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GEORGIA  
JUNIOR THESPIANS<sup>SM</sup>

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AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

Celebrate  
 you!

*Georgia Junior Thespian  
Conference 2020*

2020 Georgia Junior Thespian Conference

**Troupe Director's Handbook**

[www.gathespians.org/jr-conference](http://www.gathespians.org/jr-conference)

# 2020 Georgia Junior Thespian Conference

# Troupe Director's Handbook



Join us for the best twenty-four hours of middle school theatre in Georgia. The Georgia Junior Thespian Conference features presenter straight from Broadway who will also be available for troupe photos. Plus, you and your Students will be able to participate in a variety of workshops led by theatre professionals from around the country.

And if that weren't enough, your students can also perform or view individual performance and tech events, shop with commercial vendors selling theatre merchandise, and hang out with nearly a thousand other Georgia Junior Thespians.

This handbook contains useful information to help you register for, plan for, and learn more about the 2020 Georgia Junior Thespian Conference. It is as complete and accurate as possible by the publication date. Remember, however, that your primary source of information is the Georgia Thespian website: [www.gathespians.org/jr-conference](http://www.gathespians.org/jr-conference)

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# Registration

Any middle school students Students who are interested in theatre can attend the Georgia Junior Thespian Conference. Registration opens September 29, 2019, at 8:00 am, and closes on November 13, 2019, at 6:00 pm. Remember, you may “meet the deadline” but not be included if all available registration spots fill up before the deadline.

Troupe Directors or teachers are responsible for registering their troupe’s attendees. Parents and students may not complete the registration process themselves. There is no cap on the number of students and/or adults a troupe can bring. Registered troupe directors and chaperones are able to attend all conference events but should also consider themselves supervisors of students throughout the conference.

There are no day passes - no a-la-carte registration.

## Jr. ThesCon 2019 *by the numbers*

**743**  
attendees

**27**  
troupes

**100**  
workshops offered  
over 5 sessions

**65**  
Individual Events

**1**  
Broadway  
Master Class

**1**  
mainstage  
production

**\$760**  
Raise for  
Grants

### Who Can Attend Conference?

- Any current 6-8 grade student or current Georgia Junior State Thespian Officer.
- Students do not have to be a current Thespians to attend the Georgia Junior Thespian Conference
- No unregistered attendees are allowed to remain at conference.
- Chaperones must be 21 years of age or older by February 29, 2020.
- Chaperones cannot bring unregistered children or adults with them.
- Chaperones are recommended at a 1-to-10 ratio – 1 chaperone for every 10 Thespians whenever possible. Georgia Thespians reserves the right to determine if the troupe has an appropriate number of chaperones and can delay completion of the registration until that issue is resolved.
- Bus drivers must be registered attendees to eat with us.
- Georgia Junior Thespians reserves the right to determine who can and cannot attend Georgia Junior Thespians events.

### CONFERENCE GRANTS

State Junior Thespian Officers raise funds for conference grants each year during Junior Thespian Conference. A Conference Grant covers conference registration. The number of grants available each year is directly related to the funds raised.

Conference grants are due September 20, 2019 via form submitted by the troupe director on [gathespians.org](http://gathespians.org).

# Registration

## STEP 1: Online Registration

In order to register for conference, you will need to have a website user account. On the website, select “Conference Registration Area” from the Quick Links menu in the upper right-hand corner of the homepage. Follow the directions there.

## STEP 2: Completing and Mailing Required Paperwork

Have all attendees (students and adults) fill out the Agreement Form. Make 3 copies of all Agreement Forms (One will be mailed, one will be kept for your records, and one will be kept in attendee’s name badge).

To finalize your registration, you must mail in your conference registration packet which must include:

- Payment (See accepted forms of payment) or a copy of the emailed credit card receipt if paying online.
- Copy of your troupe’s registration (screen print-out in portrait, not landscape) with required signatures (Administrator and Troupe Director)
- Complete Agreement Forms for all attendees in alphabetical order by last name. (Forms received out of alphabetical order will cause a delay in the completion of the registration process).
- Note: If you make attendee changes/substitutions/additions after your initial registration, those will not become official until a completed Agreement Form and any applicable fees are also submitted and received.

Mail registration materials and payment to:

Georgia Thespians  
2897 North Druid Hills Road  
Box 225  
Atlanta, GA 30329

## STEP 3: Completing Your Registration

You are not officially registered until all of your fees and Agreement Forms have been received and verified. At that time, your online registration status will be changed from “Pending Review” to “Accepted.” A list of accepted registered troupes will be posted on the website.

## TROUBLESHOOTING ONLINE REGISTRATION

- If students are active Junior Thespians, please input their Thespian ID number.
- If students are not Junior Thespians, please enter “00000” in the space provided on the registration platform.
- Thespian ID numbers are 6 or 7 digit numbers. Each student has a unique number. This is NOT your troupe number.
- Do not include Thespan ID numbers for adults / chaperones, even if they are Thespian alums.
- Call the national office for help with membership (513) 421-3900. Ask for the Membership department.

# Registration

## HELPFUL HINTS AND REMINDERS

- Remember, you may “meet the deadline” but not be included if all available registration spots fill up before the deadline.
- Georgia Thespians does not have a fax machine and cannot accept faxes.
- Hand delivery of the registration fees and forms to personal mailboxes/addresses is not permitted.
- FedEx and UPS are recommended delivery systems.
- We are not able to honor emailed requests to confirm receipt of materials. If you need to know if your registration materials have been received, please secure tracking when you send the package, especially if using the United States Postal Service.
- Avoid extra charges for overnight delivery by sending registration materials early.
- Please do not ask for additional emailed confirmations other than the ones you will receive automatically as part of the registration process.
- The mailing address is NOT a P.O. Box. If you put P.O. before the number, your letter/package will be returned.

## CONFERENCE REGISTRATION FEE

The registration fee for Georgia Junior Thespian Conference is \$85 per attendee. This fee includes all workshops, performance, events, programs, t-shirt, entertainment, social event, conference supplies, and both meals (Saturday lunch and Saturday Dinner).

Acceptable Forms of Payment:

- Certified checks
- School checks
- School booster club checks
- Money orders
- Credit Cards (Note: A non-refundable service fee applies.)
- Cash

Your registration form is your “Invoice” you give to your bookkeeper. The online change from “Pending” to “Accepted” is your receipt. The webmaster will email you when your registration is accepted and post a list of accepted troupes on the website.

All fees are non-refundable.

**Make all checks/money  
orders out to  
Georgia Thespians**

## Helpful Hints & Reminders

- Do not staple checks to paperwork.
- Personal checks and purchase orders will not be accepted.
- A \$50 returned check fee will apply if necessary.
- If your bookkeeper needs a new W-9 form, please email [frank.pruet@gathespians.org](mailto:frank.pruet@gathespians.org) and request one.

# Registration

## REGISTRATION & EVENT FEE SUMMARY

REGISTRATION FEES		
Registration	\$85 per attendee (student and adult)	
Troupe Assessment	\$55 per troupe	
Dates <i>If your request arrives after a posted deadline, the guidelines for the next time period will apply</i>	Additions <i>You want to add attendee(s) to your already accepted registration</i>	Changes/Substitutions <i>You want to make a change or a substitution to your already accepted registration</i>
September 30, 2019 – December 18, 2019	\$85 (regular registration) with no additional fee per attendee if room allows	No fee for change/substitution per attendee
December 19, 2019 – January 3, 2020	Out of Office period. <i>Anything received during this time will be processed after January 4th</i>	
January 4, 2020 – February 23, 2020	\$85 plus \$100 fee (total \$185) per attendee if room allows	\$100 fee per change/substitution per attendee
February 24, 2020 – February 27, 2020	<i>Only adult additions allowed during this time period. No students can be added after February 23</i> \$85 plus a \$200 fee (total \$285) per adult attendee if room allows	<i>Only adult changes/substitutions allowed during this time period. No students can be changed/substituted after February 23</i> \$200 fee per change/substitution per adult attendee

EVENT FEES	
Individual Events	\$25 per entry
Opening Number	\$25 per troupe

## AGREEMENT FORM

The 2020 Agreement Form contains critical information that Georgia Junior Thespians is required to collect by our liability insurance providers

All attendees – students AND adults – are required to submit a completed Agreement Form before they can be registered for the Georgia Junior Thespians Conference.

You will need THREE copies of each completed Agreement Form for everyone who is attending the conference with your troupe – students and adults.

- You will place one copy in each attendee's neck wallet once you arrive at conference.
- You will keep one copy with you at all times during conference.
- You will submit one copy per attendee with the Registration Package (In alphabetical order by last name)
- Note: If you make attendee changes/substitutions/additions after your initial registration, those will not become official until a completed Agreement Form and any applicable fees are also submitted and received.

Visit the Georgia Thespians website to access the Agreement Form and instructions.

Agreement Form

<https://gathespians.org/agreement-form/>

## Agreement Form Troubleshooting

Before you mail your registration packet with your troupe's Agreement Forms:

- Check to be sure all forms are clear and readable.
- Do not accept any forms in pencil or in bright/ neon colors.
- Don't allow anyone to submit a photograph of a form to you. We cannot accept photographs of forms.
- Alphabetize forms by attendees' last names.
- Make sure that you make 2 other copies of the forms.
- Make sure the copies you send in with your registration and the copies you keep for the neck wallets photocopy clearly and are very readable. Think about a stranger reading this information in an emergency to help one of your students or adults.
- Double check ALL the the following things for accuracy on each agreement form:
  - Every box completed on every form. Secure any missing information and add it to your copies.
  - All dates of birth include the correct year.
  - All phone numbers include all 10 digits.
  - Every form has your troupe number on it.
  - The primary and secondary emergency contacts are different people and each contact also includes the relationship to the attendee and the phone number (all 10 digits) of each contact.
  - All forms have required signatures

Anything missing will stop your registration process until you rectify what is missing.

# Pre-Conference Information

## **JUNIOR STATE THESPIAN OFFICERS**

What is an JSTO?

A JSTO is a Junior Student Thespian Officer. The JSTO's job is to plan, manage, and host the next year's Conference. Also, the JSTO serve as a constant communication link between the students and the chapter board; therefore, it is their job to serve as an advocate for the students.

Who can be an JSTO?

Any sixth, seventh, or eighth grader who is an inducted Junior Thespian and in good standing with his/her troupe and school is eligible to run. The student must have a desire to be a strong leader and be prepared to work for the good of Georgia Junior Thespians. Only two student per school may run.

How do I become an JSTO?

The JSTO application must be completed here by December 6, 2019. If an application is not received by the deadline, the student will not be considered for candidacy. Once received, candidates will be notified by email on the status of their application. Candidates must send in a current headshot and bio with their application.

Who votes?

Voting for JSTO will open on January 21 and close on January 24. It is suggested that the troupe director meet with their Junior Thespians before the voting deadline to decide which candidates would be the best leaders. Each Troupe may vote for 4 candidates.

NOTE: Schools interested in voting must be an established troupe through the Educational Theatre Association's International Thespian Society.



# Pre-Conference Information

Junior State Thespian Officers  
<http://gathespians.org/jr-conference/jsto/>

## **I Got Elected, Now What?**

Newly-elected JSTO will be expected to shadow current JSTO and assist with various jobs at Georgia Junior Thespian Conference 2020, staying through the closing ceremony.

JSTO attend various meetings throughout the year and your transportation and cost of transportation is your responsibility. All meetings are required.

JSTO must attend the International Thespian Conference in June 2020. Registration is paid for by Georgia Junior Thespians but airfare and shuttle transfer fees are paid by the JSTO.

JSTO must attend the fall Board retreat in early August, location to be announced. Once again, transportation to and from this event are the responsibility of the student.

You must have the ability to stay in constant communication with fellow JSTO, region students, adult board, and thespians in general via email and phone.

JSTO must meet monthly deadlines and have good time management skills.

JSTO must be proactive and responsible.

JSTO will be encouraged to travel to surrounding schools to see shows and support the Thespian troupes in his/her region.

JSTO must serve as an example of the ideal Thespian.

If you serve as a JSTO as an underclassman and wish to remain on the board the following year, you must run again.

All JSTO will be required to sign a contract of participation. If any rules of the contract are not followed, the STO can be relieved of his/her position.

All JSTO must attend LeadCon 1 and 2 in September and January.

## **NEW TROUPE DIRECTORS**

If you are a new troupe director, we can pair you with a mentor director. We want to help make this year as easy as possible. Contact Natalie Pass ([natalie.pass@gathespians.org](mailto:natalie.pass@gathespians.org)) for more information about mentoring, chartering a troupe, re-chartering a troupe, or any other troupe needs you may have.

# Pre-Conference Information

## WORKSHOP TICKET SELECTION PROCESS

During conference, students will participate in hands on dynamic and exciting workshops led by theatre professionals. The workshop selections will be emailed to all troupe directors by January 6, 2020 to help with your conference planning.

Workshop ticketing will be live from Tuesday, January 21 through Friday, January 24. Any schools who have not selected their own tickets by the deadline will be assigned tickets for workshops. Tickets are available on a first-come first-served basis. WORKSHOPS MAY REACH CAPACITY. Once a workshop sells out, the ticket link will go inactive, which means an alternate must be chosen.

Tickets will be sorted and included in the Troupe Director's packet for pick up at Thespian Conference registration. Directors should receive a confirmation email from SignUp Genius. If a confirmation email has not been received please check your SPAM filter. If a problem still persists, email [natalie.pass@gathespians.org](mailto:natalie.pass@gathespians.org).

Changes to ticket orders will not be made prior to Thespian Conference. If changes need to be made, a Ticket Exchange table will be available for directors to switch tickets. The Ticket Exchange table will be open following the Opening Number on Saturday, February 29

[www.gathespians.org/jr-conference/workshops](http://www.gathespians.org/jr-conference/workshops)

## CONFERENCE SCHEDULE

NOTE: The following is a draft conference schedule intended for your planning purposes. Actual times throughout the day may vary from the final schedule which will be posted on our website as soon as it is finalized. Start and end times of shows will be made specific on the final schedule. Attendees will have transition time before and after each session, so they do not need to leave workshops early.

### **2020 Conference Schedule**

#### Saturday, February 9, 2020

8:15-8:30am	Opening Number Participant Registration
8:30-9:25am	Regular Registration
9:30-10:25am	Opening Number
10:35-11:30am	Workshop Session 1
11:35-12:30pm	Workshop Session 2
12:30-1:25pm	Lunch/Photos w/ Broadway Performer
1:30-2:25pm	Performance
2:35-3:30pm	Workshop Session 3
3:35-4:30pm	Workshop Session 4
4:35-5:25pm	Keynote
5:35-6:30pm	Workshop Session 5/COLLIDE
6:30-7:25pm	Dinner
7:30-8:25pm	IE Showcase
8:30-9:15pm	Student Dance/Director's Meeting

# Georgia Junior Thespian Conference

## VENUE

Columbus Convention and Trade Center  
(Registration/Georgia Thespians Office)  
801 Front Ave  
Columbus, GA 31901

## HOTELS

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

<http://visitcolumbusga.com/>

## PARKING

There is parking available at the Columbus Convention and Trade Center (801 Front Avenue, Columbus, Georgia 31901) and along the streets in downtown Columbus. There is a two-hour limit on downtown parking during weekday work hours.

School buses should drop students off in front of the Trade Center. Overflow parking if necessary will be on Front Ave., by the CSU Coca-Cola Space Science Center, one and one-half blocks from the Trade Center.

## SAFETY AND SECURITY

If the troupe director has to leave conference due to an emergency, he/she must visit Registration before leaving to report who will assume responsibility of the attendees.

Other safety and security information

- Georgia Thespians cannot provide first aid to attendees. Directors and chaperones for troupe members are responsible for their own groups and their own first aid. In the event of a medical emergency, conference participants should dial 911 for aid. The information needed for 911 calls -- the 911 addresses for each venue -- has been printed in the director's folder and posted on Guidebook. The 911 dispatchers require the actual street address in order to respond.
- Individual school rules/policies apply to students while attending the Georgia Thespian Conference.
- Students are expected to attend the planned conference events. Students should not create their own conference events. Troupe Director are responsible for monitoring their students' participation in the planned conference events.
- Troupe Directors must understand that participation in a variety of conference events requires more coordination on their part, not less, and that there are some conference events that overlap.
- Troupe Directors and chaperones are expected to actively supervise students. It is recommended that you know where your students are at all times.
- Be sure to review the conference safety and security guidelines with students before conference. These guidelines can be found on the Georgia Thespians website.

<http://gathespians.org/jr-conference/>

## VENDORS / SPONSORS

Vendors and sponsorship opportunities are available and appreciated each year. Complete the form on [gathespians.org](http://gathespians.org) by January 6, 2020 and mail all checks to:

Georgia Junior Thespians  
2897 North Druid Hills, Box 225  
Atlanta, GA 30329

## Communication

All changes to dates/events/ schedules and any emergency information prior to and while at conference will be posted on social media or on Guidebook, or announced publicly as effectively as possible.

Teachers should also like Georgia Chapter of the Educational Theatre Association on Facebook.



@GAJRThespians



@GAJRThespians

# Conference Events

Conference attendees have the opportunity to participate in many different events at Georgia Junior Thespian Conference. A summary of those events is listed below, and more information about each event is included in the following pages. For more information about any event, visit the Georgia Thespians website at [www.gathespians.org/jr-conference](http://www.gathespians.org/jr-conference).

## **EVENT SUMMARY**

Event	Fee	To Register	Deadline
<a href="#">Collide</a>	none	<a href="#">Online</a>	Jan 24, 2020
<a href="#">Individual Events</a>	\$25 per event	<a href="#">Online</a>	Dec. 6, 2019
<a href="#">Workshops</a>	none	none	Jan 24, 2020

## **COLLIDE**

A COLLIDE is a 55-minute crash-course session where students learn a new skill or create an original performance. At the end of the session, students will have learned a skill or performance which will be shared alongside the Superior Individual Events during the Conference Closing Showcase.

Prior to Conference, teachers will nominate students in the different COLLIDE areas. These students will be selected at random. Of the troupes that submitted nominations, at least one nominee per troupe will be selected.

[www.gathespians.org/jr-conference/collide](http://www.gathespians.org/jr-conference/collide)

## **INDIVIDUAL EVENTS**

Individual Events is an educational program that offers delegates the opportunity (using the audition approach) to receive constructive feedback on prepared theatrical material and technical designs. The goal for participating students is to find their talent, strengths, and opportunities to grow as theatre artists. The auditions culminate in the selection of a performance showcase cast from the top scoring entries and selected by the adjudicators as "Critic's Choice".

Commonly called "IEs", these events give theatre students opportunities to be evaluated in either performance or technical events. The performance events include solo, duet, or group musical, monologue and duet/group acting. In addition, students may also enter design/technical IE's which allow tech students the opportunity to show and be adjudicated on what they know and display the work they have done.

### Individual Events

The performance Individual Events include:

- Monologue
- Duo Acting
- Group Acting
- Solo Musical Theatre
- Duet Musical Theatre
- Group Musical Theatre

The technical Individual Events include:

- Costume Construction
- Costume Design
- Lighting Design
- Scenic Design
- Sound Design
- Stage Management
- Theatre Marketing

# Conference Events

All IEs that receive an Overall Superior Ranking qualify to compete at the National Level at the International Thespian Festival (however, please note that each student may participate in only ONE IE at the national level). The NIES also culminates in a “Critic’s Choice Showcase” at the International Thespian Festival.

For all information, including IE registration/payment/forms, rights to perform, number of entries, and all rules, please read the [Georgia Junior Thespians IE Guide](#).

For more information, visit the Georgia Thespians website:  
<https://gathespians.org/jr-conference/ies/>

## **WORKSHOPS**

During the annual conference, students have the opportunity to participate in dynamic and exciting workshops led by theatre professionals in all areas of the theatre arts, including many types of dancing, movement, vocal, accents, the audition process, improvisation, makeup, costuming, stage management, set design and construction, lighting and sound, team building, and theatre games, just to name a few.

The workshop schedule will be posted on Guidebook as soon as possible before conference so that you and your troupe members can plan their conference workshop experience in advance.

# Performance Opportunities

Event	Fee	To Register	Deadline
<a href="#">Conference Opening Number</a>	\$25	<a href="#">Application</a>	Dec. 6, 2019
<a href="#">Conference Shows &amp; Screening</a>	\$50	<a href="#">Application</a>	Sept. 29, 2019

## **CONFERENCE OPENING NUMBER**

Georgia Junior Thespians can have the opportunity to participate and produce a musical number as a part of the Conference's Opening Number. Directors will choose a musical number from the approved list to produce, rehearse, and bring to Georgia Junior Thespian Conference to present.

Schools are responsible for acquiring a karaoke track for their performance. All music must be performance ready and cut to 3 minutes prior to sending in your music. If you miss the deadline to submit your track or if your track is over 3 minutes your group will not be eligible to perform.

Students and their troupe director will be required to attend a MANDATORY rehearsal the morning of Junior Thespian Conference from 8:30-9:25am. Failure to arrive on time or attend the rehearsal will result in removal from the Opening Number.

Online submissions will be accepted between September 29th, 2019 and December 6, 2019. We will cap opening number to the first 9 schools that register.

Please contact [abigial.jackson@gathespians.org](mailto:abigial.jackson@gathespians.org) with any questions regarding Opening Number.  
[www.gathespians.org/jr-conference/opening-number](http://www.gathespians.org/jr-conference/opening-number)

## **CONFERENCE SHOWS AND SCREENING**

Georgia Junior Thespians is looking for a high-caliber production to showcase at the 2020 Georgia Junior Thespian Conference. If you would like to share your show with other Georgia Thespians, we encourage you to apply. All schools applying to be screened must be an ACTIVE Junior Thespian Troupe.

Schools must agree to the following criteria for eligibility:

- Directors must agree to be pre-screened in a selection process.
- Shows must be 45-50 minutes in length.
- Students will not be eligible to participate in the Opening Number.
- Shows will be performing on a platform stage in a ballroom, therefore should be a traveling style show and flexible with technical needs. All scenery needs to be able to be LIFTED on/off the stage.
- Wing and backstage space will be limited.
- Shows must provide their own crew members including, but not limited to: set, props, and operating teams (lights, sound, spotlights, etc).

### Screening Date Summary

Screening Application Deadline  
Sept. 29, 2019

Show Screening Window Closes  
Nov. 23, 2019

Show Schedule Announcement  
Nov. 24, 2019

[Show Screening Application](#)

# Important Dates & Deadlines

September 20, 2019	Conference Grant Applications DUE
September 29, 2019	Screening App DUE Registration Opens Individual Event Registration Opens JSTO Candidate App Opens Opening Number App Opens
November 13, 2019	Registration Closes
November 24, 2019	Conference Show announced
December 6, 2019	<b>SUPER DEADLINE</b> Individual Event Registration Closes JSTO Candidate App Closes Opening Number App Closes
January 6, 2020	Workshop Descriptions Emailed Out JSTO Candidate Information Shared
January 21, 2020	Workshop Ticket Selection Opens JSTO Voting Opens COLLIDE Teacher Nomination Opens
January 24, 2020	Workshop Ticket Selection Closes JSTO Voting Closes COLLIDE Teacher Nomination Closes
February 29, 2020	2020 Georgia Junior Thespian Conference

# Georgia Junior Thespians State Board

<b>GUESTS</b>	
Adjudicators / Guest Artists / Workshops	Jennifer Finlayson, Spencer Stephens
<b>PERFORMANCES</b>	
Conference Shows	Abigail Jackson
Opening Number	Abigail Jackson
<b>EVENTS</b>	
<b>COLLIDE</b>	
Individual Events	Natalie Pass
	Jordan Hughes
<b>PUBLICATIONS</b>	
Guidebook/Social Media/Webmaster	Nicholas Sostillio
Program	Toni Jarvis
Registration	Eric Ebell, Frank Pruet
Workshop Ticketing	Natalie Pass
<b>ADMINISTRATIVE</b>	
Chapter Director	Paul Hampton
Conference Coordinator	Shelby English
Treasurer	Frank Pruet
Student Leadership	Kathleen Bryant
New Troupes / Mentoring	Natalie Pass