

Name: _____

Denver School of the Arts



DSA Thespian Handbook 2011-2012

"The price of greatness is responsibility." Winston Churchill

If you have any questions about anything feel free to contact any of this year's officers:

Samie Johnson—President, Tess Westenhaver – Vice President, Katie Solko- Secretary, Marlo Berberian– Treasurer, Everett Graham– Historian, Nicole Seefried– Historian, Shawn Cremer– Publicist, Ayla Sullivan-- Freshman Rep, Jake Everhart & Ryan Maltz-- Outreach Officers

The Mission of the Educational Theatre Association and the International Thespian Society since its founding in 1929 as the National Thespian Society, EdTA/ITS has worked to promote and strengthen theatre in education. The Educational Theatre Association is composed of two branches:

- The International Thespian Society, which provides benefits and services for high school and middle school students and their educators through Junior Thespian and High School Thespian troupes
- The Educational Theatre Association, which provides membership benefits and services to educators, artists, advocates and anyone else involved in theatre as a means of life long learning

The website for information about the thespian society is:
www.cothespians.com (Colorado State Thespians)
www.edta.org (International Thespians)

“Do not wait for leaders. Do it alone, person to person.” Mother Teresa

Denver School of the Arts Thespian Constitution

Article I—Name and Function

1. NAME: The organization is to be known as the Denver School of the Arts Thespian Troupe #5869.
2. FUNCTION: 1) to bring students together, in doing so, ignite their passion for Theatre, 2) to include all Theatre lovers regardless of their “major” or age, 3) to provide opportunities to all thespians to excel, grow, and learn, 4) to immerse oneself in Theatre activities for the simple appreciation of the process and the craft, 5) to spark interest in Theatre for students outside of DSA, 6) to encourage positivism, 7) to establish professionalism through honesty, accountability, and integrity, 8) to unite our community.

Article II—Qualifications of Members

1. Membership is open to all DSA high school students who have participated in theatrical endeavors for 100 hours (equals 10 points in the Thespian Society).
2. Attendance to Thespian meetings is REQUIRED for continual membership—we will have five troupe meetings and if you miss two (unexcused = at school for the day) you will no longer be a Thespian (If you are missing a meeting and at school, you must talk to Ms. Hann).
3. There is no limitation to the number of members.
4. Jr. Thespian Troupe members may transfer points into the senior troupe their freshman year. 10-15 Jr. points= 5 HS points, 16-25 = 7 HS pts, 26-40pts= 10HS points. 10 points is the maximum amount to transfer into the HS troupe.
5. Every Thespian MUST turn in 10 points a year to stay an active Thespian.

Section A: Types of membership

The membership shall be comprised of active members and honorary members.

1. All nominees for active membership shall be regularly enrolled as students of Denver School of the Arts. Active members are those students who are eligible scholastically—members must have a 2.5 to be a member, officers should have a 3.0.
2. Honorary members are those members of the faculty, graduates, and adults of the community, who have shown interest in the growth of the Thespian society through their gifts of time, knowledge, goods and services. This position is an honor enabling them to enjoy free

admission to scheduled events for a period of one year (the President will insure they get tickets). These adults will be recognized at Thespian Inductions.

3. Final authority concerning membership requirements shall be vested in the troupe sponsor.

Section B—International Thespian Society

DSA Thespians follow the national standards and rules set forth by the rules of the international society.

Section C—Dues

Dues are \$25 annually. This \$25 should be given to the Thespian Treasurer. If you pay by check, please make it out to DSA Thespians. Due Sept. 28.

"There are two educations. One should teach us how to make a living and the other how to live." - John Adams

Section D—Meetings and Attendance

1. Meetings shall be held in the Theatre classroom. We will have five troupe meetings and if you miss two (unexcused = at school for the day) you will no longer be a Thespian. Dates of meetings will be posted three weeks prior to the meeting date on all major bulletin boards. (If you are missing a meeting and at school, you must talk to Ms. Hann.)
2. Special meetings may be called by the sponsor, any officer, or by a quorum.
3. A quorum shall be fifty percent of the active membership and must include two officers.
4. If you have an excused absence, you must follow up with the officer board the following Monday during their weekly lunch meeting.
5. If you are more than 10 minutes late or if you leave 10 minutes early to a mandatory meeting, you will be counted absent.
6. All official thespians are eligible to attend the state Thespian convention (official by Sept. 28 is due date for all points). Thespians who qualify for an individual event, are a junior and want to audition for colleges, member of a cast performing at nationals, or are an officer in the troupe are eligible to go to the National Thespian Convention in Lincoln, Nebraska in June. Also Jr. Thespian Officers, those that qualify with IE, and all Jr. Thespian 8th graders are eligible to go.
7. All officers are required to attend a retreat each summer—the purpose of which is to plan the events for the coming year, to be motivated through goal setting for the organization and to identify their duties as leaders of the organization.

Section E—Reasons for loss of membership

1. Non-payment of annual dues by Sept. 28.
2. Missing two meetings (unexcused)
3. Having a **Cumulative** GPA BELOW of a 2.5 (one quarter probation)
4. If you do not turn in your annually required 10 points to the Vice President by May.

Students who fall into the above categories will receive a letter from the Vice President and will be declared ineligible and not permitted to participate in any thespian activities.

- ❖ Student missing dues can be declared eligible again as soon as they pay their dues.

- ❖ Students falling below the 2.5 Cumulative GPA have a quarter to raise it to return to eligibility. Students who have a GPA below 2.5 at 1st quarter will be ineligible to attend State Convention.
- ❖ Students missing two meetings – will be ineligible for the entire school year. They may reapply to be a thespian the following year with 10 new points and five hours of community service in our thespian troupe.
- ❖ Students who did not turn in their 10 points cannot participate the following year until they turn in their 20 points (10 for previous year, 10 for current year).

"You gain strength, courage and confidence by every experience in which you really stop to look fear in the face. You must do the thing you think you cannot do." Eleanor Roosevelt

ARTICLE III - Thespian Officers

Section A: Officer Elections and Guidelines

1. Officers are to be members in good standing with the Thespian organization and be Theatre majors. Officers must maintain a cumulative GPA of 3.0. Senior officers must not graduate early.
2. Troupe #5869 shall elect officers once a year in the last full month of the school term and officers will be announced before the Theatre banquet and presented at banquet.
3. Elections will be based on:
 - a. Four teacher (not an administrator/counselor—but teachers that you've had in high school) recommendations
 - b. The popular vote
 - c. Ms. Hann and Mr. Becker vote

These will be in equal thirds. The popular vote will be counted by Ms. Hann and the senior officers.

4. Elections will also consist of a questionnaire (answers from the questionnaire will be used on the ballot) and students must submit a paragraph on email for the ballot on why they want to be elected.
5. Students must also submit a 45-second video political advertisement to be watched by the major.
6. Officers will be elected by the person with the highest score (average of teacher recs/popular vote/Hann & Becker vote) becomes the President (should be a senior), and the other eight highest scores will be "officers". At the first officer meeting they will choose the best office for themselves. If there is a point tie for President – the new officer board votes for President.
7. If multiple interests in one position in the officer meeting exists, we will go to a popular vote election—where we take the "tie" to the general thespian troupe.
8. Ballots will be written and secret.
9. The officers shall serve for 1-year term from instillation at banquet to the following banquet.
10. The officer positions will be: President, Vice-President, Secretary, Treasurer, ADV Historian, INT Historian, Publicist, Outreach Officer, and Freshman Rep.
11. Officer meetings will be held once a week at lunch, an officer missing three unexcused meetings shall be replaced. Attendance will be taken by the Secretary and included in the minutes. Secretary will record EXCUSED absences in the minutes. Officers arriving more than 10 minutes late without a pass from a teacher or valid excuse will be counted as unexcused absence.
 - a. President will have a discussion with the sponsor about an officer breaking a rule and the two will bring it to the board at the next meeting.
12. The following issues will be reasons for dismissal from a Officer position (these can be in any combination of three):

- a. Missing officer meetings
- b. GPA below a 3.0 for more than a quarter
- c. Failure to follow through on substantial tasks
- d. Failure to follow Thespian rules
- e. Failure to uphold the Thespian Officer Honor Code this includes not reporting misconduct at convention and not representing DSA Thespians in a positive manner.

13. How to replace a dismissed officer:

1. The remaining officers will have the option to shuffle positions before bringing in a new officer. With the exception of President – the Vice president will step into the President role. All other officer positions would be open to shuffle.
2. To bring in a new officer, interested troupe members will submit a “Letter of Interest” to the current officer board. The current officers will choose two candidates to replace the officer. Then they will take these two candidates to the troupe and they will have a popular vote.

14. The Officer Honor Code

- ⇒ I will attend all Thespian meetings and functions.
- ⇒ I will be honest and up front and carry myself with integrity and professionalism.
- ⇒ I will be a leader and set the example to the troupe.
- ⇒ I will be a go to person for people in the troupe. I am there when we get praise or criticism. I will provide a support system for the entire troupe.
- ⇒ I am here for the troupe. To serve our members for the success of the troupe and the individual.
- ⇒ I follow the same rules as everyone else, I will do what my sponsor and fellow officers expect of me, I will care for everyone I represent and make decisions for the greater good of the department rather than myself.
- ⇒ I am there to provide opportunities.
- ⇒ I will make the Thespian troupe a priority in my life for this year.
- ⇒ I will be respectful of myself, my peers, and my elders.
- ⇒ I will foster a connection with the younger students.
- ⇒ I will be a positive representation of DSA in the community.
- ⇒ I will own my choices and support the decisions of the board. And I will to work to present a unified front.
- ⇒ I will strive to make the right choices even when not popular. I will encourage my peers to do the same.

I will hold myself and my fellow officers accountable to following this honor code.

Section B—Duties and Regulation Pertaining to officers

All officers are leaders of the department. They represent DSA Theatre with pride and grace. They are leaders of correct behavior, audience etiquette, and go out of their way to help others.

1. **PRESIDENT:** The president leads the troupe with a vision for where the DSA Thespians should go for the year and is the first representative sent on behalf of the DSA Theatre department for any purpose. The President leads all meetings and functions and is the “go to person” for the troupe to hear concerns’ and praise. The President also organizes, alphabetizes, and collects the DSA Thespian Convention entry forms and verifies the rights for Individual Events. For the banquet, the President

coordinates with the Vice President on the Highest Point Thespian Award and organizes the paper plate awards. They also perform a “welcome” at the beginning of the banquet. The president creates new notebooks for the new officers. The president must be flexible, levelheaded, and full of fresh ideas. The President also orders the Thespian cords (by March) for graduating seniors—organizing with seniors and the Treasurer to pay for the order. The President—opens and runs all meetings, creates an agenda for officer and troupe meetings, and meets one-on-one with the sponsor. The President will be responsible for updating the “President’s Blog” on www.dsatheatre.org every Wednesday about troupe activities, department happenings, and words of wisdom. Will assign classes and teachers for all the workshops at the MS Theatre convention insuring all National qualifiers are in attendance. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. At state this officer will organize badges and packets for chaperone and meet them in the hotel lobby—welcome and explain the process. President will coordinate the Lettering and purchasing the pins and stars.

2. **VICE PRESIDENT:** The vice president coordinates with President and acts as the President in their absence. The Vice President is in charge of the point cards and coordinating the official list of new inductees. Send in the Roster to National headquarters. The vice president plans the induction ceremony including: invitations to new inductees (and mails them three weeks in advance), creating the service, delegating who gets the candles, flowers, certificates, as well as the program for the inductees. The Vice President also organizes Stars for the awards banquet. The VP makes or orders the highest point thespian award. The VP must be very coordinated, open minded, and organized. The Vice President will keep the “Official Roster” on the webpage up-to-date. They will also connect with the Jr. Troupe and help them plan, organize, and run their induction ceremony. The VP will secure food donations for the Middle School Theatre Convention. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. At state this person will create the family groups that will meet before each show to connect.
3. **SECRETARY:** The secretary takes notes at all officer meetings and troupe meetings and posts the minutes on the Thespian board/webpage. The Secretary coordinates a Thespian Calendar on the Thespian board and webpage to keep the troupe informed. **The Secretary makes sure the building is secured for our use at least two weeks prior to the event – coordinating with Ms. Odom.** The Secretary must be full of ideas, punctual, and prepared for anything. The Secretary will organize the IE Workshops and post timed sign up sheets. The Secretary will also post ALL MINUTES of troupe meetings AND officer meetings on the www.dsatheatre.org website every Wednesday evening. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. At state this officer will organize badges and packets for chaperone and meet them in the hotel lobby—welcome and explain the process.
4. **TREASURER:** The Treasurer handles all the money at Thespian functions. The Treasurer coordinates with the Vice President on new inductees, getting their \$25 dues from them before they are inducted. The Treasurer also collects/pays annual dues for the troupe. They will keep an organized log for the entire tenure of office. When awards or supplies are needed for the troupe, this person coordinates with DSA’s

Treasurer and follows proper order to request a check. The Treasurer orders Thespian pins and items from the ITS catalog (officer stoles). The Treasurer collects fees for convention, arranges/pays the hotel, and assists the President in filling out the convention forms. The Treasurer must have things planned out in advance, killer organization/responsibility skills and be trust worthy. The Treasurer must have a system for collecting money, giving receipts, and depositing money on a daily basis—no money should go home with the treasurer. Treasurer will post who has paid on the blog. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. At state this person will register us at the hotel and be responsible for passing out keys in lobby.

5. HISTORIAN Advanced—This officer documents the year and in charge of a monthly article on the website about department happenings, department birthdays, and taking photos/video of the Advanced Level and Main stage productions. This person creates the End of The Year Review Video with the other historian and is responsible for: Advanced, Main stage show, Senior Tribute and Thespians. This historian is in charge of the HIGH SCHOOL STUDENT SPOTLIGHT portion of the website. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer.
6. HISTORIAN Intermediate— This officer documents the year and in charge of a monthly article on the website about department happenings, bulletin board and taking photos/video of the Beginning and Intermediate levels. This person creates the End of The Year Review Video with the other historian and is responsible for: Intro, Intermediate, Main stage show, Shakespeare, and trips. This historian is in charge of the MIDDLE SCHOOL STUDENT SPOTLIGHT portion of the website. Will create and mail the “save the date” postcard about the middle theatre convention to all Denver metro 5-8 grade schools. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer.
7. PUBLICIST—This officer is responsible for making the troupe and school aware of all troupe meetings, events, and shows. This officer makes all the Thespian troupe announcements on the PA system in the morning. This officer also creates banners and signs to advertise meetings and events and plasters them throughout the school. This officer coordinates with main stage shows to create banners and display cases for main stage productions. This person is the MOUTH of our organization and on important troupe information days will go into the vocal, stagecraft, and dance majors to announce special things. The Publicist is also in charge of the email tree and communicates with the troupe reminding all of deadlines and meeting dates. Will be responsible for the calendar/upcoming event section on the blog. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer.
8. FRESHMAN REP: This officer must be a freshman in the Intermediate level. This person organizes special pals between the middle school and high school students who want to participate. This person also organizes Secret Holiday Pals and comes into every level to hand out and collect the Holiday pal paperwork. The freshman rep connects the youngest level in high school with the Thespian officer board and is the communication between the middle school troupe and the high school troupe. Once a

month the Freshman Rep will coordinate a lunch meeting with the Jr. Troupe's officers to help them plan things. Blog about Intermediate happens and successful SPUH spotlights. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. For MS State, will work with Outreach officer to host IE workshops.

9. **OUTREACH OFFICER:** This officer is responsible for communication with the community outside DSA. They will lead in planning and organizing the Middle School Theatre convention, they will be the person to schedule off campus venues for the Thespian Cabaret, and they continue the Shakespeare Teams that go to local elementary/middle schools in the spring to help coach DPS kids for the Shakespeare Festival. They will also interact with other thespian troupes and publicize local high school productions. Will send out the official invitation/registration to the MS theatre convention two months before convention. Blog about other schools theatre/community theatre and auditions/opportunities. Interview and spotlight interns. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer. For MS State, will work with Freshman Rep officer to host IE workshops. Will write articles for the Denver Post's Standing O.
10. **OTHER MAJOR REPRESENTITIVES:** Communicates all thespians activities and ideas to the thespians in their major. Act as a go to person in order for their major to have a voice in the Thespian Troupe. To encourage the participation of their own major in thespian events. To post all information on their majors bulletin board. To help recruit fellow students into the light of Thespis. Will physically go to five MS/elementary schools to recruit people to attend our convention and report back Outreach officer.

Section C. The duties of the sponsor will be to oversee all troupe activities, to be the final authority in selection of new members and to be the guide and inspiration of the group.

Section D. The Board of Directors shall be composed of the sponsor, all elected officers, and any honorary members appointed by the sponsor.

ARTICLE IV—Expenses

Section A: Required Expenses

1. \$25 Annual Fee
2. \$15 Induction Meal (if being inducted --scholarships are available for this by the troupe if request is made two weeks in advance in writing)

Section B: Optional Expenses

1. \$95 Convention fees (can apply for scholarship)
2. \$65 Hotel Fee for convention (no scholarships available--it is NOT required to stay in hotel)
3. \$20 per person, per IE
4. \$15 Graduation Cords for Seniors (can apply for scholarship)
5. \$5-\$10 late fee for state convention registration turned after deadline
6. \$35 State College audition
7. \$610 National Convention Fee, \$150 Transportation fee, \$35 College audition, \$20 IE fee
8. Troupe outing expenses--i.e. tickets for shows, laser tag fees

“The art of leadership is saying no, not yes. It is very easy to say yes.”
Tony Blair

ARTICLE V—Point Award System

1. The theatre director/sponsor will determine the exact number of points to be awarded in all theatrical and non-theatrical participation.
2. Points will be awarded as suggested by the point system of the International Thespian Society. One point equals ten hours of work in the Theatre.
3. To start a point card, students need to see the Vice-President in person.
4. To update a point card, students need to fill out a point card including: The production/work, Date, their responsibility, the venue and most importantly his/her NAME. You will update your points at each all troupe meeting.
5. Students MAY NOT fill out their own POINTS, or check their cards out.
6. From the National Office:
 - One point represents approximately ten hours of excellent work. We use this formula in awarding points for items not specifically listed.
 - To become a Thespian, a student must earn ten points, five of which must be acquired at the school where he or she is to be inducted.
 - Participation should be in at least two of the listed categories, for example, acting and business.
 - Students may earn up to five points toward membership in the high school Thespian troupe through participation in community, children’s or professional theatre, or in other activities in the performing arts, or through participation at the middle school level or within a Junior Thespian troupe. DSA Junior Troupe have different rules.
 - Thespian membership will be awarded to all students who qualify. No student can be elected into the troupe, and no student can be denied membership if he or she has fulfilled all membership requirements.
 - A student member must maintain satisfactory standards of membership as set forth by the constitution of the troupe and by the EdTA governing board. A student may be suspended or expelled from the troupe by the sponsor. A suspended student may not participate in the activities of any Thespian troupe nor attend Thespian conferences during the period of his or her suspension. However, neither the term of the student’s subscription to Dramatics magazine nor the student’s paid membership status will be affected. Once a student has been submitted to the home office, their name cannot be removed from the membership rolls.
7. Thespian Honor Stars
Levels of excellence in the Troupe are measured by stars:
One Star (20pts), Two Stars (50pts), Three Stars (100 pts),
Four Stars (150pts), Five Stars (200 pts)
8. Highest point Thespian Award
This is an award given to the Thespian who has the highest number of points at the end of the year. Constant upkeep of Thespian point cards ensures the correct recipient each year.
9. Official members receive Dramatics Magazine for their first year.
Dramatics, the nation’s largest-circulation theatre magazine, is published nine times during the school year. Sponsors of Thespian troupes receive a complimentary subscription; students receive a one-year subscription with their paid membership. Thespian member subscriptions can be renewed at a special members only rate. The magazine publishes at least six new plays each year

and features articles on all aspects of theatre arts, profiles of theatre professionals, an annual souvenir retrospective of the International Thespian Festival, instructional pieces on technical theatre, and more.

- The College Theatre Directory, in the December issue of Dramatics, annually lists and describes hundreds of college and university theatre programs.
- The Summer Theatre Directory, in the February issue of Dramatics, annually lists and describes opportunities for students to study, perform, or find work in theatre over the summer break.

On the next two pages you will find the National Point system. Certain things like Dance Lessons, Voice Lessons, and Pops shows are not on the national system but have been decided by the Officer Board. The Vice-President has these point totals.



The Official High School Thespian Point System

The International Thespian Society is the only organization to honor secondary school students for outstanding work in theatre. The resolution with which the Society approaches this role is evident in its focus on the students; their achievements, involvement, and access to quality theatre arts instruction are basic concerns of ITS.

Thespian membership is granted for the performance of meritorious work in theatre arts which meets the Society's general guidelines. Specifically, students become members by earning points for their work. Any student who has participated in at least two productions for a total of one hundred hours of work is eligible for Thespian Society membership.

Sponsors should notify their theatre arts students, production participants, or drama club members that records of their activities will be maintained and that Thespian membership may be conferred when qualifications have been met. The troupe secretary or clerk is ordinarily responsible for maintaining these records, which should be available for students' review. You can download point record sheets in the member services section of EdTA's website.

A Thespian moving to another affiliated school is entitled to transfer his or her membership by having the new sponsor verify the membership with the ITS home office. A new membership card and certificate may be secured by submitting the replacement credentials form, which is available from the EdTA website.

The points listed on the next page are the maximum that usually may be earned for a specific assignment. Sponsors may award two additional points for any task performed with exceptional merit, and should use their discretion in awarding points—from zero to the maximum—according to the quality of effort and work accomplished.

The following are general guidelines on the awarding of points:

- One point represents approximately ten hours of excellent work. Sponsors should use this formula in awarding points for items not specifically listed in the point system.
- To attain Thespian membership, a student must earn ten points, five of which must be acquired at the school where he or she is to be inducted.
- Thespian membership will be awarded on a democratic basis to all students who qualify according to the requirements of the point system. No student will be elected into the Society. No student will be denied membership if he or she has accumulated the required ten points and has fulfilled all membership requirements.
- A student must participate in at least two full-length productions, or one full-length and two one-acts, or four one-acts. Participation should be in at least two of the listed categories, for example, acting and production.
- Students may earn up to five points toward membership through participation at the middle school level (through an ITS Junior Thespian troupe), in community, children's or professional theatre, or in other activities in the performing arts. They may earn additional points after induction at the sponsor's discretion and upon proof of participation.
- When students qualify for membership, they should be notified that they may join the International Thespian Society. Membership notification cards are available from the home office (see the member services page of the EdTA website for complimentary troupe supplies). Students should be informed of the cost of the membership fee and date/site of the induction ceremony. No hazing of student candidates is permitted. Induction ceremonies, ranging from the very informal to formal styles, are described in the sponsor handbook available on the website.

After Thespians have attained membership, further recognition for their outstanding work in theatre arts may be indicated by awarding stars for each additional ten points—or one hundred hours—earned (to a maximum of four stars). Students may wear stars on Thespian jewelry to indicate their rating in the troupe. Star ratings should be designated on the student's membership certificate under "Thespian Stars Earned." Gold stars suitable for this purpose may be purchased from EdTA's online store at www.edta.org or through the home office.

		One Act	Full Length		One Act	Full Length	
Acting	Major role	4	8	Writing	Original play (produced)	5	8
	Minor role	3	5		Orig. radio script (prod.)	4	6
	Walk-on	1	2		Orig. TV script (prod.)	4	6
	Chorus	1	3		Orig. play (unproduced)	1	2
	Dancer	1	3		Orig. radio script		
	Understudy	1	2		(unproduced)	.5	1.5
Production	Stage manager	4	8	Miscellaneous	Orig. TV script (unprod.)	.5	1.5
	Stage crew	2	4		Oral interpretation		2
	Lighting technician	3	6		Duet acting scenes		2
	Lighting crew	2	3		Participation in theatre festival or contest		3
	Set designer	4	5		Attending a performance or festival		1
	Set construction crew	3	5		Assembly program		1
	Costumer	3	6	Officers	President		6
	Costume crew	2	5		Vice president		4
	Properties manager	3	5		Secretary		5
	Properties crew	2	3		Treasurer		4
	Sound technician	3	5		Clerk		4
	Sound crew	2	3		Website develop/ maintenance		4
	Video editor	1.5	2	Other		2	
	Video crew	1.5	3				
	Makeup manager	3	5				
	Rehearsal prompter	2	4				
Pianist	3	6					
Musicians	2	3					
Business	Business manager	4	6	Voice/dance lessons (1 hour per week for semester)		3	
	Business crew	2	4	Senior directed Scenes/OAP		3	
	Publicity manager	3	5	Scene days		1	
	Publicity crew	2	3	Pops Show/Opera Scenes		1	
	Ticket manager	2	4	Auditions for shows		.5	
	Ticket crew	1	3	Seeing 5 plays		1	
	House manager	2	4	Mariachi Singer		3	
	House crew	1	2	History Day district- performance category		3	
	Ushers	1	2	History Day State-performance category		3	
	Programs	1	3	History Day Nationals—performance category		3	
	Program crew	1	2	Outside DSA art classes -- based on hours		TBD	
				Teaching theatre -- based on hours		TBD	
Directing	Director	4	8	Theatre TA (per semester)		10	
	Assistant director	3	6	Thespian Cabaret performance		1	
	Vocal director	3	6				
	Video producer/ director	3	4				
	Assistant vocal director	2	5				
	Orchestra or band director	3	6				
	Assistant orchestra or band director	2	5				
	Choreographer	4	7				
	Assistant choreographer	3	5				

Voice/dance lessons (1 hour per week for semester)	3
Senior directed Scenes/OAP	3
Scene days	1
Pops Show/Opera Scenes	1
Auditions for shows	.5
Seeing 5 plays	1
Mariachi Singer	3
History Day district- performance category	3
History Day State-performance category	3
History Day Nationals—performance category	3
Outside DSA art classes -- based on hours	TBD
Teaching theatre -- based on hours	TBD
Theatre TA (per semester)	10
Thespian Cabaret performance	1

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 Website:
www.edta.org

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Article VI – State Convention

Section A – What is it?

1. All DSA Official Thespians (official by Sept 28) are eligible to attend the Colorado State Thespian Convention held downtown Denver.

Who attends the Conference? Do you have to be a Thespian to attend the conference?

Over 3,000 of Colorado, Wyoming, and New Mexico's most dedicated high school theatre students in grades 9 to 12th grade attend the high school conference. And over 300 middle school students that have a dedicated theatre arts program attend our one day Junior Thespian Conference. The conference is open to all theatre students, the only event that is limited to Thespian members is the Senior University Auditions.

How do we register for the Conference?

The Colorado State Thespian Conference registration is online, your school will receive several postcard reminders for the conference and registration deadlines. Registering on-line enters the school into a legal and binding contract, simply click the

arrow in the picture at the top of any page of this web site. Teachers can print any of the information off of this site, once they enter the registration process teachers can make changes to their account, add and delete students or events, up to the deadline of November 10th.

Why should you attend?

Last year over 50 Colleges, Conservatories, and Universities dedicated to the service of the academic theatre community offered over one million dollars worth of scholarships to students in attendance. Besides the college auditioning experience, students have the opportunity to train with some of the countries leading professionals in Acting, Directing, Play writing, and Technical Theatre. The conference also affords students the opportunity to watch professional theatrical productions and main stage presentations produced by area high school, professional theatres, and university theatre programs.

How much does the conference cost?

The conference registration fee is **\$35 for junior thespian** and **\$90 for the high school conference per student**, sponsors and chaperones are free. The registration fee covers the cost of admission to the conference and all of the student workshops and performances. The registration fee does not cover the cost of your hotel room or food. There are numerous area restaurants where troupes go to partake of their meals. If students sign-up for performing in the Colorado Individual Events (CIES) there is a \$15 fee per student for each CIES, limit of two performances allowed, this does not include Improv Frenzy, One Acts, or Tech Olympics.

Where do we send our conference registration fees?

Colorado State Thespians, 2001 Lincoln Street, Suite #1611, Denver, CO 80202. Please send only one check per school, no personal checks accepted for registration. School or individuals can also charge their registration online.

What is the conference deadline and how do you make changes to your registration after you have registered on-line?

The deadline for the conference is November 10th. You can register after the deadline but you will be charged a late registration fee of \$110 per high school student and \$45 per middle school student. Late registrants cannot participate in Colorado Individual Events Showcase or Senior University Auditions as those events fill up fast. If you need to make changes to your on-line registration, you can login to your account with your e-mail login and your password, there is no charge to drop students, as long as those changes and drops are made prior to November 10. If you desire to add students to your registration after the **deadline of November 10**, *there are no replacement opportunities offered in the registration process after the deadline.* Warning to troupe directors, our insurance and that of your institutions only covers registrants attending the conference.

Is there supervision at the conference and what is the charge for additional Sponsors or Chaperones?

Each school district should carry liability insurance for each participant in attendance. Schools attending are required to provide chaperones to supervise their own group. Colorado Thespians provides security in and around the Colorado Convention Center and the Hyatt Colorado Convention Center hotel. The Hyatt Colorado Convention Center hotel has two Denver police officers on duty in the evening for our event. Schools are strongly recommended to bring one sponsor or chaperone per twelve students attending the conference.

What time should our school arrive and depart from the Colorado State Thespian Conference?

Registration is open from 3 p.m. to 8 p.m. on Thursday. Pre-conference workshops will take place between 3-5 on Thursday afternoon, check the schedule at the top of this page to see what is offered. Opening ceremonies begin on Thursday evening at 8:00 p.m. and closing ceremonies will conclude at approximately 3:30 p.m. on Saturday, bus pick-up is 4 p.m.

How does our school receive tax exempt status in the city of Denver?

Denver has a strict municipal code that requires hotels to prove tax exempt status. As a result hotels are shifting this responsibility to the schools themselves. If your school desires to take advantage of their tax exempt status, they must register the proper paper work with the Hyatt Colorado Convention Center Hotel bookkeeper's office, prior to arriving at the conference. Schools must also supply the hotel with a complete room list, prior to check-in. If you fail to follow this procedure you will be charged tax at check-out. Please be advised that teachers using their own personal credit card will not qualify for tax exempt status, even if your school district is reimbursing you for the expense, you should be prepared to bring a check from your district. There is a pdf file on the hotel page of this site which will help you with the process.

How many events can a troupe register for; Improv Frenzy, One Acts, Auditions, and IE's?

Students cannot participate in more than two Individual Events, to allow for plenty of opportunities for other students in attendance. We will do everything in our power to avoid conflicts with the Senior University Auditions. *The Colorado Individual Events and University Scholarships are filled on a first-come-first-serve basis, we are limited by space, time*

restraints, and adjudicators, sponsors are encouraged to register early for these events. Schools are limited to one Improv Frenzy group and/or One Act session (75 minutes), however, they may perform as many One Acts within the 75 minute time block as they desire. Cancellation of a One Act after the published deadline incurs a \$250 room charge.

How do we register for the conference? How do we verify our registration?

Teachers and Troupe Directors can register on this web site, by following the proper links above for the registration process. Click on the arrow in the picture at the top to begin your registration process. You will need a valid e-mail address to receive your conference confirmation. Please do not allow your students to register your school, as numerous problems have resulted from students attempting to proceed through the registration process. To verify your registration numbers and invoice, click on the verification button at the top of this page.

How are schools or individuals selected for the Showcase Presentation on Saturday?

Participants are adjudicated by the guest adjudicators, which select the top performances in any given category for presentation to the whole contingency. Students selected must receive three superior ratings from the judges. Students with adult language will not be allowed to perform on the main stage. One Acts will not be included in the showcase due to time constraints. Follow the link at the top of this page to the **Events** page of the web site.

Where do we send our Senior University Auditions?

Follow the link above to audition page, www.cothespians.com. The Colorado Individual Events and University Scholarships are filled on a first-come-first-serve basis, we are limited by space, time restraints, and adjudicators, sponsor are encouraged to register early for these events.

Refund and Cancellation Policy

No refunds granted for registered Thespians and/or their affiliated schools after the registration is closed. Schools are responsible for the full amount of their conference registration after the submission of said registration. Payment for conference registration is expected and should be received prior to attendance at the conference. The cancellation period is within the registration period and schools should take advantage of the opportunity to cancel within that extended period of time and make appropriate changes to their registration.

Any student and/or school registered for the Colorado State Thespian Conference on/or after the posted registration date will be subject to any and all fees incurred including but not limited to Registration fees, Individual Events fees and Senior University Audition fees. If a student fails to attend the annual conference for any reason, there is no refund for any and all fees paid. Registered schools and sponsors are responsible for any and all fees incurred and not paid by their troupe, sponsors, students and attendees, including any legal fees or court costs involved in collecting the conference registration.

Section B - How to Register for Convention

1. Students must turn in \$95 Registration fee (plus \$20 per person per IE) and if you want to stay in the Hyatt, add \$65 for hotel BY OCTOBER 5. ALL CHECKS should be written to: DSA THESPIANS Memo line: THESPIAN CONVENTION

Students should give their money the Thespian Treasurer to be registered.

2. ALL HEALTH FORMS, Special Power of Attorney, quarter grade report, and the RULES forms are ALL DUE with Registration on OCTOBER 5. NO FORMS turned in, NO GO TO CONVENTION.

2. To register students must fill out state entry form with all of the following by October 5th and turn in President with the rest of the state paperwork: **NO CHANGES OF ANY KIND WILL BE ALLOWED TO ENTRY AFTER FOR IS TURNED IN.**

- a. Student First name and Last
- b. Current Grade
- c. Induction date
- d. For Individual events* students must list:
Category, Selection/Song, and Name of Play/Musical, Partner.
- e. Seniors **College applications/audition category
- f. Turn in all forms

* Individual Events -- All students may elect to perform in the following categories—(however each student may only perform once per category, and only TWICE total. For example, no student can perform in two duet acting scenes.) The performance events offered at Colorado State Thespian Conference and the International Thespian Festival are Monologue, Duet Acting, Solo Musical Theatre, Duet Musical Theatre, Group Musical Theatre, Group Acting, and Mime (solo or duet). The technical events offered are Costume Design, Costume Construction, Lighting Design, Publicity Design, Scenic Design, Short Film (DVD mailed to the Colorado Thespians, postmarked by November 10th.), Sound Design, and Stage Management. Improv Frenzy. One Act Play.

Entrants who qualify for NIES auditions through participation in a chapter Thespian conference must present the same work at both chapter and international levels. Other qualifying entrants are expected to present the works listed on their registration.

Substitutions are not allowed; those who qualified at a chapter conference (and who are listed on the registration form) are the only ones who are qualified to perform at Festival; however, in the category of Group Musical and Group Acting, drops will be allowed. No substitutions are permitted in any category.

All performance events are limited to five (5) minutes after the introduction. All technical presentations will be limited to ten (10) minutes. Any entrant who goes over the time limit will be stopped and then disqualified.

The introduction must only include the entrant's name, troupe number, title of selection(s), and the name of the playwright, composer, or lyricist.

All students participating in IE's MUST download/print the event rules from the Colorado Thespian Website. www.cothespians.com

Securing Performance Rights for chapter conferences and Festival has now been simplified.

To find the publisher of a particular play, go to the following website:

<http://www.playscripts.com/findaplay/>. Then, click on the publisher of your scene and/or monologue for performance rights information. We have negotiated the following process with several publishers. Please see the specifics for each.

SAMUEL FRENCH <http://www.samuelfrench.com/>

You can consider the Samuel French scene or monologue available for use if it does not appear on the "red light" list and providing that it is not from a play written by one of the following playwrights:

Woody Allen
Charles Fuller
Ken Ludwig
Willy Russell
Enid Bagnold
John Guare
David Mamet
Peter Shaffer
Amiri Baraka
David Hare

Jane Martin
Claudia Shearer
Philip Barry
Eugene Ionesco
Steve Martin
Sam Shepard
Bertolt Brecht
George S. Kaufman,
and collaborators
Peter Nichols

Tom Stoppard
Eduardo DiFillippo

Ira Levin
Eugene O'Neill
Thornton Wilder
Ben Elton
Charles Ludlam
Elmer Rice

Hugh Whitemore

Michael Frayn

If your piece is from a play that you find on the Green Light Plays List, you have permission to perform the piece with no royalty charge. **DO NOT CONTACT SAMUEL FRENCH IF A PROPERTY IS ALREADY ON THE GREEN LIGHT LIST!!!** It is pre-approved for use and doesn't require anything in writing. **NO ROYALTY CHARGE** will be assessed for these properties unless the student is selected for the NIES Showcase at the International Thespian Festival. The royalty will then be \$15.00 (or \$75.00 in the case of Neil Simon properties). This payment must be made at Festival prior to appearing on the stage.

If your play is on the Red Light Plays List, you may **NOT** perform this piece, and you **MUST NOT** ask permission to do so. That request has already been made and denied. Please consult these lists carefully and do not call Samuel French with questions regarding availability. If a script is on the Red Light list- **DO NOT CONTACT SAMUEL FRENCH TO PLEAD YOUR CASE.** Perform another piece.

If you've checked both the RED and GREEN light lists several times and your SAMUEL FRENCH property doesn't fall on either list- **THIS MEANS THAT AVAILABILITY STATUS HASN'T YET BEEN DETERMINED AND THE STUDENT NEEDS TO FAX SAMUEL FRENCH FOR PERMISSION – DO NOT CALL or WRITE.** The request can be faxed to: Stephen Schreuder, Amateur Leasing, Samuel French, Inc. 212.206.1429 (fax)

DRAMATISTS PLAY SERVICE, INC. <http://www.dramatists.com/>

ALL Dramatists Play Service properties are pre-approved for the International Thespian Festival, with no written permission required, for no royalty unless the student is selected for the NIES Showcase.

EXCEPTION – PLAYS WRITTEN BY SAMUEL BECKETT —(These are not available).

BROADWAY PLAY PUBLISHING, INC. <http://www.broadwayplaypubl.com/>

All properties are available with no royalty charge.

DRAMATIC PUBLISHING <http://www.dramaticpublishing.com/>

See Dramatic Publishing Green List for approved materials. If not on list, then it is considered to be red-light. There is no charge for use in the International Thespian Festival NIES.

SMITH AND KRAUS <http://www.smithkraus.com>

Most Smith and Kraus collections and monologue books include a blanket permission statement for audition use. These collections provide a loophole if you're desperate to perform a piece listed on Samuel French's "red light" list of plays. Remember, however, the particular piece you're interested in performing must be found in one of these collections that include blanket permission.

PLAYSCRIPTS, INC. <http://www.playscripts.com/rights>

Currently, royalties are waived for the performance of excerpts lasting less than 10 minutes at adjudicated school theatrical festivals or auditions, unless otherwise noted. These particular performances, and only these, are automatically authorized by the playwright when you purchase books from Playscripts. (Note: Any other cuttings must receive prior approval from Playscripts.)

EDWARD ALBEE

Edward Albee's plays are now available for use in the International Thespian Festival NIES with the following rules:

* None of the scenes are to be altered in any way, including the deletion of characters' lines for the formation of a monologue.

* The scenes must be performed contiguous and unaltered (no internal cuts). No royalty is required unless the student is selected for the NIES Showcase.

Securing performance rights FOR SONGS

Songs from shows fall into that vague space between grand and small rights. A licensing company (for example, MTI) owns the rights to the entire show. BMI and ASCAP own the “non dramatic interpretation” of the individual songs. Dramatic interpretation (use of acting, props, costumes, movement) is not owned by the licensing houses nor BMI and ASCAP. Therefore, the “education use” rule becomes the basis for determining use.

In that case, the student does not need to secure the rights as long as the environment is one in which he/she is evaluated/judged. This same process applies in a showcase environment. As long as there is presence of at least two adjudicators in the audience for the showcase, the performance qualifies as an educational setting, and, therefore, proof of rights is not required. However, the judges must complete critiques and provide them to the students. At the International Thespian Festival, there are judges present at the Festival showcase. There will be judges at the Festival showcase.

Colorado Senior University Audition Instructions

Eligibility: Colorado State Thespians offers this opportunity for senior thespians to audition for over forty Universities, Colleges and Conservatories from across the nation. Any senior Thespian with a declared theatre major, with at least a **2.75 G.P.A.** may apply to audition by completing the application form and returning it along with the **\$35 audition fee postmarked by November 1st**. All students who audition must be registered for the conference and be members of their Thespian troupe.

Audition Requirements: All auditions will be a maximum of two minutes including the time to introduce yourself by name only. All auditions are monologue presentations. Choose one audition category listed at the bottom of the application form. If you exceed the two-minute time limit, the timekeeper will call “time.” The audition space is approximately 12’ by 8’ with general white light. The use of one straight back chair will be available. You may not use additional set pieces or hand props. Costumes are not appropriate.

Audition Form Instructions: Each auditor has a copy of your application form in hand before you audition, so the auditor’s first impression of you is your audition form. Please follow these directions to make your first impression a good one!

* It is imperative that you type this form. Ask your sponsor for additional copies of the form, if needed. Fill in the form completely and accurately. Do not alter or scan the form. Do not attach separate sheets. Reproduce on white paper only, do not alter the form in any way or you may be disqualified.

* At your request, your counselor must fill in the correct information and sign the designated section.

* Ask your sponsor to sign next to your name on the application form to confirm that all the information is correct and that you are an eligible Thespian, who is a declared theatre major. Keep a copy of your form; forms have been lost in the mail. You may wish to send your form with a signed receipt for proof of mailing eligibility.

* Glue a photo of yourself in the space provided on the front of the form. Use the correct size of photo to fit in the correct location on your application. Black and white photos are the best kind to use on this form, since your form will be duplicated.

* Note: Any applicant that submits an incomplete form will not be assigned an audition time. Don’t forget to enclose the \$35 fee.

** College Auditions: ONLY Seniors who are selected may audition—we have seven spaces as a troupe for ACTING scholarships. TECHNICAL THEATRE auditions are unlimited. Seniors selected MUST

submit their category AND their completed application. Seniors must go to the website and download the audition application and fill it out. Completed forms, including counselor and Ms. Hann's signature, must be turned in by Oct. 5. Failure to turn form on time results in replacement of audition spot.

3. Students must also fill out and return a Thespian Convention Health Form
4. All students must read/agree to/sign the following ground rules for convention. Students must also turn in DPS medical/insurance forms and special "permission to treat" forms to attend an over night.

Ground Rules for Colorado State Thespian Convention

We are one of the largest troupes at convention. We are a diverse group as we are made up of several different majors. At this event your teacher is Ms. Hann—you will listen to her and all adult chaperones as they are they looking out for your security and well-being. The following ground rules are what we expect from you at all times—because our group is so large, any one breaking these rules will be sent home with no refund—regardless of the time.

1. You are a representative of DSA at all times—your attitude in workshops, your comments about main stage shows, and your general behavior in the hotel all reflect our school and our program. Remember this at all times. If your behavior in a hotel room disturbs any other guest, you will be charged for their room.
2. You will be assigned an adult chaperone and specific sign in times to check in with your adult. This adult should know where you are at **all times**. Even though this is in our "hometown" it is still an overnight in which we are responsible for you 24/7. If you miss check in times, your parents will be called and you will be sent home.
3. NO ONE is allowed to leave any convention events (main stage shows) without permission from Ms. Hann. When you are outside the hotel or commuting between hotel and convention, you MUST be in groups of no less than three people. NO ONE is allowed outside the hotel past curfew—curfew means in your OWN hotel room with the doors locked. If you violate these rules (i.e. being seen outside the hotel on your own) your parents will be called and you will be sent home.
 - Also—if you need to leave the convention center during the day—to go get lunch, you MUST inform your chaperone where you are going. Same thing for grabbing something to eat before curfew—we must know where you are at all times.
 - If you are not staying in the hotel and driving yourself to convention, you must check in with your chaperone when you get there and check out when you are leaving.
4. No guys in girls rooms or vice versa. This is a district rule. Also a district rule is no formal dating—basically translated it means no PDA (public displays of affection). No one really wants to watch you make out...think about it. Also remember rule #1—your behavior reflects DSA.
5. If you are registered to perform in an IE, failure to attend your time spot will cost you \$60. Careful records are kept and you will be charged. Failure to pay the fee will make your report card held at the school until said fee is paid.
6. There will be one parent who will serve as the EMERGENCY contact for the weekend—their cell phone will be turned on all the times except during performances. If it is off, they will check it on an hourly basis. Ms. Hann also will have a cell phone on during the convention.
7. There is one adult per 7-8 students as chaperones.
8. When you report to the hotel for check in, you will check in with your adult chaperone in the hotel lobby. Once there you will get a room key, a convention book, a list of emergency numbers—including room numbers for Ms. Hann and chaperones, and their check in times that their adult has established.
9. According to district policy, there is to be NO purchase, possession, usage, or sale of illegal drugs or alcoholic beverages. If this happens, it is understood that this means immediate release from the program. It will also mean suspension from the DSA Thespian Troupe as well as facing disciplinary actions at DSA.
10. According to district policy, "I promise to uphold and support the standards set forth by DPS. I will further strive to be friendly to all members of the group, accept the will of the majority whenever a matter of choice presents itself, and accept the suggestions and recommendations of the leaders in all matters relating

