

Alabama Thespian Festival

# Director's Handbook

2018 Edition



Honoring excellence in school theatre

**THE INTERNATIONAL  
THESPIAN SOCIETY**

A division of the Educational Theatre Association



**ALABAMA  
THESPIANS**

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

# 2018 Alabama Thespian Festival

Welcome to the Alabama State Thespian Festival! The Alabama Thespian Festival features numerous productions presented by schools throughout the state. In addition, there are a variety of workshops led by theatre professionals from around the country. Participants can also perform or view individual performance and tech events, interview for scholarships, talk to college representatives from around the country, shop with commercial vendors selling theatre merchandise, and hang out with hundreds of other Alabama Thespians. This handbook contains useful information to help you register, plan, and learn more about the 2018 Alabama Thespian Festival. For additional information, visit: [www.alabamathespians.org](http://www.alabamathespians.org)

## REGISTRATION:

Invitations containing a link to online registration for the 2018 Festival will be emailed in September to all active thespian troupes. If you do not receive an invitation, you can also access registration from a link found on the Alabama thespian website ([www.alabamathespians.org](http://www.alabamathespians.org)). This will be the only method of registration.

## Festival Registration Fees:

	Early Bird Registration	Registration
Thespians	\$65	\$75
Time Frame	October 3 – December 9th	December 10 <sup>th</sup> – January 17th
Chaperones	\$0	\$0
Troupe Director ***	\$0	\$0

*This fee includes all workshops, performances, events, programs, t-shirt, etc.*

## IMPORTANT NOTES:

- There is no cap on the number of students and/or adults a troupe can bring.
- Chaperones cannot bring unregistered children or adults with them.
- Chaperones are recommended at a 1 to 10 ration – 1 chaperone for every 10 Thespians
- Troupe directors and chaperones can attend all conference events but should also consider themselves supervisors of students throughout the conference.
- No infants/small children can be present at any conference space/function, as dictated by the stipulations of our liability insurance.
- **There are no day passes and no a-la-carte registration options**
- Students are expected to attend the planned conference events. Directors are responsible for monitoring the participation of each student in the planned conference events. Students found loitering in the hallways will be directed to find a workshop or performance to attend. It is the Troupe Director's responsibility to ensure their students are taking advantage of all the festival has to offer.
- Emergency information needed for 911 calls has been added to the [Agreement Form](#). Every student will be required to carry this information in his/her neck wallet at all times should 911 dispatchers need to be contacted.

**Registration opens October 3, 2017 and closes on January 17, 2018**

## Alphabetical Listing of Important Items

### **AWARDS and GRANTS:**

***Pay attention to the due dates for each of these applications!***

1. **Alabama Thespians Hall of Fame**- This award annually recognizes an individual who has dedicated himself/herself to the cause of theatre education. This individual must have contributed to fine arts, either in the community or in a school, for at least 15 years. **Due January 10, 2018**
2. **Administrator's Award**- ALEdTA presents this award to an outstanding school administrator who has demonstrated exemplary support for educational theatre. Administrators from all schools or school districts affiliated with Alabama Thespians are eligible for the Administrator's Award. Troupe directors may submit nominations for individuals or administrative teams serving at the department, building, or district level by filling out an application that is then reviewed by the awards coordinator of ALEdTA. Previous award recipients may not apply. **Due January 10, 2018**
3. **Troupe Director of the Year**- ALEdTA presents this award annually to an Outstanding Theatre Educator in our state. This award recognizes an individual who has dedicated himself or herself to the cause of theatre education and the promotion of the fine arts in his or her community. Any student wishing to nominate their director for consideration will be required to fill out an application and include a letter of recommendation. The student who nominates the Outstanding Theatre Educator will help present the award at conference. **Due January 10, 2018**
4. **Send a Troupe Grant**- Each year the ALEdTA Thespian Chapter sponsors a grant to provide financial assistance to a troupe that would otherwise not be able to attend festival. Any troupe is eligible for this grant with the only restriction being that you may not apply if you have received the grant in a prior year. **Due November 17th, 2017**
5. **Jenny B. Alford Registration Grant**- ALEdTA awards this scholarship annually to a deserving thespian who has been nominated by one of his/her peers or by a troupe director. This scholarship covers the cost of Festival Registration for that student. **Due November 17th, 2017**

*To nominate a person or a troupe for any of these awards, applications will be on the website; [www.alabamathespians.org](http://www.alabamathespians.org) or click on the link.*

## **Event Opportunities:**

### **OPENING CEREMONY REVUE: (Deadline December 9, 2017)**

We are inviting troupes to bring a group number to perform at our Opening Ceremony! Please [click here](#) for information and to apply!

### **CHAPTER SELECT SHOWCASE: (Deadline to register, January 10, 2018)**

At Festival, short plays, one-acts, or cuttings will be presented on Saturday in the Pelham Theatre. Each selection will have forty-five minutes to perform, ten minutes to set, and five minutes to strike. There will be a high school division and a middle school division. The winning show(s) will be announced during closing ceremony. One high school show will be chosen to represent Alabama at the International Thespian Festival in Lincoln, Nebraska. A middle school will also be selected as an overall "Best in Show" for their division.

If a troupe would like to perform in the Chapter Select Showcase, follow the guidelines below:

- ✓ A troupe must be registered for the entire Festival week. Making arrangements to participate in the Chapter Select Showcase does not register you for the Festival.
- ✓ Select the Chapter Select Showcase option via online registration and submit the corresponding information form (embedded into the registration link).
- ✓ Visit the website for more information [www.alabamathespians.org](http://www.alabamathespians.org)

## **RESTRICTIONS:**

- Troupes who participated in the Trumbauer One Act or Studio Theatre categories CAN participate at festival, however a new performance piece must be used.
- The winning Chapter Select Troupe may not participate in the following year's Chapter Select Showcase. *The ALEdTA board reserves the right to waive this rule due to extenuating circumstances.*

**FEE: \$25**

### **COLLEGE/SCHOLARSHIP AUDITIONS:**

The Thespian Festival offers students an outstanding opportunity to pave the road to their future. At Festival, you will have time to meet with colleges and universities, learn more about their programs, and even possibly earn scholarships towards your college tuition. Seniors, [click here](#) for application. Juniors, [click here](#).

**FEE: \$10**

### **General Audition Guidelines:**

- Juniors may audition for college representatives.
- Students should select one of the following areas in which to audition: Musical Theatre, Acting, Technical Theatre, Theatre Education.
- Students should be registered using the correct form on the website. The Troupe Director will also need to include them on their online registration.
- Students should be prepared for this possibility by bringing their audition portfolio. Additional audition selections may be needed as well for acting and musical theatre callbacks.

### **Acting Audition Guidelines:**

- ✓ Two contrasting monologues (not to exceed 90 seconds total)

### **Musical Theatre Audition Guidelines:**

- ✓ Two contrasting songs (not to exceed 90 seconds total)
- ✓ Bring a track- no live accompanist or acapella will be allowed. You may use an iphone, we will have a amplification device.

### **Technical Theatre Audition Guidelines:**

- ✓ Portfolio containing examples of creative and/or technical work
- ✓ Presentation of your portfolio

### **Theatre Education Audition Guidelines**

- ✓ Please bring a performance piece, lesson plan, video of teaching, and/or portfolio
- ✓ A concise and organized explanation of materials presented.

### **Scholarship Interviews:**

Each year ALEdTA awards scholarships to deserving students who plan on continuing their theatre education at the collegiate level. The areas of available scholarships are: Musical Theatre, Acting, Technical Theatre, and Theatre Education. In order to be considered for one of these scholarships, the participant MUST be registered for festival and a Scholarship Audition Session.

In addition:

- ✓ Students must be seniors and active members of their high school Thespian troupe.
- ✓ Students must be recommended by their Thespian troupe sponsor.
- ✓ Students should be planning to major in theatre.
- ✓ A student should submit a scholarship interview form and a troupe involvement resume prior to festival. The link to this form is on the website.

- ✓ Each student must have a 3.0 GPA or better (or an 80 numerical average or better).

Scholarship recipients will be determined as follows:

- ✓ Interview teams will read all Troupe Involvement Resumes for all Thespian Scholarship candidates.
- ✓ Interview teams will interview all Thespian Scholarship candidates.
- ✓ Interview teams will sit in on college scholarship auditions (tech and performance).
- ✓ Scholarship recipients will be selected by the interview team using the following criteria:
  - o Troupe Involvement: 20%
  - o Interview: 30%
  - o Performance/Portfolio: 50%

Visit the EdTA web site for helpful advice on preparing for your live audition ([www.edta.org](http://www.edta.org)).

### **IMPROV FACE OFF: (Deadline to register, January 17, 2018)**

The Improv Face Off combines students from different schools on teams with people from other schools who have been working on playing the same improvisation games. A good improviser will embrace the opportunity to work with new identities on familiar games, as students will get to work with peers they are meeting for the first time.

This event will take place during an evening session the opening night of festival. Each school may submit one team of five students who have been working solidly on the games that will be scored by the Improv Face Off Moderators.

Participants must learn the three games that will be adjudicated at the event prior to arriving at Conference. Teams are expected to practice these games and learn their rules to the best of their abilities. Instructions and models for how to play these games will be posted on YouTube and the links can be found on the Alabama Thespians Webpage. The Improv Coordinator will e-mail troupe directors when these links become available.

For this event, five players from each school are broken up and placed on a new team consisting of five students from five different schools. At the beginning of the workshop session, each team will have 15 minutes to meet in their assigned room, warm up, and go over the three games they will be playing together.

The team with the highest accumulative score will be announced at the end of the workshop session and will be invited to perform their highest scoring game for all of the Improv Face Off participants. The Moderators may award individual students special recognition.

**Points are awarded based on**

1. Each group's ability to play together as a cohesive unit. The games in this event are to be played by all members of the team. Group participation and each individual's ability to participate in a way that helps build something unique and as a team is essential. This most definitely includes being able to give and take focus in a way that is polite and helps to share the stage without railroading one another.
2. A group's ability to follow the rules set forth by the Improv Coordinator. This is especially important, as many games are taught by different names or with slightly different rules. In order to maintain consistency across the board for the event, it is imperative that all teams learn to play these games by the same rules by viewing the model videos online. If any of the teams have clarification questions about how to play the games after viewing the videos, they need to contact the Improv coordinator for clarification so as not to rehearse the game differently from other students.
3. Ability to play each game within the allotted time limit.
4. Playing at the top of their intelligence, i.e., no blue or shock value humor, please... & thank you!
5. The scoring rubric used by the moderators can be found in the registration form for Improv Face Off. .

### **Registering for Improv Face Off**

Teams will be registered on a first come, first served basis. The final Improv Face Off School List will be released once the Conference schedule is finalized in February. Remember that to participate fully in Improv Face Off each team needs to view the Improv examples posted online to learn the rules of the games used for the Improv Face Off event and to practice them with their home team. To register, [click here](#).

### **INDIVIDUAL EVENTS:**

Commonly called IE's, these events give theatre students from around the state opportunities to perform in solo, duet, or group dramatic or musical scenes. Technical IE's allow tech students the opportunity to show what they know and display the work they've done. The website has more information about securing performance rights; things to consider when choosing, preparing, and performing the IE; and the rubrics for performance and technical IE's.

### **REGISTRATION:**

- All forms must be received *by the registration deadline*. Additions to IEs will not be honored after registration is closed.
- Changes (non-additions) to IE's can be made free of charge until the registration deadline. No changes can be made after January 17, 2018.
- TWO individual event fees per thespian are covered as part of registration.
- NO additional events will be allowed at festival. There is a 2 event + 1 group event maximum for all participants. **NO EXCEPTION.**

## **PERMISSION TO PERFORM**

Please read and follow the guidelines in “Securing Performance Rights Simplified” located [here](#).

## **RULES**

Please read the Judge's Rubric for each event that you have entered. The information on each rubric is specific to that category. You can find the rubrics on the website or [click here](#).

## **NOT ADHERING TO ALL RULES WILL RESULT IN DISQUALIFICATION.**

## **INTRODUCTION:**

Each act must be introduced (time begins after the introduction). The introduction must include the student's name, troupe number, title of selection(s), and the name of the playwright, composer, or lyricist.

## **DRESS:**

All IE participants should wear all black clothing including shoes. The shirt should be logo and free of writing. No costumes, stage makeup, or props are allowed.

## **TECHNICAL PROVISIONS:**

The IE rooms do not allow any special lighting. Music must be already cued. A boombox equipped with an aux line, and bluetooth connectivity will be provided.

## **ARRIVAL AND PERFORMANCE:**

The IE schedule will be emailed to directors and posted on the Festival 2018 Mobile App prior to the festival. An IE Act must arrive 15 minutes prior to appointed performance time.

## **ADJUDICATION:**

An overall Superior Rating for any IE is one that has received a total score between 18-20 for acting/short film categories, 21-24 for musical categories, and 14-16 for technical categories from the adjudicators. All acts receiving an overall Superior Rating are eligible to enter the act in the IE events at the next International Thespian Festival (provided the act meets all international requirements including proof of permission to perform from the publishers of the piece). Not every event offered at the State Festival will qualify for the International Festival. Please check the website to see which ones are qualified to move onto ITF.

## **MAIN STAGE PERFORMANCE OPPORTUNITIES:**

Alabama Thespians is looking for high caliber one act and full-length productions to showcase at Festival. If you would like to share your show with other Alabama Thespians, then we encourage you to apply for one of our main stage slots. [Click here](#) for more information and to apply. (Registration deadline, December 8)

## **TECH CHALLENGE: Deadline is January 17, 2018**

The goal of this event is to provide an opportunity for theatre students to exhibit their abilities in the technical production environment. Production skills and collaboration are required to efficiently accomplish each task. There



may be additional discretionary points awarded (or subtracted) by the judges for creativity, ingenuity, teamwork, etc. [Click here](#) to register.

***Please read the handbook in its entirety before conference @ [www.alabamathespians.org](http://www.alabamathespians.org)***

**Link to "How to" Videos:**

<http://gathespians.org/Conference/TechChallenge/tabid/105/Default.aspx>

**They are on the left hand side of the page.**

**ADJUDICATION:**

The event is evaluated on both time and efficiency. Each component will count 50% of the overall score. For further details that apply to each specific event, refer to the tech challenge handbook.

**TEAMS:**

Each school may send one team composed of four members with at least one representative of each gender. A team must be comprised of only thespians from one school.

**EVENTS:**

Each team member will compete in an individual event and the team will compete together in the team events. Each event will be timed and penalties recorded by the judge. Each event will have a second and first place winner and then the overall second and first place team.

**WORKSHOPS AND VENDORS:**

During the festival, students have the opportunity to participate in dynamic and exciting workshops led by theatre professionals in all areas of the theatre arts, including many types of dancing, movement, vocal, accents, the audition process, improvisation, makeup, costuming, stage management, set design and construction, lighting and sound, team building, and theatre games, just to name a few. The workshop schedule will be posted on the website as soon as possible before conference so that you and your troupe members can plan their conference workshop experience in advance.

**\*\*\*If you or someone you know is interested in leading a workshop session OR being a vendor at the festival, please visit our website for the information and proposal packet@ [www.alabamathespians.org](http://www.alabamathespians.org).**

**FEE SUMMARY:**

- Registration- see page 1 for table of registration fees
- Chapter Select Category \$25
- Scholarship Auditions \$10 per student.
- Tech Challenge \$10 per team

**STATE THESPIAN OFFICERS:**

An STO is a Student Thespian Officer. The STO's job is to plan, manage, and host the next year's Conference. Also, the STO serve as a constant communication link between the students of Alabama Thespians and the adult state board; therefore, it is their job to serve as an advocate for the students.

Who can be an STO?

- ✓ Any Freshman, Sophomore or Junior who is an inducted Thespian and in good standing with his/her troupe and school is eligible to run.
- ✓ The student must have a desire to be a strong leader and be prepared to work for the good of Alabama Thespians.
- ✓ The student must also have attended one festival prior to running for office.

If you are interested in becoming an STO, visit our website to download the information and application packet.

[www.alabamathespians.org](http://www.alabamathespians.org)

### **COMMUNICATION:**

This year Festival will be utilizing the app "Sched." This app will allow participants to access their personal festival agenda, maps of the campus, Guest Artist information, and more! In addition, it will allow festival staff to send out push notifications with important information during the festival.

Prior to festival, any changes to dates/events/ schedules and any emergency information prior to and while at conference will be emailed to registered troupe directors, posted on our website ([www.alabamathespians.org](http://www.alabamathespians.org)), and posted on our Facebook page (Alabama Thespians).

### **LODGING:**

There is a list of festival area hotels on the website. Each school is responsible for making its own lodging reservations.

[www.alabamathespians.org](http://www.alabamathespians.org)

### **NEW TROUPE DIRECTORS:**

If you are a new troupe director, we can pair you with a mentor director. We want to help make this year as easy as possible. Contact our Chapter Director(s), Jamie Stephenson ([stephensonjl@vestavia.k12.al.us](mailto:stephensonjl@vestavia.k12.al.us)) or

Troy Taylor ([tmtaylor@jeffcoed.com](mailto:tmtaylor@jeffcoed.com)) for more information about mentoring, chartering a troupe, re-chartering a troupe, or any other troupe needs you may have.

### **PARKING/UNLOADING:**

UPDATE INFORMATION Buses can drop off in front of the school. Buses can park behind the school in our student parking. Parent cars are allowed to park behind the school near the Bobby Hayes baseball field.

### **PARTICIPANT FORM:**

Make sure that you bring all completed participant forms **WITH YOU** to festival. You cannot register without forms for each student **AND** chaperone. In addition, all participants should have a copy of their completed form that should be placed in their neck wallet work throughout festival. [Click here](#) for form.

### **SAFETY AND SECURITY:**

All attendees will sign the Liability Agreement Form indicating agreement with these guidelines. This form is built into the **Participant Form**.

**RATINGS:**

Alabama Thespians exhaust every effort to ensure that festival participants are exposed to a wide variety of genres and experiences. However, we recognize that everyone has different personal perspectives and we host a range of maturities during the festival. If you feel your troupe has specific show needs, let us know by emailing Mari Adams at [madams@jp2falcons.org](mailto:madams@jp2falcons.org), Performance Coordinator.

**VENUES:**

Pelham High School  
2500 Panther Circle  
Pelham, Alabama 35124

**Performance Spaces:**

- Pelham Theater- Seating Capacity 1000

**SCHEDULE:**

NOTE: The following is a draft conference schedule intended for your planning purposes. Actual times throughout the day may vary from the final schedule which will be posted on our website as soon as it is finalized. Start and end times of shows will be made specific on the final schedule.

**Friday:**

**3:30 - 4:30 Registration (Lobby)**

**4:30 - 5:30, 7:00 - 10:00 Individual Events**

**4:30 - 7:30 Workshops**

**4:30 - 7:30 Dinner (Time will be assigned)**

**6:00 - 6:30 Opening Ceremony (Pelham Theatre)**

**6:30 - 8:30 Mainstage 1 (Pelham Theatre)**

- Load in 4 pm
- Perform 6:30 pm
- Load out 8:30 pm

8:00 College and University Mixer

8:30 - 9:30 Improv Face Off (Pelham Theatre)

**Saturday:**

9:00 - 11:00 Mainstage 2 (Pelham Theatre)

- Load in 7 AM
- Perform 9 AM
- Load out 11 AM

9:00 - 11:00 Scholarship Auditions

11:00 Troupe Director's Lunch Meeting

10:00 - 7:00 Workshops

10:00 - 2:00 Lunch (Times will be assigned)

12:00 - 4:30 Individual Events

12:10 Jr. Chapter Select 1 (Pelham Theatre)

- Load in 12 pm - 12:10 pm
- Perform 12:10- 12:55
- Load Out 12:55

1:10 Jr. Chapter Select 2 (Pelham Theatre)

- Load in 1 pm
- Perform 1:10 - 1:55
- Load Out 1:55

2:10 Jr. Chapter Select 3 (Pelham Theatre)

- Load in 2 pm
- Perform 2:10- 2:55
- Load Out 2:55

3:10 Sr. Chapter Select 4 (Pelham Theatre)

- Load in 3 pm
- Perform 3:10 - 3:55
- Load Out 3:55

4:10 Sr. Chapter Select 5 (Pelham Theatre)

- Load in 4 pm
- Perform 4:10 - 4:55
- Load Out 4:55

5:10 Sr. Chapter Select 6 (Pelham Theatre)

- Load in 5 pm
- Perform 5:10 - 5:55
- Load Out 5:55

4:00 - 7:00 Dinner (Times will be assigned)

7:00 IE Showcase and Award Ceremony

**Important Dates and Deadlines**

October 1, 2018	Registration	OPEN
	Awards Nominations	OPEN
	Chapter Select, Improv Face Off, Mainstage, and Tech Challenge	OPEN
December 9, 2017	Early Bird Registration	CLOSED
	Mainstage Registration	CLOSED
December 10, 2017	Late Registration	OPEN
January 10, 2018	Awards Nominations	CLOSED
	Chapter Select Registration	CLOSED
January 17, 2018	Late Registration	CLOSED
	Show Rating Issues to Registration	DUE
	Improv Face Off and Tech Challenge	CLOSED
	Scholarship and College Auditions	CLOSED
	Short Films	DUE
February 24-25, 2018	Alabama State Thespian Festival	
	Pelham High School	
March 1, 2018	2017-2018 STO Candidate Applications	OPEN
	Main Stage 2018 Applications	OPEN
May 1, 2018	STO Candidate Applications	CLOSED
May 31, 2018	STO Leadership Camp Registration	DUE
June/July 2018	Leadership Camp	
	2017-2018 STO Board Announced	
	Main Stage 2018 Slate Announced	

## I have a question... Who do I ask??

Area	Job Title	Name	Email
<b>Administrative</b>	Festival Directors	Jamie Stephenson	<a href="mailto:stephensonjl@vestavia.k12.al.us">stephensonjl@vestavia.k12.al.us</a>
		Mari Adams	<a href="mailto:madams@jp2falcons.org">madams@jp2falcons.org</a>
	Chapter Directors	Troy Taylor	<a href="mailto:tmtaylor@jefcoed.com">tmtaylor@jefcoed.com</a>
		Jamie Stephenson	<a href="mailto:stephensonjl@vestavia.k12.al.us">stephensonjl@vestavia.k12.al.us</a>
	Host School Liaison	Melissa Bailey	<a href="mailto:mbailey@pelhamcityschools.org">mbailey@pelhamcityschools.org</a>
	Treasurer	Clint Merritt	<a href="mailto:m.clinton.merritt@gmail.com">m.clinton.merritt@gmail.com</a>
	Secretary	Megan Hall	<a href="mailto:Cornertheatre@gmail.com">Cornertheatre@gmail.com</a>
	Student Thespian Director	Allison Taylor	<a href="mailto:Allisonlora92@gmail.com">Allisonlora92@gmail.com</a>
	Junior Thespians	Dianne Rowe	<a href="mailto:drowe@hoover.k12.al.us">drowe@hoover.k12.al.us</a>
<b>Guest Services</b>	Registration	Troy Taylor	<a href="mailto:tmtaylor@jefcoed.com">tmtaylor@jefcoed.com</a>
	Hospitality	Melissa Bailey	<a href="mailto:mbailey@pelhamcityschools.org">mbailey@pelhamcityschools.org</a>
	College Rep Liaison	Jamie Stephenson	<a href="mailto:stephensonjl@vestavia.k12.al.us">stephensonjl@vestavia.k12.al.us</a>
	Volunteer Coordinator	Gail Allen	<a href="mailto:gailspeaks@comcast.net">gailspeaks@comcast.net</a>
	Guest Relations	Gail Allen	<a href="mailto:gailspeaks@comcast.net">gailspeaks@comcast.net</a>
<b>Events</b>	Main Stage Performances	Mari Adams	<a href="mailto:madams@jp2falcons.org">madams@jp2falcons.org</a>
	Tech Challenge	Jane Ganey	<a href="mailto:Jane.Ganey@alabastercityschools.org">Jane.Ganey@alabastercityschools.org</a>
		John Jackson	<a href="mailto:jjackson@florencek12.org">jjackson@florencek12.org</a>
	Improv Face-Off	Mari Adams	<a href="mailto:madams@jp2falcons.org">madams@jp2falcons.org</a>
	IE Showcase	Melissa Bailey	<a href="mailto:mbailey@pelhamcityschools.org">mbailey@pelhamcityschools.org</a>
	Scholarships/College Auditions	Jamie Stephenson	<a href="mailto:stephensonjl@vestavia.k12.al.us">stephensonjl@vestavia.k12.al.us</a>
<b>Workshops</b>	Guest Artists	Mari Adams	<a href="mailto:madams@jp2falcons.org">madams@jp2falcons.org</a>
		Jamie Stephenson	<a href="mailto:stephensonjl@vestavia.k12.al.us">stephensonjl@vestavia.k12.al.us</a>
<b>Individual Events</b>	High School	Megan Hall	<a href="mailto:Cornertheatre@gmail.com">Cornertheatre@gmail.com</a>
	Middle School	Megan Hall	<a href="mailto:Cornertheatre@gmail.com">Cornertheatre@gmail.com</a>

### General Festival Checklist:

THESPIAN	TROUPE DIRECTOR
<ul style="list-style-type: none"><li>✓ Download the mobile app for festival and create your digital festival agenda.</li><li>✓ CD, portfolio; anything you require to complete your IE</li><li>✓ Black attire (unless participating in an IE that specifies that costumes are permitted).</li><li>✓ Gloves and tools not provided by festival if participating in the Tech Challenge.</li><li>✓ Money for meals</li><li>✓ School appropriate attire that is comfortable and easy to move in.</li><li>✓ Extra money for: STO Swag, Silent Auction Items, Snacks, Breakfast Biscuits, and VENDORS!</li></ul>	<ul style="list-style-type: none"><li>✓ Download the mobile app for festival and create your digital festival agenda.</li><li>✓ Completed participant forms (2 copies of each form)</li><li>✓ Check or school credit card to cover registration fees if they were not prepaid.</li><li>✓ Make sure you have received an email stating your volunteer time slot and position. If you have not received this by the week prior to festival, email <a href="mailto:althespiantfestival@gmail.com">althespiantfestival@gmail.com</a></li><li>✓ A completed Purchase Order (PO) to reimburse yourself for any items you might buy at the silent auction (we sell lots of plays at low cost) and there will be GREAT thespian items this year.</li></ul>