

STATE THESPIAN CONFERENCE

Standard Operating Procedures

The State Thespian Conference shall be held annually the first Thursday, Friday and Saturday in April unless the date coincides with Good Friday or as approved by the State Board at the previous State Conference. The three day conference is designed as a place where students and teachers can get together to share ideas and enjoy a conference of theatre. Events can include: workshops, one-act play marathon, full length performances, technical competitions in poster design, costume design, scene design and t-shirt design, playwriting competitions, scholarship awards, Thespian honor troupe recognition, election of council members, Melba Day Sparks Henning award, Troupe Director meeting, and troupe presidents' meeting.

HOST SCHOOL: The HOST SCHOOL Troupe Director shall receive a \$100 honorarium. The host school shall:

1. Provide appropriate rooms for workshops and one-acts. The host school will work with the Conference Coordinator to assign appropriate spaces for the conference needs.
2. Provide a welcoming committee to introduce one-acts, workshops, and to act as guides.
3. Provide students to assist with conference activities.
4. Provide space to display technical entries.
5. Provide hospitality room with refreshments for Troupe Directors, chaperones, bus drivers, etc...
6. Provide meeting room for Presidents' meeting.
7. Provide an electronic copy of a map of the school / conference facility.

CONFERENCE COORDINATOR: The CONFERENCE COORDINATOR shall receive a \$200 gratuity. The conference coordinator shall:

1. Receive registrations and confirm with registering schools.
2. Work with the host school to secure rooms for the conference.
3. Create and print the conference program as well as any other printed materials. The conference program should include, but is not limited to:
 - the schedule
 - maps of the site
 - workshop descriptions
 - play descriptions
4. Organize and present various awards including; plaques for showcase schools, plaques for winning playwriting schools, plaques for honor troupes, plaques honoring retiring student board, plaque for host school, certificates for volunteer board members, etc...
5. Report to State Director or finance manager the condition of funds collected and oversee payments to host schools and presenters. Conference coordinator must stay within the budget as designated by the board or the State Director.
6. Arrange for T-shirts, bags, and/or other printing and distribution.
7. Create or oversee student creation of conference logo.

CONFERENCE PARTICIPATION: Participating schools are expected to bring a workshop, or a one act for the marathon. Failure to do so limits the opportunities available to students attending conference. If the Troupe Director is hesitant, he or she is encouraged to call upon fellow Troupe Directors or state board members to help recognize individual expertise.

Each participating Troupe Director is also required to carry a Code of Conduct and a Release Form for EACH DELEGATE ATTENDING CONFERENCE.

TECHNICAL COMPETITION: Theatre professionals will judge the Technical Competitors. There should be at least two (2) judges for each technical award. Judges are not to score entries until after the competitors have given their oral presentation. Competitors are to be scored based on their entries and their oral presentations.

AUDIENCE BEHAVIOR: Participants at the conference are expected to show proper audience behavior. Cat calls, whistling, suggestive sounds or anything that may interrupt the flow of production (workshop, one-act, or main-stage) will not be tolerated. Any member of the audience who does not show proper conduct will be asked to leave the performance (or the conference). Although an audience of Thespians should be able to conduct themselves properly, it is up to Thespian Troupe Directors to monitor the behavior of their students and to set up appropriate consequences. See the Thespian Code of Conduct for appropriate conference behavior.

REGISTRATION FEE & PRIORITY for the State Conference will be determined by the Chapter Director and the State Board each year.

NON-THESPIAN schools and students are welcome to the conference. There will be an additional fee per student for non-Thespian students and an additional fee for non-Thespian schools to be determined by the State Director. Registration fees entitle each person to: Admission to all workshops, one-acts, full-length productions, a meal, a t-shirt, and any social events provided as part of the conference. Thespian schools will have priority over non-Thespian schools should the festival sell out.

THESPIAN PRESIDENTS' MEETING: The president (or designated representative) of each troupe attending conference will meet with the student board at least once during the conference to cast ballots for the students running for State Board. More meetings are authorized at the state board's discretion.

TROUPE DIRECTORS' MEETING: At least one meeting will be held during the conference for the express purpose of electing new Troupe Directors to the board. More meetings are authorized at the State Director's discretion.

RULES AND JUDGING STANDARDS FOR OREGON THESPIANS TECHNICAL THEATRE COMPETITIONS:

Technical Theatre Competition includes: Costume Design, Scenic Design, Lighting Design, Make-Up Design, Stage Management, Name Badge, Poster, and T-Shirt Design.

Please Note: We've adapted the International Standards for Technical Competition. The physical criteria of the material is essentially the same and where there are differences they are noted. Students are required to do an ORAL PRESENTATION before a judge.

Costume Design Rules

1. **SOURCE REQUIREMENTS:** Designs must be from a published play written for the theatre only. Poetry, prose, screenplays, or other medium are not permitted.
2. **MEDIUM REQUIREMENTS:** Each design must be in full color on 10" x 15" white illustration board labeled in the following manner:
 - Upper left corner: Play title and playwright
 - Upper right corner: Character's name, act, and scene.
 - Lower right corner: Student's name, troupe number, and school.
3. **DESIGN REQUIREMENTS:** The student must present five (5) character renderings representing either five different characters or a single character following through several appropriate costume changes (no actual costumes are allowed). All drawn figures must be 10" tall. The base of the figure must be 3" above the board's lower edge. Template or traced characters may be used as a base for drawing.
4. **PRESENTATION REQUIREMENTS:** A student presentation, not exceeding ten minutes, justifying the designs, must be presented to two judges, which may include Troupe Directors or theatre professionals, covering the essential points of the physical and artistic properties of the design, and showing a clear understanding of the design's relationship to the play. Note cards may be used. All designs will be displayed in a common area.
5. **STUDENT DESIGNER REQUIREMENTS:**
 - Oregon State Consideration: Collaborations are acceptable.
 - For International Consideration: Collaborations are NOT permitted.

Scenic Design Rules

1. **SOURCE REQUIREMENTS:** Designs must be from a published written for the theatre play, only. Poetry, prose, screenplays, or other medium are not permitted.
2. **MEDIUM REQUIREMENTS:** (a) A full color design presented as either an original, three-dimensional model or a perspective rendering, and (b) a ground plan all in either $\frac{1}{4}" = 1'-0"$ or $\frac{1}{2}" = 1'-0"$ scale, showing the set and its relationship to the theatrical space. The design will be labeled in the following manner in the lower right corner:
 - Play title and playwright.
 - Act, and scene (for multiple sets). Student's name, troupe number, and school.

3. **DESIGN REQUIREMENTS:** The model or rendering and ground plan must represent each different scene or location as required by the script and, for multiple-set plays, must show provisions for scenery changes. At least one scale figure, to show proportion, must be included on the model or rendering. Oregon Consideration: The model or perspective rendering can represent the designer's home building. International Consideration: The design must be for a stage with a proscenium opening of 38'w X 20' h with wing space. The arch and wings must be represented on the model.
4. **PRESENTATION REQUIREMENTS:** A student presentation, not exceeding ten minutes, justifying the designs, must be presented to two judges, which may include Troupe Directors or theatre professionals , covering the essential points of the physical and artistic properties of the design, and showing a clear understanding of the design's relationship to the play. Note cards may be used. All designs will be displayed in a common area.
5. **STUDENT DESIGNER REQUIREMENTS:**
 - For Oregon Thespian Consideration: Collaborations are acceptable.
 - For International Consideration: Collaborations are NOT permitted.

Publicity Design Rules

Note - For International Consideration Only. See Below for Oregon State Publicity Categories.

1. Presentation must be for a published play written for the theatre. Designs for performances of poetry, fiction, screenplays, or any other medium are not permitted.
2. Presentation cannot exceed ten minutes.

The following materials are to be presented:

- Poster design on 11x17 paper
 - Program design and full layout of not less than four pages
 - Two press releases to include an informational article and a feature article
 - A proposal for a promotional project
3. The student must present justification for these designs. Note cards may be used.
 4. Only one student may be involved in the design. No collaborations are permitted.

Poster Design Rules

Note - For Oregon Thespian Consideration Only. International does not recognize Poster Designs only, but includes them with the larger category of Publicity.

1. Presentation must be for a published play written for the theatre. Designs for performances of poetry, fiction, screenplays, or any other medium are not permitted.
2. The following materials are to be presented:
Poster design on 8 1/2 x 14 or larger paper.
3. The student must present written justification for these designs. All designs are displayed in a common area and judged by a group of non-competing sponsors.

T-Shirt Design Rules

Note - For Oregon State Consideration Only. International does not recognize T-Shirt Designs.

1. Presentation must be for a published play written for the theatre. Designs for performances of poetry, fiction, screenplays, or any other medium are not permitted.
2. The following materials are to be presented:

- T-Shirt design on a t-shirt of any size.
3. The student must present written justification for these designs. All designs are displayed in a common area and judged by a group of non-competing sponsors.

Lighting Design Rules:

Note—for Oregon Thespian Consideration only.

1. **SOURCE REQUIREMENTS:** designs must be from a published, written for the theatre play, only. Designs for poetry, prose, screenplays, or other medium are not permitted.
2. **MEDIUM REQUIREMENTS:**
 - *Unlined white paper size 8.5 by 11 inches must be used for the instrument schedule and to display the images. Drafting vellum, drafting film, unlined white paper, or tracing paper up to 24 by 36 inches may be used for the light plot itself; this may be folded if it fits within the presentation portfolio.
 - * Photographs must be at least 5 by 7" but no larger than 8 by 10"
3. **DESIGN REQUIREMENTS:**

The student must present:

 - * a light plot or schematic in either $\frac{1}{4}'' = 1'-0''$ or $\frac{1}{2}'' = 1'-0''$ scale with a clear key, drawn to scale on unlined white paper, drafting vellum or drafting film, or tracing paper and depicting the floor plan of the set, each of the lighting focus areas, and the instrument type and dimmer or circuit numbers.
 - *an Instrument Schedule including: type of light, area lit, function of the light, gel # or name, channel and dimmer/circuit or slider.
 - * a photograph of the unlit space (work lights)
 - * color photographs of 3 to 5 lighting effects; a title block for each photograph including play title, act and scene numbers.
 - * All elements must be contained or bound as a portfolio which must be labeled with play title, playwright, student's name, school name and troupe number.
4. **PRESENTATION REQUIREMENTS:** Students must present a written justification and explanation for each design within the portfolio. Designs will be evaluated by two judges, which may include Troupe Directors or theatre professionals.
5. **STUDENT DESIGNER REQUIREMENTS:** For Oregon State consideration collaborations of no more than two students are acceptable.

Note: No additional materials should be included in the bound portfolio (i.e. gel swatches, etc).

Stage Management Rules:

Note - for Oregon State consideration only.

1. **SOURCE REQUIREMENTS:** designs must be from a published written for the theatre play, only. Poetry, prose, screenplays, or other medium are not permitted.
2. **MEDIUM REQUIREMENT:** A stage manager's book, including a title page with this information: Play title, playwright, director, dates of production, student's name, school name and troupe number. There must also be an advisor's signed verification that the

student actually managed the production.

3. **DESIGN REQUIREMENTS:** The student must present a book containing a full script with cues for lighting, sound, stage crew, properties and actors. A legend for different types of cues must be included. The script may contain blocking and staging notes. Include technical crew chiefs and contacts. Include any other organizational materials required for this production, such as backstage shift sheets and rehearsal calendars. Please delete phone numbers.
4. **STUDENT DESIGNER REQUIREMENTS:** The student must have stage managed the play in production. Collaboration is not permitted. Designs will be evaluated by two judges, which may include Troupe Directors or theatre professionals.

Make –up Design Rules

Note—for Oregon Thespian Consideration only.

1. **SOURCE REQUIREMENTS:** designs must be from a published, written for the theatre play, only. Designs for poetry, prose, screenplays, or other medium are not permitted.
2. **MEDIUM REQUIREMENTS:**
 - *Unlined white paper size 8.5 by 11 inches must be used for the character makeup sketches and to display the images.
 - * Photographs must be at least 5 by 7” but no larger than 8 by 10”
3. **DESIGN REQUIREMENTS:**

The student must include:

 - * a makeup plan or character makeup sketches, drawn on unlined white paper, depicting each character in the play.
 - * written directions or notes for application of makeup for each character in the play.
 - * color photographs of 3 to 5 makeup effects, including a ‘before’ photo of the actor / body part without makeup and an ‘after’ photo with makeup; a title block for each photograph including play title, character name, act and scene numbers, and any essential information illuminating the depicted effect.
 - * All elements must be contained or bound as a portfolio which must be labeled with play title, playwright, student’s name, school name and troupe number.
4. **PRESENTATION REQUIREMENTS:** Students must present a written justification and explanation for the designs within the portfolio. Designs will be evaluated by two judges, which may include Troupe Directors or theatre professionals.
5. **STUDENT DESIGNER REQUIREMENTS:** For Oregon State consideration only. Collaborations of no more than two students are acceptable.