



2021-2022 Theatre Director Handbook

Purpose

The Miami Valley High School Theatre Awards (MVHSTAs) and Awards Showcase are designed to **celebrate, support, and advocate** for high school theatre education throughout the Miami Valley region. The program celebrates high school plays, musicals, students, and educators by formally recognizing the extraordinary achievements of our community's productions.

Goals

1. To recognize, honor, and encourage excellence in high school theatre through a constructive review process of nominated productions by qualified Adjudicators;
2. To provide educational workshops and advancement in dance, voice, acting, and stagecraft for high school students locally, regionally, and nationally;
3. To provide professional development and networking opportunities for students, directors, and school programs; and
4. To give students an opportunity to perform on a Dayton Live stage.

About the Miami Valley High School Theatre Awards

The Miami Valley High School Theatre Awards (MVHSTAs) celebrate the accomplishments of area high school teachers and students by recognizing achievements in productions by participating Miami Valley area high schools. To participate, schools register to have their productions reviewed by a qualified team of Adjudicators, who then provide directors with valuable feedback. During the spring, the Miami Valley High School Theatre Awards will present an Awards Showcase to recognize the outstanding achievements of high school productions and students. Modeled after the Tony Awards®, the showcase features outstanding performances from participating high schools and celebrates their enthusiasm, dedication, and talent while encouraging participating schools to grow and continue improving their programs. To learn more, go to www.mvhsta.org.

A Note on Time Commitment

MVHSTA knows that many hours of hard work go into preparing a high school musical theatre and/or play production. One of the goals of the program is recognize, honor, and encourage excellence in high school theatre through a constructive review process of nominated productions. During the school year, there is little additional time commitment from directors/teachers other than communicating pertinent information to MVHSTA. However, if your show or student(s) is/are selected to receive a MVHSTA, it may require an additional time commitment for brush-up and/or staging rehearsals in addition to the showcase performance.

Participant Eligibility

The MVHSTA program is open to public and private high schools producing plays and musicals in the Miami Valley region. To be eligible for participation for the 2020-2021 Season, a school will meet the following qualifications:

❖ School Location

- High schools must be in the Miami Valley (Montgomery, Butler, Warren, Clinton, Greene, Clark, Champaign, Logan, Miami, Shelby, Darke, and Preble Counties).

❖ Production Dates

- High school productions should take place between September 2021 and May 1, 2022;
- There must be more than one (1) performance of each nominated production or cast.
See note about double-casting on page 3.

❖ Production Types

- **Musical theatre** productions will fall into one or more of the following categories:
 - A published musical, operetta, or review (either currently held by a licensing house or in the public domain) presented with the approval or permission from the original creators or their representatives.
 - An original musical theatre compilation featuring excerpts or scenes from a variety of sources (either currently held by a licensing house or in the public domain) presented with the approval or permission of the original creators or their representatives.
- **Plays** will fall into one or more of the following categories:
 - A published play (either currently held by a licensing house or in the public domain) presented with the approval or permission from the original creators or their representatives.
 - An original play featuring excerpts or scenes from a variety of sources (either currently held by a licensing house or in the public domain) presented with the approval or permission of the original creators or their representatives.

The MVHSTAs cannot adjudicate new or student-written work during the 2021-2022 season. Please contact the MVHSTA staff if a director would like feedback on a student-written work.

The MVHSTAs are a Regional Awards Program (RAP) for The Jimmy Awards®

The Miami Valley High School Theatre Awards is a participating member of the National High School Musical Theatre Awards® or The Jimmys®.

Please see page 10 to find out how students nominated in “Lead Actor / Actress in A Musical” categories can be selected to participate in The Jimmy Awards.

How To Register

1. A Theatre Director, or an official representative from the school will go to www.mvhsta.org and click on the **DIRECTORS** tab at the top of the website.
2. Read through the page for details about eligibility, fees, etc. Then, click on the “Register Now” button near the middle of that page (if you’ve already read through all the eligibility information, you can go directly to www.mvhsta.org/register).

Registration must be completed no later than the dates below.

September 2021 (FALL DEADLINE) & January 14, 2022 (SPRING DEADLINE) are the deadline(s) to register a show for this season.

3. Once you are on the Registration page, scroll down and you will see boxes to fill in your information including contact info, school info, show info, dates, etc. Please fill out as much information as you can, including clicking the button(s) if you need a copy of Dayton Live’s W-9 and/or an official invoice emailed to you directly. ***A reminder that any change to performance or other dates AFTER registering is the responsibility of the Theatre Director to communicate to the MVHSTA Team.***
4. Once you are finished filling in as much information as possible, click **SUBMIT** at the bottom of the page. You will see a little message pop up on the page thanking you for starting the process. Your information is sent to us and will quickly be downloaded into our database.
5. That’s it! You have completed the initial registration.

Participant Fees and Payment

The cost of the program is \$100 per school. This fee gives each school the opportunity to nominate two (2) productions. These two productions can be any combination of play and/or musical. If a school would like to nominate an additional play or musical, an additional fee of \$50 per production will be assessed. *If a school only wants to nominate one (1) play or only one (1) musical, the fee is still \$100.*

If a school would like to nominate more than three (3) productions, please contact the MVHSTA Staff before registering.

Once we receive your initial registration, the MVHSTA staff will make sure you receive any documentation you need to start your school’s payment process. This includes Dayton Live’s W-9 and/or an official invoice outlining costs of participation based on the information you submitted.

Remember, you will not be officially registered until payment has been received.

Once you submit your fee payment, you will receive a confirmation email that acts as your receipt. Checks should be made payable to **Dayton Live**.

Double-Casting

If a school decides to double cast one or more roles, the school must select only one set of cast members to be adjudicated. It will not be possible to adjudicate multiple students for the same role. **However, if you wish for an additional cast to be adjudicated independently, Theatre Directors can submit to have an additional performance of the same show adjudicated for awards by paying an additional fee of \$50.** All double-casting decisions must be communicated to the MVHSTA staff upon registration of the production. Please contact the MVHSTA staff with information about which performances have been selected for the adjudication panel.

Performance Details Form and Nominations

Theatre Directors are responsible for completing their Performance Details Form(s) through the MVHSTA website and submit it no later than two (2) weeks before the first performance of the nominated production. **Failure to submit by the two-week deadline may result in the show being removed from the program.**

Helpful Hints for Nominating Students for MVHSTA Awards

It is challenging to nominate students for awards of any kind. The MVHSTAs are no exception. As you are considering your nominations, please consider these thoughts:

- ❖ Are you confident your student performer, designer, or technician is being nominated in the proper category?
- ❖ Are you comfortable explaining to your students (both nominated and not) the reasons why or why not they were nominated?
- ❖ If your production is an “Ensemble” show where characters are hard to discern, how will an adjudicator know which performer to focus on at any given time?
- ❖ Have you considered the other categories? Do you have a student designer or stage manager you can nominate? Are you prepared to submit additional documentation to the MVHSTAs?
- ❖ Are you willing to share feedback in a way that helps the student grow in his/her role?

Theatre Directors may submit for Additional Awards (*listed on page 7*). Directors must list them on their Performance Details Form to be considered. **Please note, that awards in these categories are NOT automatically given, and most of the awards require additional documentation to be submitted to the MVHSTAs under a deadline.**

General Timeline

| | |
|--|------------------------------------|
| Registration Opens for Schools for Fall Productions: | September 2021 |
| Director Training | Sunday, September 12, 2021 |
| Deadline to Register School for Fall Productions: | Friday, October 1, 2021 |
| Adjudication Period Begins: | Thursday, September 23, 2021 |
| Registration Opens for Schools for Spring Productions: | Friday, December 3, 2021 |
| Registration Closes for Schools for Spring Productions | Friday, January 14, 2022 |
| MVHSTA Showcase Tickets on Sale: | Monday, April 4, 2022 |
| Adjudication Period Ends: | Sunday, May 1, 2022 |
| Award Recipients Notified: | No later than Friday, May 13, 2022 |
| Jimmy Award Workshop: | Friday, May 13, 2022 (Time TBD) |

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|----------------------------------|--|
| Music Submission Deadline: | Friday, May 20, 2022 |
| Opening/Closing Performers: | Friday, May 20, 2022 (names/contact info due) |
| Timeline for Showcase Rehearsal: | June 1 - June 7, 2022 (Times TBD) |
| MVHSTA Showcase: | Tuesday, June 7, 2022, at 7:30 p.m. |

Publicity

As an endorsement of your school’s participation in the program, schools are required to include the below text in their show programs/playbills:

*“This production has been submitted for adjudication for the Miami Valley High School Theatre Awards (MVHSTA). The MVHSTA Awards Showcase is on **Tuesday, June 7, 2022**, at the Schuster Center. Go to mvhsta.org for details on how you and your family can attend the MVHSTA Awards Showcase and support high school theatre in the Miami Valley.”*

Dayton Live encourages high schools to announce their participation and promote ticket sales for the MVHSTA Awards Showcase in school newspapers, school/department websites, social media sites, and newsletters. Digital marketing such as logos, copy, and photos will also be provided. Additional ads, press releases, and permission forms can be found under the DIRECTORS tab on the website.

Every participating school is invited to do an “Instagram Take Over” during the year. Dayton Live will also post promotional information on each participating high school’s production(s) on the MVHSTA website.

Production Photos

In order for every participating school to be recognized for nominated productions, we request that Directors send production photos to MVHSTA@daytonlive.org within two weeks of the show closing. Cast shots, candid backstage pictures, and student technical crew members should also be included.

Theatre Director Photos

In efforts to honor MVHSTA Theatre Directors, we would like to feature both present-day photos of you, as well as photos from high school. These high school photos could be you participating in your own high school shows, or any other artful activity. Please send both photos to MVHSTA@daytonlive.org by Friday, May 20, 2022

Liability and Media Release Form

This form can be found on page 14 in this handbook and is also available for download on the MVHSTA website. Each form is required to be signed by each student and educator participating in the MVHSTA Awards Showcase and other select DAYTON LIVE activities offered throughout the year.

E/Mail all forms to: Dayton Live, c/o MVHSTAs, 138 North Main Street, Dayton, OH 45402, or email MVHSTA@daytonlive.org.

Adjudicators

As mentioned earlier, nominated productions of plays and musicals will be adjudicated by a group of trained, experienced community members who have a background in the performing arts. Adjudicators will complete a mandatory training and adjudicate each production on its own merits. Adjudicators will

remain as anonymous as possible while attending productions. Adjudicators are required to submit scores electronically to the MVHSTA team within 72 hours after attending a nominated production.

Each production is evaluated on its own merits, not against other school productions; thus, schools are encouraged to create the best possible work for their unique circumstances and environment.

It is the intent of the MVHSTAs that every production has (3) Adjudicators attend and score. It is our intention that if a production receives only (2) official adjudications for any reason, individual awards will still be tabulated, but “Overall” categories will not. If for any reason a production receives only (1) official adjudication, no awards will be tabulated for that production.

Adjudicator Production Tickets

MVHSTA team will contact schools to confirm which performances adjudicators will attend.

Participating schools agree to reserve two (2) complimentary tickets to their production for each Adjudicator in attendance — a total of up to six (6) tickets per production should be reserved. It is suggested that schools reserve/hold (6) tickets for each performance until adjudicator dates have been confirmed by MVHSTA staff. Tickets should be reserved under the name of “MVHSTA Adjudicator.” Please note that the three Adjudicators assigned to your production may or may not attend the same performance.

Adjudicator Production Attendance

CONFIDENTIALITY

Feedback and scoring will be submitted through a secure online form. Please note that Adjudicators will not provide oral critiques following the performance, nor should schools expect to receive scores verbally. *Adjudicators must not discuss their opinions, evaluations, scores, or feedback with anyone, in any format.* This includes faculty, staff or students from participating high schools, other adjudicators, colleagues, reviewers, social media networks, etc. Please do not contact Adjudicators with questions. All inquiries should be directed to Gary Minyard at Gary.Minyard@daytonlive.org.

SCORING

Scores will be used to determine “Outstanding” and “Merit” awardees in each award category for the 2020-2021 Season. On a scale of 1-10 (with 10 being the highest score and 1 being the lowest score), Adjudicators will rank how well the evaluation criteria are executed by students. (*See Evaluation Criteria*). Scores are strictly confidential.

FEEDBACK

Directors will receive feedback on various elements of their high school productions. The MVHSTA team will email Adjudicator feedback to the primary contact teacher after the production has been evaluated.

Awards: Individual, Production, and Awards Showcase

There are two (2) levels of individual awards given: **Outstanding Awards** and **Awards of Merit**. The awards are assigned for each category to a top percentage of all submitted productions. The cutoff percentages will be determined by a review of the ballot results. This is a cutoff for scores to receive recognition – not a determination of who or what school is the best.

Overall production awards will be given for the highest scored productions.

All awards are distributed at the MVHSTA Awards Showcase held on **Tuesday, June 7, 2022 at 7:30 p.m.** at the Schuster Center. Directors are encouraged to reveal ALL nominations of their students prior to the Awards Showcase. The MVHSTA Team will publish ALL nominated students in the Awards Showcase Playbill. Most of the individual award recognition will be announced first at the Awards Showcase.

Regardless of whether your nominated musical or play is recognized with an award or not, each participating school may select two (2) students to perform in the opening and/or closing numbers at the MVHSTA Awards Showcase. These students are selected at the Theatre Director's discretion. Students who are selected to performing in "Lead" categories during the Awards Showcase are not eligible to perform in the opening and/or closing number. The deadline for this is Saturday, May 14, 2022.

Awards Categories

Awards will be assigned for each category to a top percentage of all submitted productions. **Outstanding Awards** and **Awards of Merit** for high school musical theatre and play productions, as well as student performances and additional awards, are based on adjudication scores. The MVHSTA staff encourages all Directors to alert their students of each nomination in a manner that works for you and your program. Winners will be honored in each of the following award categories:

Core Awards (Adjudicator Scored):

Outstanding Play Awards

Outstanding Musical Awards

Outstanding Lead Role in a Play Awards (Actor/Actress)

Outstanding Lead Role in a Musical Awards (Actor/Actress)

Outstanding Supporting Role in a Play Awards (Actor/Actress)

Outstanding Supporting Role in a Musical Awards (Actor/Actress)

Outstanding Ensemble Awards

Special Recognition Awards (Adjudicator Scored/Additional Documentation for some Awards):

Outstanding Student Director (Direction, Music Direction, Choreography) Awards

Outstanding Student Designer (Lights, Set, Costumes, Sound, Make up, Props) Awards

Outstanding Student Stage Management Awards

Outstanding Featured Student Dancer Awards

Outstanding Student Orchestra Awards

Theatre Program Director of the Year Award *

** This award is community nominated. Go to mvhsta.org for information on this process.*

“Actor” / “Actress” Delineation

For the purposes of the MVHSTAs, students are adjudicated in the category corresponding to their gender identification, not the gender of the role that they played. Students identifying as non-binary or gender-fluid may choose to either select the category in which they wish to be adjudicated (regardless of the gender of the role) OR they may be adjudicated based on the gender of the role they played.

Award Notification

In May 2022, the MVHSTA team will meet to decide which of the nominated individuals and performances will be awarded MVHSTAs. Schools will be notified of Overall Production and Lead Actor/Actress award recipients no later than **Friday, May 13, 2022**. Please note that not ALL MVHSTA Awards will be released to schools or the press. By keeping some Awardees secret, we hope to create an atmosphere of excitement at the Awards Showcase for many of the categories.

Awards Showcase Performance and Rehearsal Schedule

High schools invited to perform as part of the awards showcase will have three to four weeks to select and prepare numbers, solos, and/or medleys from their adjudicated productions. Performers are required to attend rehearsals at the Schuster Center or other rehearsal space. Most rehearsals will be scheduled during the evenings and/or weekends.

Schools being recognized with an Outstanding Musical Award are invited to perform a 5-minute (or less) number from its award-winning production. If more than one production is being recognized for Outstanding Musical from a school, that school may only perform (1) production number from one of the musicals. Please see page 9 for material submission guidelines.

Any student winning an Outstanding Lead Performer Award from a musical is invited to perform a 2-minute (or less) solo from the nominated show.

Rehearsals are required for ALL Showcase performers and are mandatory. Technical Rehearsal with the band (piano, bass and drums) will be scheduled June 1-7, 2022. Exact times/location TBD. The Awards Showcase takes place on Tuesday, June 7, 2022, at 7:30 p.m. at the Schuster Center.

Awards T-Shirts and Costumes

All student winners and additional nominated students for the opening/closing numbers who are performing in the MVHSTA Awards Showcase are given a T-shirt to keep and wear for the performance. Additional T-shirts are available at a nominal cost.

Outstanding Lead Performers invited to perform are asked to wear something appropriate that reflects the nature of their role in the musical (but not a complete costume). These performers will receive a tee shirt but are not required to wear them during this portion of the awards showcase.

Any additional costume accessories, set pieces, or other props must be approved by MVHSTA Staff.

Awards Showcase Tickets

Tickets will be available for purchase through the Dayton Live box office and online. The student ticket price is **\$10**, which includes any ticketing fees. We encourage all participating schools to attend.

Award-winning students performing in the showcase have a designated seating area and do not need a ticket.

Two (2) complimentary tickets are available for the Theatre Director who organized their school's involvement with the MVHSTAs. We are not able to provide additional complimentary tickets.

Music Submissions for Outstanding Musical/Outstanding Lead in a Musical

Schools invited to perform as a part of the MVHSTA Awards Showcase will be asked to submit the arranged music from the production by Saturday, May 14, 2022. Music must also be submitted for any Outstanding Production and Lead Performer Award winners who are performing. Directors should plan on retaining copies in case they are selected to perform. *(See page 11 for sample rights extension request letter)*. The MVHSTA staff reserves the right to make additional modifications to submitted numbers.

MVHSTA Awards Showcase

On **Tuesday, June 7, 2022, at 7:30 p.m.**, the Miami Valley High School Theatre Awards will present a Tony Awards®-inspired showcase at the Schuster Center honoring schools, students, and directors for artistic excellence in high school theatre. Participants will have the opportunity to receive awards and perform on the Schuster Center stage as a part of the evening's program. Students, faculty, administrators, and staff from participating high schools are encouraged to promote and attend the awards showcase.



The Jimmy Awards®/The National High School Musical Theatre Awards® (NHSMTA®)

The Jimmy Awards®/The National High School Musical Theatre Awards® (NHSMTA®) program impacts more than 100,000 students who participate in high school musical theatre competitions sponsored by presenters of Touring Broadway productions throughout the United States. Presented by the Broadway League Foundation, the program sends a Best Actress and Best Actor winner from each of these competitions to New York for a week-long theatre intensive of coaching and rehearsals with industry professionals in preparation for a one-night-only talent showcase on Broadway. Named for Broadway impresario James M. Nederlander, the program has been the catalyst for more than \$2,000,000 in educational scholarships. For more information, please visit www.JimmyAwards.com.

The Miami Valley High School Theatre Awards is participating in the 2022 National High School Musical Theatre Awards in New York City. **Although the purpose of the MVHSTAs is to celebrate, support and advocate for high school theatre in our area, the process of selecting (2) student to send to New York city is competitive and contains an additional selection process.** Rules and regulations for the program may be found at <https://www.jimmyawards.com/participation/rules-and-regulations/>.

Please note that students will be selected from the MVHSTA “Lead Actor / Actress In A Musical” categories, even though the NHSMTA language now uses “Qualifying Role” to denote the category.

To be eligible for the NHSMTA program, student performers must qualify by:

1. Performing a Qualifying Role in an Approved Musical. This list is available at <https://www.jimmyawards.com/participation/qualifying-shows-and-roles/>.
2. Being available to perform at the MVHSTA Awards Showcase on Tuesday, June 7, 2022.
3. Receiving one of the **top 6** adjudicated scores of “Outstanding” in the “Lead Actor in a Musical” and “Lead Actress in a Musical” categories in their MVHSTA-nominated performance.
4. Being conflict free and available for all days during the NHSMTA week, tentatively scheduled for mid-to-late June 2022 in New York City. Exact dates from the NHSMTA will be forwarded when available.
5. Attend a 1-day workshop with theatre professionals on Friday, May 13, 2022 at the PNC Arts Annex.

The MVHSTA Team reserves the right to determine performance readiness of all qualifying students. After the workshop on May 13, 2022, the MVHSTA Team and panel of theatre professionals will use all available information including scores, experience, behavior, investment, and skill to determine who will be selected to attend The Jimmy Awards®. Adjudicator scores are only 1 factor in determining selection.

**** This information is subject to change. Any changes will be communicated to all MVHSTA Directors in a timely manner.***

Additional Learning Opportunities

All participating high schools can participate in theatre education activities throughout the year at Dayton Live. Education activities for the 2021-2022 Season include:

- Fee-based and free master classes, workshops, and intensives in musical theatre, dance, voice, music, acting, and technical theatre, led by Broadway touring artists and other industry professionals;
- Discounted ticket packages for select Premier Health Broadway Series performances, when available;
- Talkbacks with touring artists and performing arts professionals;
- Groups attending Bagels & Broadway to watch a Broadway tour load in their sets to the Schuster Center; and
- Educational tours of theatres operated by Dayton Live.



Versailles High School's THE WIZARD OF OZ, 2019

Additional Documentation for Specific MVHSTA Special Recognition Award Nominations

To support the growth and artistry of student designers, directors, and stage managers, the MVHSTAs has implemented new requirements for any Student Designer, Director or Stage Management nomination. The requested documents are listed below, and templates are available from the MVHSTA website to be used *BEFORE* and *DURING* the production- not afterward. Any questions about these documents should be sent to the MVHSTA staff.

Directors must send copies of the requested documents from the lists below for the nomination to be adjudicated. More detailed information is available at mvhsta.org.

Outstanding Student Stage Manager

- 2 pages out of the prompt script that clearly shows use of blocking shorthand.
- 2 pages out of the production calling script that plainly shows clear, noted light and sound cues.
- 1 sample tracking document like a shift plot, costume plot, or prop tracking, etc.
- 2 letters of recommendation- one from the Director of the production, one from a student company member.

Outstanding Student Designer (Set, Lights, Sound, Props, Makeup)

- 2 pages of research that clearly shows the designer developing an approach to the play/musical.
- 2 pages of sketches, audio files, drawings, schematics, or other artful documents that plainly show the student designer's research moving into application for the play/musical.
- The student designer's artistic statement about their approach and design aesthetic.
- 2 letters of recommendation- one from the Director of the production, one from a student company member.

Outstanding Student Director or Music Director

- 2 pages of research that clearly shows the director developing an approach to the play/musical.
- 2 pages from the student director's script/score showing blocking notes, ideas, etc.
- The student director's artistic statement about their approach and influence.
- 2 letters of recommendation- one from the "Producer" of the production or the Director of the production, and one from a student company member.

Outstanding Student Choreographer

- 2 pages of research that clearly shows the choreographer developing an approach to the play/musical.
- 2 pages from the script/score showing blocking notes, choreography ideas, etc.
- The student choreographer's artistic statement about their approach and influence.
- 2 letters of recommendation- one from the "Producer" of the production or the Director of the production, and one from a student company member.

A Checklist of Responsibilities for Each Participating School

Please read through this list of responsibilities for each participating school. If you have questions, please contact Dayton Live.

- Register your school's productions by submitting the registration form online (*see pages 2-3*). Registration begins September 2021. The last day to register a school is Friday, January 14, 2022. **Only one Theatre Director or official school representative may register a school.**
- Pay the appropriate fee based on the shows you are registering. You will receive email confirmation once registration is complete.
- Complete Performance Details Form online at www.mvhsta.org.
- Work with the MVHSTA staff to confirm nominations, performance details, and the dates of performances that the MVHSTA Adjudicators will be attending, and when you can release the other seats on hold.
- Reserve six (6) complimentary tickets for MVHSTA Adjudicators at each performance. You will be contacted with information regarding which performances an Adjudicator is attending.
- Contact the MVHSTA team immediately if you have any questions about scheduling, dates, or changes to your production calendar that was previously submitted.
- Send production photos to the MVHSTA staff.
- Communicate to nominated students about their nominations and any feedback that you may receive.
- Send high school & current photos of you (the Theatre Director) to the MVHSTA staff.
- Pass along information about the end of the year MVHSTA Awards Showcase so that students can attend and meet other theatre students in the area.
- Publicize your participation in the MVHSTAs by adding the MVHSTA ad (downloadable at the MVHSTA website) and adding the language on page 5 to your Playbill.

Sample Letter to Licensing House Requesting Permission to Perform

[DATE]

[NAME]

[LICENSING HOUSE]

[ADDRESS]

Dear [NAME]:

Our production of [NAME OF PRODUCTION] was very successful. In fact, our production has been honored with [LIST AWARD(S) HERE] by the Miami Valley High School Theatre Awards (MVHSTA) in Dayton, Ohio, hosted by the Dayton Live. This honor includes an invitation to perform a production number (less than 5 minutes) from our production at the MVHSTA Awards Showcase on June 7, 2022 at the Schuster Center.

The Miami Valley High School Theatre Awards and Awards Showcase are designed to celebrate, support, and advocate for high school theatre education throughout the Miami Valley region. The program celebrates high school plays, musicals, students, and educators by formally recognizing the extraordinary achievements of our community's productions. You can find out more at mvhsta.org.

I am requesting permission to extend our rights agreement to include a benefit performance of one production number without any additional royalties being due.

I realize you will need to make this request of our rights holders, and I ask you to do so stressing several factors to them. First, the opportunity to increase the support and awareness of high school musical theatre in the Miami Valley is vital to a growing and healthy arts community. The MVHSTA Awards Showcase is not a fund-raising or profit-making event. A low-cost admission is charged, but additional funds must be raised from donors to enable the event to break even. Finally, all of the performers are high school students from schools in the Miami Valley region.

Thank you for your on-going support of this important new program in the Dayton, Ohio, area. Please contact us with any additional question or concerns you may have.

Best regards,

[NAME]

[TITLE]

{CONTACT INFO}

Miami Valley High School Theatre Awards Informed Liability Agreement and Media Release

(To be completed by parent or legal guardian of applicant and signed by preparer and student.)

I, _____, as parent/legal guardian of _____, agree that my child will participate fully in all aspects of the program. In addition, I understand, too, that if my child does not attend a schedule rehearsal for the MVHSTA Awards Showcase, he or she may be removed from the program at the discretion of Dayton Live and the Miami Valley High School Theatre Awards staff.

I also authorize Dayton Live and Miami Valley High School Theatre Awards to permit photos and/or video to be taken of me or my child and to use negatives or prints prepared therefore as may be considered necessary by Dayton Live and the Miami Valley High School Theatre Awards for both internal and external purposes.

By agreeing to the release form, I understand I will receive no form of compensation for pictures/video of me or my child used by Dayton Live and the Miami Valley High School Theatre Awards.

I hereby give the staff of Dayton Live and the Miami Valley High School Theatre Awards the authority to accept medical treatment for my child in the event that I cannot be reached. I also release Dayton Live and the Miami Valley High School Theatre Awards from all liabilities and judgments.

Signature: _____ **Date:** _____

Participant Agreement *(To be completed by Participant)*

I, _____, understand the commitments involved in participation in the Miami Valley High School Theatre Awards, and I understand that all events are mandatory and absences or poor conduct can result in removal from the program at the discretion of Dayton Live and the Miami Valley High School Theatre Awards staff. I also agree to be a positive member of this experience, supporting other participants the best I can, and making a commitment that no bullying of any kind will take place.

Signature: _____ **Date:** _____

Liability Waiver: I, the parent or legal guardian of the child/participant listed above, hereby give approval for the child/participant's participation in the Miami Valley High School Theatre Awards. I do waive, release, absolve, indemnify and agree to hold harmless Dayton Live and the Miami Valley High School Theatre Awards, its officers, employees and volunteers from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of Dayton Live.

Medical Authorization/Release: I hereby certify that this child/participant does not have any medical condition which would preclude or restrict his/her participation in the Miami Valley High School Theatre Awards. I hereby authorize, consent and direct Dayton Live and the Miami Valley High School Theatre Awards, its directors, officers, and employees, and any physician, hospital, or other health care provider selected by Dayton Live and the Miami Valley High School Theatre Awards, to take such action as is necessary in the circumstances to provide emergency care and related treatment to my above-named child/participant in my absence, should the need arise while he/she is participating in the program.

Signature of Parent/Guardian

Date

What to Expect on the Adjudication Survey Forms

Depending on the needs of the nominated performance, each of the below category headings could be on the Survey Monkey forms. Though the categories will change for each survey, the Ranking Rubric will remain the same. This reference document is meant to shed light on the adjudication process for Theatre Directors.

Ranking Rubric on Survey Monkey:

10 Truly exceptional work and deserving of the highest recognition; **9** Elevated work and definitely deserves recognition; **8** Very good work and deserves recognition; **7** Above average work and deserves recognition; **6** Slightly above average work and may deserve recognition; **5** Average work and not worthy of special recognition; **4** Slightly below average work; **3** Below average work; **2** Poor work; **1** Very poor work

Standard Survey Adjudication Categories

Overall Production:

1. Overall execution of artistic direction (including directing, music directing, choreography, etc.).
2. Overall execution of production design (including sets, lights, costumes, sounds, props, etc.).
3. Flow/pacing of scenes and/or musical numbers.
4. Communication of story and overarching themes to audience.
5. Level of professionalism and teamwork demonstrated by cast and crew.
6. Overall quality of acting.

Lead/Supporting Actor/Actress:

1. Acting: Strength of physical choices on stage (specific gestures used by actors, use of stage presence/body language).
2. Acting: Emotional believability (depth of character).
3. Acting: Presence of active objectives (character working towards a goal).
4. Acting: Relationship with other characters (listening/reacting to others).

Ensemble:

1. Overall quality of ensemble (including depth of characters, presence of active objectives, and the relationship with other characters).
2. Acting: Strength of vocal and physical choices; relationship with other characters (listening/reacting to others); and commitment to roles.
3. Vocals – Speaking: Articulation and diction; projection and volume; breath support; pitch and tone; rhythm and pace; and variety (speaking with expression).

Outstanding Student Director:

1. Student Director: Overall vision and artistic performance of the nominated scene/number/show.
2. Student Director: Effective use of stage pictures.
3. Student Director: Effective use of the space including the stage, set, levels, and performers.
4. Student Director: Overall pacing of the scene/number/play/musical.

Outstanding Student Music Director:

1. Student Musical Director: Overall vision and artistic performance of the musical qualities within the nominated scene/number/show.
2. Student Musical Director: Effective use musical expression and vocal dynamics of characters.
3. Student Musical Director: Relationship between characterization and the musical elements within the nominated scene/number/show.
4. Student Musical Director: Incorporation of healthy posture and vocal support within the nominated scene/number/show.

Outstanding Student Choreographer:

1. Student Choreographer: Overall performance of the choreography within the nominated scene/number/show.
2. Student Choreographer: Effective use of physical spacing throughout the number.
3. Student Choreographer: Overall effectiveness of the stylization of choreography within the nominated scene/number/show.
4. Student Choreographer: Overall pacing of the scene/number/play/musical.

Outstanding Student Lighting Design:

1. Lighting Design: Overall vision and artistic design of the lighting within the nominated scene/number/show.
2. Lighting Design: Overall use of the lighting design, including specials, gobos, spotlights, etc., to help differentiate spaces within nominated scene/number/show.
3. Lighting Design: Effectiveness of using light during transitions, which include the start of the show, between scenes, and curtain call.
4. Lighting Design: Technical execution of the lighting design to see the action on the stage.

Outstanding Student Costume Design:

1. Costume Design: Overall vision and artistic design of the costumes within the nominated scene/number/show.
2. Costume Design: Overall use of line, texture, and color within the costume design to distinguish characters on stage.
3. Costume Design: Overall use of makeup and/or hair/wigs to enhance characterization of actors on stage.
4. Costume Design: Overall use of costume design to define the time period within the scene/number/show.

Outstanding Student Sound Design:

1. Sound Design: Overall artistic sound design within the nominated scene/number/show.
2. Sound Design: Quality and cohesiveness of the sound design within the world of the play.
3. Sound Design: Effectiveness of the mood/tone in the sound design contributing to the world of the play.
4. Sound Design: Sonic transitions between scenes within the nominated scene/number/show.

Outstanding Student Set Design:

1. Set Design: Overall vision and artistic design of the scenic elements within the nominated scene/number/show.

2. Set Design: Overall use of color, style, texture, and layout of the set design to establish the environment/setting of the nominated scene/number/show.
3. Set Design: Functionality of the scenic design to help tell the story of the nominated scene/number/show.
4. Set Design: Practicality of the scenic design fitting naturally within the world of the play/musical.

Outstanding Student Makeup Design:

1. Makeup Design: Overall vision and artistic design of the makeup within the nominated scene/number/show.
2. Makeup Design: Technical execution of makeup blending, colors, aging, and/or special effects to enhance characterization of actors within the nominated scene/number/show.
3. Makeup Design: Overall functionality of hair styles, facial hair, and/or wigs to enhance the characterization of actors within the nominated scene/number/show.
4. Makeup Design: Practicality of the makeup design fitting naturally within the world of the play/musical.

Outstanding Student Prop Design:

1. Prop Design: Overall artistic design of the props within the nominated scene/number/show.
2. Prop Design: Consistency of the prop design within the nominated scene/number/show.
3. Prop Design: Practicality of the props fitting naturally within the world of the play.
4. Prop Design: Functionality of the props to help tell the story.

Outstanding Student Stage Management:

1. Name of student has been nominated for this award and will be adjudicated outside of Survey Monkey. A PDF of the requirements can be found on the MVHSTA website. If you have any additional notes regarding stage management for this production, please type below.

Outstanding Featured Student Dancer:

1. Featured Dancer: Overall dance performance by the featured dancer telling the story within the nominated scene/number/show.
2. Featured Dancer: Emotional believability of the featured dancer throughout his/her performance.
3. Featured Dancer: Physical connectivity of the featured dancer's body and movement to the sound accompaniment of the nominated scene/number/show.
4. Featured Dancer: Overall execution of dance technique by the featured dancer to tell the story within the nominated scene/number/show.

Outstanding Student Orchestra:

1. Student Orchestra: Overall musical performance of the student orchestra telling the story of the nominated scene/number/show.
2. Student Orchestra: Overall quality of sound (pitch, dynamics, timing, timbre) created by the student orchestra during the nominated scene/number/show.
3. Student Orchestra: Overall connection of the student orchestra to the performers on stage to tell the story within the nominated scene/number/show.
4. Student Orchestra: Overall technical execution of music technique by the student orchestra within the nominated scene/number/show.

How are Adjudicators Rating Performances?

This rubric is meant to be a simple guide for MVHSTA Adjudicators to help rate each production on its own merits.

1 2 3

4 5 6

7 8 9



Ratings of 1-3: This means that the performance or aspect of the production was below average or expectations for the rest of the production. If the performer is not in a coma then they should get at least a 2!

** If you give a low rating please explain your reasons for giving such a low rating in the form of constructive criticism.*

Ratings of 4-6: This means that the performance or aspect of the production was average or not exceptional. If you give an average rating then you feel that this performance is not worthy of any special recognition.

Ratings of 7-9: This means that the performance or aspect of the production was higher than normal. Ratings of 9 mean that you feel that performance or aspect of the production might be worthy of special recognition.

Ratings of 10: This means that the performance or aspect of the production was truly exceptional! This rating is not common and should only be used for truly outstanding qualities. Ratings of 10 mean that you feel that the performance or aspect of the production is deserving of the highest recognition.

** Please note that for a school/student to receive a 10 in any evaluation area, the school/student should exhibit the caliber of work that would be considered outstanding if executed by industry professionals.*

An 8-10 in OVERALL:

- developed the major idea of the play or musical
- left a positive overall impression
- is a play or musical that you would highly recommend to your friends

An 8-10 in ACTING:

- portrayed a believable performance as the character
- was spontaneous, yet consistent
- vocally, physically, and clearly communicated what his/her character wanted on stage
- moved and used his/her body to convey the character
- had good stage presence, energy, and poise
- (if called for) used a specific dialect effectively

An 8-10 in ENSEMBLE:

Has a cast that worked well onstage with others by:

- performing a cohesive production with little lapses in character or story
- representing each character completely and accurately leading to a believable performance and interacting with other actors in a fitting/appropriate way according to the story
- honoring the playwright/composer and the work as a whole
- adding specific nuances to heighten the experience for the audience

To earn an 8-10 a DIRECTOR should:

- have a consistent vision, and convey that vision through their interpretation of the play or musical
- compose stage pictures to give additional meaning to the moments
- pace the show in an appropriate and compelling way
- make good use of the entire space
- have variety in the movement of the show
- have a consistent message in association with lighting, sound, set, costumes, props, and actors

An 8-10 in SET DESIGN:

- had an environment that supported the production
- seemed appropriate to the style or time period of the play or musical
- created a reaction to the play or musical in a specific way, or created a focus on something particular in the play or musical
- was successful in creating an environment for the characters
- elicited proper use of color, line, mass, and texture
- provided a logical and suitable setting for the action of the play or musical
- used colors, style, and layout that created an attractive/effective environment
- had scene changes (if any) that were handled efficiently without disrupting the action of the production

An 8-10 in COSTUME DESIGN:

- used costumes that conveyed the essence of the characters
- helped define the time period of the play or musical
- used costumes that were well executed
- elicited proper use of line, texture, and color
- allowed for ease of movement by the character
- used makeup and/or hair/wigs that contributed to the characterization and the overall appeal of the show

An 8-10 in LIGHTING DESIGN:

- was effective in moving the attention of the audience to the action of the play or musical
- allowed for good visibility

- was effective in changing locations and moods
- (when appropriate) used exceptional effects

An 8-10 in SOUND DESIGN:

- (if used) had microphones that helped, rather than hindered the performance
- In a musical, had a balance between vocal singing and the orchestra
- used effective sound effects
- created mood/tone effectively through recorded music/sound
- helped to establish the time and place through recorded music/sound
- established transitions between scenes through recorded music/sound



@MVHSTA

Questions/Comments/Help

If you have any questions, would like to give feedback about the program or need any help at all throughout the adjudication process, please contact the Dayton Live Staff directly. We are always happy to help! You can email general inquiries to: mvhsta@daytonlive.org or

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