

# **Palmetto Dramatic Assoc. & SC International Thespians Festival**

This document will try to outline the process of being part of the **Palmetto Dramatic Association** and the **SC International Thespians** (frequently referred as **PDA** and **SC Thespians**). The best way to use this document is PRINT this and use in conjunction with the website <https://www.pdascits.org/>







Any school that wants to participate in any portion of the festival must register by the December deadline. You may choose to do only PDA or Thespian events but either way you will be filling out only one form each time. **The SCHOOL REGISTRATION** (fairly simple one page form) has the December deadline. The **January DELEGATE REGISTRATION is for ALL Individuals** in your group to be registered. Depending upon in what your students choose to participate, the January deadline can be daunting– but with planning and using the timetable checklist- you and your students can be a part of “The Feel Good Theatre Festival of SC.”

## **Navigating the Website**

1. There are three main pages with some pages having subpages and multiple links to the other pages. The pages are:
  - **PALMETTO DRAMATIC ASSOCIATION**
    - ⇒ One-Act Play Festival
    - ⇒ Link to Original Scripts for PDA Competition and THESPY Playwriting Entries
  - **SC THESPIANS**
  - **HS REGISTRATION**
    - ⇒ Link to New to the Festival
    - ⇒ Link to School Registration: December
    - ⇒ Link to Delegate Registration: January
    - ⇒ Link to PDA and SCITS Scholarships (also known as Senior Awards)

There is also a page for the Junior Thespians, who have their own festival later in the Spring, and there is an ABOUT page that gives you contacts if you have questions about particular parts of the festival, as well as a Vendor page and AWARDS.

2. As you go through the different web pages you should be aware of the following buttons:

-  Registration Forms and possibly UPLOADING Documents (with DEADLINES!)
-  PDF Printable Forms or Documents to be Printed and possibly UPLOADED
-  Links to other pages within the website for further information
-  Links to EdTA/Thespy Awards documents and websites
-  General Information about the Festival Site– i.e., Technical Info/Host Site
-  Archived Documents

Throughout these instructions and timetable, note that **document titles** are embolden and links to webpages or forms are underlined.

On page 2 and 3 is a checklist/timetable of what to do when. Dates in parenthesis are (suggestions) and those embolden are **deadlines**.

If joining the festival for the first time, you do not have to do all or any of the events. You can just come and observe and participate in workshops– or maybe do either Thespian Thespy or the PDA One Act festival. Pages 4 and 5 go into detail about events and these things can also be read on the website.

<b>Deadlines 2023-244</b>	<b>Teal= Thespian Event</b>	<b>Pink=PDA Event</b>	<b>Yellow=All Festival</b>
✓ (Suggested) <b>Deadlines Em-bolden</b>	<b>COST</b>	<b>Event</b>	<b>TASKS from September to Early January</b>
(Mid September)		Info meeting for Students	To be discussed: *One-Act Festival, Thespys, scholarships, and STO. *Costs (\$40-Delegate, additional \$15 for Senior Awards) *Costs for hotel, transportation, meals *Original One-Act competition AND Thespys Entry for Playwriting(\$15) <b>*DECEMBER deadline</b> <a href="#">Thespian Page</a> for NEW RULES
(Before submitting Registration)			Paperwork with bookkeeper for payment with <a href="#">School Registration Form</a>
<b>Monday, September 25</b>	\$50-School Reg. \$50- One Act Slot \$15 per Original Script	School Registration opens	*Must submit payment or a Purchase Order in order to: 1. Reserve a slot in the One Act Festival and 2. Reserve a specific title <a href="#">School Registration Form</a> *Check the <b>Ineligible List</b> AND the <b>Reserved Titles for 2024</b> link so that you do not duplicate a script already reserved. <a href="#">PDA One Acts</a>
(December 1)		Info Meeting for Students & Hotel Reservations	Students should be able to give you: *their Thespy categories <a href="#">Thespian Page</a> *Senior Awards * Soph and Jr- STO Application *Original Scripts <a href="#">Hotel Reservations</a> : List on Delegate Registration page is ONLY information
<b>Thursday, December 7 Major Deadline</b>	\$50-School Reg. \$50- One Act Slot, and Original scripts- \$15 per entry	<b>FINAL DAY: School Registration for the Festival</b>	If not done already, submit <a href="#">School Registration Form</a> . Check <b>Reserved Titles for 2024</b> to not duplicate. <a href="#">PDA One Acts</a> NEW THIS YEAR: Submit Original Scripts (PDA/Thespys) with the School Registration. OR, submit separately with the <a href="#">Original Script link</a>
(December 11)		Technical Information	Download information- Host Site <b>Technical Information</b> on the <a href="#">One Act Performance webpage</a> . Technical elements must fall within their guidelines. Look at questions in the <b>Play and Tech Form (#3)</b> on the <a href="#">Delegate Registration: January webpage</a>
<b>Thursday, January 4</b>		PDA Originals - Top 3 & HMs Teachers notified	Playwriting Workshop will be held in conjunction with the Reader's Theatre performances of the Top Three. Winners of awards will be announced at the Awards Ceremony at the festival.
(January 4th)		Delegate Registration Worksheet	Print out the <a href="#">Delegate Registration Worksheet</a> to compile the information you will need to complete the Delegate Registration Form. In the registration, you will list Adults, Auditioning Seniors, and Students (non-auditioning Seniors). Thespys, STOs
(Thurs, January 11)		Payment for <b>School Registration</b>	If you submitted a Purchase Order for the School Registration, make sure a check was sent by your school or district to PDA.
(Thursday, January 11, 2024)		<b>Delegate Registration WORKSHEET</b> filled out	* <b>School Permission Form</b> , signed by Principal * <b>Chapter Select Form</b> , signed by Principal (optional) *Line up school paperwork with <b>bookkeeper for payment</b> for Delegate Registration * <a href="#">Delegate Worksheet</a> filled out in order to submit the Delegate Registration <a href="#">Thespian Page</a> Make sure performance selections fall within guidelines to avoid disqualification.

# Palmetto Dramatic Association & SC Thespians Festival

	<b>Deadlines</b> <b>2023-24</b>	<i>Teal= Thespi-an Event</i>	<i>Pink=PDA Event</i>	<b>Yellow=All Festival</b>
✓	(Suggested) <b>Deadlines</b>	<b>COST</b>	<b>Event</b>	<b>January and February Tasks</b>
	<b>Thursday, January 18, 2024</b>	<b>\$40/Delegate +\$15/ Auditioning Senior \$20 Chaperon</b>	<b>DELEGATE REGISTRATION +</b>	Complete the <b>Delegate Registration Form</b> *Full Name for Badges- Full Legal Names for 18 yr. olds, Auditioning Delegate, Student Delegate *Thespy Categories *Signed School Permission (UPLOAD Form #3) <a href="#">Delegate Registration Page</a> Chapter Select Fee: \$20 (if applicable)
	<b>Thursday, January 18, 2024</b>	No Fee	<b>Play Tech Form</b> scheduling conflicts for One Acts & Thespy sessions	Submit the <a href="#">Play Tech Form</a> listing the technical elements, the Content of the One-Act, and <b>any scheduling concerns you may have for the play or THESPYS. Schools will be slotted into One Act schedule AS the forms are submitted.</b> Set can be stored in a 8ft X 8ft area. Full runtime: including set up, performance and strike, is under 40 minutes.
	<b>Tuesday, January 23, 2024</b>		<b>Check Email for Links</b>	Links to upload Senior Award Application (SENIORS) Links to upload STO Application (STUDENTS) <b>Link to OPEN WATER for Thespy Entries</b> (no videos, but titles and publishers) <i>Missing Link at this time</i> <a href="#">Thespyan Page</a> Make sure performance selections fall within guidelines to avoid disqualification.
	(Thurs, Jan. 25)		Links to Adults	Links to upload Recommendations, School Records and Consent sent to Teachers, Counselors, Parents
	(Sat, Jan. 27)		<b>Directors' Meeting</b>	<b>Dreher HS</b> See the site, walk the space, ask questions about the tentative schedule or anything pertaining to the festival.
	(Tues, Jan. 30)			One-Act Schedule Published
	<b>Thursday, February 1, 2024</b>  <b>Major Deadline</b>	No Fee  Meal Tickets will vary by site: approx. \$10	<b>Uploads/ Forms submitted, Thespy Entries in OPEN WATER</b>	Deadline for <b>*OPEN WATER-Thespy Entries</b> *Senior Awards (BB & Sr.Thes.Aud) *Recommendations for BB Applicants and STOs (TEACHERS) *School Records for BB Applications and STOs (SCHOOL COUNSELORS), Consent for STOs (PARENTS). <b>*Meal Ticket purchased</b> (Optional on <a href="#">Delegate Reg. Page</a> )
	Thurs, Feb. 1		Name Verification sent	Look for an email with a list of all Delegates. Check spelling and full names for 18+ yr. olds.
	<b>Tuesday, February 6</b>		<b>Verification</b>	*Names verified for Background Check *Thespy Session Schedule published
	(Friday, Feb. 9)			* <a href="#">Reserved Titles for 2024</a> reviewed for appropriateness * <a href="#">Festival Delegate Permission/ Festival Conduct</a> (Form #4): Collected and In-Hand <b>Verify payment was sent to PDA.</b> If it has not be mailed already, hand-deliver to Host Site.
	<b>Friday, February 16, 2024</b>	No Fee	<b>Forms to bring to Festival</b>	*4 copies of your <b>OA playbill</b> -BB nominees' names denoted. <b>*Chapter Select Form</b> , signed by your principal <b>*Full payment</b> for Delegate Registration if paying on site <b>Held by the Sponsor:</b> * <a href="#">Festival Delegate Permission/ Festival Conduct</a> (Form #4)
	(Sun., Feb.18)		<b>Thespy Scoresheets</b>	Thespy scoresheets will be released through <b>OPEN WATER</b> to delegates after the Awards Ceremony. Printed One-Act and Original Script scoresheets available after ceremony
	Monday, Feb. 19			Enjoy Presidents' Day– hopeful it is a holiday for you!

## ***Festival Explanations***

For each of these explanations, you will see a set of parenthesis. This tells you WHAT Form you need for your students to participate and WHEN the Deadline is. Further information on specific events can be found on the website. There are no specific dates listed here in order not to have to update every year. Specific deadlines are listed on the Timetable.

### **PDA/SC ITS Festival (December– School Registration)**

In order for a school to participate in the festival, the school must register by the December deadline.

- Registration will open in late September. The **School Registration** grey button on the REGISTRATION (HS Forms) webpage.
- This is a link to an Online Form that will take you to the Cognito Website. You may see us use the term “the Cognito Form” or the “School Registration Form” and your Invoice will be sent as an email from Cognito Forms.
- Completing this form and making payment reserves a spot for the school to perform a One-Act at the festival.
- If you want to reserve a particular script for the festival, you can request that reservation at this time. Please check the One-Act Performance webpage for **Ineligible Plays** and the **Reserved Titles for this year’s festival** (a live document) before you reserve the title. There are no duplications of performances and the second school to request a play title will be asked to pick another show. NOTE: a school has NOT reserved a play title until payment or a Purchase Order has been received by PDA.
- This is where you can make a Credit Card payment or upload a Purchase Order. From this online line form, an Invoice/ Receipt will be generated. Please make sure you have communicated with your bookkeeper/financial personnel to make sure you are prepared to register. Each school and district is different so please have that conversation with the correct personnel before you start this process.
- If uploading a Purchase Order: once you have the Invoice email (within 24 hours of submitting your registration) you are responsible for getting a check cut and sent to the PDA Treasurer or a payment made through Cognito/Square process BEFORE the January deadline for Delegate Registration
- Note: A school can attend the festival and NOT participate in the One-Act festival; in that case, the school would only pay to register the school. (\$50)
- **FEE: \$50– to register the school, \$50– to register for a slot in the One-Act festival**

### **PDA/Thespians Original One Acts: (December- OOA/Thespy's Playwriting Submit Script)**

- Deadline for submission is now the same as the School Registration
- PDF formatted scripts have to be uploaded on the **Submit Script** grey button on the Original One Act webpage. Formatting the script is explained on the Original One Act webpage.
- Teachers will be notified by email of the top three scripts selected (and any possible honorable mentions) by the beginning of school in January
- Top Three scripts presented in Reader's Theatre format on Saturday afternoon
- **FEE: \$15 per script.** Payment must be made at the time of submission and school registration paid by the December deadline in order for the scripts to be read and considered for recognition.

### **OTHER ITEMS in DECEMBER: (Registration (HS Forms) page)**

- Also due on the same **December deadline** as the School Registration
- **PDA Outstanding Educator of the Year**– nominate a teacher who has accomplished outstanding work
- **SC Thespians Honor Troupes**– active troupes can apply to be recognized for their work and contributions for the previous school year (August 1-July 31)
- Links to both forms can be found on the Registration (HS Forms) page, No fee

### **PDA One-Act Festival: (January- Play and Tech Form– no fee)**

- This is Form #3 is on the Delegate Registration webpage and is a **SEPARATE Cognito form** (look for a second gray button) than the Delegate Registration Form
- Specific information about the play including approximate run time, size of sets, use of special effects and content will be asked. Also, each director should give a brief summary and warnings of any content issues.
- 40 minute time limit includes set-up, production, strike
- Published scripts presented in full production– while the majority of the adjudication will be on the acting and performance– the handling of the production overall is also critiqued
- Festival usually runs from Friday afternoon thru Sunday afternoon
- If there are any scheduling conflicts or preference for particular sessions, there will be a place on this form as well. PLEASE NOTE: if your group is only attending for one day, your group should plan on doing either the One Act OR the Thespian events– and not both.
- Sponsors are responsible for checking the **Reserved Titles** live document to make her/his school aware of the shows being presented at the festival.

## *Festival Explanations (Continued)*

### **Delegate Registration** (January)

This is the extremely large, very detailed Cognito Form where all the information for each attending individual is listed. Use the **Delegate Worksheet** in order to compile all the information before beginning the submission. This is also where forms that you downloaded earlier, had filled out– and possibly signed, will now be uploaded. All the forms to be downloaded can be found either on the Delegate Registration webpage or the specific webpages that are dedicated to the specific events.

**1. School Permission**– Found on the Delegate Registration webpage, it is a yellow button that will link you to a simple PDF form. You can fill in most of the boxes; however, the form will need to be printed and given to your principal to sign. Then it can be scanned to be uploaded into the first page of the Delegate Registration (Cognito) Form. **No additional Fee**

**2. Chapter Select Performance:** For schools with an ACTIVE THESPIAN TROUPE wanting their one-act to be considered for the National ITS convention in June, the one-act must be presented during the PDA One-Act festival and the Chapter Select fee paid. The “Standards and Copyright Form” from EdTA can be located by clicking the **Chapter Select Form** yellow button. This is the one document that may need to be delivered to festival registration in February and not uploaded. The principal has to view the show and confirm that the production is approved to be presented to the public. **FEE: \$20**

**3. Thespian Thespy:** A competition for solo, duet, and group performances as well as film productions and technical portfolio/interviews. PLEASE look through Thespian Thespy webpage for full details.

- Several possible events, but each student is allowed to be in ONLY TWO Events.

- Events will occur from Friday afternoon through Saturday evening

- For scheduling, the PDA One-Acts will be scheduled first, and then a school’s Thespy will be scheduled outside of the one-act session the school is performing in.

- Delegate/Individual Registration is \$40. (Chaperon is \$20)** This covers participation in all events (Thespy, workshops, and One-Act festival). Only exception is Senior Awards events.

**AUDITIONING DELEGATE FEE** (in addition to the \$40): **\$15 per Applicant** (covers both Senior award events)

**4. Senior Thespian Auditions** are open to Seniors who are active Thespians.

- Up to \$2,500 in scholarship money will be awarded.

- Auditions will be uploaded ahead of the festival and the top candidates will interviews via Zoom before the Festival.

- EACH Sr. Thespian Audition Application** will have a place to upload: a Resume’, Headshot, and Technical Portfolio along with the recording of the Audition/Technical Presentation– all required elements of the application

- There are three categories: Performing, Technical, and Theatre Education.

- 5. PDA Blair Beasley Award of Excellence:** Senior students may apply to be considered for this cash award for their work during the One-Act festival.

- The students must be part of the One-Act Festival in order to be considered by the One-Act Judges.

- Four playbills– with nominee’s names denoted- must be submitted at Site Registration in order for judges to know who to be considered.

- Top Ten applicants participate in an interview session on Sunday afternoon.

- The School Record form will be sent to the School Counselor and the Teacher Recommendation form will be sent to the teacher to fill out to finish the application process.

- Again, the total FEE for an Auditioning Delegate: \$55** (covers both Senior award events)

**6. Student Thespian Officers** applications are open to Sophomores and Juniors who are active Thespians. (NO FEE)

- Students will be interviewed in-person at the festival to be considered for offices for the next year’s festival.

- The School Record form will be sent to the School Counselor, the Teacher Recommendation form will be sent to the teacher, and the Parental Consent to the Parent to finish the application process. There is NO fee for applying.

**NOTE: The links to the forms for Auditioning Seniors (Sr. Auditions & Blair Beasley) and STOs– and to the corresponding teachers, school counselors, and parents– for recommendations, school records and consent– will be sent after Delegate Registration is submitted. Those forms must be submitted by the first of February.**

**NOTE: Thespian Thespy entries will employ the OPEN WATER platform for adjudication.** ALL entries– including troupe #, student, title of selection, credits, and publisher must be submitted in OPEN WATER for students to be registered in the specific event.

Thespy Entries: The link to Open Water will be sent after Delegate Registration is submitted. **The Thespy entries must be submitted by the first of February.**