

Drama Tournament Planning Guide (revised 1-29-15)
Region / State Theater Chairs
Host Schools
Drama Directors

Introduction

This planning guide is intended to assist tournament managers and participating directors in the planning and preparation of theater tournaments. It functions as a guide to those decisions, responsibilities, and actions that must precede a successful tournament and as a reminder of the timeline that must be followed if difficulties are to be avoided. Tournament managers, adjudicators, participating directors, and students should review the Theater Section of the current UHSAA Yearbook prior to each event to avoid misunderstandings, disqualifications, or unnecessary conflict. The UHSAA Yearbook Theater Pages are available on the UHSAA website Theater Page (uhsaa.org, listed under “Activities”).

All UHSAA member high schools that participate in **region and state theater tournaments** must adhere to UHSAA rules and regulations (UHSAA Handbook & Yearbook). Only students who meet the UHSAA eligibility requirements should be allowed to participate in region and state tournaments. Each school is required to electronically submit eligibility lists for region and state theater tournaments prior to the designated deadline.

A theater educator will be appointed as a **region theater chair** to serve as the liaison between theater educators in a specific region and the Utah High School Activities Association. The **region theater chairs** are responsible to coordinate meetings and communication with region schools for the purpose of selecting region tournament dates and sites, assigning management responsibilities, distributing the UHSAA information and planning other cooperative theater activities. The **region theater chair** and the assigned **region administrator** shall work in partnership to ensure that the tournaments are conducted in compliance with all UHSAA Rules and Regulations, and that **all medals for region events** are in hand prior to the event. State Tournament Chairs assume a similar responsibility for state tournament conduct. State tournament dates for each academic year are determined by a theater committee consisting of representatives of the UHSAA, UACTT, and the Utah State Office of Education.

Adjudication forms are available on the Theater Page on the UHSAA website (<http://www.uhsaa.org>). Region chairpersons should ensure that each school knows how to fill out these forms completely and accurately, and that they are submitted prior to established deadlines.

Utah High School Activities Association

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REGION / STATE THEATER CHAIR INSTRUCTIONS

Spring Region Planning Meeting for Upcoming Year

- Check UHSAA calendar (uhsaa.org) for state tournament dates and deadlines
- Schedule all region AND state theater tournaments – dates, times, host schools, etc
- Be sure that this information is placed on the Master Schedule for region activities with the region activities chair
- Plan to attend the upcoming summer UACTT Conference (pay dues and register)

Early Fall

- **Become familiar with the Theater Page at www.uhsaa.org and the Theater Section of the UHSAA Handbook which includes eligibility requirements, adjudication fees, festival info.**
- **Submit sanction request forms to UHSAA office for theater events when needed. Information regarding guidelines and requirements for sanctioning can be found in the UHSAA Handbook posted online under the Publications tab at www.uhsaa.org.**
- **Official adjudication and entry forms must be used** for all UHSAA sanctioned theater tournaments.
- **Ballots for each category are available** on the Theater Page at www.uhsaa.org. These forms will be filled out by adjudicators during each round of the tournament. **Combined with the UHSAA Theater Handbook**, all rules and guidelines for each category are outlined very clearly.
- Verify that your theater events are correctly entered on the school and regional calendars.
- Hold a training meeting with all theater teachers in region and cover the following:
 - Confirm host schools for all region theater events
 - Discuss eligibility requirements for participating in region and state tournaments
 - Review UHSAA rules for tournament guidelines, Administrative Awareness Form, Scenes Manuscript Verifications Forms and Play Royalties Form (download from UHSAA site, also included below)
 - Review the adjudication fees and judge guidelines in Theater Section of UHSAA Handbook
 - Download and discuss the adjudication forms available on the Theater Page
 - Review process for submitting region and state entries for tournaments (required one week prior to region and state events)
 - Discuss performance guidelines and time limits (see Administrative Awareness form and official ballots found on the Theater page of UHSAA site)
 - Stress the importance of student preparation and audience etiquette

Winter

- **Follow-up with your “Theater Tournament Chair Checklist of Responsibilities” (below)**
- In your classification, obtain all theater teachers names and contact information from UHSAA. Contact each teacher personally.
- Email information from UACTT or UHSAA to ALL your region’s school theater educators.
- Remind school theater directors to submit the **UHSAA Eligibility Form** (oftentimes through their school athletic or activities director) to UHSAA office prior to participation in the region tournaments.
- Solicit responses from each theater teacher in your region or classification to ensure that all information is getting “to the end of the row.”
- **NEW PROTOCOL FOR JUDGES:**
Inform all theater teachers of the mandatory NEW judge’s test that must be completed by ALL judges for plays and individual events. This online test is located on the UACTT website. It can be found on the top toolbar of the UACTT home page, and no account is required in order to access it. This test is timed and must be passed with a 100% score. This test takes between 15-30 minutes to complete, and all judges who successfully complete it will have their names added to an online list of qualified judges for region and state events.

“Theater Tournament Chair Checklist of Responsibilities”

Early February / March

· At least 6 weeks prior to a tournament, contact the host school, and be certain that all arrangements are in place for the tournament. These include:

- a functioning stage, curtains, lighting, sound, etc
- a map containing the shape and specs of the stage for all participating schools
- storage space for each participating school's set
- the address of event and parking instructions for drivers and buses
- **a tech crew overseer to guide competing teams without “doing it for them”**
- appropriate space / classrooms for all Individual Events
- a piano or requests for personal audio equipment for Musical Theater events
- a tab room (with photocopying capability if possible)
- a hospitality room for judges (lunch provided if possible)
- administrative approval to cut checks for all judges, **written from their school** (to be reimbursed by their Region)
- SECURE 3 (three) QUALIFIED ONE-ACT PLAY JUDGES FOR THE DATE AND TIMES NEEDED! (It is customary for each participating school to secure one judge each). Collect bios from each judge for formal introductions at the event
- coordinate with school administrators and personnel to use classrooms and common rooms, maintain restrooms, lock and unlock doors, lunch room, provide secretarial support, etc.
- secure catering or concessions for students on I.E. day, so they don't have to leave the building (if applicable)
- **a school liaison / representative who will be on site** during the event to coordinate facilities

Provide all schools with this necessary information!

- a map containing the shape and specs of the stage for all participating schools
- the address of event and parking instructions for drivers and buses
- a request to provide ONE QUALIFIED ONE-ACT PLAY JUDGE FOR THE DATE AND TIMES NEEDED!
- a reminder to submit a bus request, make hotel reservations, get chaperones, etc!
- a reminder to obtain proper authorizations for all performances from administrators and copyrights (Form 22 and Manuscript Verification Form on UHSAA site)
- a reminder to read the Theater Handbook at the UHSAA site (there are changes in the times for all Scenes) and become familiar with the ballots in order to avoid mistakes, disqualifications and disappointments
- Each school needs to provide qualified judges for individual events (1 judge per 4 entries)
- **Caution for Content of IE pieces and One-Acts:**
We request that you and your team be sensitive to our school, community, judges etc. Please avoid pieces you know will shock and offend rather than educate and enlighten. If you do have questionable pieces, make sure your principal has read and approved them. If there is excessive swearing or adult content in a piece, the performers must announce that their piece may contain mature content and give those in the room a chance to leave. We are required by state to post a message on each IE door allowing students to leave the room if they find material objectionable.

At least 1 month prior to the tournament, host school needs to review all previous responsibilities!

- Become more familiar with guidelines, rules, scoring protocols, and other pertinent information in the Theater Handbook on the UHSAA site. Highlight important sections for quick referencing!

Remind and instruct all theater directors of their above-listed responsibilities, and that they now also need to provide:

- **One certified judge for every 4-5 individual events** they are bringing to the tournament. Information to prepare for judge certifications can be found at the UHSAA Theater page, under “Judges Test Instructions.” (These pages are also included below) This process takes some time, so they need to come with their printed certificate in hand BEFORE the tournament starts in order to judge and be paid.
- Entry forms for each event, Awareness Form and Royalties Form #22, and Manuscript Verification Form (found at UHSAA Theater page, also included below).
- Bus request for their drama teams, hotel reservations, chaperones, parent permission forms (as required), etc. (This is a very busy time of year for school activities, so this is VERY IMPORTANT!)
- Musical Theater entries must provide personal audio equipment for each round (or a pianist if pianos are available). Live accompaniment is allowed.

• At least 2 weeks prior to the event, host school needs to review all previous responsibilities!

Remind and instruct all directors of their past responsibilities and that they now also need to provide:

- One-Act play name, cast/crew, etc. on a one-page playbill
- Individual Events student names, titles and authors of pieces (Power Ranked, please - see below)
- Manuscript Verification forms for Classical and Contemporary Scenes (UHSAA site & below)
- Names of certified judges for all Individual Events (printed certificates in hand)

★ PANELING – VERY, VERY IMPORTANT!

“POWER RANKING” -- in order to have a true competition, it is necessary to enter your individual events in the order of their innate strengths. For example, your best piece in each category should be entered as #1, next best piece as #2, etc.

Schools should NEVER compete against their classmates or schoolmates in Rounds 1 – 3, unless there are so few entries that a round cannot happen without same-school students going up against each other. #1 power-ranked pieces should never go up against other #1 power-ranked pieces in rounds 1 – 3 if at all possible. This way, the best quality piece should come out first in the rankings, and a true winner will be the outcome of each round. The medal rounds will be more indicative of the overall champions.

★ Paneling should be done by delegate from at least 2 different schools to ensure fairness and to avoid mistakes. More eyes are helpful in this situation.

Schools should be assigned a letter of the alphabet to represent their school, which is not indicative of their school name. This will help keep the judges from knowing which school the performers are from. For example, my school might be labeled “K” and my #1 power ranked performer would be K-1. I will have a K-1 in Humorous, a K-1 in Dramatic, a K-1 in Classical Scenes, etc.

As the ballots are tabulated and verified, they will go into the big manila envelop and at the end, all the awards will be put in the envelope and the coach can take the whole thing home quite easily.

ASSIGNING THE ORDER OF ONE-ACTS – VERY IMPORTANT!

The chairperson and co-chairperson of the event should collaborate and assign the order of plays by lottery or some other mutually acceptable system. This will ensure a fair process.

One way (there are many) is to number 3x5 cards (1 – 2 – 3 – 4 – 5 – 6, etc) according to the number of one-acts entered in the tournament. Fold them in quarters. If this is done long-distance, then the chairperson AND the co-chairperson should BOTH have a set of cards.)

They then read the name of a school, then each pull out a number and write it down by the name of the school. Now discard that number. They read the name of the next school and pull out a new number and write it down, then discard. Repeat for all schools.

(If this is being done long-distance, add the numbers of the chairperson and the co-chairperson together for the number assigned to each school. If there is a tie, put all numbers back and repeat the process for only the tied schools, and INSERT THEM into the already existing order but with the tie now broken.)

AFTER the assignments are made, the committee may decide if schools / directors may contact each other personally and trade spots for convenience of travel, etc. Any trades must be approved by the chairpersons BEFORE the event.

• **At least 1 week prior to event**, host school needs to provide (or delegate to a knowledgeable partner):

- Door signs for one-act plays, all individual events, tab room, hospitality room, etc. (color-coordinate the individual events door signs with the same color of printed judging ballots for less confusion – included below)

(Optional color coordinating below)

Pantomime – white

Classical Scenes –

Contemporary Scenes –

Dramatic Monologue –

Humorous Monologue –

One-Act Play –

- A prominently displayed and easily accessible copy of the UHSAA Theater Handbook
- Clipboards / desks / water / pencils / mini-lights for One-Act Play judges
- Copy and assemble all the Judge Folders (1 folder for each judge for the One-Acts and also I.E.'s):
 - ☐ **Each judge's folder should contain:**
 - ☐ Map of facility
 - ☐ 1 sample ballot of each category for training purposes
 - ☐ the section of the UHSAA Theater Handbook containing a description of their event (Pantomime, Musical Theater, Scenes, Monologues, etc for quick reference)
 - ☐ Lists of rounds and panels
 - ☐ UHSAA required judge form – included below OR download at UHSAA link:
<http://www.uhsaa.org/forms/judgeadjud.pdf>
 - ☐ Payment Voucher "Reimbursement Claim Form" to fill out – included below OR download at UHSAA link
<http://www.uhsaa.org/officials/voucher.pdf>
 - ☐ Schedule of events / rounds
 - ☐ 2 pencils
 - ☐ Stopwatch or timing device (or request for judges to bring their own)
 - ☐ "Guidelines" for judging a panel

- Schedule of events with room numbers and assigned spaces to be posted in tab room and hallways
- Personally walk through the building with the host school's administrator to assign rooms and areas for use by students and judges – label the map at this time!
- Give assignments to each school (set-up and clean-up) to help ease everyone's burdens (see below)
- Obtain WiFi password for tab room efficiency

• **3 - 5 days prior to event**, chairperson (or knowledgeable partner):

- Collect entries from all participating schools (forms on UHSAA website and included below)
- Assign panels for all categories and entries (see information on "Power Ranking," "Paneling" and "Order of One-Acts")
- Cross reference with another reliable set of eyes
- Print each panel page for verification by coaches when they register
- Cut each panel with scissors and insert into judge's folder
- Copy color-coded ballots (download from UHSAA site)
 - Copy each entry, times 3 (3 per contestant)
 - Copy 1 extra per each panel (1 extra blank sheet in each judge's folder - just in case)
 - Copy 24 of each category for medal rounds (24 of each color, just in case the maximum of 8 entries are sent to medal rounds. Three judges will judge at the same time)
- Provide enough manila folders for each round and each panel
- Assemble the folders for each panel and round
- Create large manila envelopes for each school. Label them A-B-C-D, etc, in alphabetical order of each participating school to help keep performers anonymous
- Secure a printer to bring along that is compatible with a laptop for last-minute printing
- Secure permission from host school administrators to make photo copies on site if necessary
- Email every coach the **Team Registration Checklist for Entry into Drama Tournament** to turn in upon registration at the event and then verify all entries on site (see below)

During the event, host school needs to (with delegated responsible partners):

ONE-ACT PLAYS

- Chairperson arrive early and be on hand to field questions and deal with issues
- Connect with the school liaison person. Have a custodian or administrator present at all times to deal with physical facilities issues (exchange cell phone numbers ASAP)
- Prepare a system to accept and store each school's set pieces backstage (holding areas, loading zones)
- Set up table for registration and delegate helpers -- meet everyone with a smile (see below)
- Provide host / hostess to direct traffic and welcome everyone
- Ensure the judge's training meeting BEFORE judging begins
- Collect all certificates from judges and verify their qualifications (must be out of high school for 3 years or more to be able to judge)
- Collect judge certificates from all play judges
- Collect all Awareness and Royalty Forms from coaches
- Deliver judge packets to all judges (see "Judge's Packets" below)
- Post the schedule of events in convenient locations for all participants
- Set up tables for distribution of One-Act playbills
- Order lunch / hospitality room for judges

- Coordinate with the local tech person to direct light and sound without “doing it for them”
- Reserve seating for judges (isolated) throughout the auditorium
- Post cell phone and etiquette protocols, no food or drink signs, etc.
- Collect all Awareness and Royalty Forms, Manuscript Verifications, and Judge Certificates from coaches
- Collect Reimbursement Claim Forms (see below) and turn them in for payment
- **MAKE SURE ALL THE BALLOTS AND ACTING AWARDS HAVE BEEN CLEARLY COMPLETED BEFORE THE JUDGES DRIVE AWAY FROM THE EVENT.....RATINGS, RANKINGS, SIGNATURES, ALL INFO COMPLETED!!! ALL ACTING AWARDS / NAMES RECORDED CLEARLY. NO CONFUSION. ☺**

AT REGION ONLY:

- Give the school secretary the judge payment vouchers and cut checks for the judges (to be reimbursed by the Region)

AT STATE:

- Gather payment vouchers and turn them into the state so they can cut checks and mail them out

INDIVIDUAL EVENTS:

- Chairperson arrive early and be on hand to field questions and deal with issues
- Connect with the school liaison person. Have a custodian or administrator present at all times to deal with physical facilities issues (exchange cell phone numbers ASAP)
- Set up table for registration and delegate helpers -- meet everyone with a smile (see below)
- Collect registration forms from each school and have coaches verify entrants BEFORE the event begins
- Set up the tab room (see below)
- Put up door signs for each event and round (see below)
- Provide host / hostess to direct traffic and welcome everyone
- Ensure the judge’s training meeting BEFORE judging begins (ALL Individual Events judges)
This lesson plan must be downloaded and printed from the UHSAA site “Judge’s Lesson Plan Revised”
- Order lunch / hospitality room for judges and or coaches
- Deliver judge packets to all judges (see “Judge’s Packets” below)
- Provide large manila envelopes for each school to collect their completed ballots and awards
- Provide tables where completed ballots may be verified by each school’s coach
- Set up or check on the sound system for awards ceremony
- Provide and post written copies of the schedule of events for the day(s)
- Assign someone to record names of all judges on a flowchart, and keep track of what they judge (no judge should just the same category more than once!) (see attached)
- Ensure that each school completes their “prep” assignments (being responsible for preparing certain areas and see how to “leave no trace” when the tournament is over – “leave things better than we find them”
- Post cell phone and etiquette protocols, no food or drink signs, etc.
- Ensure that Musical Theater performers have sound equipment
- Gather Judge payment vouchers and turn them in for payment

AT REGION ONLY:

- Give the school secretary the judge payment vouchers and cut checks for the judges (to be reimbursed by the Region)

AT STATE:

- Gather payment vouchers and turn them into the state so they can cut checks and mail them out

The tab room should be set up with the following (see below):

- Lost and Found headquarters
- First Aid headquarters
- Computer with Excel spreadsheet created by Josh Long to tabulate all scores (2 people at all times)
- Table for 2 greeters who collect all ballots from judges after each round and double check them
 - Make sure each sheet is signed by the judge
 - Make sure each sheet has a valid RATING and RANKING
 - Make sure the time is recorded and any discrepancies are noted!
 - Check that the ratings are fair and acceptable, report incongruities, discuss with judges
- Tables and chairs for judges to write comments and complete judging sheets
- Hold the Judge's Meeting. Explain protocols for judges to complete ballots and deliver them to tabulators (See "Judge's Lesson Plan" at UHSAA site.
- Designate tables or shelves to put completed ballots for coach verifications along with large manila envelopes for each school to collect all their paperwork and awards
- Recorder to make a diagonal line through each ballot as soon as the score is verified and entered
- Space for a mandatory meeting for all coaches will be held during Round 2. Take minutes of the meeting for UHSAA. During this meeting, the state chair for next year will be chosen, issues addressed, suggestions made, announcements given, etc
- Type all winners and print it out for emcee to read at the awards assembly
- Coordinate with UHSAA rep to present trophies, plaques and medals (put them straight into large manila envelopes along with ballots, etc, at awards assembly for each coach to conveniently take home)

After the event:

- Clean up with the help of all the schools (same as prior set-up assignments)
 - Thank everyone who helped
 - Do a final sweep for lost items and messes (let's be welcomed back next year!)
 - Type a one-page synopsis of awards for One-Acts, Acting Awards, and I.E.s and submit to UHSAA
 - Submit minutes of coach's meeting (as requested) to UACTT and / or UHSAA
-

Included below are forms and outlines of possible ways to facilitate your event. Some forms are only available on the UHSAA site. Please use the checklists to make sure you have all the correct information.

The documents that are not included here are located on the UHSAA website for download:

UHSAA Theater Handbook

Judges Lesson Plan

Ballots (One-Act and the 6 Individual Events ballots)

SAMPLE SCHOOL ASSIGNMENTS FOR REGION / STATE DRAMA TOURNAMENTS:

State Drama Assignments-1A-Saturday (2013)

COACHES-As part of registration, will you please see that these rooms are open. Note what the room looks like because you are responsible for putting these rooms back together at the end of the day.

Humorous rooms-Piute and Wayne

Dramatic rooms-Panguitch and Monticello

Contemporary scenes rooms-St. Joseph

Pantomime rooms-Tabiona and Altamont

Classical scenes rooms-Duchesne

Coaches meet during round 2.

8:00 Registration-Coaches only at table

Go through your packet & names/titles. Turn in the green form with any corrections made. Distribute panel sheets to your teams (one page for all in that event).

Coach registration-Chad, Rockwell

Students-Get numbers & panel sheets from coaches

Gather in theatre

8:30 Kerry talks to students

8:00-Judge table sign-in-Rockwell

Judges meet in Commons area

9:00-Round 1 begins

Ballot table-Mike Wagner, Tabiona-Hands out ballots/exchange with _____

Ballot table-Rebecca Cochran, Monticello-Checks in ballots/exchange with _____

Tab room-Round 1 ballots-Nate Woodward-Call out rank/rate & file under school

10:00 /Round 2-Coaches Meeting-Discuss

1) State dates for next year

2) Musical Theatre-4 entries

3) Letter to UHSAA?? Location

4) State 1A Rep

5) State 1A Location

Tab room-Round 3 ballots-Elaine Baldwin- Call out rank/rate & file under school

Tab room computer-Deb Herron, Duchesne

Tab room computer-Rockwell

Awards/Certificates-Merrilli (Make Acting Award Certificates)

ROOMS CLEANED-COACHES MUST SEE THAT THESE ROOMS ARE CLEANED!!!!

Humorous rooms-Piute and Wayne

Dramatic rooms-Panguitch and Monticello

Contemporary scenes rooms-St. Joseph

Pantomime rooms-Tabiona and Altamont

Classical scenes rooms-Duchesne

Tab room-Rockwell

Auditorium-Green River

Lunchroom-Diamond Ranch, Tintic,

Team Registration Checklist for Entry into Drama Tournament

(Turn in upon registration at the event – verify all entries on site)

School _____

Region _____

- ☐ Form #22 (2-part) (UHSAA website - required)
 - ☐ Drama Administrative Awareness Form (signed by principal)
 - ☐ Royalties Obligation (signed by principal)
- ☐ Proof of **One-Act Play** Performance Rights (required by UHSAA)
- ☐ Manuscript Verification Form (UHSAA website – required)
(signed by principal)

Number of Entries Submitted _____

Entries Dropped _____ Penalty Fee \$ _____ (\$25 per drop)

- ☐ Correct number of judges provided (1 to 4 ratio) _____

Penalty Fee for incorrect amount of judges _____ (\$25 per no-show)

- ☐ Test taken by each judge (UHSAA online course – required)
 - ☐ Judge certificate printed (UHSAA form required – info online)
 - ☐ Payment voucher completed (UHSAA online form – required)
-

REGISTRATION

For each school, provide a large manila envelope. At registration, this envelope should contain:

- * Map of school w/ rooms labeled and numbered
- * Copy of the paneling (there will probably be some changes throughout the day with drops, etc)
- * Assignments for each school's responsibilities of set-up, clean-up, management, etc
- * List of the entries they sent in, double check that people are present and active, names are spelled correctly, etc.

In the tab room, these manila envelopes will be placed on the table and all the ballots for each school will go directly into the envelopes for the teachers to take home with them!!!

TAB ROOM MANAGEMENT

It's best to have 2 people running the computer, each from different schools.

There should be a person(s) with the flow chart keeping track of who judges what, etc, to avoid double-event-judging.
Judges receive pay according to the number of rounds they judge (most of the time, anyway).

There should be one person sitting at the door handing out ballots to judges for new rounds.

There should be one person sitting at the door collecting ballots from incoming judges.

VERY IMPORTANT!

This person should not release the judge until the following have been checked for every single incoming ballot:

- Did you RATE?
- Did you RANK?
- Did you SIGN your name AND judge number?
- Did you record the TIMING for each entry?
- Write down any issues for the TAB ROOM to consider?
- Did you write COMMENTS for the students?

Signs for Doors – every room should be labeled (Mime, CL, CN, HM, DM)

If there is a **multi-school activity**, the chairperson should delegate it to a responsible partner and gain approval from administrators and fellow coaches. The event must be properly chaperoned and organized.

JUDGE'S PACKETS

All judges should check in and be assigned an ID number. Their information should be entered on the flowchart. They need to be on hand if they are needed, even if they have a bye for one round.

Leader meets with judges to go over information and answer questions / issues.
(See Judges Lesson Plan on UHSAA site)

Judges' Packet

Items included-

1. Map of school(s) with rooms labeled.
2. Sample ballots for all IE's (for reference purposes)
3. Payment voucher from UHSAA – please fill out to get paid and turn it in!
4. Points to remember
 - a. Write correct student numbers on each ballot.
 - b. Get an accurate timing of each piece and mark any OT (overtimes) or UT (under-times), but **do not mark scores lower**. Tab room will decide penalties.
 - c. Mark each ballot correctly with S, E, G or F.
 - d. Ballots with the majority as S = S overall. Do the math.
 - e. ***ALL pieces in a round could be S***, but you **MUST RANK** them 1st-2nd-3rd-4th-4th-4th-4th-.
 - f. Rate all pieces according to quality – you do not need to give 1 S, 1 E, 1 G, and 1 F. Only use the ratings that apply.
 - g. Students will move on to final rounds based on your **RANKING** and **RATING** to compete for individual 1st-2nd-3rd.
 - h. Students will only receive medals for receiving S from each judge, so please consider this when you are marking ballots.
 - i. Please write **COMMENTS** on the **BACK** of ballots.
 - j. Please sign your ballot.
 - k. Please **do not critique during the round**.
 - l. When the round is complete, leave the room and fill out your ballots in the teachers' lounge or library. That way the next judge can begin in your room.
 - m. Turn in your ballots at the Tab Room-Counselor's Office.
 - n. Questions? Ask us in the tab room.
 - o. **DO NOT criticize or accuse any students**. Talk to their coaches.

IMPORTANT:

Did you **RATE**?

Did you **RANK**?

Did you **SIGN** your name **AND** judge number?

Did you record the **TIMING** for each entry?

Write down any issues for the **TAB ROOM** to consider?

Did you write **COMMENTS** for the students?

THANK YOU ☺

AWARDS NEEDED FOR A TOURNAMENT (Region / State)

Each Region has the prerogative to secure awards in the form of medals, plaques, certificates, etc., as they see fit. The list below lists plaques and medals, but each region may recognize their students in whatever way they choose.

The STATE does not provide nor fund any awards for Region events. The Region tournaments are merely preliminary events which qualify performers for State. All Region awards are provided and funded by the respective Regional Board of Directors.

REGION AND STATE:

One-Act Play (plaques)

- ☐ 1st place
- ☐ 2nd place

One-Act Play Acting Award (medals)

- ☐ Best Actor
- ☐ Best Actress
- ☐ Best Supporting Actor
- ☐ Best Supporting Actress
- ☐ Best Character Actor
- ☐ Best Character Actress

Humorous Monologue (1 of each)

- ☐ 1st place medal
- ☐ 2nd place medal
- ☐ 3rd place medal

Dramatic Monologue (1 of each)

- ☐ 1st place medal
- ☐ 2nd place medal
- ☐ 3rd place medal

Pantomime (2 of each)

- ☐ 1st place medals
- ☐ 2nd place medals
- ☐ 3rd place medals

Classical Scenes (3 of each)

- ☐ 1st place medals
- ☐ 2nd place medals
- ☐ 3rd place medals

Contemporary Scenes (3 of each)

- ☐ 1st place medals
- ☐ 2nd place medals
- ☐ 3rd place medals

Musical Theater (4 of each)

- ☐ 1st place medals
- ☐ 2nd place medals
- ☐ 3rd place medals

Sweepstakes Trophy

- ☐ 1st place
- ☐ 2nd place

STATE TOURNAMENT ONLY

At State, every performer who achieves a straight superior rating in all rounds will receive a Superior Gold Medal (provided by the state budget).

- ☐ Superior Gold Medals (65-75% of performers)



Utah High School Activities Association

Drama, Forensics, Music Judge/Adjudicator Form

To be submitted by all judges/adjudicators to meet/festival management prior to judging/adjudicating any meet or festival.

Name: _____
Last First Middle

Home Address: _____
Street City, State Zip

Home Phone: _____ Work Phone: _____ Cell: _____

E-Mail Address: _____

Have you ever pled no contest to or been convicted of a felony charge? Yes ☐ No ☐
If yes, please indicate date and circumstances of the event.

Have you ever pled no contest to or been convicted of a sexual offense? Yes ☐ No ☐
If yes, please explain.

- A judge/adjudicator must never be alone with a contestant/performer and must always have another contestant/performer, judge/adjudicator, parent or observer present in the room.
- Meet/festival management reserves the right to deny anyone the opportunity to serve as a judge/adjudicator.

I agree to abide by the terms and conditions set forth herein as well as all rules, by-laws, guidelines and interpretations set forth by the Utah High School Activities Association. I certify that the information I have given is true and accurate to the best of my knowledge.

Signature

Date

UTAH HIGH SCHOOL ACTIVITES ASSOCIATION
199 East 7200 South
Midvale, Utah 84047

REIMBURSEMENT CLAIM

Mail Check to _____
Email: _____
Street _____
City _____
Activity _____ Zip Code _____

Classification 1A 2A 3A 4A 5A

New Utah State Legislation Senate Bill 43 requires us to collect the following information:

Social Security Number _____ DOB _____

Have you ever worked for an employer that participated in Utah Retirement Systems? Yes No

Have you retired with an employer participating in Utah Retirement Systems? Yes No

Please Itemize	Amount Due
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Amount Due	\$ _____

DATE _____ SIGNATURE _____

FORMS MUST BE FILLED OUT COMPLETELY AND MUST BE
SUBMITTED WITHIN 45 DAYS FOLLOWING AN ACTIVITY.

PLEASE TYPE OR PRINT LEGIBLY

Approval

UTAH HIGH SCHOOL ACTIVITES ASSOCIATION
199 East 7200 South
Midvale, Utah 84047

REIMBURSEMENT CLAIM

Mail Check to _____
Email: _____
Street _____
City _____
Activity _____ Zip Code _____

Classification 1A 2A 3A 4A 5A

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_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Amount Due	\$ _____

DATE _____ SIGNATURE _____

FORMS MUST BE FILLED OUT COMPLETELY AND MUST BE
SUBMITTED WITHIN 45 DAYS FOLLOWING AN ACTIVITY.

PLEASE TYPE OR PRINT LEGIBLY

Approval

UTAH HIGH SCHOOL ACTIVITIES ASSOCIATION

199 East 7200 South, Midvale, Utah 84047

Phone: 801-566-0681 Fax: 801-566-0633

STATE DRAMA ENTRY FORM

Classification:

Event: _____

Year: _____

Signature: _____

This form is to be submitted to the UHSAA office and a copy to the state meet coordinator no later than _____. Dropped entries which occur within 24 hours of the beginning of the State Drama Festival are subject to fines per entry dropped. No shows the day of the festival are also subject to fines per entry not showing. Certificates to be presented to the students at the State Festival will be issued from information on this form. **Include both first and last names spelled correctly. PLEASE TYPE.**

[illegible]



Utah High School Activities Association

Drama Administrative Awareness Form

The Administration Of

School Name

has reviewed and approved for appropriateness all materials being used by its students in **all** UHSAA performances.

Administrative Signature



Competition Play Royalties Obligation

This form and the accompanying document (*a letter of permission or invoice from the publishing company granting permission, or a letter stating the play is out of copyright protection*) certify that:

School Name

has received a permission license to perform

_____ by _____
Title of Play *Author's Name*

from the publishing company

Administrative Signature

Date

*This form and document must be given to the Region Representative at the Region meet before a school will be allowed to perform.
A second copy must be presented to the Division Representative at the State meet before a school will be allowed to perform.

UACTT – Online Certification Test (UACTT.com)

DRAMA TOURNAMENT COMPUTER TEST FOR JUDGES

This quiz will certify you to judge both Region and State Drama competitions. You will need to pass the test with a score of 100%. You can take the test as many times as you would like. At the end of the test, you will be presented with the correct answers to the questions, and be able to print out, as well as email the test results. Please print out a copy of a passing score and bring with you to any events that you judge.

You will read through the materials presented here, as well as the **ballots** found in the links below in order to pass the quiz.

Information for Judges

Judging is perhaps the most important element of a good competition. Thank you for taking time out of your busy schedule to be a part of a student's education. As a Judge, it is your responsibility to rate and rank the student performers in a variety of events.

Classic Scenes
Dramatic Monologues
Contemporary Scenes
Humorous Monologues
Pantomime/Mime
Musical Theatre

- 1) For each event, you are asked to rate the student (s) on their successful performance *against themselves* using the following ratings:

Superior (S) - *Exceeds the standard*: The performance exceeds the standard in all areas with few exceptions. These are students who have superior character work and their performances are polished and poised; you can watch the performance and purely enjoy each moment without thinking about all the things they could improve on. Note: More than one performance can earn a **superior** rating.

Excellent (E) - *Meets the standard*: The performance meets the standard with few or minor exceptions. These are students who have an excellent grasp on their characters but could develop them further. These students could use a little more motivated movement as well as a more developed objective. With a little more work the performance could be better. Note: More than one performance can earn an **excellent** rating.

Good (G) - *Partially meets the standard*: The performance meets some particulars of the standard, but falls short. These are students who could use a great deal of development. They are not polished and poised during the performance. They need a great deal of work to make the piece performance ready. Note: More than one performance can earn a **good** rating.

Fair (F) – *Does not meet the standard*: The performance is not prepared and does not convey the message intended. They do not know their lines, and are stumbling over their blocking. They break their character and are lacking motivation. **Note: Please do not give a fair unless the presentation is truly dreadful and unprepared.**

Areas to critique:

Interpretation

Tempo & Rhythm - The rate at which action moves along, and the extent to which this changes
Understanding and communication of the plot - beginning, middle & end, and comprehending it

Projection of emotional content of the play - performance matches the message of the script

Characterization

Clear, motivated, active objective - What does the character want, is it clear in the performance

Creative choices to achieve objective - Decisions and tactics that achieve the objective (Tactics are NOT emotions!) An example of a tactic is to provoke or push.

Voice

Projection - speaking loudly and clearly to make the audience hear and understand the words

Diction /Articulation -the manner of uttering or enunciating words and sounds; elocution

Pitch, tone - infection of voice, quality, variety and control

Movement

Blocking, choreography -Stage movement matching the reality of the piece and is motivated

Facial expressions and gestures -entire body in the performance appropriate to the character

Use of staging elements -blocking, movement, picturization and balance

Clear definition of space -using the acting area to enhance the staging and motivated movement

Overall presentation

Ensemble cohesiveness -Do the performers have good chemistry with each other

Overall effectiveness -Was the selection entertaining, informative or inspiring

Appropriate material -portrayal of realistic characters through content of the plays material

2) After rating the students in their performances, you are then asked to rank the performances (scenes) in each round 1st – 4th.

- There should be a clear winner (1st place) in each round.

- There should not be any ties, unless there are more than four performances in a round.

- If there are more than four performances rank all remaining students fourth. (Fourth place is the only rank where more than one performance can be ranked the same)

- Please take in to account their rate in determining how the performances are rated. For example, a first place ranking should receive a majority of superior ratings. A second place ranking should not have more Superior ratings than first place.

3) Performance Critiques:

PLEASE write as many constructive comments as possible on the student's ballots, if there is time left over feel free to give oral feedback.

The judges' job is not only to praise, but to evaluate, assess and to make suggestions of how they think the student performers could improve their craft. These aren't the same parents, relatives, and friends who have been to their performances and told the cast how marvelous and brilliant they were. The judges are being paid to give their opinion, and students should be prepared to graciously handle your comments. The only way students can learn and grow is to be given helpful comments and critique. Please utilize the time and space to give the students your suggestions.

IF YOU FEEL A PIECE IS INELIGIBLE DUE TO STUDENTS POSSIBLY NOT FOLLOWING THE RULES ON THAT ARE LISTED ON THE BALLOT, PLEASE CRITIQUE THE PIECE AS NORMAL AND THEN BRING YOUR OBJECTIONS TO THE COACHES SO THAT THEY MAY MAKE THE FINAL DECISION.

4) Check that **each** ballot is completed

1. Are all ranking boxes checked?
2. Are the performances ranked 1st -4th?
3. Did you sign each ballot?

5) Return the ballot to the tab room as quickly as possible following each round and wait until your ballots are cleared and signed off. (In order to be paid you must have your ballots checked in and approved)

Receive your ballots for the next round, take a breath, and repeat! 😊

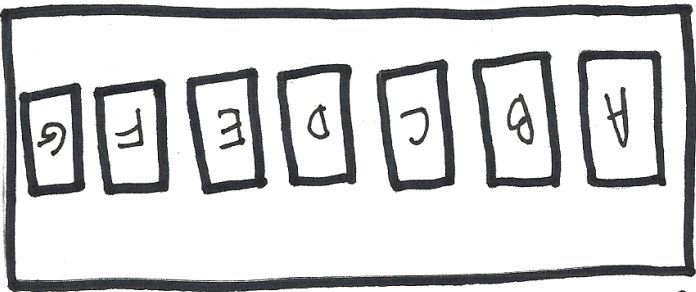
EXAMPLE BALLOTS ARE FOUND ON THE UACTT SITE AND THE UHSAA SITE

Musical Theatre
Classical Scenes
Dramatic Ballot
Humorous Ballot
One Act Plays
Pantomime
Contemporary Scenes

DRAMA COMPETITION _____ DATE _____
JUDGE FLOWSHEET

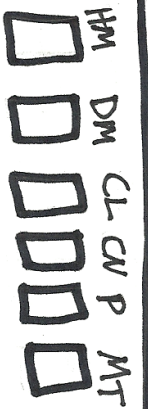
Judge #	Name	Cell #	School Affiliate	Round 1	Round 2	Round 3	Medals
1							
2							
3							
4							
5							
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7							
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24							
25							

Table for Completed
Judging
Sheets



Sheets

Shelf for Ballots awaiting



Coach Verifications

TAB Room
Suggested set-up

Table for Judges:
Ballot
Completion/
Comments

Snacks
Lost 1 Found

Only Coaches are
allowed in this tab room!

Coach's
Meeting
Area
(all coaches help
with management)

Check-In
Ballot Returns
(Double-Check)

Tabulation
Computer +
Personnel
2 People Always

2 people