

**Christian School Artistic Fellowship
&
Texas Christian Artistic Fellowship**

One-Act Play

DRAFT

Contest Handbook

2025

CSAF/TCAF One Act Play Contest Handbook

Table of Contents

1.	2025 Information.....	4
1.1.	Contacts.....	4
1.2.	High School District Alignment.....	4
1.3.	Junior High District Alignment.....	4
1.3.	Timeline/Deadlines	5
1.4.	Dates	6
1.5.	Fees	6
1.6.	Advancement.....	6
	Junior High: All plays will advance from District to Regionals in 2025.....	6
	High School: All plays will advance from District to State in 2025.....	6
1.7.	T-Shirts	7
2.	CSAF/TCAF Policies.....	7
2.1.	Purpose.....	7
2.2.	Conduct.....	7
2.3.	Objectives	7
2.4.	Participation Age and Grade	7
2.5.	CSAF/TCAF Eligibility	7
2.6.	Contestant Eligibility	8
3.	General Policies	8
3.1.	Mission.....	8
3.2.	Purpose.....	9
3.3.	Basic Requirements for Participation.....	9
3.4.	Homeschooler Participation	9
3.5.	Insurance	9
4.	Competition Policies.....	9
4.1.	Contest Levels.....	9
4.2.	Judge Selection	9
4.3.	Play Selection.....	10
4.4.	No-Coaching Rule.....	10
4.5.	Awards.....	10
4.6.	11	
4.6.	DQ Procedure.....	12
	Disqualification Statement	12
	Disqualification Chart	13
5.	Roles	14
5.1.	State Chair	14
5.2.	District Chair	14

CSAF/TCAF One Act Play Contest Handbook

5.3.	Contest Manager.....	14
5.4.	Stage Manager/Assistant Contest Manager	14
5.5.	Assistant Stage Manager	15
6.	Procedures.....	15
6.1.	Fall Planning Meeting.....	15
6.2.	Spring Planning Meeting.....	15
6.3.	School Registration	15
6.4.	District Performance Order.....	15
6.5.	Advancement.....	15
	Junior High:.....	16
	High School:.....	16
	State Performance Order.....	16
7.	General Information	16
7.1.	Team Membership.....	16
7.2.	Admission.....	16
7.3.	Site Logistics.....	16
	Competition Unit Set	17
	Prop Storage Area.....	17
	Pre-Set.....	18
	Dressing Room	18
7.4.	Time Limits & Official Time Keepers.....	18
7.5.	Etiquette.....	18
	Media.....	18
	Contest Day.....	18
	Awards Ceremony	19
7.6.	Resources	19
7.7.	Other Contest Considerations:.....	19
8.	District Contest Procedures	19
8.1.	Pre-Contest	19
8.2.	Rehearsal	20
8.3.	Pre-Performance Director’s Meeting	20
8.4.	Contest Day Schedule.....	21
8.5.	Contest Day.....	21
8.6.	Schedule for Each Show	21
8.7.	Awards Ceremony	22
9.	State Contest Procedures	22

CSAF/TCAF One Act Play Contest Handbook

1. 2025 Information

If you have any questions at all, contact the District Chair first, then OAP Director. Communication is the best way to avoid problems and provide the best OAP contests possible.

1.1. Contacts

Position	Person	Phone	Email
CSAF/TCAF President & CEO	Cory De La Torre	817-789-1283	coachdee82@gmail.com
One Act Play Director	Doug Jefferson	940-328-1334	mr.jefferson@ccsmw.org
State Chair	Doug Jefferson	940-328-1334	mr.jefferson@ccsmw.org
Assistant State Chair	Jenny Blair		
District 1 Chair	Rachel Hamre		
District 2 Chair	Doug Jefferson		
District 3 Chair	Jenny Blair		

1.2. High School District Alignment

HIGH SCHOOL	District 1	District 2	District 3
Date	Thursday, April 18	Saturday, April 20	Thursday, April 25
Host	Crown of Life	Community Christian	Christian Life Prep
District Chair	Rachel Hamre	Doug Jefferson	Jenny Blair
Performance Order	1.	1.	1.

1.3. Junior High District Alignment

JUNIOR HIGH	District 1	District 2	District 3
Date	Thursday, April 18	Saturday, April 12th	Thursday, April 17th
Host	Crown of Life	Community Christian	Christian Life
District Chair	Rachel Hamre	Doug Jefferson	Jenny Blair
Performance Order	1.		

CSAF/TCAF One Act Play Contest Handbook

1.3. Timeline/Deadlines

Paperwork must be EMAILED by the date below. Fees may be mailed and must be RECEIVED by the deadline below. Submit paperwork via email to mr.jefferson@ccsmw.org.

✓	Task	Due	Format	Source
	Registration – Email school name & Commitment to Participate to State Chair	Feb. 7, 2025	Email	Member school
	Directors' Meeting	Feb. 7, 2025	Zoom	Emailed invitation
	Submit Play Selection Form	Feb. 27, 2025	PDF	CSAF/TCAF OAP Forms, page 2
	Submit Participation & Shirt Order Form	Mar. 5, 2025	PDF	CSAF/TCAF OAP Forms, page 3
	Receive Invoice for Fees & T-Shirts	Mar. 15, 2025	Email attachment	Community Christian School
	Submit Cast & Crew Lists	Apr. 1, 2025	Word document	Director format
	Submit PAYMENT for Fees & Shirts	Apr. 1, 2025	School check	Member school
	Submit Basic Information Form	Apr. 1, 2025	PDF	CSAF/TCAF OAP Forms file, page 4
	Submit Letter of Approval	Apr. 1, 2025	PDF	School administrator on school letterhead
	Submit Copy of Royalty Receipt	Apr. 1, 2025	PDF or photo	Play Publisher
	Submit Copy of Publisher's Permission (if cuts are made)	Apr. 1, 2025	PDF or photo	Play Publisher
	Submit proof of insurance statement	Apr. 1, 2025	PDF or photo	School administration
	Submit Judging Rubric Form with Play Title	Apr. 1, 2025	PDF	CSAF/TCAF OAP Forms, page 5

CSAF/TCAF One Act Play Contest Handbook

1.4. Dates

For 2025, all plays advance from District to Junior High Regionals and High School State.

This supersedes the policy outlined in Section 4.1.2 Advancement & Performance Order for this year.

Contest	Date
District performance order draw (via Zoom)	February 7
District 1 Competition (JH & HS)	April 18
District 2 Competition (HS)	April 20
District 3 Competition (JH & HS)	April 25
Regional and State performance order draw (via Zoom) and State Payment Due	May 1
Junior High Regionals	May 9
High School State	May 11

1.5. Fees

T-shirt orders due March 5th , 2025.

\$325 per play for District due April 1st, 2025

\$325 additional fee per play that advances to JH Regionals or HS State due May 1st, 2025.

Make checks payable to **Community Christian School**.

Mail checks to **2501 Garrett Morris PKWY, Mineral Wells, TX 76067**

Checks must be postmarked by the deadline listed in Section 1.2 Timeline/Deadlines.

Fee adjustments require a replacement check on arrival at the contest. No refunds will be issued.

1.6. Advancement

Junior High: TBD

High School: TBD

CSAF/TCAF One Act Play Contest Handbook

1.7. T-Shirts

T-Shirts cost \$18 each.

Minimum T-shirt order per school is 12 T-shirts

Each school chooses T-shirt color and text color

All cast, crew, and directors are required to wear their OAP T-shirt on contest day.

Family, friends, and fans can also purchase T-shirts, if included as part of the school's T-shirt form.

2. CSAF/TCAF Policies

2.1. Purpose

The primary purpose of the Christian School Artistic Fellowship and Texas Christian Artistic Fellowship is to develop Christ-like character through quality artistic programs, with attention given to developing and refining artistic skills, respect for other artists, preparing our best as for our Lord, and Christian fellowship.

2.2. Conduct

Participation will be conducted to emphasize the discovery and delight of artistic skills and develop excellence in performance and creativity, providing for the development of Christian character, self-respect, social grace, artistic excellence, and personal discipline while fostering the concepts of artistic appreciation and artistic expression as well as promoting the ideals of God and Community.

2.3. Objectives

The specific objectives of the CSAF/TCAF are to provide an organization to

1. Achieve the primary purpose of CSAF/TCAF.
2. Formulate rules and guidelines
3. Set schedules and contests

2.4. Participation Age and Grade

A student who has reached the age of 19 before September 1st is NOT eligible for competition.

	Jr. High	High School
Eligible Grades	7, 8	9, 10, 11, 12
Eligible Ages	12, 13, 14	14, 15, 16, 17, 18

2.5. CSAF/TCAF Eligibility

A **member school** is one that has been approved for participation in any CSAF/TCAF sponsored activity.

CSAF/TCAF One Act Play Contest Handbook

Eligibility Periods: The first eligibility period begins six weeks after school start. Grades should be checked every six weeks thereafter. Any student failing the grading period will be ineligible for three weeks. At that time, grades will be checked again. If student is not passing all subjects, the participant remains ineligible for another three weeks. If the student is passing all classes, they are again eligible for participation. Any student or school violating this rule will be a subject to sanctions, forfeitures, or expulsion.

2.6. Contestant Eligibility

Individual participants must be regularly attending and meeting all academic requirements of a Member School.

No visible tattoos or piercings allowed.

Questions concerning a student's eligibility to participate should be brought privately to one of the officers to protect the student from undue stress or embarrassment.

Academic Programs: A student shall be permitted to participate in a CSAF/TCAF contest if the student is in good and regular standing and is passing all courses (70).

Full Time Students: students taking at least four core classes at a Member School. NAUMS students must be taking three core classes and fulfill the credits needed in the four core classes by the end of the school year. Any student not meeting these requirements will be considered Home School Students.

Home-School Students: A home-schooled student (not a full-time student) may participate with a member school if the student is under that school's academic umbrella. Home-school students must meet the same academic requirements as other students and the school should provide, upon request, records of the student's academic performance. Home-school students may not participate with any other school or home-school group during the time they are involved with a school. The total number of home-schooled participants may not exceed 30% of the total number of participants in any festival, competition, or contest.

Accelerated Christian Education Schools: All students must be progressing toward graduation on a credit basis and passing (70) grade-wise with a regular check procedure to assure good academic standing. If a question of eligibility arises, a school may be required to present the student's academic records concerning eligibility to the state office.

Foreign Exchange students are eligible for one year providing they are enrolled at and attending a member school for the entire school year. They must be included in the member school's registration. I-20 students are under the same guidelines as Citizen Students.

School Suspension – Suspended students may not participate in CSAF/TCAF contests during the suspension period.

3. General Policies

3.1. Mission

The CSAF/TCAF One-Act Play is a theatre contest between CSAF/TCAF Schools seeking to grow Christ-centered character in all participants through healthy competition.

CSAF/TCAF One Act Play Contest Handbook

3.2. Purpose

The CSAF/TCAF One-Act Play Competition serves to provide the CSAF/TCAF students with opportunities to develop their gifts in theatre as well as educate theatre learners.

3.3. Basic Requirements for Participation

Schools must be members of a CSAF/TCAF School. All Paperwork must be completed as well as fees paid. All other requirements for participation outlined in CSAF/TCAF Handbooks apply.

3.4. Homeschooler Participation

Homeschooled students can be no more than 30% of the total team. The team is all students (cast and crew) participating on the contest day.

3.5. Insurance

All schools participating in any CSAF/TCAF event must have adequate insurance coverage for students and sponsors/teachers. CSAF/TCAF does not assume responsibility for this coverage.

The school's student accident insurance should cover most reasonable and customary medical expenses. Workman's Compensation should cover sponsors/teachers. Activities include, but are not limited to: Art, Athletics, Cheerleading, Debate, Geography Bee, Math, Music, One-Act-Play, Science, Speech, and Spelling contests.

Submit proof of insurance from school's insurance company that specifically lists the contest venue (by name) as a Third Party Not Responsible before rehearsing at the host location.

4. Competition Policies

4.1. Contest Levels

District: Geographical grouping of up to eight entries

Regionals: Intermediate contest, if necessary

State: Up to eight entries advance from lower levels

4.2. Judge Selection

Each competition will have three judges. At State, one of the three judges is also charged with selecting Tech Awards or the Contest Manager may double as the Tech Judge

All Judges for all contests must be approved by the State Chair; the State Chair will coordinate with Judges and conduct training. Judging is meant to be reflective of the heart of the contest. Judges may discuss each play after it is performed; however, each judge will select their own placement order of plays, overall best tech, and best ensemble. These decisions will be made by each judge through private ballot submitted to the contest manager, with no discussion among the judges. After all the judges ballots have been submitted, judges will discuss individual awards.

Judge qualifications: 1) Share CSAF/TCAF values 2) Well versed in Theatre Arts

CSAF/TCAF One Act Play Contest Handbook

4.3. Play Selection

Each school is open to select the play that best fits their cast and school.

The play must be acceptable to Christian standards. When in doubt, contact District/State Chair. Considerations include appropriate theme, words, presentation, and body movements. Violation of Christian Standards will result in a full rank deduction in tabulation.

Royalties must be paid prior to the competition, verified by a copy of the royalty receipt.

Plays may be cut with proper permission from the publisher. Maintain the integrity of the script when making cuts. Cuts must also be approved by the authority overseeing each school (school administrator). When cutting more than ten lines, the title of the play should begin sf (scenes from). Submit a copy of the publisher's permission.

4.4. No-Coaching Rule

Once a performance begins there is NO coaching of any kind allowed. To ensure this, all Directors including student Directors, must be seated in the audience. Violation of the No Coaching rule disqualifies the play from advancing to the next level and from placing at State.

The only exception for coaching that may be granted is for adults helping with Tech, but it will disqualify the play from Tech Awards; requests for an exception must be made to the State Chair via email at least 10 days prior to contest.

4.5. Awards

Award	Awarded Type	Awards Given	Determined by
Best Director	Individual	1	State Chair
Crowd Favorites	Individual	# of plays	Each Team
Best Technician	Individual	1	Stage Manager
All Star Tech Crew	Individual	# of Plays	Stage Manager
Best Actress	Individual	1	Judges
Best Actor	Individual	1	Judges
1st All Star Cast	Individual	# of Plays x1.5	Judges
2nd All Star Cast	Individual	# of Plays x2	Judges
Honorable Mention Cast	Individual	# of Plays	Judges
Best Set	School	1	Judges
Best Costuming	School	1	Judges
Best Lighting	School	1	Judges
Best Sound	School	1	Judges

CSAF/TCAF One Act Play Contest Handbook

Best Ensemble	School	1	Scoring, per judges' ranking
Best Technical Presentation	School	1	Tech Judge
Overall Placement – 3rd Runner Up	School	1	Scoring, per judges' ranking
Overall Placement – 2nd Runner Up	School	1	Scoring, per judges' ranking
Overall Placement – 1st Runner Up	School	1	Scoring, per judges' ranking
Overall Placement – Champion	School	1	Scoring, per judges' ranking

4.6.

Scoring is done for Best Ensemble and overall Show Placement. The three judges' rankings are tabulated by competition representatives and verified by the Contest Manager. Judges are consulted to break ties.

Judge Rank	Points	Judge Rank	Points	Judge Rank	Points	Judge Rank	Points
1 st	35	3 rd	12	5 th	4	7 th	1
2 nd	20	4 th	6	6 th	2	8 th	0

For the High School State Contest 2025, the top 4 placing teams will be divided into two divisions based on school size, awarding 1st and 2nd place finishes in Division 1 and Division 2 based on high school enrolment of the top 4 plays. **Enrollment numbers for high school must be submitted prior to district contest.**

CSAF/TCAF One Act Play Contest Handbook

4.6. DQ Procedure

Disqualification Statement

The heart of CSAF/TCAF and our Directors is that no team experiences disqualification. We want to maintain excellence while showing as much grace as possible. We seek a level playing field for all CSAF/TCAF events. A chart of disqualification consequences is provided below. These are automatic and may not be overturned. Communication is a courtesy.

ANY disqualification enforced by the Contest Manager must to be communicated to the following people, in order, before the contest Awards Ceremony:

1. CSAF/TCAF One Act Play Director
2. District/State Chair
3. Disqualified Show's Director
4. All Directors

Judges are ONLY informed if necessary. For example, judges choose Best Set for a play that went over on set up.

CSAF/TCAF One Act Play Contest Handbook

Disqualification Chart

Infraction	Consequence
Missing Paperwork/Payments	Full Disqualification
Over Set-Up Time or Tear-Down Time	DQ from Best Set
TCAF High School <ul style="list-style-type: none"> - Performance Time 45:01 to 46:30 - Performance Time Over 46:30 	DQ from Best Overall Tech DQ from winning 1 st or 2 nd & Best Ensemble
CSAF Junior High <ul style="list-style-type: none"> - Performance Time 40:01 to 41:30 - Performance Time Over 41:30 	DQ from Best Overall Tech DQ from winning 1st or 2nd & Best Ensemble
Adult Running Tech	DQ from that Tech Area award
Visible use of script on stage during play	Individual DQ from 1st All Star Cast & Play DQ from Best Ensemble and 1st place

For anything out of the ordinary or questionable, seek advice and permission, in writing, from the District/State Chair. It is better to get permission first rather than ask for forgiveness later.

CSAF/TCAF One Act Play Contest Handbook

5. Roles

5.1. State Chair

- Plan and organize the State Contest schedule with the schools and host site
- Select Contest Manager, Stage Manager, and Assistant Stage Manager for State competition
- Co-direct the Planning Meeting.

5.2. District Chair

- Plan and organize the District Contest schedule with the schools and host site
- Select Contest Manager, Stage Manager, and Assistant Stage Manager for District competition
- Co-direct the Planning Meeting
- For 2025, the District Chair is the Contest Manager

5.3. Contest Manager

The Contest Manager is chosen by, empowered by, and acts on the behalf of the CSAF/TCAF OAP Director and District/State Chair. If a problem arises, the CM will try resolve it according to the handbook and discernment. If consultation is needed, the CM should seek the District/State Chair, apart from the judges and disclose only enough information necessary to make a ruling. If the CM and District/State Chair need further guidance, they will seek input from the OAP Director. Above all, rulings will balance the integrity of fair competition with as much grace as possible.

- Co-directs the Pre-Competition Directors Meeting
- Oversee rehearsals
- Instruct and oversee the judges on contest day
- Arrive at the event before any of the judges arrive
- Liaison between the judges and the Directors
- Be familiar enough with the plays in the contest to aid the judges with details, such as character names
- Spend most of the day with the judges
- Do NOT offer feedback or opinions on performances, play choices, directors, etc.
- Cultivate relationships with Directors and Judges
- Recruit their assistant, the Stage Manager
- During award deliberations,
 - Act as a neutral party WITHOUT decision-making power
 - Keep process moving and ensure all judges are heard
 - Tabulate ballots for awards
 - Present results to District/State Chair
- Run Awards Ceremony, in coordination with District/State Chair and CSAF/TCAFOAP Director
- Handle any disqualification situations

5.4. Stage Manager/Assistant Contest Manager

- Oversee all backstage activities
- Judge, during technical rehearsals, for Best Technician and All Star Tech Crew awards

CSAF/TCAF One Act Play Contest Handbook

- Escort casts and crews to the stage
- Communicate to CM the theater is ready for the judges to enter
- Record times
 - Time Set-Up
 - Time performance
 - Time Tear-Down
 - Report any violation to the CM
- Help with tabulation of judging ballots
- Oversee cleanup
- Help with Awards Ceremony
- Help with anything else the CM needs

5.5. Assistant Stage Manager

- Oversee cast arrival, Set Up, performance start, tear-down, and cast dismissal
- Help with anything else the SM needs

6. Procedures

6.1. Fall Planning Meeting

An initial planning meeting for all Directors will be held each fall or early spring online or at the contest location. The agenda includes:

- District alignment
- Proposed dates
- Policy/rule updates for the current year.
- Review guidelines
- Meet State Chair, District Chairs, and Stage Managers

6.2. Spring Planning Meeting

A pre-contest planning meeting will be held in early spring online or at the contest location. The agenda includes:

- Review guidelines
- Draw for performance order
- Set the rehearsal schedule

6.3. School Registration

To register, email State Chair stating school name and commitment to participate.

6.4. District Performance Order

Schools will draw for the District performance order.

Host schools will not perform first in District Contests, due to burden of hosting and contest start-up activities.

6.5. Advancement

CSAF/TCAF One Act Play Contest Handbook

Junior High:

In general, each District Champion and runner-up advance to Regionals. This may change based on the number of the number of schools competing each year. Specifics will be communicated in Section 1 and the planning meetings.

High School:

In general, each District Champion will advance to State. The remaining plays will advance based on district rankings and the decision of the Super Judge, who has watched and scored all plays. This may change based on the number of the number of schools competing each year. Specifics will be communicated in Section 1 and the planning meetings.

State Performance Order

Directors vote on whether the drawing will go in alphabetical or by district placement

State Chair and Contest Manager will draw for State performance order and set rehearsal times

7. General Information

7.1. Team Membership

Directors: Up to three directors.

Cast: Up to **fifteen** students.

Crew: Up to **four** students working tech. (Off-stage voices may be listed as Crew)

Alternates: Up to **three** alternates

Students acting in multiple plays is highly discouraged. Requests for an exception must be made in writing or via email to the State Chair. Students that perform in more than one play can only receive awards for one play.

Students may serve as both cast and crew if clearly indicated on the school's Cast & Crew List and program page.

High school students that help with Tech in a junior high play will NOT be eligible for awards.

Requests for an exception must be made in writing or via email to the CSAF/TCAF OAP Director Chair.

7.2. Admission

Admission to the plays is open to the public. The host school will charge a nominal admission fee to offset facility expenses.

Audience members may only enter or exit the theater before or after performances, except for emergencies.

All cast, crew, and directors receive free admission to other schools' shows, if wearing their OAP T-shirts to identify them as participating school's team members. Friends and family wearing purchased OAP T-shirts must pay the admission fee to watch the contest.

7.3. Site Logistics

CSAF/TCAF One Act Play Contest Handbook

Competition Unit Set

The host site will provide one Unit Set available for use by all schools during the practice session and competition. The standard Unit Set is listed below, but please check with the host school to confirm what is available at the contest.

The Unit Set will be in a designated location accessible to the stage and separate from the school's Prop Storage Area. Additional set pieces can be used if they fit in that school's Prop Storage Area.

Schools do not have to use the Unit Set. If a school uses a flat, platform, or ramp that is not a part of the unit set, it must be listed on the Basic Information Form and fit in the assigned Prop Storage Area.

The standard Unit Set includes:

Two 8'x4'x1' Platforms	Two 1'x1'x8" Pylons	Two Door units
Two 4'x4'x1' Platforms	Two 4'x4'x1' Ramps – Slant to ground	Two Window units
Four 1'x1'x4" Pylons	Four 1.5x8 X 3x8 X 1.5x8 Flats	Two step units (Two steps each)
Two 1'x1'x6" Pylons	Four 2x8 Flats	

Prop Storage Area

Each school will be assigned a Prop Storage Area. Plan for a 10'x10' square, but exact dimensions may vary depending on host location.

All props, furniture, and furniture dressings must fit into this area without piling anything to an unreasonable or unsafe height. Costumes and the competition Unit Set are not included in the area.

CSAF/TCAF One Act Play Contest Handbook

Pre-Set

Pre-Setting is allowed; it is bringing all of set pieces from their storage location to the front or edge of the stage before the Set-Up timer begins.

Pre-set is by permission and under the direction of the Stage Manager. See Section 6.6 for more information.

Dressing Room

Each school is assigned a dressing room, which also acts as their “home base” on contest day.

All costumes are to be kept either in the school’s dressing room or Prop Storage Area. *Note: It is improper etiquette to be seen wearing costumes and makeup before or after scheduled performance.*

7.4. Time Limits & Official Time Keepers

Time violations will result in disqualifications. Refer to the Disqualification Chart in Section 9.2.

Period	Limit	Time Keeper
Set Up	7 min	Stage Manager
Junior High Show	40 mins (35 mins preferred)	Contest Manager
High School Show	45 min	Contest Manager
Tear down	5 min	Stage Manager

7.5. Etiquette

Media

Cell phones must be powered OFF during shows, NO glowing screens.

Pictures are ONLY permitted during awards, due to copyright regulations.

No taking video of or broadcasting in any way (Facetime, Instagram, Facebook Live, etc.). It is a violation of copyright law. Anyone violating this rule will be expelled from the theater.

Contest Day

Teams and directors should watch as many shows as possible on contest day. It is good sportsmanship, good support, and good theatre!

Be a polite audience. Explain this to your students and parents. (These concepts are not as common or widespread as we might think)

At the end of each play, give a round of polite applause. When the judges leave the theater, more hearty applause is allowed.

Laugh when appropriate; some shows depend on audience participation. Play along!

Audience members will be asked to sit before the judges enter the theater and may not exit the theater until the judges have left

CSAF/TCAF One Act Play Contest Handbook

Do not sit in the row directly in front or behind the judges. If sitting between the judges and the stage, maintain absolute best behavior.

Do not criticize shows in public areas. You never know who is within hearing range. Always uphold a positive and supportive atmosphere.

Actors should not be in costume outside their dressing rooms during other shows. OAP T-shirts are the official uniform of the day.

Encourage other casts when you see them around. This is a fellowship event!

Awards Ceremony

Ladies are encouraged to wear skirts or dresses to the knee and to be aware that stage lighting can make thin material somewhat transparent.

Award ceremony clothing should not indicate a school's name or show.

Casts and crews sit together during awards

Sportsmanship is critical. We rejoice for others who win and keep disagreements to ourselves.

Encourage your students to take it all in stride and rejoice that they brought a great show to contest!

- We cheer for all awards
- We cheer REALLY LOUD for awards from our school
- We cheer REALLY LOUD and give a STANDING OVATION for Best Actor, Best Actress, and the Champion Show

7.6. Resources

Theatrical Design and Production by J. Michael Gillette - All aspects of preparation, an introduction to scene design and construction, lighting, sound, costume, and makeup.

The Director's Vision by Louise E. Catron - Play Direction from analysis to production

Play Director's Survival Kit by James W. & Wanda C. Rodgers - Great for beginning directors

Stage Costume – Step by Step by Mary T. Kidd - All aspects of preparation, an introduction to scene design and construction, lighting, sound, costume, and makeup.

7.7. Other Contest Considerations:

Bring cash for the concession stand, if available.

Arrange for meals; consider recruiting a supportive parent or parents to arrange for lunch and dinner from any of the local restaurants.

8. District Contest Procedures

8.1. Pre-Contest

For more information about items below, see Section 1.2 for deadlines, Section 3.5 for insurance and Section 3.10 for disqualification chart.

- Join the "TCAF/CSAF One Act Play Contest" Facebook group for helpful information and encouragement
- Pay royalties to the publishing company in advance of deadline and keep receipt

CSAF/TCAF One Act Play Contest Handbook

- Pay contest fees on time
- Secure a letter of approval from your administrator on school letterhead stating that they approve of the play
- Secure approval for cuts from the publishing company; this can take time, so start early
- Submit proof of insurance from school's insurance company that specifically lists the contest venue (by name) as a Third Party Not Responsible. This typically takes a few days for the insurance company to complete, so start early
- District Chair will provide each school with stage, facility, hotel, and dining information.

8.2. Rehearsal

Rehearsals are scheduled prior to the performance day, typically on the day before. The Contest Manager arranges the rehearsal schedule.

Contest Manager coordinates rehearsals

Current year Judges may NOT help with any plays until after Contests they judge in are over.

Cast, crew, and directors should wear OAP T-shirts to the rehearsal and throughout the contest day.

Check in with the District Chair to review general information and schedule, concessions and dining information, Prop Storage Area location, prop off-loading instructions, and dressing room assignment.

Each school is to be given one hour of stage time to be used any way the director wishes:

- Should be a technical rehearsal, focusing on lights, sound and working with the unit set if you have not before.
- The Stage Manager provides spike tape, as requested, with a different color for each school.
- "Spike" the set to make setup easier. Mark stage floor where major set pieces go using color tape from the Contest Manager.
- DO NOT REMOVE ANY TAPE THAT IS NOT YOURS.
- During contest you may be allowed to "pre-set" the stage. See Section 5.4.3.
- There is rarely time to complete a full run-through. Use your time wisely.

Rehearsals are completely closed; attendance is restricted to cast, crew, and directors for the school that is rehearsing. No spectators or other schools may be present. The contest manager is available to answer questions

Set pieces and props must be returned to the Unit Set and school Prop Storage Area by the conclusion of your rehearsal.

Crew may be responsible for turning out house lights before your performance. Verify with Contest Manager.

Be completely clear of the stage and out of the theater by the conclusion of your rehearsal time.

8.3. Pre-Performance Director's Meeting

School directors and judges meet before the first play on the day of the competition for introductions and to ask questions related to the competition.

CSAF/TCAF One Act Play Contest Handbook

8.4. Contest Day Schedule

1. Schools will have a scheduled time to unload items to the assigned Prop Storage Area
2. Director Check-in with the District Chair
3. Director's meeting with judges
4. Doors open at least 30 minutes prior to the first show
5. Performances continuously, except for judges' lunch break
6. Reload items for departure (Check with Contest Manager for exact timing)
7. Tabulation (Eat dinner, clean dressing room, and change into award clothing)
8. Awards Ceremony

8.5. Contest Day

Each school is assigned a dressing room. Please keep the room neat and tidy; also clean the room before you leave for the day. This may be done during the break between the last show and awards.

Teams and directors should watch as many shows as possible on contest day. However, teams cannot watch the show before their own performance; that time is for preparation, costumes, and makeup.

Casts should wear their contest t-shirts or street clothes unless preparing to perform, performing, or returning to dressing room. Do not wear costumes outside the dressing room or into the theater during other shows.

Up to three adults may help set the stage, but **students** should do most of the work

8.6. Schedule for Each Show

1. Ready Time - All make-up and costumes must ready 20 minutes before performance time.
*Alternates may assist and be with the cast during this time.
2. Set Up Prep – Stage Manager brings students and directors to the Starting Line. Bring props, costumes, or other necessary stage items that are stored in the dressing room. Students may not touch the unit set or anything from their Prop Storage Area during this time.

*Alternates go to the audience to watch the show; they cannot help with Set Up.
3. Pre-Set
 - Inform the Stage Manager if you need to Pre-Set
 - Place the items at the edge or just in front of the stage instead of their actual position for the performance
 - Return to the starting line at the end of Pre-Set so the timed Set-Up can start
4. Set Up
 - Directors, cast, and crew involved in the play perform Set Up
 - Performing school's student stage manager will tell Stage Manager when team is ready.
 - Stage Manager signals start of the seven-minute set up clock
 - When finished, all participants return to the Starting Line to stop the Set Up timer.
 - Technical Crew proceeds directly to sound/light booth during Set Up. They do NOT need to return behind the starting line.

CSAF/TCAF One Act Play Contest Handbook

5. Tech crew should check every light and make sure the sound is working during Set Up. If something is not working, inform the Contest Manager immediately. Sometimes crew from previous shows will shut everything down or unplug things. If something is not right or as expected, speak up. These checks and fixes will not count against Set Up time.
6. Directors take their seats in the audience and remain there until the show is complete. *Directors may NOT communicate in any way with the cast or crew after Set Up*
7. Contest Manager brings in the judges. The judges take their seats and signal to the Contest Manager that they are ready.
8. Stage Manager instructs the cast take their places. Actors that need to be on or cross the stage do so at that time and IN CHARACTER.
9. Stage Manager signals to the Contest Manager that all is ready
10. Contest Manager announces the next play
 11. The Contest Manager asks for house lights to go out, which may need to be assigned to a backstage actor or other tech crew depending on venue.
12. Show start—Student stage manager is given signal to start by the Stage Manager. Time clock begins at first sound or light, per the cue on the Basic Information Form
13. End of show
 - Actors freeze in place for initial applause; house lights come up, but the stage is dark.
 - NO CURTAIN CALLS
 - Contest Manager escorts judges out to Judge’s room
 - There is more applause; the cast, crew, and directors return to starting line
 - At the signal from the Stage Manager, the Tear Down clock starts and the team strikes the set. Be sure the stage is completely clean for the next show
 - Return to the starting line to stop the Tear Down timer
 - Cast and crew will then be escorted to a judges room for oral feedback.
 - Oral feedback should be no more than 10 minutes in length.
 - Students and directors should politely receive all judges feedback.

8.7. Awards Ceremony

There will be a gap of at least a half hour between the last show and the Awards Ceremony. This gap should be used to eat dinner and change into appropriate award ceremony attire (see Section 6.9 Awards Ceremony Etiquette).

The CSAF/TCAF OAP Contest celebrates theatre arts in our schools and should be a positive experience for everyone involved. While we do not guarantee awards to every show, traditionally every show leaves with multiple awards.

9. State Contest Procedures

Same as District Contest Procedures, except:

- Email the State Chair a picture of your Cast & Crew for the program, as well as changes to any of the paperwork submitted