



RULES AND REGULATIONS

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PARTICIPATION

All public and private high schools in Upstate New York are eligible to apply for the 2018 High School Musical Theatre Awards at Proctors.

Schools must produce one of the 479 full-length musicals approved by the National High School Musical Theatre Awards listed at school.proctors.org/hsmta2018.

Schools must send in a *signed* copy of the licensing agreement for the production to participate by December 11, 2017.

Proctors can accommodate a limited number of schools for the 2018 program. Therefore, participation will be on a first come, first served basis. The first twenty (20) eligible schools with musical productions occurring between January 16 and April 15, 2018, who return a completed application by the deadline of October 6, 2017 will be guaranteed participation.

Participating schools must maintain access and all rights to music rentals through May 19, 2018.

A non-refundable \$200 application fee is required of all schools.

Applications will be accepted between September 18 and October 6, 2017.

CONTACT PERSONS

Most communications, including arranging evaluator tickets will be conducted via email. If your school email server has stringent screening/blocking programs in place, please provide an alternate, non-school email address in addition to the school email.

School Contact

The school contact person is the individual to whom all program correspondence will be addressed. It is important that this person have access to mail, email, phone calls, and/or faxes and respond in a timely manner to all communications regarding The High School Musical Theatre Awards. The school contact person is responsible for completing and returning all forms by the respective deadlines. The school contact person must be a full-time permanent staff member of the high school.

Production Contact

The production contact person is the person in charge of selecting, producing, and/or directing the musical at each high school. This can be the leader of the drama club, a teacher, or another person engaged to produce the musical at the high school.

School and production contact persons' email addresses and phone numbers will be given to the NHSMTA in compliance with the necessary documentation. *The school contact can also be the production contact person, making one sole contact person for the school.*

MANDATORY PARTICIPANT'S MEETING

The school contact person and the production contact person (if not the same person) are required to attend a mandatory meeting 6 p.m. Wednesday, October 18, 2017 at Proctors. The meeting will provide program details and opportunity to ask questions.

MUSIC SCORES

Each participating high school is required to maintain access and all rights to music through the High School Musical Theatre Awards at Proctors May 19, 2018. Advance arrangements can be made by Proctors with all participating licensing houses for schools to retain their music rentals through May 19, 2018, at no additional cost.

Please note, Music Theatre International (MTI) requires a letter from Proctors staff to verify your participation. If other licensing houses require notification from Proctors to maintain rights, the school contact must inform Grace Janiszewski at gjaniszewski@proctors.org as soon as possible.

PHOTOS

It is mandatory that each participating high school send the following photos to Proctors to be used in the Awards Ceremony at Proctors. The photos must be submitted digitally as a JPEG of at least 300 dpi, preferably higher. (Note: If size is less than 1 MB, the photo resolution is likely not high enough to project on a screen or print in program, we want all participants represented!)

- One (1) cast/crew/orchestra photo
 - Title the file "Your school name-Entire company photo"
- Five (5) production photos
 - Title the file "Your school name-Name of production song"
- Three (3) production photos of each lead actor or actress
 - Title the file "Your school name-Character name-Name of song"
 - *Lead actors and actress roles are decided by the NHSMTA qualifying show list*

LOGO USAGE/PROGRAM RECOGNITION

Participating schools must give the High School Musical Theatre Awards at Proctors full-page recognition in their production program, highlighting the school's participation in the program. Fullpage artwork for the ad will be provided by Proctors. Schools must provide Proctors with specifications and deadline for their program artwork by December 11, 2017.

TICKETS TO PROCTORS CEREMONY

Tickets for the ceremony will go on sale to schools the date of the Nominations Press Conference May 2, 2018, two days prior to the tickets going on sale to the public. Each school contact will be sent a code, which will give them access to their 10 complimentary tickets for participating in the program. All tickets purchased on top of this will be at a group discount rate. These tickets are expected to cover any students not involved in the awards ceremony.

Any student participating in the awards ceremony will be backstage and therefore will not have a seat in the house. There will be a monitor backstage for these students to watch the awards ceremony. More information regarding school ticketing will be distributed to each participating school upon entry to the program.

AWARD CEREMONY PARTICIPATION

All nominees must attend mandatory rehearsals during the week of May 12 - 19, 2018 and represent their school at the Awards. The order of performances during the show will be determined by the High School Musical Theatre Awards Music Director.

**Individual nominees are those students that are nominated in any of the following award categories: Best Actress, Best Actor, Best Supporting Actress and Best Supporting Actor.*

Opening Number and Closing Numbers

Each participating high school is required to select two (2) students from their production to participate in the opening and closing numbers of the ceremony. It is mandatory that each individual nominee and two (2) representatives will participate in the opening number of the ceremony. These students must attend mandatory rehearsals the week of May 12 - 19, 2018 and represent their school at the Awards.

Best Musical Nominees

It is mandatory that each school nominated for Best Musical (up to nine schools, three in each budget tier) performs one ensemble production number from their school production (up to 35 students and no more than five (5) minutes in length). The participating ensemble members from each nominated production must attend mandatory rehearsals during the week of May 12-19, 2018 and represent their school at the Awards.

Best Actor/Best Actress Medleys

It is mandatory that the Best Actress and Best Actor nominees perform a one-minute excerpt from their leading role in the school production during the Best Actor and Best Actress medleys. All nominees will be required to wear their costumes. These students must attend mandatory rehearsals the week of May 12-19, 2018 and represent their school at the Awards.

BEST ACTOR/BEST ACTRESS WINNERS

The winner of the Best Actor and Best Actress awards will go on to represent Proctors and the region at the National High School Musical Theatre Awards (NHSMTA, aka The Jimmy Awards) June 25, 2018. The winners will receive an all-expenses paid trip to New York City where they will receive professional instruction and compete with students from other regional programs for the title of Best National High School Actor and Best National High School Actress.

To be eligible to participate in the Jimmy Awards, the Best Actor and Best Actress winners must have played a NHSMTA-recognized leading role in their school's production. Visit school.proctors.org/hsmta2018 for the complete list. Please note: The failure to participate fully in the areas listed above may affect a school's eligibility for future participation in the program.

There will be a mandatory meeting for all nominees of Best Actor and Best Actress at 6 p.m. Wednesday May 9, 2018 at Proctors. This evening will celebrate the students and give out information regarding the Jimmy Awards and NYC for June 25, 2018.

AWARD CATEGORY RULES

To stay true to the mission of celebrating, inspiring and honoring excellence in high school musical theatre, the award nominations will recognize the talent, skill and achievement of high school students, grades 9-12, and not the efforts of assisting faculty and or professionals. Therefore, only high school students may be nominated for the following individual performance categories: Best Actor, Best Actress, Best Supporting Actor, Best Supporting Actress.

**Faculty is defined as full-time or part time staff members at a participating high school that are paid by the school district on an annual basis.*

**Someone who is hired or volunteers to work on a production, or who is paid directly by the school does not qualify as "faculty" but an independent contractor.*

Best Actor and Best Actress

Best Actor and Best Actress roles are decided by the NHSMTA qualifying list, which can be found here: school.proctors.org/hsmta2018.

The sex of the actor or actress, not the sex of the character, will determine which category each student is judged in: Best Actor vs. Best Actress, Best Supporting Actors vs. Best Supporting Actress.

Best Supporting Actor and Best Supporting Actress

Best Supporting Actor and Best Supporting Actress roles are determined by the following:

- Scripted, named characters
- Character(s) with either spoken or sung dialogue
- Character(s) not listed as leads by the NHSMTA list

Other Award Categories

The student participation rates below are required for qualifying in the following award categories. The rate of student participation will be deciphered from the cast, crew and orchestra lists the school will provide as well as the playbill from the production.

- **Best Musical (all tiers) - cast and crew consisting of 80% high school students (grades 9-12)**
- **Best Ensemble/Chorus - cast consisting of 80% high school students (grades 9-12)**
- **Best Choreography Execution - cast consisting of 80% high school students (grades 9-12)**
- **Best Technical Execution - backstage crew consisting of 80% high school students (grades 9-12)**
- **Best Set Construction - scenic and paint crew consisting of 80% high school students (grades 9-12)**
- **Best Student Orchestra - pit orchestra consisting of 90% high school students (grades 9-12)**
 - Unless the musical is designed for a smaller orchestra (defined as less than 12 musicians including conductor), which will be decided on a case by case basis.

Use of Students From Other Schools

If a school production calls for casting of students from another high school(s) or young children in minor roles, or if a school consists of grades K-12, no more than 20% of the cast may consist of students in grades K-8 in order to be eligible for Best Musical. Only high school students in grades 9-12 will be eligible to receive individual performance awards.

MANDATORY REHEARSALS

Exact dates and times will be announced in March of 2018. Please plan varied times throughout Saturday, May 12, 2018 through Saturday, May 19, 2018.