All schools must submit signed Code of Conduct forms for ALL students electronically when they register.
5. **Consent, Acceptance and Health Form:** All schools must submit signed Consent, Acceptance and Health forms for ALL delegates (including troupe directors and adult chaperones) electronically to when they register. **A hard copy of this form must be brought to Festival and placed in each delegate's name badge holder—this includes adults.**
6. **Background Check:** All adults must complete a background check in order to attend NebThesFest19. You will receive an email with a direct link to submit your information to Trak-1, accredited background screeners. This must be completed successfully by December 1st in order to attend Festival.
7. **Troupe Display:** All schools are invited to bring a Troupe Display to represent your school. Display should be no larger than 4' X 8'. You are expected to take them home with you! We cannot guarantee an outlet.
8. **Troupe Banner/Flag:** All schools are invited to bring a Troupe Banner/Flag for our Opening Ceremonies Parade of Troupes. Banner/Flag should contain grommets at the top or the ability to hang in Embassy Suites. Size should be no larger than 3' X 5'.
9. **Honor Troupe Application:** Each school can bring an Honor Troupe Binder. Further details about this opportunity are on the application document later in this packet.
10. **Early Registration Incentive: NEW THIS YEAR!** Troupes registered by Friday, October 12 will be given a \$50 discount on their registration!
11. **Late Registration: The deadline for the festival registration is November 14, 2018.** Any schools registering after the deadline but will be charged a late registration fee of **\$100.00**. Late registrants cannot participate in Individual Events Showcase, Nebraska Thespians Scholarship or College and University Auditions.
12. **Single Show Pass: NEW THIS YEAR!** Individuals (parents, adults, etc.) may purchase a single show pass for \$15 for any event in the Peter Kiewit: School show performances, Improv Finals and Final Showcase. Please note these passes provide opportunity to view the show only. Those on passes may not attend any other Festival functions. Show Passes can not be purchased for NIES competition viewing. Tickets must be purchase online in advance at LINK. No tickets will be sold at the door.
13. **Delegate Drops:** Once Festival Registration is closed November 14, schools may drop delegate

registrants, **but no refund will be given.**

14. **Delegate Substitutions:** Once Festival Registration is closed on November 20, schools may substitute delegate registrants. However each change after November 14 will result in a **\$50.00 fee.**
15. **Individual Events verification:** For Individual Events, teachers will receive I.E. verification prior to festival. If changes need to be made they must be made prior to Festival. **CHANGES WILL ONLY BE ALLOWED IF APPROVED BY THE CHAPTER DIRECTOR.**
Note: Reminder: STUDENTS CAN ONLY BE REGISTERED IN ONE I.E. and please be sure to accurately submit Individual Event Source material and follow EdTA Guidelines. Further information about Individual Events requirements can be found in the Student Packet.
16. **Meals:** For delegates staying at the DoubleTree complimentary breakfast both Friday and Saturday morning will be provided. Friday night banquet meal, and boxed lunches on Friday and Saturday are included in the registration fee. **Festival delegates are on their own for Thursday dinner.**
Note: In lieu of a boxed lunch on Saturday for troupe directors, there is a required troupe director catered lunch provided by Nebraska Thespians.
17. **Seating:** Due to the change of venue for the 2019 State Festival, there will be **assigned seats in the Peter Kiewit Concert Hall at the Holland Performing Center, but not for opening ceremonies in DoubleTree. We ask troupe directors to sit with their troupe for opening ceremonies.**
Note: There will be reserved tables at the front of our formal banquet Friday for adult delegates.
18. **Late Night Activities Supervision:** All chaperones (non-troupe directors) attending State Festival are required to supervise the various activities offered Friday night in the DoubleTree Hotel.
19. **Troupe Director Reception:** Troupe directors are required to attend the Nebraska Thespians reception in the DoubleTree Floor 19 during late night activities.

Junior Thespians Registering for Festival

1. **Junior Thespian Troupes** are encouraged and welcome to register for the entire Festival Week and Participate in NIES competition and all Festival Events.
2. **Junior Thespians ONLY are allowed to purchase a SINGLE DAY PASS which will include the following:**
 - a. **FRIDAY:** \$70 for the day: Include attendance at all Festival Events except Breakfast.
 - b. **SATURDAY:** \$50 for the day: Includes attendance at all Festival Events except Breakfast.
3. **Individual attending Festival on a Day Pass are not allowed to participate in NIES competition, Improv Team or Tech Challenge Team.**
4. **Junior Thespians must have an assigned Adult Chaperone registered with the delegates.**

Improv Challenge Guidelines

WHO: Each school may bring one team for qualifying competition on Thursday night. From this qualifying event, 15 teams will be selected to move forward to semi-finals later on during festival.

1. Teams are limited to six actually performing at one time, although if you have alternates or extras, that's fine—you will need to decide as a team who will actually perform each round of competition.
2. Teams need a school appropriate name.
3. Audience is encouraged to watch the events.
4. Profanity, sexually explicit scenarios, or other inappropriate material will result in forfeiting of the round. Decisions on what is profane etc. is up to the improv judge(s).
5. All rounds will be judged by outside judges that are professional improvisation artists.
6. Each team is required to attend check-in 30 minutes prior to the start of the semi-final rounds.
7. Games may be announced prior to Festival via Nebraska Thespians website, Facebook or twitter.

There will be three semi-final rounds. Each round will consist of one improvisational exercise. A judge will be posted at each of the three events to tally points for each team. At the end of each round, judges rotate to the next room to start a new round. Once all three rounds are completed, the top teams with the most points will advance to Improv Final.

Improv Finals

The top four teams will compete in the final improvisational event for all three judges at once on the Mainstage in The Holland.

Ballots and Winners

The top three winning teams will be announced at awards. Ballots will be sent home with the troupe director.

Thespian Theatre Tech Challenge

****SEE TECH CHALLENGE PACKET FOR MORE INFORMATION****

WHO: First 15 teams to register, Limit one team per school

1. Teams are limited to six team members.
2. Each team must participate in ALL events.
3. Your team picks who does each event from your team of six.
4. Rubrics for each event included in Tech Challenge Packet.

Possible Events

- **Costume Quick Change**
- **Fold a Drop**
- **Scene, Prop Shift**
- **Sound Set-Up**
- **Light A Shape**
- **Sew a Button**
- **Cable Relay**
- **Thread a Sewing Machine**

Ballots and Winners

The top 3 winning teams will be announced at awards. Ballots for all teams will be available after the awards.

Nebraska Thespians Scholarship Policy

This scholarship is an application and interview process ONLY, no performance element is required. Applicants should be prepared to speak about their work on stage, backstage, and in the community. The interviews will ONLY be given in person at Festival. Applicants should not bring any additional materials to the interview, all required materials must be submitted online to Acceptd! prior to **December 1, 2018**.

A. SCHOLARSHIP DESCRIPTION: □

1. At least two non-renewable scholarships will be awarded to inducted Nebraska Thespians as directed by the State Board of Directors' scholarship panel.
2. One scholarship must be the Carol Scott Scholarship for a Thespian majoring in theatre education. This scholarship will be at least \$300 more than any other Nebraska Thespian Scholarship.
3. One or more scholarships will be awarded to a student furthering their education with a major or minor in the performing or communicative arts (theatre, speech, film, radio or television broadcasting, vocal or instrumental music or dance) while studying at a recognized school of their choice.
4. The Scholarship amount is contingent upon the amount raised at the Festival through student service project(s).
5. The scholarship must be retrieved by the recipient(s) from the International Thespian Society home office located in Cincinnati, Ohio, upon documented proof of enrollment in a recognized school, college, or university Theatre program.
6. Failure to complete enrollment or withdrawal from school negates this scholarship and the grant will not be awarded.

B. ELIGIBILITY:

1. All applicants must be Thespians.
2. All applicants must have been students of a Nebraska High School for a least one academic year prior to applying. □
3. All award recipients must use the grant for furthering their education with a major or minor in the performing or communicative arts (Theatre, speech, film, radio or television broadcasting, vocal or instrumental music or dance) while studying at a recognized school of their choice.

C. APPLICATION PROCEDURES:

1. Complete the application form at designation scholarship application website. Be sure to include a list of all theatrical participation for both in-school and community theatre experiences. Incomplete or incorrect application materials will be disqualified.
2. Acquire two letters of recommendation to be uploaded to designated scholarship website.
3. Upload a photograph of the applicant to designated website.
4. **Submit all materials by the registration deadline: December 1, 2018.**
5. **ALL APPLICATIONS MUST BE SUBMITTED THROUGH DESIGNATED SCHOLARSHIP WEBSITE, AND NOT TURNED INTO THE NEBRASKA THESPIANS DIRECTLY.**

D. JUDGING SYSTEM:

The selection committee shall consist of Nebraska Thespian Sponsors and Theatre Professionals, appointed by the Chapter Director and Scholarship Committee Chair, who do not have applicants for the scholarship. Each applicant shall participate in a personal interview by the committee.

College and University Auditions

College and University auditions will take place at Festival in front of a panel of representatives from various colleges and universities in the region. Students wishing to audition must be in their junior or senior year and planning to major or minor in theatre. Schools MAY offer scholarships at festival if students have already applied and been accepted to the University or College. However, students can still audition and use this audition in lieu of auditioning at each individual school.

To audition for the College and University panel of representatives at festival please prepare:

1. Upload A ONE PAGE resume to Designated Audition Website.
2. Upload two letters of recommendation to Designated Audition Website
3. Upload a photograph of the applicant to Designated Audition Website.
4. Audition Requirements:
 - a. Acting
 - i. Students **must** a bring hardcopy of submitted resume to present to the panel.
 - ii. Students must prepare a two-minute performance package with two contrasting pieces of your choice.
 - iii. Students **must** use a monologue for one of their contrasting pieces.
 - iv. Students **may** use a song for one of their contrasting pieces. No accompanist or piano will be provided. Please see the NIES rules governing accompaniment for musical events.
 - v. No furniture may be used.
 - vi. Performance will be following by a Q&A from the college panel.
 - b. Technical Theatre:
 - i. Students **must** a bring hardcopy of submitted resume to present to the panel.
 - ii. Students **must** prepare a technical theatre portfolio to be presented to the panel. Please see the NIES rules governing requirements for technical theatre presentations.
 - iii. Students will participate in an interview following the presentation.
 - iv. Please bring your own electronic equipment if applicable.

Pre-registration is required. See registration form for pre-registration.

Nebraska Thespians Administrator's Awards Nomination Requirements

The Nebraska Thespians will present this award to recognize high school administrators, either in a single high school district or an entire high school district who have encouraged and promoted educational theatre.

Administrators from all high schools or school districts affiliated with the Nebraska Thespians are eligible for the Administrator's Award. Previous award recipients may not apply. Each Thespian troupe sponsor may nominate a high school administrator or an entire school district's administration for the award.

Sponsors are requested send a statement/letter describing why you think the nominated administrator is deserving of **Nebraska Thespians Administrator's Award**.

The Nebraska Thespians State Board will review all nomination letters received by the Chapter Director and sent by the deadline. From these nominations, the Nebraska Thespians State Board will make the final selection for award recipient(s). There will be no discrimination by size of schools.

The Chapter Director will notify the selected administrator and/or a representative of the administrator's school. The award recipient(s) will be invited to attend the awards' presentation at the 2019 State Festival.

Email the requested nomination statement/letter no later than **December 1, 2018** to the email below. Please subject email Administrator of the Year Award.

E-Mail: board@nebstatethespian.com

Nebraska Thespians Theatre Teacher of the Year Award Nomination Requirements

Students, we are proud to continue the Nebraska Thespians Theatre Teacher of the Year Award. This award will be presented during the banquet at this year's State Festival. How can my Theatre teacher be nominated? Well, that is where you come in!

TO NOMINATE YOUR TEACHER you must send in ONE letter of recommendation from each of following:

1. ONE letter from a student
2. ONE letter from a parent
3. ONE letter from a teacher/administrator at your school

What you include in these letters is totally up to you. What should WE know about your director? What makes them unique? What makes them a great theatre teacher? How do they effectively organize your troupe?

Mail or email the three requested nomination letters as one nomination package no later than **December 1, 2018** to the address below. Nomination forms postmarked after **December 1, 2018** will not be considered.

Mail To: Nebraska Thespians
Attn: Teacher of the Year
PO Box 24341
Omaha, NE 68124
E-Mail: board@nebstatethespian.com

The Nebraska Thespians State Board will review all nomination letters received by the Chapter Director and postmarked by the deadline. From these nominations, the Nebraska Thespians State Board will make the final selection for award recipient(s). There will be no discrimination by size of schools.

IMPORTANT: Troupes **MUST** be attending the State Festival for a teacher to be eligible.

Honor Troupe Application

Troupe # _____ School _____

Sponsor's Name _____ Submitting Troupe Member's Name _____

_____ Community/Educational Service Projects - List them.

_____ Fund-raisers – List fund-raisers and amount raised.

_____ Projects undertaken to boost the image of the troupe. (example troupe display or banner List projects.

_____ Maintain a Thespian points system.

_____ Induct new International Thespian Society members each year.
List number inducted last year.

_____ State Thespian Board member(s). List name(s) here. **Proof will be established by judges during conference.*

_____ Continued Education exposure- List and explain opportunities your troupe has found to help members get information on and apply for continued education.

_____ Honor Troupe Application Book is in order of criteria listed above. This is a requirement to reach the level for which the troupe is applying.

Please offer organized evidence of involvement and accomplishment in the above categories. We feel the level of attainment we have reached is: (circle one)

Bronze

Silver

Gold

Submitting Troupe Member's Signature: _____

Troupe Sponsor's Signature: _____

Honor Troupe Criteria

1. Honor Troupe Awards will be divided into three categories: bronze, silver, and gold.
2. Troupes will be assessed on current school year (2017-2018). Troupes may use upcoming events for service projects, troupe image boosting projects, productions, and continued education experiences.
3. Honor Troupe binders must be submitted at registration at State Festival in January.

	Bronze	Silver	Gold
Community/School Service	1 project	2 projects	3 projects

These projects give back to the community. The troupe will participate in such activities as community food drives, fundraising for not-for-profit organizations, beautification projects, the state philanthropy project etc. These projects can, but do not have to be theatre related.

(Examples of Proof: Photographs of workers working, thank you letter, news clipping, newsletter listing workers, etc.)

Fundraisers	1 project	1 project	2 projects
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Fund raising projects must earn at least \$50.00 and be different types (Concessions done more than once during the year will only count as one project.) The troupe notebook should include a brief summary of how the money was or is going to be used.

(Examples of Proof: receipt of money deposited listing project)

Troupe Image Boosting	1 project	2 projects	3 projects
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Troupe Image Boosting projects introduce the Thespian Troupe to school and community. The projects can be new or repeated from year to year.

(Examples of Proof: Troupe Display, Troupe Banner, Photographs, newsletter, news clipping, program, etc.)

Full Length Productions	1 show	2 shows	3 shows
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(2 or more one acts performed together on the same night can be counted as a full length production)

(Examples of Proof: Pictures of shows, programs, tickets, posters, etc.)

Thespian Point System-----Maintain Accurate Point System-----

(Examples of Proof: Copy of a few of your member's point sheets, or print out of points.)

Inductions from previous year-----Induct New ITS Members-----

(Examples of Proof: Photographs of ceremony, copy of form sent into headquarters, copy of member cards.)

State Board Members	N/A	N/A	1
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member One of your two or three elected state board representatives must attend each meetings from September - December

Continued Education	1 example	1 example	2 examples
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(Examples of Proof: Pictures from college visits, guest speakers, master class, professional production, etc)

Honor Troupe Application Book in order

The application book presented for Honor Troupe must be in the order of the criteria listed above. If the book is not in correct order, the troupe may not receive the level for which they have applied.

REMEMBER: You are not in competition with other Thespian Troupes in order to achieve status as an honor troupe. Hopefully, each troupe will be appropriately challenged by the criteria.

SCHOOL PRINCIPAL APPROVAL FORM

- Late Registration:** **The deadline for the festival registration is November 14, 2018.** Registrations received after the deadline will be charged a late registration fee of **\$100.00**. Late registrants cannot participate in Individual Events Showcase or Scholarship Auditions.
- Delegate Drops:** Once Festival Registration is closed on November 14th, schools may drop delegate registrants, **but no refund will be given.**
- Delegate Substitutions:** Once Festival Registration is closed on November 14th, schools may substitute delegate registrants, but each change after this deadline date there will result in a **\$50.00 fee** added to your registration invoice which will be due upon check-in at festival.

Refund and Cancellation Policy

No refunds will be granted for registered Thespians and/or their affiliated schools after the registration is closed. Schools are responsible for the full amount of their conference registration after the submission of said registration. Payment for conference registration should be made at the time of your registration. Any student and/or school registered for the Nebraska State Thespian Festival on/or after the posted registration date will be subject to any and all fees incurred including but not limited to Registration fee and change to events fees. If a student fails to attend the annual conference for any reason, there is no refund for any and all fees paid. Registered schools and sponsors are responsible for any and all fees incurred and not paid by their troupe, sponsors, students and attendees, including any legal fees or court costs involved in collecting the conference registration.

Signature of Principal

Name of School

Troupe Number

Signature of Sponsor

Date

Date