



MISSOURI STATE THESPIANS

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

MAINSTAGE REQUIREMENTS & GUIDELINES FOR ADJUDICATION

Thank you for your interest in submitting for MST Mainstage Performance and your dedication to your troupe and Missouri State Thespians. This can be an exciting moment for the production team. In order to make your show have a successful adjudication and selection, please review the requirements and guidelines.

We strongly recommend that all choices made in your application, design, and production reflect that this show will travel to the MST Conference. Please review the timelines early.

Please contact me if you have any questions throughout the process.

Theatrically yours,
Holly Potthoff
holly.potthoff@mrhschools.net

Timeline:

Adjudication opens - February 1, 2019

Last day to apply - October 18, 2019

Last day for adjudication - November 17, 2019

Mainstage Contacted - December 7, 2019

Performances - January 9, 10 & 11, 2020

MAINSTAGE REQUIREMENTS & GUIDELINES

(Please understand that this information is correct as of July 22, 2019. If changes need to be made do to limitations with the facilities or other unforeseen problems, I will notify all schools who have submitted forms.)

ADJUDICATION

Application and Fees:

- **Deadline is October 18, 2019 for all Mainstage and One Acts**
- Schools must submit all completed paperwork and a \$100 check payable to *Missouri State Thespians* at least 4 weeks prior to the production. No adjudicators will be scheduled until payment is received.
- MST will pay for 2 adjudicators to travel to and from schools choosing to be adjudicated (gas, and lodging dependent on distance traveled to site).
- If a school withdraws their application 7 days before the adjudication date they will be refunded the \$100 fee. Any school that cancels after that time (6-1 days prior to the date) will have their adjudication fee forfeited.
- In the event more schools submit for a particular weekend than available adjudicators can be secured, adjudicators will be assigned on a first come first served basis. *It is to your advantage to submit early.*
- You may be asked to email/share a 7 minute continuous video clip of your production to holly.potthoff@mrhschools.net. Please make sure you plan accordingly in case that happens.
- Selection will be announced December 7, 2019.

Rules about Submission:

- Schools wishing to be adjudicated for consideration of giving a performance at the state conference of any calendar year must perform between February 1, 2019 - November 17, 2019.
- Each school may only submit 1 mainstage show for adjudication.
- Schools who have their show adjudicated for International Thespian Festival at their school will not be adjudicated at the conference.
- Schools submitting a show in the spring must make sure all performers will be active students the following year. MST Adjudicators must see the cast that will be in place for the January conference.
- Schools who have been adjudicated for consideration of a state performance but have not turned in their registration forms or payment by Nov. 25th will not be considered registered for the conference and will therefore NOT be issued an invitation to perform.
- ANY missing information (cast or crew) on the registration may result in forfeiture of your performance.

Planning for Adjudicators at Your Venue:

- Please have a pair of complimentary tickets available for each adjudicator at the box office. (2 adjudicators will be sent to your show). You will be notified in advance the names of your adjudicators for reservation purposes.
- You may be asked to provide a backstage tour of the set to the adjudicators after the show. This tour will allow the adjudicators to inspect the safety and ability to travel.

Registration:

- Schools that are being considered to perform must register all performing and tech students and adults for conference (all students who are active in the production - front and backstage). No student will be allowed to perform at the conference who is not registered for the conference. The only exception to this will be student musicians performing in orchestras for musicals.
- Non-Registered delegates (musicians) will not be covered by MST's liability insurance while at the conference
- Schools that are being considered for performance should register their troupes as if they **will be performing**; however, they must also indicate to the registration chair any changes they might want in their registration (if not extended an invitation) by the close of Registration.
- Schools that are invited to perform must submit a complete guest pass list (including first and last names) by Dec. 10th. Each pass will cost \$5 and will be invoiced to the school. PLEASE NOTE: No Guest Passes will be made after this date so it is highly recommended that you have a guest list prepared in advance. Please make sure to inform us if you will be needing any handicapped seating.
- Schools are notified by December 7th. At that time all delegates not attending must be dropped. PLEASE NOTE: If not selected, free drops of delegates who decide not to attend conference **cannot exceed 25% of the troupe registration**. *Any additional drops will incur a \$40 fee per drop.*

Performing at Conference:

- All Main Stage performances at State will be adjudicated for ITF with said adjudication application and fee arranged by MST. In the event you are extended an invitation to perform at ITF it is the troupe's responsibility to pay for any additional costs incurred in performing there (including but not limited to: registration, production costs, etc.).
- When creating a show to be adjudicated, show **MUST** be created to travel. Please keep that in mind when designing the show as well as the fact that it will be performed in a foreign space, please plan accordingly. This is a question on the adjudication form and if the adjudicators do not feel as though your show can travel well, it could cause you to not be selected.
- Both the Music Hall in Kansas City and the space in St. Louis are Union Houses and therefore will use their own judgment when deciding if students are capable to run the technical elements of the performance, please keep this in mind when designing the technical aspects of your show.
- Before the loading in begins, the Director, a MST Board Member, and an individual from

the venue will do a “walk through” of the stage to assure the condition of the facility before the show begins. A “walk through” will also happen after strike to assure no damage was done during the show.

Union Constraints

- Since this is a union facility, MST must comply with the Union contract. Therefore, all loading and unloading should be *student led*. The only people allowed in the theater during this are the directors and students (a *limited* amount of background checked adults, 3-4 only, who are registered at the conference). **You may not bring in outside help to set up your show.**
- MST works to make sure the Union crew is excited to work with students. This should be a student focused event and they will work with well trained students on electrics, audio, and construction.

Schedule:

- Load-in will be from 8 AM to 9 AM
- Set Up will be from 9 AM to 11:30 AM
- One Hour Union Lunch Break 11:30 AM to 12:30 PM
- Rehearsal / Additional Set-Up 12:30 PM to 5:30
- One Hour Dinner Break 5:30-6:30 PM
- House Opens 6:30 PM
- Performance 7 PM-9:30
- Strike 9:30- 12:00
- Possible Staggered Union break 10:30-10:45 PM
- All shows must be completely out of the space by midnight. All time and fees after the midnight hour are the responsibility of the troupe and will be invoiced accordingly. At midnight the Union moves to Double Time with a 4 hour minimum/person. This can become very costly. Having a strike plan is essential.

NOTE: If you are selected to perform on Saturday, your show will be at 2:00pm; therefore, the schedule will look different. You will be informed of those details as soon as that information is available.

Technical Specs:

- Gels and Gobos will not be provided by the theatre space, if you want either you must provide your own.
- Additional lighting requirements such as moving instruments or spotlights need to be requested on your application, so MST can determine additional cost. Additional cost will be invoiced to the performing troupe accordingly. We will let you know the cost as soon as possible to let you decide what is appropriate for your school. You will not be permitted to bring your own equipment unless the facility allows it and can support you.

- We recommend bringing your own microphone equipment. Make time to tech microphones.
- Projections are an extra expense that will be charged to the school (This includes labor and rental). This expense is added if you bring your own equipment.
- The lighting and sound board are provided by the facility and you do not need to bring your own. If you choose to bring your own, please communicate that early.
- You MUST completely fill out the show spec sheet as it pertains to the show you are having adjudicated as part of your completed application. Please note that any question left unanswered or vague could result in your show not being selected.
- Your show can be no longer than two and a half hours in length including intermission.
- Productions are not allowed to screw or drill into the deck.
- As mentioned above, MST Board Member, the Director, and an official from the venue will walk through the space upon load-in and strike to make sure no damage done during your show.
- You are responsible for bringing your own tools and equipment.
- Loading and Unloading - It is recommended that you have a pack and unpack diagram.
- Please make sure your set pieces are secure and well stabilized for the set-up and strike. Things happen quickly and no one wants a destroyed set.

MST will provide spec sheets and inventory list of the space you are performing in. We will do our best to make sure all draftings and drawings are accurate.

MST will try to schedule a walk through of the space with the chosen directors in December.



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Mainstage Submission Form

Missouri State ITS Conference 2020, January 9 - 11, 2020.

Please print out this page and type or print legibly on the blanks; use black ink only.

Deadline for receipt: October 18, 2019.

Performance must be adjudicated by: November 17, 2019.

Troupe director _____

E-mail address _____

Troupe number _____ Principal's Name _____

School name _____

School street address _____

City _____ State/province _____ Zip code _____

School phone (_____) _____ Best time to call _____

Home phone (_____) _____ Cell phone (_____) _____

Box Office Number (_____) _____

Main Stage Production Information

Title of play (one only) _____ Author _____

Publisher _____

Director _____ Student Director Y or N

Are all your performers high school students? Y or N

If you answered no, please explain. _____



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Authorized screening representative(s) are *requested* to attend our production on:

Evening (date) _____ Curtain time _____

Location (if different from school address) _____

Directions to school. (*please attach*)

I, as troupe director/show director, have read the Main Stage Requirements and Guidelines and am willing to comply with all that is stated within. In addition I agree to (please initial):

- _____ Submit a digital or hard copy copy of the script.
- _____ Accept the judgment of the screening committee.
- _____ Accept whatever performance time slot I am assigned.
- _____ Adapt my lighting design to the structure of the predetermined lighting plot.
- _____ Register my cast, crew, and chaperones by November 25, 2019.
- _____ Submit proof of performance rights or payment waiver, light plots, stage plots, and technical requirements with my adjudication application by October 18th, 2019.
- _____ Accept the time allotted for set and technical set-up on the Main Stage.
- _____ Accept that any additional costs incurred due to union break times not being followed, damages to the space, or equipment rental will be billed to/paid by my troupe.

Troupe director's signature

Date

Principal's signature

Date

Scan and email or mail the following to -

holly.potthoff@mrhschools.net

Holly Potthoff / 7539 Manchester Road / Maplewood, Missouri 63143



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CHECKLIST FOR SUBMISSION

This should be included on the top of your application.

DUE OCTOBER 18th, 2019.

In order to be adjudicated I have completed -

- This form
- Theater "Specs Sheet" (online google form - save under school name and print)
- \$100 check (email if wishing to use Credit Card)
- Permission from publisher
- Two copies of script (two hard copies or one digital)
- In one paragraph, write a brief description of the director's intent and interpretation and/or the literary and educational merit of the suggested material for both the producing school and MST audience
- A letter of support from your Principal
- Directions to your school
- Detailed description of each technical area and its requirements.
 - Including:
 - Sets
 - Lighting
 - Costumes
 - Props
 - Sound
- The plan for traveling the set
- Play synopsis.
- Contact information for your Principal, Superintendent, Director of Public Relations, and Local Newspaper.