



***Massachusetts
Educational
Theater Guild
High School Festival
Hosting Manual***

FESTIVAL NEEDS

AUDITORIUM – The size and layout of auditoriums used varies greatly. Someone from the Guild Host School Committee will visit a new site to see if the facility meets requirements for festival. An auditorium holding a minimum of 450 people, lighting covering at least six stage areas and a sound system are necessary.

CAFETERIA AND FOOD – You will need to provide a place for participating students to eat a lunch and supper. You can ask students to bring their lunch and have your cafeteria staff have food for supper that students will purchase. Or you may choose to order pizza and have schools pay you for the pizzas. Sometimes the pizza order is given by the schools ahead of time with a check and ordered from a local pizzeria. You may also have a parent's group handle food. A concession with food and drink for sale during the day often brings in money for the host school. Any money that is raised through this concession is the property of the school and is not shared with the Guild. *At the directors' meeting let your participating schools know what will be provided for food. Often the best way to do this is have a typed sheet with information included on it, such as type of food provided and costs.*

CLASSROOMS – You will need one classroom for each of the six/seven/eight schools at your site. Schools will keep coats, costumes, small props and makeup in this classroom. *At the directors' meeting let schools know the following:*

- Can makeup up be put on in the classroom or is there another place for this?
- Is food allowed in the classroom or in the cafeteria only?
- Keep expensive personal items...in a safe place...NOT in the classroom
- Remind schools to clean the classroom at the end of the day.

DIRECTORS' MEETING – You will need to have a room to hold a directors' meeting early on the morning of festival. The room will need to hold at least: seven/eight directors, three adjudicators and 2 supervisors/supervisors, a nurse, 3 timers, checker and your technical director. Since this is held early in the day sometimes having coffee available in the room is nice. The supervisor runs this meeting. All personnel, checker, nurse, tech director, runners, timers and any other people running the festival should be present. Ask your personnel to be on time for this meeting as there is much to be done and only 30 minutes to get the information. Your timers will need to have a program and pen with them in order to write down information on each play that affects their timing.

JUDGING ROOM AND COPIER – You will need to provide a room for adjudicators and supervisor/supervisors. Often a teacher's room or guidance office works well. This room should have:

- A copier in it preferably or very close. Judging comments will be copied for every school and the council who will review the adjudicators at the end of the year.
- A large table for sorting material.
- Comfortable chairs for the adjudicators.
- 4 Computers and Internet access.

You will receive the name of your adjudicators and supervisors/supervisors from the chairman of adjudicators. You will need to provide adjudicators and supervisor/supervisors with a lunch and supper that day and have drinks and snacks available for them. The food provided should be easy to eat as they will be working while they eat and do not have time to stop and sit down to eat a meal. Provide coffee and doughnuts or rolls in the morning. Contact adjudicators and supervisors/supervisors with:

- Directions to the school.
- A schedule for the day including performing schools, plays and times.
- Ask the adjudicators whether they will be bringing their own computer. If they are, make arrangements for it to be connected to your system
- Ask them what they would like to have for drinks or snacks and if they have any allergies to certain foods.
-

There are rules for the judging room.

- No one is allowed in the room except supervisors and adjudicators.
- People bringing food should knock and the supervisor will take the food.
- It is helpful to have someone act as a runner for the adjudicators. This person remains outside the judging room door while they are in there and if needed gets supplies, information from directors etc.

PERSONNEL – You will need to have people to help you with festival. There will need to be people taking tickets, at concessions and watching the door during a performance so that people do not enter or leave. The Guild requires the following personnel:

- **Nurse** – A nurse must be available during the festival and the awards in case there is a problem. This can be the school nurse or the mother of a student. A volunteer is great, but it is also an allowable expense. This can get costly if you are charged union rates, so look for a reduced rate.
- **Timers** – You will need three adults with stop watches to time the shows. This is a volunteer position. The rule that the Guild strictly adheres to is the time limit rule. Shows have 40 minutes to perform. If they go over **on all three watches** they are disqualified. They are not disqualified from awards. Although the set up and strike are timed, if it is necessary to take extra time for safety or correct a problem that the technical director deems necessary this extra time is not counted. The supervisor should be consulted/informed if this is necessary.
- **Checker** – This is a volunteer, it could be a student, who stands at a central location in the auditorium and who marks off when schools tell them (check in) that all their students are in the house and seated. A show will not start until all schools are accounted for. The checker then contacts the technical director, who lets adjudicators know and then begins the show.
- **Technical Director** – This is a volunteer from your school that is in charge of the backstage set ups and strikes, lighting etc. This person determines if sets are safe and controls the movement of sets to and from the stage.
- **Runners** – This is a volunteer/s. It can be a student. He or she stays outside the judging room when the adjudicators are in there and runs errands for the adjudicators. One runner remains in the house waiting for the technical director and check-in person to say they are ready with the next show. This runner then goes to the judging room to get the adjudicators.

ADDITIONAL PERSONNEL – You may want to consider some additional personnel.

- **Emcees** – These may be students who introduce the next show. Usually the emcee begins by asking the school that just performed to stand and accept applause. (No curtain call is given with shows.) The emcee then reminds the audience of specific rules which should also be printed in the program. Then the emcee announces the next school and their show. Students enjoy doing this but should be reminded to keep it short that the job is not a performance. There is an EMCEE SCRIPT online.
- **Ushers** – Again these may be students and are optional, but nice to have.
 - ❖ They can prevent the public from sitting in seats that are assigned to a performing school that is getting ready to perform or going to perform.
 - ❖ Control noise in lobby during performances.
 - ❖ Permit NO ONE to enter the theatre during a performance.
 - ❖ Give out programs and check nametags.
- **Host/Hostess** – At least 2 of your students are assigned to be with a performing school during the day. The host/hostess greets the performing school when they arrive, shows them where to unload or put their set, and takes them to their room. The host/hostess stays with the school during the day and helps them to find their way around the school or answer questions for them.
- **Registration** – Folders are made up for each participating school. On the day of festival a registration table is set up where performing schools can check in and pick up their packet. Included in each packet should be:
 - ❖ Nametags for cast, crew and faculty; that act as a ticket for performing school.
 - ❖ Floor maps of school.
 - ❖ Programs for cast, crew and faculty.
 - ❖ A list of pertinent names, stage manager, lighting director, nurse, host/hostess, check-in person.

SET STORAGE SPACE - You will need to have space to hold the sets of the seven schools between shows. Sometimes a gym or music area is used. If you have wing space to hold two or three sets you may be able to put other sets outside and change at the lunch break or the afternoon break between shows. If you are short on space you can ask the afternoon schools to hold their sets on their buses or trucks and change at the lunch break. Be sure this change is clearly organized so as not to take up too much time and delay the start of the afternoon shows.

To help with this storage of sets at the SITE meeting in January:

- Have a piece of paper for schools to give you some idea of how large their set is and how much space they need for storage. They can list their largest pieces or give you some measurements.
- Explain what you have available for set storage and the procedure you will be using. If schools will be holding sets on buses or trucks they need to know at this time to make arrangements so those vehicles will remain and not leave.

SUPPLIES – The following are supplies that you will need for your festival. *(See also list of hosting supplies provided by the Guild.)*

Adjudicators' Room

- ❖ Clipboards – one for each judge and the supervisor.
- ❖ Ballpoint pens – for adjudicators and supervisor and extras.
- ❖ Small flashlights – for adjudicators and supervisor to use in theatre to see writing.
- ❖ Spare batteries for the flashlights
- ❖ 15 programs– Adjudicators will mark these with notes or suggested awards.
- ❖ All Company Breakdown Sheets
- ❖ All performing scripts
- ❖ Refreshments
- ❖ Manila envelopes (LARGE) – one for each school and one for the Guild.
- ❖ Computers connected with a printer.
- ❖ Access to a copy machine.
- ❖ Blank paper for adjudicators to write on.
- ❖ Post-a-notes – for adjudicators to make comments on to put on an award or trophy as a reminder for the awards ceremony.
- ❖ White board in the room for all star cast lists.
- ❖ Awards and Trophies

For Personnel

- ❖ Timers and Stage Manager need stopwatches, programs and nametags.
- ❖ Check-in person needs clipboard and pen, a grid listing each school to be checked off before each show, and a listing of where each director is sitting in the house for easy identification. It is also helpfully if this person wears something distinctive, scarf, hat, T-shirt, etc., so they can be easily identified.
- ❖ Emcee needs a program, information (bio) on adjudicators to be given at the start of the day when they are introduced, where the nurse will be in the house which is again announced at the beginning of the day, and a copy of the festival rules to be read before each performance. Emcee Script is online

General supplies for festival

Running time poster for lobby with names of participating schools and place to put the time the play ran and the setup time.

Signs –

- Directional signs for lavatories, cafeteria, etc.

- Signs on participating schools rooms indicating which school occupies room.
- Signs to indicate the reserve seating for judge and supervisor. (They have a seat on an aisle with no one sitting beside, behind or in front of them.
- Sign indicating adjudicators room.

TICKETS – You will need to have some form of tickets made up for the day. The cost of the tickets is determined by the Guild. Ticket prices this year are \$10 for everyone. There are no special rates for anyone except alumni WITH AN OFFICIAL METG ALUMNI CARD. Those alums get ½ price tickets. You will need to have an adult (a student may assist) at a ticket table selling tickets. Please keep careful track of the number of tickets sold. You will need to fill out a **host school festival expense form** for the Guild and turn in half of the gate receipts after allowable expenses are taken out. A copy of the form is included in this packet. Allowable expenses are listed on the form. If you have a question on whether a particular expense is allowable or not you may contact the Guild Administrative Assistant, Maryellen McGarty. *At the directors' meeting let your schools know the cost of tickets and that there is no special rate. Again putting this on a typed sheet of information is a good idea.*

TEE-SHIRTS – Festival tee-shirts are sold for \$15 a piece. All proceeds from this sale go to the METG. Please make sure that you have a cash box for this money separate from the ticket sales.

POST FESTIVAL – When festival is over some things need to be returned to the Guild.

- Unsold Tee Shirts and the money raised for the sold ones MUST be returned to the Guild the following day. Please give them either to the Council representative or one of the winning schools.
- Within 30 days please return the festival financial statement with accompanying check for Guild share.

PRE-FESTIVAL PREPARATIONS

ADJUDICATOR/SUPERVISOR PREPARATION

- Arrange for meals in judging room (these should be easy to eat while still working).
- Reserve seats for adjudicators/supervisor in house (leave set in front, behind and beside judge open)
- Send to each judge/supervisor as soon as you have a name.
 - ✓ Directions to the school
 - ✓ Parking information
 - ✓ Festival schedule
 - ✓ Phone, address and email of host director

ADJUDICATORS' ROOM PREPARATION

- Clipboards for each judge and supervisor with paper and extra paper
- Package of ballpoint pens
- Post-it-notes (several packets)
- 4 flashlights
- At least 10 Programs WITHOUT SCHOOL NAMES
- Refreshments – something in the morning, light lunch and supper
- Computers with Internet access
- 5 manila envelopes
- White board or large paper with various colored markers
- A copy machine in the room
- A runner, for the judging room, who will be available to aid the supervisors at all time.
- **JUDGING FOLDERS**
 - ✓ Adjudicators guidelines
 - ✓ Nametag
- **SUPERVISOR FOLDER**
 - ✓ Awards and Gold Seals
 - ✓ Name tag
 - ✓ Participation Awards COMPLETED
 - ✓ Student Recognition Awards for the schools
 - ✓ Timer Information Sheet filled out
 - ✓ Envelopes from each performing school with:
 - ◆ Copies of scripts
 - ◆ Medical/liability Sign Off Sheet
 - ◆ Director's Statement if applicable

USHERS

Control noise in lobby during performances. Permit NO ONE to enter the theatre during a performance.
Programs and nametags

TIMERS/STAGE MANAGER

- 4 Stopwatches
- Start and stop cues (Collect information during tech rehearsal and type up sheets with this information prior to festival. Give copies to timers and supervisors.
- Programs and nametags
- Sign for the lobby listing the school and play and leaving space to post the running time of the shows.

CHECK-IN PERSON

- Clipboard, pen and nametag
- Check in grid listing each school, judge and supervisor. (Form is online)
- Listing of where each director is sitting in the house for easy identification

CALLIGRAPHER

The calligrapher can do the awards by hand or on the computer. If using a computer, be sure your printer will print the awards on card stock. A printer that feeds from the top does better than one that feeds from a tray. Be sure a template for the award is in the computer and lined up with the certificate prior to the Festival.

Award Certificates (you receive 150)

Paper certificates (copied from regular certificate) for practice

Gold Seals

PERSONNEL AND CREWS

- Nurse
- Check-in person
- Custodian
- Emcees
- Police (optional)
- Artwork
- Cafeteria
- Tech (Stage, Lights, Sound)
- Entertainment (optional)
- Registration
- Timers (4)
- Programs & Tickets
- Cleanup
- Calligraphers/Typists
- Hospitality
- Concession
- Ushers
- Tee-shirt/line ad booth

REGISTRATION FOLDERS FOR PARTICIPATING SCHOOLS

Nametags for cast, crew and faculty

Lunch tickets (optional)

Floor maps

Programs

Personnel list - Hosts/Hostesses; Stage manager; Lighting director; Nurse; Check-in person

FESTIVAL DAY SCHEDULE

- 7:45 - 8:15 ARRIVAL – PLEASE DON'T BE TOO EARLY OR TOO LATE. YOUR HOST WILL GREET YOU, PROVIDE NAMETAGS AND LEAD YOU TO YOUR CLASSROOM.
- 8:00 - 8:15 JUDGE/SUPERVISOR MEETING IN _____ ROOM
- 8:15 - 8:45 MEETING FOR DIRECTORS, SUPERVISOR, ADJUDICATORS, TIMEKEEPERS, CHECKER – _____ ROOM
- 8:55 GREETINGS! - THEATRE
- 9:00 PLAY#1 _____
- 10:00 PLAY #2 _____
- 10:45 BREAK
- 11:15 PLAY #3 _____
- 12:15 PLAY #4 _____
- 1:00-1:50 LUNCH
- 1:55 GREETINGS – THEATRE
- 2:00 PLAY #5 _____
- 3:00 PLAY #6 _____
- 3:40- 4:15 BREAK
- 4:30 PLAY #7 _____
- 5:30 PLAY #8 _____
- 6:30 STUDENT FESTIVAL DISCUSSION IN THEATER
- 7:00 DINNER/DANCE
- 8:30??? AWARDS CEREMONY (HOPEFULLY!)

SEMI-FESTIVAL DAY SCHEDULE

- 8:00- 8:30 ARRIVAL – PLEASE DON'T BE TOO EARLY OR TOO LATE. YOUR HOST WILL GREET YOU, PROVIDE NAMETAGS AND LEAD YOU TO YOUR CLASSROOM.
- 8:30 - 8:45 JUDGE/SUPERVISOR MEETING IN _____ ROOM
- 8:45 – 9:15 MEETING FOR DIRECTORS, SUPERVISORS, ADJUDICATORS, TIMEKEEPERS, CHECKER – _____ ROOM
- 9:20 GREETINGS! - THEATRE
- 9:30 PLAY #1 _____
- 10:30 PLAY #2 _____
- 11:30 PLAY #3 _____
- 12:30 LUNCH
- 1: 25 GREETINGS – THEATRE
- 1:30 PLAY #4 _____
- 2:30 PLAY #5 _____
- 3:30 PLAY #6 _____
- 4:30 DISCUSSION GROUPS IN THEATER
- 5:00 DANCE / PIZZA PARTY
- 6:30??? AWARDS CEREMONY (HOPEFULLY!)



HOST SCHOOL REMINDERS

1. Be sure to contact your adjudicators and supervisors at least a week prior to your festival. If you do not have the names of your adjudicators and supervisors contact the chairman of each group for the names.
Adjudicators – Alicia Greenwood – agreenwood@metg.org
Supervisors – Chris Brindley – cbrindley@metg.org
2. **Print a Timers Sheet** with start and stop information, running time, eternal blackouts and entrances and exits through theatre (*see page 8 of Festival Rules and Guidelines*). Provide this sheet at your SITE MEETING. This will save time at the morning Directors' Meeting and help get things started on time and with less stress in the morning.
3. **Remember to collect the Company Breakdown Sheet, Timersheet, Medical form signoff sheet and a copy of the scripts at the Tech Rehearsals.**
4. **Set-up the judge/supervisor room with the necessary supplies.** Assign someone the task of checking to be sure this is done. Attached is a sheet from the supervisor's handbook with what they will be expecting. Check off the items to be sure they are all there. Please check the judging room the morning of festival (things can change overnight) to see that:
 - The computers are ready for the adjudicators/supervisors.
 - The hook up from adjudicators' computers to printers works.
 - The copy machine has paper and is warmed up and working.
 - There is a white board or very large paper with different colored marks for supervisor to display all-star awards for discussion.
 - All the necessary supplies are in place especially large manila envelopes for returning items to the Guild.
 - If using a computer for the awards, be sure the calligrapher does not have a problem printing the heavier stock paper.
 - The judging room for this day is private. Be sure your staff realizes this and no one, students or adults, enters the room when a supervisor is not there or without knocking when they are there.
5. **Let the supervisor know first thing in the morning if any school is missing information.** When you put the information packets in the room, put a note on the school's packet if something is missing. Save the supervisor some time from having to go through everything.
6. **Remember the supervisor is in charge that day.** When questions arise relay them to the supervisor or call they supervisor in to make the decision. Do not decide for yourself. If a technical issue arises, your tech director may make a suggestion, but get it confirmed by the supervisor. If a school asks you for extra time or a change of any kind, bring in the supervisor.

You may make a recommendation based on your school's policy, but let the supervisor make the final decision.

7. **Be sure the runners for the adjudicators/supervisors know they are to remain outside the judging room waiting.** They are not to be someplace else, but there at all times. (You may want to have students swap off at times as this is a boring job.)
8. **Be sure someone at your site will be bringing the Tee-shirts and material from the judging room to the Directors Meeting on Sunday.** Please explain that it would be helpful, if they are bringing the material, to get there a little earlier because of the time it takes to sort the material, especially tee-shirts that move onto the next round.
9. **Get the Host School Financial Form filled out and return to The Guild within 60 days.** Our treasurer, accountant, I and the IRS would be very grateful.

Above all, inspire in your students a friendly and positive attitude about the whole experience. Your hosts are trying very hard to help you. Use this rehearsal to begin the process of making new friends. It will make the entire festival that much more enjoyable.

HOSTS:

You already will have given a detailed information packet at the director's meeting. **Make sure that your information is up to date and accurate.** Urge your guest directors to work out any technical or logistical problems with you BEFORE rehearsal day.

Make sure that the lights, sound, and stage area are set up exactly as they will be on festival day.

Make sure that all technical assistants are ready to help and that spike tape is provided.

Provide two students who will act as official hosts for this rehearsal and for the festival day. These students can fulfill a variety of roles including answering questions, running errands, and being goodwill ambassadors for your school. Remind your student hosts that they should stay with their assigned school for the entire tech rehearsal and festival day.

Have the hosts greet the school when it arrives.

Allow the guest school to load in any set pieces or equipment before the hour of rehearsal officially begins.

Clearly indicate to the guest director when the hour is actually beginning. Give a warning at the sixty-minute mark, and another at the 10-minutes left mark.

Keep the theater and the surrounding area as quiet as possible.

Give a brief tour of the building including the location of the school's home base, make-up areas, cafeteria, director's room, etc. *This tour should NOT be considered a part of the school's tech time.*

Have an adult present at all times during the tech rehearsal even though primarily your students will do the training and hosting duties.

Collect as many of the forms and paperwork items as you can at this rehearsal. It will make the supervisor's job much easier at the festival.

STUDENT DISCUSSION GROUPS

After the Preliminary and Semi-Final Festival days are over, the student discussions at each site will encompass all students and directors. These discussions are integral to METG's mission of educating students and providing them with experience in reflecting on art.

Please remember these discussions should be based on the Judging Guidelines and be positive in nature. They also **MUST** be led by an adult and take place in the theater

The goal of these discussions is for students to reflect on what they saw during the day, and to hear the reactions and responses of others to their own shows. The following are some suggestions to get the facilitator started:

- Something that impressed me: (technically/dramatically)
- My favorite character was:
- The most effective comedic/dramatic moment was:
- Something that surprised me was:
- A question I have about this production:

For the 2017 HS Festival, all sites will be utilizing the Large Group Format to conduct the student discussion and talk-back. This must be adult facilitated.

Large Group Format:

- After the last show of the day, ask all students and directors to stay seated in the auditorium. The host director or Council Rep should lead a discussion with the entire group.
- Talk about the shows in order that they performed. Give students from other schools a chance to talk about what they saw in the show or ask questions, and then give students from the presenting school a chance to respond.
- Alternatively, you could collect questions from schools after each show throughout the day, and hand them to directors during breaks so that they can assign students to answer them during the discussion at the end of the day.**
- The discussion should last no more than 45 minutes.

Massachusetts High School Drama Guild, Inc.
Festival Financial Statement

FESTIVAL LEVEL _____ FESTIVAL DATE _____

HOST SCHOOL _____

HOST DIRECTOR _____

HOST ADDRESS: _____

EXPENSES (*explanation on back of this form*)
(You must attach copies of receipts!!)

- | | |
|---|----------|
| 1. Mailings / postage..... | \$ _____ |
| 2. Ticket printing..... | \$ _____ |
| 3. Xeroxing (includes program, judging sheets)..... | \$ _____ |
| 4. Nurse..... | \$ _____ |
| 5. Police..... | \$ _____ |
| 6. Custodian..... | \$ _____ |
| 7. Meals for Judge / Supervisor..... | \$ _____ |
| 8. Miscellaneous Supplies | \$ _____ |
| 9. Other (please list items)..... | \$ _____ |

TOTAL EXPENSES..... \$ _____
TOTAL TICKET RECEIPTS..... \$ _____
PROFIT (LOSS)..... \$ _____

If you made a profit, submit this sheet with a check for ½ the net made out to the **Massachusetts H.S. Drama Guild** with in 60 days.

If you operated at a loss, submit this sheet for a reimbursement. *Please specify how the check should be made out.*

In-Kind Donations

*We are asking you to list any **in-kind donations** of services. (Mass. Cultural Council requirements!) These should include what it would cost to rent your theatre for the festival, or any- festival Personnel (not directors!) who normally would be paid and are volunteering their services.*

- | | |
|--|----------|
| 1. Site Rental..... | \$ _____ |
| 2. Technical Personnel (please specify job)..... | \$ _____ |
| 3. Decorations..... | \$ _____ |
| 4. Calligrapher..... | \$ _____ |
| 5. Other (please specify)..... | \$ _____ |

SEND TO: Debra Dion Faust, Treasurer
26 Mountain Avenue, Saugus, MA 01906-3749
Questions: dfaust@ipswichschools.org or 978-356-3137 x138

Massachusetts High School Drama Guild, Inc.

Host School Financial Responsibilities

Host schools will incur expenses while preparing and running the drama festival. Some of these expenses will be reimbursed by the Guild at 50%; others will be the responsibility of the host school. Check the lists below to see where these expenses fall.

Remember that host schools will be reimbursed for expenses at 50% only if the host school incurs a loss for the running of its festival.

If the host school incurs a profit in its running of festival, then it will share 50% of its net profit with the Guild.

The following expenses can be reimbursed by the Guild at 50%:

1. Mailings/Postage – for mailings to adjudicators, supervisors and participating directors.
2. Ticket printing – a reasonable cost to print tickets for the festival day
3. Photocopying or printing – of programs for the day of festival, of adjudicators' comment sheets, or other official documents or forms.
4. Nurse
5. Custodian
6. Police/security
7. Hospitality for adjudicators and supervisors.
8. Miscellaneous supplies – such as spike tape, name tags, clipboards for adjudicators and supervisors, pen lights and batteries, etc.
9. Other – other expenses, not listed below, necessary for the festival

The following expenses will not be reimbursed by the Guild, but apply to in-kind donations:

- a. Decorations
- b. Stopwatches
- c. Hospitality for directors, parent volunteers, and students
- d. Miscellaneous office supplies
- e. Miscellaneous rentals
- f. Computer or printer supplies
- g. Publicity expenses
- h. Offset printing
- i. Calligrapher