



**HIGH SCHOOL  
Musical  
Theatre  
Awards  
at PROCTORS**



presented by  
**TIMES UNION**

**TEACHER HANDBOOK**

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## ★ GENERAL INFORMATION ★

### MISSION OF PROCTORS

Through arts and community leadership, be a catalyst for excellence in education, sustainable economic development and rich civic engagement to enhance the quality of life in the greater Capital Region.

### MISSION OF HIGH SCHOOL MUSICAL THEATRE AWARDS AT PROCTORS

To celebrate, inspire and honor excellence and achievement in high school musical theatre, and to highlight the importance of musical theatre and arts education within the greater Capital Region of New York.

### SCHOOL PARTICIPATION

Proctors invites all public and private high schools in the greater Capital Region to apply for participation in the 2020 program. The first thirty (30) schools who meet all eligibility criteria and whose completed applications are received by the School of the Performing Arts at Proctors will be guaranteed participation. Applications will be processed in the order they are received.

### NEW YORK COUNTIES ELIGIBLE TO PARTICIPATE IN THE HSMTA AT PROCTORS

Albany	Hamilton	Schenectady
Columbia	Herkimer	Schoharie
Essex	Montgomery	Ulster
Fulton	Rensselaer	Warren
Greene	Saratoga	Washington

If you do not see your county on this list and would like to participate, call Grace Janiszewski at 518.382.3884 x150!

### ADJUDICATION PROCESS

Three members of the adjudicator panel will attend one performance at each participating school and award points based on a rubric system. Following the performance, the adjudicators will complete a written critique; all schools will be sent their school's critique as a learning tool. Up to five (5) nominations will be given for each award category. The Best Musical category will consist of three tiers based on musical production budget. Up to three (3) schools will be nominated within each tier.

### THE AWARDS

The 2020 HSMTA will be held at Proctors on May 16, 2020. Distinguished artists and professionals from the region will present the awards. The ceremony, modeled on the Tony Awards™ format, will open and close with production numbers featuring two representatives from each participating high school.

In addition, the following student performances will be interspersed with the award presentations: one number from each of the nine Best Musical nominees (three schools per budget tier) and two medleys featuring students nominated for Best Actor and Best Actress. The order of performances will be decided by the High School Musical Awards Music Director.

### BEST ACTRESS/BEST ACTOR WINNERS

The winner of the Best Actor and Best Actress awards will represent Proctors and Upstate New York at the National High School Musical Theatre Awards™ (NHSMTA™), also known as The Jimmy Awards™ in June 2020.

The winners will receive an all-expense paid trip to New York City and will receive professional instruction. They will compete with students from across the country for title of Best National High School Actor and Best National High School Actress among other awards with a chance to win college scholarships. In the event Proctors High School Musical Theatre Awards' Best Actor or Best Actress winner(s) are unable to participate in the NHSMTA™ program, the nominee(s) with the second highest adjudicator's score will be invited.

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. For this reason, only students playing a NHSMTA™ recognized leading role in their high school's production will be eligible for a Best Actor or Best Actress nomination. Visit [school.proctors.org/hsmta2020](http://school.proctors.org/hsmta2020) for the complete list of qualifying shows and roles.

### ABOUT THE JIMMY AWARDS™

The National High School Musical Theatre Awards™ was established in 2009 to elevate the importance of theatre arts education in schools and reward excellence in student performance. The program impacts over 50,000 students annually who participate in high school musical theatre competitions sponsored by thirty professional theatres throughout the US.

Thanks to the support of its participating professional regional theatres and donors, NHSMTA™ continues to grow. The depth, scope and education-centric mission of NHSMTA™ coupled with its extensive television and media exposure have made participating in the program an aspiration for a growing number of high schools. Based on feedback from participating theatres, school administrators are now directing both human and financial resources to improve the quality of theatre arts education in their districts. This renewed enthusiasm for the performing arts in schools is already helping to invigorate local theatres and the communities they serve.

## ★ AWARD CATEGORIES ★

Up to five (5) nominations will be given for each award category. The Best Musical category will consist of three budget tiers. Up to three (3) schools will be nominated within each tier.

Awards will be given for excellence in the following categories:

- Best Musical – Tier A
- Best Musical – Tier B
- Best Musical – Tier C
- Best Actor
- Best Actress
- Best Supporting Actor
- Best Supporting Actress
- Best Ensemble/Chorus
- Best Choreography Execution
- Best Student Orchestra
- Best Set Construction
- Best Technical Execution

## ★ PARTICIPATION ★

All public and private high schools in upstate New York are eligible to apply for the 2020 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/hsmta2020](http://school.proctors.org/hsmta2020). 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 also not permitted.

Schools must send a **signed** copy of the licensing agreement for the production to participate by December 13, 2019.

Proctors can accommodate a limited number of schools for the 2020 program. Therefore, participation will be on a first come, first served basis. The first thirty (30) eligible schools with musical productions occurring between **February 24 and April 6, 2020**, who return a completed application by the deadline of October 4, 2019, will be guaranteed participation.

Participating schools must maintain access and all rights to music rentals through May 16, 2020.

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 16 and October 4, 2019.

### CONTACT PERSONS

To streamline information, a maximum of two persons per school will receive any and all information regarding High School Musical Theatre Awards. Most communications, including arranging adjudicator 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 HSMTA. 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 15, 2019 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 16, 2020. 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"
- ★ One (1) production photo of the entire set completely built and painted  
Title file "Your school name-Show title"
- ★ One (1) production photo of each supporting actor or actress  
Title file "Your school name-Character name-Name of 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 13, 2019.

## TICKETS TO PROCTORS CEREMONY

Tickets for the ceremony will go on sale to schools on April 29, 2020, 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 ten 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.

## AWARD CEREMONY PARTICIPATION

All nominees must attend mandatory rehearsals during the week of May 9 - 16, 2020 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 a school does not receive an individual nomination, the representatives will be chosen by the teacher. These students must attend all mandatory rehearsals the week of May 9 - 16, 2020 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 9 - 16, 2020 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 9 - 16, 2020 and represent their school at the Awards.

#### **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 as an independent contractor.*

#### **Individual Awards**

Individual awards categories are:

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

Only students in **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/hsmta2020](http://school.proctors.org/hsmta2020).

To add shows or roles to the Jimmy Awards™ list, an appeal is possible through Grace Janiszewski. Please contact via email [gjaniszewski@proctors.org](mailto:gjaniszewski@proctors.org). Appeals will not be accepted after December 1, 2019. Please refer to the national's ineligible list at: [www.jimmyawards.com/participation/qualifying-shows-and-roles/](http://www.jimmyawards.com/participation/qualifying-shows-and-roles/).

Best Supporting Actor and Best Supporting Actress roles qualifications are defined below, character(s) must have all of the following:

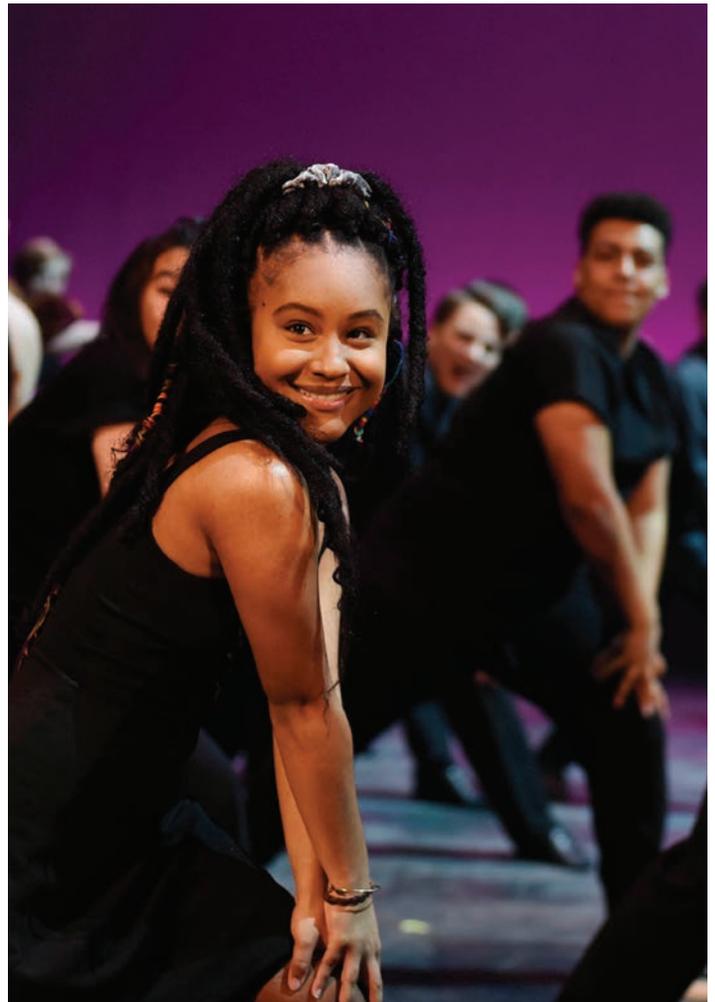
- ★ Character(s) must be scripted, named characters
- ★ Character(s) not listed as on by the NHSMTA™ qualifying roles list
- ★ Characters(s) must appear in more than one scene
- ★ Character(s) must have solo lines of dialog
- ★ Character(s) must have at least one solo
- ★ Characters(s) must have clear significant contributions to the central or sub-plot(s)
- ★ Character(s) must be portrayed by a student in the grades 9 - 12 to be eligible for a supporting nomination

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 75% high school students (grades 6–12)
- ★ Musicals designed for a smaller orchestra (defined as less than 12 musicians including conductor) 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.



## ★ IMPORTANT DATES ★

### **SEPTEMBER 16, 2019**

School Application opens for the 2020 program

### **OCTOBER 4, 2019**

Deadline for School Application for the 2020 program

### **OCTOBER 15, 2019**

6 p.m. Mandatory Teacher Meeting at Proctors

### **DECEMBER 13, 2019**

- ★ School & Production Information Form
- ★ Media Release Form
- ★ Signed copy of Licensing Agreement

### **JANUARY 9, 2020**

Adjudicator application deadline

### **FEBRUARY 12, 2020**

Mandatory Adjudicator Meeting at Proctors

### **FEBRUARY 24 - APRIL 6, 2020**

Adjudication Period

Placement of High School Musical Theatre Awards ad in all participating school playbills

### **FEBRUARY 24 - MARCH 6, 2020**

Due one month before your school's first performance

- ★ Orchestration Form with music scores:
  - ★ Production number
  - ★ One solo song for Best Actor
  - ★ One solo song for Best Actress

### **MARCH 31, 2020**

- ★ Performance Details Form
- ★ Cast, Crew, and Orchestra Information Form

### **APRIL 1, 2020**

- ★ Student Reporter Submission

### **FEBRUARY 24 - APRIL 6, 2020**

Due one week after your school's first performance

- ★ Pre-Nominations Photo Submission
- ★ Playbill from production

### **APRIL 9, 2020**

Adjudicator meetings for final production review and nominations

### **APRIL 29, 2020**

Nominations Press Conference - Press only

Tickets go on sale to schools

### **May 1, 2020**

Tickets go on sale to public

### **May 4, 2020**

The following forms are due from schools:

- ★ Representative Form
- ★ Student Talent Release (every performer)
- ★ Nominee Acceptance Form
- ★ Post-Nomination Photo Submission
- ★ Best Musical Nominee Information Form
- ★ Best Actor & Best Actress Information Form

### **May 5, 2020**

6 p.m. Best Actor and Best Actress Nominee Information Meeting

### **MAY 9 - 16, 2020**

Mandatory rehearsals for school participants/individual nominees

### **MAY 16, 2020**

7 p.m. High School Musical Theatre Awards ceremony at Proctors

### **JUNE 2020**

The Jimmy Awards in NYC (Best Actor/ Best Actress winners)