

Chapter Select Performance Guidelines & Checklist

Time Allotments (Maximums)

Activity	Time Allotment	Details
Load Production Materials (into backstage area)	15 minutes	<i>In advance</i> of set-up time. Does not include access to the stage.
Total Block Time (Set-up/On-deck, Performance, Strike/Load-out)	60 minutes	Maximum total time.
Set-up/On-Deck	10 minutes	Set up production materials onstage.
Performance	45 minutes	Includes performance of script and bows.
Strike/Load-Out	5 minutes	All production materials struck from stage and removed from venue.

Note: Vehicle parking is only available during load-in and strike/load-out. The main curtain remains out, so the audience can see your set-up and strike.

Production Materials

- **Set Pieces:** Flats, platforms, and furniture are **not allowed**.
- **Props:** Troupes may bring props, but each prop must be able to be carried by a single performer through a single standard door.
- **Storage Space:** All production materials brought by the troupe must be contained within an 8' x 8' square.
- **Stage Equipment:** Use of the fly system is **not available**.

ITF-Provided Items (May be used by the troupe):

- Wooden desk (1)
- Wooden desk chair (1)
- Wooden kitchen table (1)
- Stools (6)

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- 16-inch square cubes (6)
- Stacking chairs (12)
- Park Bench (1)
- 8' ladder (1)
- Music stands (12)

Audio Visual

- **Lighting:** The stage will be lit in a **bright, general wash**.
 - **Available Lighting Cues:** House to 21, House out, House up, Stage to 21, Stage out, Stage up.
 - **Follow-spots are not available.**
 - ITF personnel operate the lighting console; the troupe must provide an individual to cue the technician.
 - **Additional Lighting:** Allowed if powered at stage level, operate independently from the venue console, and are operated by a troupe member. All instruments and cables must fit within the 8' x 8' square and be set/struck within the allocated time.
- **Projections:** Projector/screen is **not available** from ITF.
 - **Troupe-provided projectors:** Must not be placed in the auditorium. All projections must be made from **within the playing space**. If placed upstage, the projection throw must not exceed **15 feet**.
 - Control must be from onstage or backstage, operated by a troupe member.
- **Audio:** Audio playback, amplification, and speakers **are available**.
 - Troupes must provide their own playback device (phone, tablet, MP3 player, or laptop) with a **3.5mm (81-inch) or USB audio output option**.
 - Troupe must provide an operator for playback devices.
 - The use of **microphones is not permitted**.

Special Effects / Stage Weapons

Troupe must detail all special effects and stage weapons/combat on the acceptance form (including gunshots, loud noises, strobe lighting, and non-realistic weapons).

- **Not Permitted:** Smoke, haze, pyrotechnic effects, confetti/glitter cannons, and soap/bubble machines/guns.
- **Realistic-looking weapons are not permitted.** Items must have safety coloring (e.g., an orange stopper) or be unrealistic in appearance.
- Any stage weapon or combat action will require additional documentation and permission.

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Costumes & Make-up

- Must be provided by the performing troupe.
 - Troupes should arrive as close to show-ready as possible, as dressing rooms are typically **not available**.
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Troupe Eligibility & Expectations

Any Thespian troupe in good standing with ITS and EdTA is eligible to present in the Chapter Select One-Act Showcase at ITF.

Requirements

- All participants must **register and pay** to attend ITF by the deadline.
 - Troupe must be available to perform on whichever day/time ITF schedules the production.
 - Troupe must designate a single point of contact (typically the Troupe Director) who is an adult and familiar with the production.
 - The designated contact must participate in at least one **pre-event meeting** and one **venue tour** at the beginning of the Festival.
 - Troupe must secure and document **permission from the publisher(s)** of all copyrighted material (script and music) to perform the show live *one time* during ITF. Permissions must be provided by the deadline.
 - Troupe must complete a detailed **acceptance form** by the deadline.
 - Troupe must provide a **digital program** (PDF or URL) and a **high-resolution show logo** by the deadlines.
 - Participants must follow EdTA's code of conduct and adhere to stage safety best practices.
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Participation Timeline

Who	Action	Timing/Deadline
Chapters	Submit completed intention form	By listed deadline

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Chapters	Adjudicate productions at chapter festival and ensure participants understand guidelines/financial implications	-
Chapters	Submit completed recommendation form with supporting materials	Within 1 week of chapter festival
EdTA	Review recommendation and confirm invitation status	-
EdTA	Send email invitation with link to acceptance form	-
Selected Troupe Director	Submit acceptance form with supporting materials	Within 1 week of receiving invitation
Selected Troupe Director	Submit publisher permission(s) , logo, and digital playbill	By deadline listed in invitation
Selected Troupe Director	Attend at least 1 pre-event meeting	Prior to ITF
Selected Troupe Director (or Primary Adult Leader)	Ensure all relevant participants complete required registration, housing, and ticket request forms	By published deadlines (registration opens early February)
Selected Troupe Director	Attend 1 venue tour	At start of ITF

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Preparing Your One-Act for ITF Checklist

Requirement	Yes / No
Performance rights have been secured from the publisher and a copy has been sent to EdTA.	☐ Yes / ☐ No
Permission to attend ITF has been secured from school administration and district leadership. A letter of approval has been attached to this form.	☐ Yes / ☐ No
Troupe has secured all funding and are aware they are financially responsible for all travel, associated costs, and registration.	☐ Yes / ☐ No
Troupe has disclosed content warnings to EdTA for review.	☐ Yes / ☐ No
If this is an original work, EdTA requires a copy of the full script be sent with this checklist.	☐ Yes / ☐ No
A copy of all completed adjudication forms has been attached to this form and sent to EdTA.	☐ Yes / ☐ No

Bringing Your Selected Production to ITF Checklist

Requirement	Yes / No
The primary adult leader registered cast, crew, and adult chaperones for ITF.	☐ Yes / ☐ No
All adults registered for ITF consented to a background check.	☐ Yes / ☐ No

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If staying on campus, housing requests and parking pass requests were submitted.	☐ Yes / ☐ No
If staying off campus, the group is staying in an ITF host hotel.	☐ Yes / ☐ No
A digital program including updated cast, crew, ads, and thank-yous was submitted to EdTA.	☐ Yes / ☐ No

At ITF Checklist

Requirement	Yes / No
The primary adult leader will arrive in time for the venue tour with the ITF production team.	☐ Yes / ☐ No
Troupe will have 45 total minutes for their performance.	☐ Yes / ☐ No
Troupe will have 15 minutes for a load-in in advance of their showcase block.	☐ Yes / ☐ No
Troupe will have 10 minutes for an on-deck set up when they can access the materials that have already loaded in and meet with AV tech to review lighting and sound cues.	☐ Yes / ☐ No
Troupe will allocate 5 minutes for the strike.	☐ Yes / ☐ No
Troupe understands and accepts that no rehearsal space will be available prior to the scheduled performance time.	☐ Yes / ☐ No

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Troupe will not access the stage prior to scheduled time.	☐ Yes / ☐ No
Troupe understands no access will be given to dressing rooms. Thespians should arrive dressed and prepared to perform.	☐ Yes / ☐ No
Troupe will adhere to all stage safety guidelines.	☐ Yes / ☐ No

Production Specifications - General Requirements Checklist

Requirement	Yes / No
An individual has been assigned to call cues during performance.	☐ Yes / ☐ No

Production Specifications - Lighting Checklist

Requirement	Yes / No
No special lighting effects will be used in the production (Note: Stage will be lit in a bright, general wash. Available lighting cues are: House to 21, House out, House up, Stage to 21, Stage out, Stage up)	☐ Yes / ☐ No
No follow spots will be used.	☐ Yes / ☐ No
Additional lighting instruments have been pre-approved and listed on acceptance	☐ Yes / ☐ No

Production Specifications - Sound Checklist

Requirement	Yes / No
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An audio playback device (e.g., phone, tablet, laptop) will be used and provided by Troupe. (Note: All playback devices must have a 3.5mm (81-inch) or USB audio output option)	☐ Yes / ☐ No
A sound operator (if needed) has been assigned. (Note: Audio playback, amplification, and speakers are available)	☐ Yes / ☐ No
Troup is aware no microphones can be used.	☐ Yes / ☐ No

Production Specifications - Projections Checklist

Requirement	Yes / No
Projector and screen have been provided by the troupe (if needed).	☐ Yes / ☐ No
Equipment will be set up and struck within the time limit.	☐ Yes / ☐ No
Projector will be placed within the playing space (not in the auditorium).	☐ Yes / ☐ No
Projection throw will not exceed 15 feet.	☐ Yes / ☐ No
Projector will be controlled from onstage or backstage.	☐ Yes / ☐ No

Production Specifications - Special Effects Checklist

Requirement	Yes / No
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Gunshots or loud noises were disclosed on the acceptance form.	☐ Yes / ☐ No
No smoke, haze, or pyrotechnics will be used.	☐ Yes / ☐ No
No confetti or glitter cannons will be used.	☐ Yes / ☐ No
No soap/bubble machines/guns will be used.	☐ Yes / ☐ No
All prop weapons are clearly marked and unrealistic.	☐ Yes / ☐ No

Production Specifications - Costumes & Makeup Checklist

Requirement	Yes / No
Troupe will arrive performance-ready in costumes and makeup.	☐ Yes / ☐ No
All costumes and makeup will be provided by the troupe.	☐ Yes / ☐ No
Troupe acknowledges no dressing rooms will be available.	☐ Yes / ☐ No

Production Specifications - Props & Sets Checklist

Requirement	Yes / No
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All props fit through a single door and will be carried by one person.	☐ Yes / ☐ No
All items stored within an 8' x 8' square.	☐ Yes / ☐ No
Troupe acknowledges no unauthorized flats or set pieces will be used.	☐ Yes / ☐ No
ITF-provided set pieces were selected and indicated (if used).	☐ Yes / ☐ No

Venue Specifications Checklist

Requirement	Yes / No
Troupe reviewed and accepted the assigned venue specifications.	☐ Yes / ☐ No

Signatures

- Troupe Number: _____
- Troupe Leader: _____ Date: _____
- Principal or Building Administrator: _____ Date: _____