

DELEGATE REGISTRATION– Worksheet

Remember that all forms to UPLOAD can be found on the website www.pdascits.org

ONLINE FORM

If you follow this worksheet step-by-step the actual process should be a little less daunting. Know that there are some pages in the Cognito Form that have Holds for answers and/or uploads before you can view the next section or pages. However, we have re-created those pages here so that you can see the layout and be prepared for what information/documents you will need to gather.

On each page, you can SAVE your work in progress in case you cannot finish in one sitting. You will be sent an email from Cognito with the saved information **AS A LINK to the FORM. SAVE AND STAR the EMAIL!!** You should use the link to open the document within that email to continue. **DO NOT START A NEW FORM.**

____ PRINT this document to use these WORKSHEETS to fill out the Delegate Information

COMPILING INFORMATION and DOCUMENTS

You can begin to compile all the information and documents as soon as they are available on the website. The Delegate Registration (Online Form) will be available in December. Set a deadline for yourself and your STUDENTS (**at least one week before the festival deadline in January**) to have all completed information/documents to you.

You will need:

____ The School Permission Form/Teacher Decorum *signed by you and your principal*

____ To know how you will be paying for the Delegate Registration: Credit Card at the time of submission, Credit Card after submission, or by check after submission (Talk to your bookkeeper in DECEMBER to know how to proceed)

____ All spreadsheets compiled ONE WEEK BEFORE the deadline in January.

STUDENT RESPONSIBILITY

____ Students should monitor their email accounts to retrieve the link to either the STO Application or the Senior Award Application (if applicable). Those must be submitted by the student by the **FEBRUARY 3rd** deadline

____ The documents for the Thespian Auditions: Resume and Headshot (and the Technical Portfolio if in the Tech category) will be uploaded in the Senior Awards application.

Recommendation:

1. Create a file folder on your desktop. Suggested name: **PDA/Thespian Docs**
 2. Make sure all documents in the folder are formatted correctly
 - ◆ School Permission and Teacher Decorum– PDF or JPEG
 - ◆ Purchase Order– PDF if more than one page or a one-page JPEG.
- ⇒ Only need a Purchase Order if not paying by Credit Card at the time of submission

In this document you will find the pages in the COGNITO FORM:

- ◇ p. 2 SCHOOL INFORMATION– Cognito page #1
- ◇ p. 3 & 4 ADULT DELEGATE and Worksheet—Cognito page #2
- ◇ p. 5 & 6 AUDITIONING DELEGATE and Worksheet –Cognito page #2 (continued)
- ◇ p. 7, 8 & 9 STUDENT DELEGATE and Two Worksheets (STO/ non-STO) – Cognito page #3
- ◇ p. 10 & 11 PAYMENT SUMMARY /INVOICE

You can create a **Quote** by opening the form, put a placeholder for the School Permission and listing the names of ALL delegates to generate the Payment page. **SAVE the document**, then check your EMAIL for the Cognito email with a link to your Incomplete form. It will list the Number of Delegates and give you the amount you will be charged. **SAVE THE COGNITO EMAIL** so that you have access to the link to your online form. Return to the email and link to the form once you have all the signed documents, **correct full names**, applicable application information and the students' Thespy categories. If paying by check, you will need to upload the PO as well to receive an **Invoice**, or you can use your Credit Card information to receive a **Receipt**. Screenshots of the Payment page can be found at the end of the worksheets.

Page One of the Delegate Registration

Please do not open/start multiple versions of the Cognito form. Once you begin, **SAVE**, and then look for an email from Cognito. In that email will be a **link to your Incomplete form**. You can make changes, edits, delete information. If you **SAVE** multiple times, then use the **most recently sent email** for the link to the **latest updated form**.

Before starting this registration, please fill out the DELEGATE Worksheets, found on the [Delegate Registration: January webpage](#)

THIS FORM IS TO BE USED AS:
 QUOTE INVOICE RECEIPT

Quote is for those who need a list of fees ahead of a PO or payment
Invoice is for those who have a PO to submit
Receipt is for those who will be paying by Credit Card at the time of submission

DATE of QUOTE

The Date of QUOTE should be a date before the Purchase Order will be dated.

1

School Name *
 Troupe #
 Thespian Troupe #
 Total # of Delegates * **2**
This number should include Sponsor/Director, additional teachers, all Chaperones and Students

Sponsor's Name *
 Sponsor's Email *
 Sponsor's Cell Phone *
 School Phone * **3**

PLEASE USE A GOOGLE EMAIL ADDRESS for editing access in Google Documents **5**

4 School Permission /Teacher Decorum Forms *
 Print the [Documents to be Signed](#), sign them and have your PRINCIPAL sign them. Then scan and upload in a PDF or JPEG format.

Film Thesphys in Open Water **6**
 For scheduling purposes, please list the number of films the school will be **submitting in Open Water** by January 30th. The Thespy entry does NOT count as one of the two entries a student may present in-person at the festival.

One- Act (Professional)
 If your school is not bringing a Professional One-Act, please leave blank.

7

Playwright *
 Running Time of Show * **8**
 Estimated length in minutes. The time limit for set up, performance, and strike is 40 minutes.

Chapter Select Showcase Yes No
 \$20 Fee. Eligible for active Thespian Troupes. If chosen, your school will advance and represent SC in the Chapter Select Showcase at the ITF in June 2024.

Community Standard Form for Chapter Select
 Community Standard form must be in PDF or JPEG Format. You may upload the form at this time or bring a printed/signed version to registration at the festival.

9 **10**

1. Please abbreviate the school name when possible– “HS” instead of “High School,” DO NOT ABBREVIATE the actual Name of the School - “WHHS” is too vague.
2. This is a checkpoint for you. This number should match the total number of names you list and what is the Total Number of Delegates listed on the INVOICE Page
3. The best number to reach you during school hours– Front Office transfer or Direct Line
4. **The School Permission Form and Teacher Decorum Form must be uploaded in order to go any further with the process. This is FORM #2 on the Delegate Registration: January webpage (Under the HS Registration tab)**
5. Film Thesphys will be registered in Open Water only. However, for scheduling purposes, we need to know the total number that will be uploaded.
6. If not bringing a One-Act, please leave blank. When something is typed in, the next FOUR boxes appear and they have “Always Answer” holds on them.
7. These boxes will appear once the play title is entered

8. This box will only accept a whole number. Please give a close estimate in Minutes.
9. If you have a Thespian Troupe and your students are committed to attending the National Convention at Indiana University in June 2026, then you may register your one-act as a Thespian Chapter Select. You will be charged the \$20 Fee in the invoice.
10. If you can get your Principal to sign off on this form before you submit the Delegate Registration, this is where you would upload the scanned, signed document. However, most principals will not sign off until they have seen a full run through. Therefore, you can deliver it when you check in at festival in February. NOTE: If we do not have this form on file during the festival, your school cannot be considered for Chapter Select.

Page Two of the Delegate Registration (Adults)

Sponsor Delegate
Each school has one free Sponsor Delegate

Full Legal Name * 1

First Middle Last Suffix

For screening background check for anyone 18 or older. Use official name on school records

Delegate's Name for Badge 2 **Full Name for Badge** 3

ex: Mrs. Lou, Mr. J, Anne First Last

The enlarged name to appear on the Name Badge *First and Last Name to appear on the Name Badge*

Chaperone Delegates 4

⊗ Chaperone/Teacher 1

Type of Delegate 5

Teacher or Chaperone

Full Legal Name *

First Middle Last Suffix

For screening background check for anyone 18 or older. Use Full Legal Name

Delegate's Name for Badge

ex: Mrs. Lou, Mr. J, Anne

The enlarged name to appear on the Name Badge

Full Name to appear on the Name Badge

First Last

First and Last Name to appear on the Name Badge

6 + Add Chaperone/Teacher

1. Per ITS, anyone 18+ years old has to have a background check. Therefore we need FULL LEGAL names (First, Middle, and Last Names) of all ADULTS attending.
2. The Name Badge will have an embolden, larger name on the first line. If you or your chaperones have a nick-name or would like to have a title placed before your name, this is where you would put this
3. The name badge will have a smaller font size for the full name on the second line
4. If you have no other adults attending the festival, make sure to click the X, otherwise you must fill in the boxes with a name AND be charged \$20.
5. Use the drop-box to indicate if your Adult Delegate is a Chaperone or a Teacher. This will appear on the Name Badge
6. If you have additional chaperones attending, click the "+Add Chaperone/Teacher" box to get additional boxes

Page Two of the Delegate Registration continues with the Auditioning Delegates (those participating in the Senior Awards)

That information is on the next page of the Worksheet

Worksheet for Cognito Page 2: Adults

For the background check we need **FULL** (First, Middle, Last, Suffix) **LEGAL NAMES** of all Adults

ADULT DELEGATES List as Teacher or Chaperone	Enlarged Name for Name Badge: Anne, Mrs. Smith, G.G.	First and Last Name for Name Badge: Anne B. Lively, Susan Porter, Dr. Leslie Graham	Full LEGAL Name (First, Middle, Last, Suffix) Leslie Ann Smith
Sponsor Free			
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12.			

◇ *NOTE: On the Delegate Page make sure that there are no Blank Entries. You cannot move onto the next page with a Blank Entry. If an additional box appears, and you need to remove it, use the small X on the top left corner of the Delegate's box*

AUDITIONING DELEGATES

2nd part to Page 2 of the Cognito Form

1. Any senior participating in **PDA Awards and/or Thespian Auditions** must be registered as an Auditioning Delegate. (\$55)
2. Name to be used for any Awards or Name Badge
3. This box will appear IF **18 years old** is checked "Yes." Per ITS, anyone 18+ years old AT THE TIME OF THE FESTIVAL has to have a background check.
4. Only Inducted Thespians can apply for the Senior Thespian Auditions. Checking this box "YES" makes Box #6 appear.
5. If this box is checked "Yes," PARENTAL permission is granted for the image of the student to be used for promotional media. This includes, but not limited to, social media and website postings.
6. One or both boxes must be checked "Yes" in order to participate in either Sr. Thespian or PDA Senior Awards
7. All auditioning delegates must have a valid email address to receive the link for the Senior Awards Application.
8. Boxes appear when the **PDA Awards** box is marked "Yes."

9. Click YES if the student will participate in the Backstage Challenge (similar to Tech Olympics but no school teams)
10. The CHOICE boxes are drop boxes that list all the categories within the Thespy Competition. If Non-Performance is chosen in boxes #9 or #11, an additional Dropbox will appear for the Tech/Design categories (Example is in the Student Delegate page)
11. This box appears if a Duet or Group event is chosen. First Initial and Last Name of **Duet partner** or the **Group Name** should be listed.
12. This box and following boxes only appear if a Thespy #1 is chosen.

13. If you have additional Auditioning Delegates, click the **Add** box to have more delegate boxes appear. If you need to delete an empty Delegate box, use the **circled X** at the top left corner of the Auditioning Delegate page

14. Once you have finished with the Adults and the Auditioning Delegates, click **Next**

Worksheet for Cognito Page 2: Auditioning Delegates (continued)

Duplicate this sheet if you have more than six (6) Auditioning Delegates

- ◆ For the background check we need **FULL** (First, Middle, Last, Suffix) **LEGAL NAMES** of all Delegates 18 years old or older
- ◆ All Auditioning Delegates need an accessible email address to receive the link to the Sr. Awards Application

AD1 \$55	First and Last Name	18+? YES/NO	Legal Name if 18 or older	Induct Thespian YES/NO	Back- stage	Thespy #1	Dt. Partner, Group or Tech Category
	Student Email Address	Use of image? YES/NO	Counselor Email	PDA/ Sr. Thesp/ Both	Chal- lenge? Y/N	Thespy # 2	Dt. Partner, Group or Tech Category
AD 2 \$55	First and Last Name	18+? YES/NO	Legal Name if 18 or older	Induct Thespian YES/NO	Back- stage	Thespy #1	Dt. Partner, Group or Tech Category
	Student Email Address	Use of image? YES/NO	Counselor Email	PDA/ Sr. Thesp/ Both	Chal- lenge? Y/N	Thespy # 2	Dt. Partner, Group or Tech Category
AD 3 \$55	First and Last Name	18+? YES/NO	Legal Name if 18 or older	Induct Thespian YES/NO	Back- stage	Thespy #1	Dt. Partner, Group or Tech Category
	Student Email Address	Use of image? YES/NO	Counselor Email	PDA/ Sr. Thesp / Both	Chal- lenge? Y/N	Thespy # 2	Dt. Partner, Group or Tech Category
AD 4 \$55	First and Last Name	18+? YES/NO	Legal Name if 18 or older	Induct Thespian YES/NO	Back- stage	Thespy #1	Dt. Partner, Group or Tech Category
	Student Email Address	Use of image? YES/NO	Counselor Email	PDA/ Sr. Thesp/ Both	Chal- lenge? Y/N	Thespy # 2	Dt. Partner, Group or Tech Category
AD 5	First and Last Name	18+? YES/NO	Legal Name if 18 or older	Induct Thespian	Back- stage	Thespy #1	Dt. Partner, Group or Tech Category
	Student Email Address	Use of image? YES/NO	Counselor Email	PDA/ Sr. Thesp/ Both	Chal- lenge? Y/N	Thespy # 2	Dt. Partner, Group or Tech Category
AD 6	First and Last Name	18+? YES/NO	Legal Name if 18 or older	Induct Thespian YES/NO	Back- stage	Thespy #1	Dt. Partner, Group or Tech Category
	Student Email Address	Use of image? YES/NO	Counselor Email	PDA/ Sr. Thesp/ Both	Chal- lenge? Y/N	Thespy # 2	Dt. Partner, Group or Tech Category

CM= Contrasting Monologue
 Mono= Monologue
 TPSc= Two-Person Scene
 EAct= Ensemble Acting
 MTPS= MT Performance Solo

MTPD= MT Performance Duet
 MTPE= MT Perform Ensemble
 MTDS= MT Dance Solo
 MTDD= MT Dance Duet
 MTDE= MT Dance Ensemble

NonP= Non Performance Thespy
 SouDes= Sound Design
 ScDes= Scenic Design
 MUDes= MakeUp Design
 LtDes= Light Design

CosDes= Costume Design
 CosCons= Costume Construction
 ProCons= Prop Construction
 StMg= Stage Management
 ThMark= Theatre Marketing

Student Delegates

List all NON-AUDITIONING students. Delegate's Name is what is printed on Awards and Name Badge. Legal Names are needed for Background Checks for anyone 18 years old or older

+ Add Student Delegate



< Back

Next >

Save

Student Delegates

List all NON-AUDITIONING students. Delegate's Name is what is printed on Awards and Name Badge. Legal Names are needed for Background Checks for anyone 18 years old or older

Student Delegate 1

\$40

2



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Type of Delegate: Student Deley

Delegate's Name: First Name, Last

Name: First, Last

18 yrs old or older: Yes, No

Inducted Thespian: Yes, No

Use of Image: Yes, No

Parent/Guardian's Name: First, Middle, Last, Suffix

Applying to be an STO?: Yes, No

Student Email: *

Parent/Guardian's Email: *

School Counselor's Name: First and Last Name, Email: *

Backstage Challenge Participant: Yes, No

Student is planning to be part of the Backstage Challenge. Note: Students will be placed in teams outside of their school/troupe

Choice for Thespy #1: Non-Performance Thespy

Choice for Thespy #2: MT Performance Ensemble

Group Name for Thespy #2: WMHS.MusicalDance.Group 4

Non-Performance Thespy #1: Light Design

Choice for Thespy #2: MT Dance Ensemble

Choice for Thespy #2: Two Person Scene

Duet Partner for Thespy #2: First Initial, Last Name of Duet

Group Name for Thespy #2: WMHS.MusicalDance.Group 4

REMINDER! Students must be assigned the SAME CATEGORY in OpenWater as what is chosen here.

OpenWater entries must match Delegate Registration

Please Note: **IF you have a Senior who is NOT participating in Senior Awards, sign up the senior as a Student Delegate.**

1. Student Delegate (\$40)
 2. Name for Awards or Name Badge
 3. This box will appear IF **18 years old** is checked "Yes." Per ITS, anyone 18+ years old AT THE TIME OF THE FESTIVAL has to have a background check.
 4. Only **Inducted Thespians** can apply to be a **Student Thespian Officer (STO)**.
 5. If this box is checked "Yes," PARENTAL permission is granted for the image of the student to be used for promotional media. This includes, but not limited to, social media and website postings.
 6. **Checking this box "Yes" will cause Boxes 3, 7, 8 and 9 to appear.** In order to get School Records for the STO app, we need the student's official name used by the school. All must be filled for the **STO application**.
 7. All STO candidates must have a reachable email address to receive the link for the **STO application**
 8. Parent's name and email is needed for the **STO application process**. (The sponsor/ teacher will receive the Teacher Recommendation link.)
 9. School Counselor's name and email are needed for the School Records portion of the **STO application**
 10. Click Yes if the student will participate in the **Backstage Challenge**
 - 11/13. The CHOICE boxes are drop boxes that list all the categories within the Thespy Competition.
 12. If Non-Performance is chosen in #11 or #13, an additional Dropbox #12 will appear for the Tech/ Design categories
 13. This box and following boxes only appear if a Thespy #1 is chosen.
 - 14/15. This box appears if a Duet or Group event is chosen. **First Initial and Last Name of Duet partner or the Group Name** should be listed.
- PLEASE USE A WORKSHEET** to make sure each student's listed categories in the Delegate Registration are correct and the same for Open Water!

Worksheet for Cognito Page 3: STUDENT Delegates (non-STO Applicants)

Page # ____ of ____ Duplicate this sheet if you have more than seven (7) Student Delegates (non-STO applicants).

- ♦ For the background check we need **FULL** (First, Middle, Last, Suffix) **LEGAL NAMES** of all Delegates 18 years old or older

STU DEL	<u>First and Last Name</u>	<u>Induct Thespian YES/NO</u> <u>Use of image? YES/NO</u>	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#1 \$40	<u>Legal Name if 18 or older</u>	<u>Backstage Challenge?</u> <u>Yes/No</u>	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
STU DEL	<u>First and Last Name</u>	<u>Induct Thespian YES/NO</u> <u>Use of image? YES/NO</u>	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#2 \$40	<u>Legal Name if 18 or older</u>	<u>Backstage Challenge?</u> <u>Yes/No</u>	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
STU DEL	<u>First and Last Name</u>	<u>Induct Thespian YES/NO</u> <u>Use of image? YES/NO</u>	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#3 \$40	<u>Legal Name if 18 or older</u>	<u>Backstage Challenge?</u> <u>Yes/No</u>	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
STU DEL	<u>First and Last Name</u>	<u>Induct Thespian YES/NO</u> <u>Use of image? YES/NO</u>	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#4 \$40	<u>Legal Name if 18 or older</u>	<u>Backstage Challenge?</u> <u>Yes/No</u>	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
STU DEL	<u>First and Last Name</u>	<u>Induct Thespian YES/NO</u> <u>Use of image? YES/NO</u>	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#5 \$40	<u>Legal Name if 18 or older</u>	<u>Backstage Challenge?</u> <u>Yes/No</u>	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
STU DEL	<u>First and Last Name</u>	<u>Induct Thespian YES/NO</u> <u>Use of image? YES/NO</u>	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#6 \$40	<u>Legal Name if 18 or older</u>	<u>Backstage Challenge?</u> <u>Yes/No</u>	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
STU DEL	<u>First and Last Name</u>	<u>Induct Thespian YES/NO</u> <u>Use of image? YES/NO</u>	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#7 \$40	<u>Legal Name if 18 or older</u>	<u>Backstage Challenge?</u> <u>Yes/No</u>	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>

CM= Contrasting Monologue
 Mono= Monologue
 TPSc= Two-Person Scene
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 MTPS= MT Performance Solo

MTPD= MT Performance Duet
 MTPE= MT Perform Ensemble
 MTDS= MT Dance Solo
 MTDD= MT Dance Duet
 MTDE= MT Dance Ensemble
 NonP= Non Performance Thespy

SouDes= Sound Design
 ScDes= Scenic Design
 MUDes= MakeUp Design
 LtDes= Light Design

CosDes= Costume Design
 CosCons= Costume Construction
 ProCons= Prop Construction
 StMg= Stage Management
 ThMark= Theatre Marketing

Worksheet for Cognito Page 3: STUDENT Delegates (STO Applicants) Page # 1 of 1

DO NOT duplicate this page. Each school can submit only FIVE STO Applicants.

- ◆ For the background check we need FULL (First, Middle, Last, Suffix) LEGAL NAMES of all Delegates 18 years old or older
- ◆ All STO Applicants need an accessible email address to receive the link to the application

ST D STO	<u>First and Last Name</u>	<u>Induct Thespian? YES/NO</u> <u>Use of image? YES/NO</u>	Back- stage	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#1 \$40	<u>Legal Name if 18 or older</u>	<u>Student EMAIL</u>	Chal- lenge?	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
#1	<u>Parent/Guardian Name</u>	<u>Parent Guardian EMAIL</u>	Y/N	<u>School Counselor</u>	<u>School Counselor EMAIL</u>
ST D STO	<u>First and Last Name</u>	<u>Induct Thespian? YES/NO</u> <u>Use of image? YES/NO</u>	Back- stage	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#2 \$40	<u>Legal Name if 18 or older</u>	<u>Student EMAIL</u>	Chal- lenge?	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
#2	<u>Parent/Guardian Name</u>	<u>Parent Guardian EMAIL</u>	Y/N	<u>School Counselor</u>	<u>School Counselor EMAIL</u>
ST D STO	<u>First and Last Name</u>	<u>Induct Thespian? YES/NO</u> <u>Use of image? YES/NO</u>	Back- stage	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#3 \$40	<u>Legal Name if 18 or older</u>	<u>Student EMAIL</u>	Chal- lenge?	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
#3	<u>Parent/Guardian Name</u>	<u>Parent Guardian EMAIL</u>	Y/N	<u>School Counselor</u>	<u>School Counselor EMAIL</u>
ST D STO	<u>First and Last Name</u>	<u>Induct Thespian? YES/NO</u> <u>Use of image? YES/NO</u>	Back- stage	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#4 \$40	<u>Legal Name if 18 or older</u>	<u>Student EMAIL</u>	Chal- lenge?	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
#4	<u>Parent/Guardian Name</u>	<u>Parent Guardian EMAIL</u>	Y/N	<u>School Counselor</u>	<u>School Counselor EMAIL</u>
ST D STO	<u>First and Last Name</u>	<u>Induct Thespian? YES/NO</u> <u>Use of image? YES/NO</u>	Back- stage	<u>Thespy #1</u>	<u>Dt. Partner, Group or Tech Category</u>
#5 \$40	<u>Legal Name if 18 or older</u>	<u>Student EMAIL</u>	Chal- lenge?	<u>Thespy # 2</u>	<u>Dt. Partner, Group or Tech Category</u>
#5	<u>Parent/Guardian Name</u>	<u>Parent Guardian EMAIL</u>	Y/N	<u>School Counselor</u>	<u>School Counselor EMAIL</u>

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EAct= Ensemble Acting
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MUDes= MakeUp Design
LtDes= Light Design

CosDes= Costume Design
CosCons= Costume Construction
ProCons= Prop Construction
StMg= Stage Management
ThMark= Theatre Marketing

In order to print ONE PAGE of the INVOICE Summary for your bookkeeper, you should take a screenshot or PRINT this page BEFORE Submitting.

Meal Tickets will be a separate form and available after the One Act and Thespy Session schedule has been posted.

All T-shirts can be purchased on-site for \$20

THIS FORM IS TO BE USED AS:

QUOTE INVOICE
 RECEIPT

DATE of QUOTE

11/20/2025

The Date of QUOTE should be a date BEFORE the Purchase Order will be dated.

Sponsor Delegate- No Fee	Number of Sponsor Delegate 1	Amount for Sponsor \$0
Chaperone Delegate Fee \$20	Total Number of Chaperone Delegates 2	Chaperone Delegates Amount \$40.00
Auditioning Delegate Fee \$55	Total Number of Auditioning Delegates 3	Auditioning Delegate Amount \$165.00
Student Delegate Fee \$40	Total Number of Student Delegates 3	Student Delegate Amount \$120.00
Chapter Select Fee- \$20	Participating in Chapter Select	Chapter Select Fee \$20.00

IF YES, fee will display to the right.

Total Number Attending
9

SUBTOTAL

3

SUBTOTAL of Fees
\$345.00

Forward Fees

For the schools who were put on the OA Waiting List after paying the OA Fee in School Registration

There is a 4% upcharge for Credit Card payment.

Online Fee if using Credit Card
\$20.00

If a school decides to pay by Credit Card at a later date, this amount will be added to the Subtotal

Paying by Credit Card at this Time?
 Yes No

Purchase Order *

Upload or drag files here.

Upload a Purchase Order if not paying by credit card. PLEASE NOTE: Your school and your students will not be allowed to participate until full payment is received.

If paying by Check, PRINT/SCREENSHOT THIS SUMMARY FIRST BEFORE SUBMITTING. This is the only way to have a one page summary (and not a lengthy email) to submit to your bookkeeper.

If paying by check, please remit Payment to:

PALMETTO DRAMATIC ASSOCIATION
c/o Rock Hill High School
320 W. Springdale Rd.
Rock Hill, SC 29730
Attn: Stephanie Daniels, Treasurer

If uploading a PO at the time of submission AND paying by credit card later, the ONLINE FEE will be applied in addition to the current SUBTOTAL.

The Online Fee will be applied if paying by credit card at the time of submission.

The Online Fee will not be applied (and should not be added) if paying by check.

#1 Quote is for those who need a list of fees ahead of a PO or payment (You will need to SAVE, then SCREEN PRINT this page.) **Invoice** is for those who have a PO to submit (You must upload the PO at the bottom of the page in order to SUBMIT) **Receipt** is for those who will be paying by Credit Card at the time of submission (Once you click Pay by Credit Card now, the Payment Box will appear)

You have the option to CHOOSE the date you want to appear

#2 Double-check that the TOTAL NUMBER ATTENDING is the same as your data/list. If not, do not submit until you find the discrepancy. You can always SAVE your work and return to your form from the link COGNITO will send to your email.

#3 The Subtotal is the amount if paying by Check. The online fee of 4% is listed below

#4 The schools that choose to be taken OFF the Waiting List and attend without performing a One Act will be given a code to have the One Act fee applied to the Delegate Registration.

#5 If paying by Check, a **PO must be uploaded** in order to SUBMIT the Registration. If working on an **INVOICE**, you must **SAVE your work**, and take a **SCREEN SHOT** and paste it into an email or document in order to have a copy to submit to your bookkeeper/accounts payable.

To pay by Credit Card, please see the next page.

#6 Please note where to send all checks. Contact Anne Lavelly at pdascits@gmail.com if you need a W-9 to update your accounting records

The Online Fee will not be applied (and should not be added) if paying by check.

Payment

Chapter Select Showcase	\$20.00
CHAPERONE/TEACHER 1 Type of Delegate - Chaperone	\$20.00
CHAPERONE/TEACHER 2 Type of Delegate - Chaperone	\$20.00
AUDITIONING DELEGATE 1 Type of Delegate - Auditioning Delegate	\$55.00
AUDITIONING DELEGATE 2 Type of Delegate - Auditioning Delegate	\$55.00
AUDITIONING DELEGATE 3 Type of Delegate - Auditioning Delegate	\$55.00
STUDENT DELEGATE 1 Type of Delegate - Student Delegate	\$40.00
STUDENT DELEGATE 2 Type of Delegate - Student Delegate	\$40.00
STUDENT DELEGATE 3 Type of Delegate - Student Delegate	\$40.00
Subtotal:	\$345.00
Amount Due:	\$345.00

INVOICE

< Back SUBMIT

QUOTE

Save

A separate **INVOICE** will NOT be sent. When you **Submit with an PO**, you will receive an email from Cognito that will show an **Unpaid Amount**. It will have a link or a lengthy EMAIL that shows all the Delegates by number- not by names. THAT IS YOUR **INVOICE** that you should **submit to your bookkeeper** in order for a **check to be cut**.

The next page shows the view of the form if paying by Credit Card.

In order to print ONE PAGE of the INVOICE Summary for your bookkeeper, you should take a screenshot or PRINT this page BEFORE Submitting.

Meal Tickets will be a separate form and available after the One Act and Tespy Session schedule has been posted.

All T-shirts can be purchased on site for \$20

THIS FORM IS TO BE USED AS:

- QUOTE
- INVOICE
- RECEIPT

DATE of QUOTE

11/20/2025

The Date of QUOTE should be a date BEFORE the Purchase Order will be dated.

Sponsor Delegate- No Fee	Number of Sponsor Delegate	Amount for Sponsor \$0
	1	
Chaperone Delegate Fee \$20	Total Number of Chaperone Delegates	Chaperone Delegates Amount
	2	\$40.00
Auditioning Delegate Fee \$55	Total Number of Auditioning Delegates	Auditioning Delegate Amount
	3	\$165.00
Student Delegate Fee \$40	Total Number of Student Delegates	Student Delegate Amount
	3	\$120.00
Chapter Select Fee- \$20	Participating in Chapter Select	Chapter Select Fee
		\$20.00

If YES, fee will display to the right.

Total Number Attending

9

2

SUBTOTAL

SUBTOTAL of Fees

\$345.00

3

Forward Fees

For the schools who were put on the OA Waiting List after paying the OA Fee in School Registration

4

There is a 4% upcharge for Credit Card payment.

Paying by Credit Card at this Time? Yes No

Online Fee \$13.80

5

If uploading a PO at the time of submission AND paying by credit card later, the ONLINE FEE will be applied in addition to the current SUBTOTAL.

The Online Fee will be applied if paying by credit card at the time of submission.

The Online Fee will not be applied (and should not be added) if paying by check.

Payment

#1 Quote is for those who need a list of fees ahead of a PO or payment (You will need to SAVE, then SCREEN PRINT this page. Then return to your EMAIL and use the LINK to your form to finalize it in order to Submit as an Invoice once you have the PO) **Invoice** is for those who have a PO to submit (You must upload the PO at the bottom of the page in order to SUBMIT) **Receipt** is for those who will be paying by Credit Card at the time of submission (Once you click Pay by Credit Card now, the Payment Box will appear)

You have the option to CHOOSE the date you want to appear

#2 Double-check that the TOTAL NUMBER ATTENDING is the same as your data/list. If not, do not submit until you find the discrepancy. You can always SAVE your work and return to your form from the link COGNITO will send to your email.

#3 The Subtotal is the amount before the online fee is added. The online fee of 4% is listed below

#4 The schools that choose to be taken OFF the Waiting List and attend without performing a One Act will be given a code to have the One Act fee applied to the Delegate Registration.

#5 Click the **Yes** button if Paying by Credit Card at this time. The Payment Box will appear along with the list of all the fees that you are charged. The online fee is the last Item listed. IF you are paying by Credit Card at a later date,

#6 Click **Submit** and a **Receipt** will be generated and sent to the **Sponsor Email** listed on page one of the form.

If Paying by Credit Card AFTER submitting a PO for an INVOICE:

- ◆ If you do not have a link to your form, contact Anne Lavelly at pdascits@gmail.com to have the form resent to you. It will be a link in an email from Cognito.
- ◆ Scroll down to the Paying by Credit Card at this Time question, and answer YES. This will cause the Payment Box to appear.
- ◆ Fill in your Credit Card information and SUBMIT.
- ◆ A **Receipt** will be generated and sent to the **Sponsor Email** listed on page one of the form.

Card number	Chapter Select Showcase	\$20.00
MM/YY	CHAPERONE/TEACHER 1	
CVV	Type of Delegate - Chaperone	\$20.00
	CHAPERONE/TEACHER 2	
	Type of Delegate - Chaperone	\$20.00
	AUDITIONING DELEGATE 1	
	Type of Delegate - Auditioning Delegate	\$55.00
	AUDITIONING DELEGATE 2	
	Type of Delegate - Auditioning Delegate	\$55.00
	AUDITIONING DELEGATE 3	
	Type of Delegate - Auditioning Delegate	\$55.00
	STUDENT DELEGATE 1	
	Type of Delegate - Student Delegate	\$40.00
	STUDENT DELEGATE 2	
	Type of Delegate - Student Delegate	\$40.00
	STUDENT DELEGATE 3	
	Type of Delegate - Student Delegate	\$40.00
	Online Fee 4% of Subtotal	\$13.80
	Subtotal: \$358.80	
	Amount Due: \$358.80	

< Back

SUBMIT

6

Save

4