



# RULES AND REGULATIONS

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## **PARTICIPATION**

All public and private high schools in upstate New York are eligible to apply for the 2019 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/hsmta2019](http://school.proctors.org/hsmta2019). The show must be the standard or school edition/version. The following editions/versions are **not** eligible: 101 Collection, Broadway Junior, G2K (Getting to Know Series), Young Performers Edition and Young@Part. Concert versions are not permitted.

Schools must send a **signed** copy of the licensing agreement for the production to participate by December 14, 2018.

Proctors can accommodate a limited number of schools for the 2019 program. Therefore, participation will be on a first come, first served basis. The first twenty-five (25) eligible schools with musical productions occurring between **January 15 and April 15, 2019**, who return a completed application by the deadline of October 5, 2018, will be guaranteed participation.

Participating schools must maintain access and all rights to music rentals through May 11, 2019.

A non-refundable \$200 application fee is required of all schools. To participate, schools must send a **signed** copy of the licensing agreement for the production.

Applications will be accepted between September 17 and October 5, 2018.

## **CONTACT PERSONS**

To streamline information, max two persons per school will receive any and all information regarding High School Musical Theatre Awards (HSMTA). 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.

### **School Contact**

The **school contact** 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 is responsible for completing and returning all forms by the respective deadlines. The school contact must be a full-time permanent staff member of the high school.

### **Production Contact**

The **production contact** is the individual responsible for 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, making one sole contact for the school.*

## **MANDATORY PARTICIPANT'S MEETING**

The school contact and the production contact (if not the same person) are required to attend a mandatory meeting on 6 p.m. Tuesday, October 16, 2018 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 on May 11, 2019. It is the responsibility of the school or production contact to reach out to the licensing house regarding extending rights. Please note, multiple licensing houses require notification from Proctors to maintain rights. The **school contact must inform** Grace Janiszewski at [gjaniszewski@proctors.org](mailto:gjaniszewski@proctors.org) as soon as possible if this is necessary.

## **HIGH SCHOOL PRODUCTION**

### **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 JPG of at least 300 dpi, preferably higher. (Note: If size is less than 1 MB, the photo resolution is not high enough to project on a screen or print in program, we want all participants represented!)

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

### **Logo Usage and 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. Full page artwork for the ad will be provided by Proctors. Schools must provide Proctors with specifications and deadline for their program artwork by December 14, 2018.

## **TICKETS TO PROCTORS CEREMONY**

Tickets for the ceremony will go on sale to schools on April 24, 2019, immediately following the Nominations Press Conference; 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 10 complimentary tickets for participating in the program. All additional tickets purchased 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 4 – 11, 2019 and represent their school at the Awards. The order of performances during the show will be determined by the High School Musical Theatre Awards Director and Music Director.

### **Opening Number and Closing Numbers**

Each participating high school is required to have two (2) student representatives from their production to participate in the opening and closing numbers of the ceremony. These representatives will be chosen by the individual nominations\*. If the school did not receive an individual nomination, the representatives will be chosen by the teacher. These students must attend all mandatory rehearsals the week of May 4 – 11, 2019 and represent their school at the Awards.

*\*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.*

### **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 in costume (up to 35 students and no more than five (5) minutes in length). Set pieces will only be allowed if they are small enough to be carried on by the ensemble members. The participating ensemble members from each nominated production must attend mandatory rehearsals during the week of May 4 – 11, 2019 and represent their school at the Awards.

### **Best Actor/Best Actress Medleys**

It is mandatory that the Best Actor and Best Actress nominees perform a one-minute excerpt from their leading role in costume from the school production during the Best Actor and Best Actress medleys. These students must attend mandatory rehearsals the week of May 4 – 11, 2019 and represent their school at the Awards.

## **BEST ACTOR/BEST ACTRESS WINNERS**

The winner of the Best Actor and Best Actress awards will represent Proctors and the region at the

National High School Musical Theatre Awards (NHSMTA, or The “Jimmy Awards”) in June 2019. The winners will receive an all-expense 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/hsmta2019](http://school.proctors.org/hsmta2019) for the complete list. Please note: 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. on Tuesday, April 30, 2019 at Proctors. This evening will celebrate the students and provide information about the Jimmy Awards and NYC for June 2019.

## **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 students, grades 6 – 12, and not the efforts of assisting faculty and/or professionals.

- *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.*
- *A person 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.*

### **Individual Awards**

Individual awards categories are:

- Best Actor
- Best Actress
- Best Supporting Actor
- Best Supporting Actress

Only students, **grades 9 – 12**, may be nominated for an **individual award**.

Best Actor and Best Actress roles are decided by the NHSMTA qualifying list which can be found here: [school.proctors.org/hsmta2019](http://school.proctors.org/hsmta2019).

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.

The sex of the actor or actress, **not** the sex of the character, will determine which category each

student is judged in individual categories: Best Actor vs. Best Actress, Best Supporting Actor vs. Best Supporting Actress.

### **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 90% high school students (grades 6 – 12)
- Best Ensemble/Chorus – cast consisting of 90% high school students (grades 6 – 12)
- Best Choreography Execution – cast consisting of 90% high school students (grades 6 – 12)
- Best Technical Execution – backstage crew consisting of 90% high school students (grades 6 – 12)
- Best Set Construction – scenic and paint crew consisting of 90% high school students (grades 6 – 12)
- Best Student Orchestra – pit orchestra consisting of 85% high school students (grades 6 – 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 10% of the cast may consist of students in grades K – 5 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**

All students in the ceremony must attend all rehearsals for their parts. If a student representative cannot make rehearsals, another representative must be chosen by the teacher. Exact dates and times will be announced in March of 2019. Please plan varied times throughout Saturday, May 4, 2019 through Saturday, May 11, 2019. Preliminary rehearsal schedule below. \*\*Subject to change.

### Saturday, May 4

10 a.m. - 5 p.m. in the GE Theatre

- Learn opening and closing numbers with all representatives
  - 12:30 – 1 p.m. Lunch provided

### Sunday, May 5 – NO STUDENT REHEARSAL

### Monday, May 6

4:30 – 9 p.m. in the GE Theatre

- Theatre ready and open by 4pm

- All “Best Musical” Nominees for all tiers rehearse
- *If only in opening and closing numbers you are not called this night.*

Tuesday, May 7 – NO STUDENT REHEARSAL

Wednesday, May 8

5 – 9 p.m. in the GE Theatre

- Entire show run through
- *Schools need to bring any props for rehearsal*

Thursday, May 9 – NO STUDENT REHEARSAL

Friday, May 10

4 – 9 p.m. in the MainStage

- 4:30 p.m. – Students get into microphones
- 5 – 9 p.m. - Onstage – with orchestra and sound only
  - Sing through show in order of performance
  - Sitz Probe (Spacing as time allows)

Saturday, May 11

12:30 p.m. – 9:30 p.m. in the Mainstage

- 12:30 p.m. – Full Company called – all actor talent and wranglers called
- 1:30 p.m. – Actors into mics
- 2 p.m. – Half hour - Orchestra Called
- 2:30 - 5:00 p.m. – Full dress rehearsal
  - Full Tech - Orchestra, Sound, Lights, Powerpoint
- 5 - 6 p.m. – Dinner Break for cast & crew (Dinner Provided)
- 6:00 p.m. – Students walk the red carpet
- 6:30 p.m. – Half hour, cast into mics
- 7 - 9:30 p.m. – Ceremony