

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/>

If your school wants to participate in any portion of the festival, the school 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 December registration is for the SCHOOL** (fairly simple one page form) to be registered. The **January registration is for the 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 each page having at least one subpage and multiple links to the other pages. The pages are:
 - **PALMETTO DRAMATIC ASSOCIATION**
 - ⇒ One-Act Play Festival
 - ⇒ Original One-Act Playwriting
 - **SC THESPIANS**
 - ⇒ Individual Events
 - **HS REGISTRATION**
 - ⇒ New to the Festival
 - ⇒ School Registration: December
 - ⇒ Delegate Registration: January
 - ⇒ PDA and SCITS Scholarships
 - ⇒ HS Workshops

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.

2. As you go through the different 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



General Information about the Festival Site– i.e., Updates, Technical Info and Hotels

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

Palmetto Dramatic Association & SC Thespians Festival

Yellow= Must Complete

Teal=Thespian Event

Pink=PDA Event

 DATE (Suggested) DEADLINE	COST	Event	What you need to do SEPTEMBER thru mid-JANUARY
(October)		Info meeting for Students	To be discussed: *One-Act Festival, Thespian IEs, scholarships, and STO. *Basic costs (\$40-Delegate, additional \$15 for Senior Scholarship/Award) *Basic costs for hotel, transportation, meals *Original One-Act competition and the Nov. deadline
(Before submitting School Registration)			Line up school paperwork with bookkeeper for payment with Intent to Participate (School Registration)
(October 1) DEC. 10, 2021	\$50-School Reg. \$50- One Act Slot	School Registration opens	Consider the show you would like to bring. 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 Check the Ineligible List on the <u>One Act Performance</u> webpage. Also check the Reserved Titles for 2022 link so that you do not duplicate a script already reserved.
(Oct. 24)		PDA Original One Act	Make sure original plays are being finalized and submitted to you as a PDF. Line up school paperwork with bookkeeper for payment with Submit Script for the Original One Act
Wed. Nov. 17, 2021	\$10/script	PDA Original One Act Competition	Upload scripts using the Submit Script link on the <u>Original One Act</u> webpage. Ready to submit payment by credit card
(Dec. 1)		Info Meeting for Students & Hotel Reservations	Students should be able to give you: *the IE categories they will participate *Seniors- Sr. Thespian Auditions (must be active Thespians) and/ or the Blair Beasley Award. *Active Thespian Sophomores and Juniors- STO Suggestion: Require a deposit to commit to the festival. List on website is not recommendations, only contact information
Fri. DEC. 10, 2021	\$50-School Reg. \$50- One Act Slot	FINAL DAY School Registration for the Festival	<u>If you haven't done so already</u> , submit the Intent to Participate Form found on the website. Check the Reserved Titles for 2022 link so that you do not duplicate a script already reserved
(Dec. 15)		Technical Information	Download the information about the Host Site facilities named Technical Information on the <u>One Act Performance</u> webpage. Make sure that your technical elements fall within their guidelines. This will also guide you in answering questions in the Play and Tech Form on the <u>Delegate Registration: January</u> webpage
(First of Jan.)		PDA Original One-Acts	PDA President will let any sponsor who submitted original scripts if students will be recognized and if they will be presenting at the festival.
(First of Jan.)		Delegate Worksheet	Print out the Registration and Delegate Worksheet on the <u>Delegate Registration: January</u> webpage. Using the worksheet, you can compile all the information you will need to complete the Delegate Registration Cognito Form. In the Delegate registration, we ask that you list Adults first, Graduating Seniors, then Students (non-graduating Seniors) in Alphabetical order.

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✓	DATE (Suggested) DEADLINE	COST	Event	What you need to do <i>Mid JANUARY until the Festival in FEBRUARY</i>
	(First of Jan.)		Payment made	If you submitted a Purchase Order for the School Registration, make sure a check was sent by your school or district to PDA.
	(Wed. Jan. 19, 2022)			School Permission Form, signed by Principal Chapter Select Form, signed by Principal (may be hand delivered in February) Line up school paperwork with bookkeeper for payment for Delegate Registration Delegate Worksheet filled out in order to submit the Delegate Registration
	Fri. Jan. 21, 2022	\$40/Delegate + \$15/ Auditioning Senior	DELEGATE REGISTRATION + School Permission + Chapter Select Fee: \$20	Using the Delegate Worksheet , complete the Delegate Registration Cognito Form found on the <u>Delegate Registration</u> webpage *Full Name for Badges- Full Legal Names for 18 yr. olds *Thespy Categories (limited to two per delegate) *Sr. Thespians Audition Forms *Blair Beasley Applications (your Teacher Recommendation) *Student Thespians Officer Applications
	Fri. Jan. 21, 2022	No Fee	Play and Tech Form	Submit the form concerning the technical elements of your One-Act and any scheduling concerns you may have for the play. Make sure your set can be stored in a 8ft X 8ft area and the full running time: including set up, performance and strike, is under 40 minutes.
	(Tues., Feb. 1)		Recordings	Set aside a time to record and upload Thespy entries into Open Water. All Senior Thespians Auditions should be recorded. If submitting a recording of a One-Act, schedule that as well.
	Fri. Feb. 11	No Fee	Thespy & Audition Uploads	Deadline for all recording for Thespians events should be uploaded into Open Water at this time.
	Fri., Feb. 18		One Acts Uploaded	If participating remotely , recordings of the PDA One-Acts should be uploaded (platform to be determined) Playbill and Chapter Select Form will need to be uploaded as well.
	(February 21)			* Reserved Titles for 2022 reviewed, researched for appropriateness for your students. *Festival Parental Permission/ Behavior Contract: You will not submit these, but must have them with you during the entire festival. If you submitted a Purchase Order, make sure a check was sent by your school or district to PDA. <u>If it has not be mailed already, it is suggested that the check be hand-delivered to the Site Registration.</u>
	Fri. Feb 25	No Fee	Playbills & Chapter Select Form	<u>Bring to Site Registration:</u> *Four copies of your One-Act playbill with Blair Beasley nominees' names denoted. * Chapter Select Form , signed by your principal (if not submitted with the Delegate Registration) *Full payment for Delegate Registration if paying by check and not mailed to the PDA Treasurer 10 days earlier. <u>Held by the Sponsor:</u> * Festival Parental Permission/ Behavior Contracts

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– Intent to Participate)

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

- Registration will open on September 15. Look for the **INTENT to PARTICIPATE** grey button on the School Registration: December 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 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 2022** 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 January 21.
- 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 Original One-Acts: (November- Original One Act Submit Script)

- Deadline for submission is in early November
- 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 (For 2022, this will be an uploaded recording)
- **FEE: \$10 per script.** Payment must be made at the time of submission and paid in full by the December deadline in order for the scripts to be read and considered for recognition .

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

- This form is on the Individual Registration: January webpage and is a **SEPARATE Cognito form** (look for a second gray button) than the Individual Registration Form.
- Specific information about the play including approximate run time, size of sets, use of special effects and content will be asked
- 40 minute time limit included 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 for 2022** 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 several 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 ITS 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 Individual Events: A competition for solo, duet, and group performances as well as film productions and technical portfolio/interviews. PLEASE look through Thespian IE 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 IEs will be scheduled outside of the one-act session the school is performing in.
- CHANGE THIS YEAR: There has been an increase in the Individual Registration to \$40. This covers participation in all events (Thespy, workshops, and One-Act festival). Only exception is Senior Audition events.
- NEW THIS YEAR: **There is no longer a separate PDA event for Costume and Make-Up.** The events are now part of the Thespian competition and all will be showcased in a Costume and Make-Up parade on Saturday afternoon. The categories are: 1. Costume Design, 2. Costume Construction, and 3. Make-Up Design Application. Since Make-Up is a SC Thespian event only, it is NOT eligible to be passed on to Nationals.
- FEE: \$0, part of the Individual Registration

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

- Up to \$2,500 in scholarship money will be awarded.
- Auditions will occur on Friday- afternoon and evening. (For 2022, auditions will be uploaded and interviews will be done via Zoom.)
- EACH Sr. **Thespian Audition Application**, Headshot, and Resume should be scanned as **ONE PDF** document with multiple pages and then uploaded in the **Delegate Registration**.
- There are three categories: Performing, Technical, and Theatre Education.
- FEE: \$15 per Applicant (covers both Senior award events)

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 will participate in an interview session (For 2022, it will be modified to a Zoom meeting.)
- The **Blair Beasley Application** and **Blair Beasley Teacher Recommendation** should be scanned as **ONE PDF** document with multiple pages and then uploaded in the Delegate Registration.
- FEE: \$15 per Applicant (covers both Senior award events)

6. Student Thespian Officers applications are open to Sophomores and Juniors who are active Thespians.

- Students will be interviewed at this year's festival to be considered for offices for the next year’s festival.
- Each application with all appropriate signatures should be scanned as **ONE PDF** document with multiple pages and then uploaded in the **Delegate Registration**. There is NO fee for applying.