



TO: Sponsors of Plays Qualifying for the State Play Production Contest

FROM: Debra Velder, Associate Director

DATE: December 2016

You and members of your high school play cast will be attending the 2016 State Play Production Contest. Congratulations!

This letter includes information designed to assist you in planning for the contest.

**Cast/Crew Photo**. Make sure to have your cast/crew photo uploaded on your entry form. This photo will be used in the State Championship Program. \*\*Uploading works best if you use Chrome as your browser. File type: jpeg File size: 5 mb limit.

**Director:** Debra Velder, NSAA, [dvelder@nsaahome.org](mailto:dvelder@nsaahome.org),

**Managers:** Ben Ries – [benries@npsne.org](mailto:benries@npsne.org)  
Taryn Retzlaff – [tarynretzlaff@npsne.org](mailto:tarynretzlaff@npsne.org)  
Brad Hoelsing – [bhoelsing@esu1.org](mailto:bhoelsing@esu1.org)

**Site:** Johnny Carson Theatre, 801 Riverside Blvd, Norfolk, Nebraska

**Schedule:** All assignments were done by draw in the NSAA office.  
Time listed is the play's performance time (**not set-up**).

### **State Qualifiers Walk-Through**

Directors will have the opportunity to walk through Johnny Carson Theatre and look at stage dimensions, sound, and lighting. **PRIOR ARRANGEMENTS MUST BE MADE** by contacting the amazing Taryn Retzlaff at [tarynretzlaff@npsne.org](mailto:tarynretzlaff@npsne.org) if you plan to take advantage of the walk-through opportunity at the following times:

Tuesday, December 6 for Classes D1 and D2 – 9:00 p.m.-10:00 p.m.  
Wednesday, December 7 for Classes C1 and C2 – 7:00 p.m.-8:00 p.m.  
Thursday, December 8 for Class A and B – 7:00 p.m.-8:00 p.m.

**Registration**. Schools must be registered at the state contest by the school supervisor.

### **Contestants' and Directors' Admission**

Cast members, tech crew and directors listed in the State Championship program will be permitted admission. Upon arrival, you will be greeted in the lobby by an assigned host that will assist you with your needs and escort you to the cast/crew area. A hand stamp that is good for admission to the performances within the class which you are competing will be provided by your host.

**Administrator Admission**. School administrators representing your school will be provided free admission to the plays within the class you are competing. Please provide those name(s) to [dvelder@nsaahome.org](mailto:dvelder@nsaahome.org) which will be included on a pass list which will be located at the box office.

**Bus drivers are not provided free admission.**

**Admissions.** \$7.00 for adults, \$5.00 for students (K-12). Admissions are for each session. All spectators will enter at the front entrance of the Johnny Carson Theatre. Spectators will be permitted to enter, exit and re-enter the theatre during the session for which they have paid. Spectators must exit the theatre at the conclusion of the Awards Presentation. Spectators will need to purchase a ticket for each session they wish to attend. No food or drink items are to be brought into the Johnny Carson Theatre. A “cry” room is available upon request.

**No one will be admitted into the theater once the performance begins.**  
**The theater will be cleared at the conclusion of the awards ceremony**  
**in each class.**

**2016 NSAA State Schedule**

**Wednesday, December 7**

	<b>Class D2</b>			<b>Class D1</b>
8:30 a.m.	Dist. D2-4 qualifier		2:15 p.m.	Dist. D1-4 qualifier
9:15 a.m.	Dist. D2-3 qualifier		3:00 p.m.	Dist. D1-1 qualifier
10:00 a.m.	Dist. D2-6 qualifier		3:45 p.m.	Dist. D1-2 qualifier
10:45 a.m.	Dist. D2-5 qualifier		4:30 p.m.	Dist. D1-6 qualifier
11:30 a.m.	Dist. D2-1 qualifier		5:15 p.m.	Dist. D1-3 qualifier
12:15 p.m.	Dist. D2-2 qualifier		6:00 p.m.	Dist. D1-5 qualifier

**Thursday, December 8**

	<b>Class C2</b>			<b>Class C1</b>
8:30 a.m.	Dist. C2-4 qualifier		2:15 p.m.	Dist. C1-1 qualifier
9:15 a.m.	Dist. C2-5 qualifier		3:00 p.m.	Dist. C1-4 qualifier
10:00 a.m.	Dist. C2-2 qualifier		3:45 p.m.	Dist. C1-2 qualifier
10:45 a.m.	Dist. C2-3 qualifier		4:30 p.m.	Dist. C1-5 qualifier
11:30 a.m.	Dist. C2-1 qualifier		5:15 p.m.	Dist. C1-3 qualifier
12:15 p.m.	Dist. C2-6 qualifier		6:00 p.m.	Dist. C1-6 qualifier

**Friday, December 9**

	<b>Class B</b>			<b>Class A</b>
8:30 a.m.	Dist. B-4 qualifier		2:00 p.m.	Dist. A-2 qualifier
9:15 a.m.	Dist. B-5 qualifier		2:45 p.m.	Dist. A-4 qualifier
10:00 a.m.	Dist. B-6 qualifier		3:30 p.m.	Dist. A-1 qualifier
10:45 a.m.	Dist. B-1 qualifier		4:15 p.m.	Dist. A-3 qualifier
11:30 a.m.	Dist. B-2 qualifier			
12:15 p.m.	Dist. B-3 qualifier			

**Contest Procedure.**

1. Three judges will judge plays and there will be no finals.
2. There will be NO oral critiques.
3. Awards will be presented immediately following the session.

**Weapons.** *(The NSAA and Norfolk Public Schools have the right to deny any item in the form of a weapon which has not been previously approved.)*

If your performance utilizes any item in the form of a weapon:

1. Contact the Norfolk High School, [tarynretzlaff@npsne.org](mailto:tarynretzlaff@npsne.org) and the NSAA, [dvelder@nsaahome.org](mailto:dvelder@nsaahome.org) prior to arrival at the Johnny Carson Theatre with a complete description of the weapon.
2. The weapon must be packaged and delivered to the NSAA at check-in.
3. The package which contains the weapon must be clearly identified with the school and director's name.
4. The package which contains the weapon will be taken by tournament staff backstage.
5. The school will request the package from the back stage crew.
6. At the completion of the performance, the weapon will be re-packaged and will exit the building with the school's tech crew back stage in the loading process.

### **Props and Equipment.**

1. Schools are responsible for providing their own props and equipment (i.e. power strips, sound system)
2. Props are to be removed immediately following the performance.
3. The flying of live actors or props in any format will not be allowed.
4. Glitter and/or confetti will not be allowed in the facility.
5. No flying of scenery or props will be allowed.
6. A rigging technician will be provided.

### **Make-Up Area.**

1. MAKE-UP WILL BE CONFINED TO THE SMALL GYM AREA.
2. Boys and Girls locker rooms are available.
3. Shower facilities are available.
4. Schools are responsible for their own valuables and for general clean-up.

### **Lighting Booth.**

1. If needed, schools will be assisted by a technician to run the lights.
2. Participating schools will be allowed to have **two** individuals in the booth.
3. That person is to report to the booth 15 minutes prior to the school's scheduled performance time—NO EARLIER.
4. Available Equipment: 2 follow spots

### **Sound Booth**

Available Equipment: 1 5-Disc CD Player, 1 Mixing Console and Main P.A. amp/speakers  
Both a computer and tablet can hook up to the system. A computer connection would be preferable to an iPad, etc. Both connections would need to be wired into the system and not wireless!

**NOTE: There is communications from all booths to backstage.**

### **Loading/Unloading. Please check in with Contest Management before parking trucks and trailers at loading dock and before unloading.**

Equipment vehicles will **unload and reload** theatre props, etc., at the loading dock located on Walnut Street.

Please adhere to the attached Loading Dock Schedule and do not block an entrance.

### **Parking.**

Buses/vans will drop students off at the front entrance (801 Riverside Blvd.) to Johnny Carson Theatre for check in with their assigned host. Vehicles must then exit to the East Parking Lot immediately.

Buses/Equipment vehicles wishing to park for an extended period of time will be instructed to park at the Kings' Entertainment Center on the east side of Riverside Blvd., across from Norfolk High School. General admission parking is available in the East Parking Lot located on the east side of Norfolk High School. The street address is 801 Riverside Blvd., which can be reached by following N. 4<sup>th</sup> St., which becomes Riverside Blvd.

Over-flow parking is available at lots on the east side of Riverside Blvd. near the tennis court and King's Entertainment Center.

The east parking lot is handicap accessible.

### **Support Help.**

There will be a deck-hand/technical assistant on the stage to guide you in the use of the facilities. They will not help you with your own production's scenery or equipment.

Doorkeepers will be available, as well as signs that will indicate, "PLAY IN PROGRESS--DO NOT ENTER."

### **Awards.**

1. A trophy will be presented to the champion and runner-up play in each class.

2. Medals may be awarded to the outstanding male and female performer in each class.

*Procedure for determining outstanding performance recognition: In determining outstanding performers, each judge may nominate up to three individuals in each cast. Judges are not obligated to nominate performers if you do not feel there are cast members worthy of a nomination. At the conclusion of the session, the judges will be provided with a list of outstanding performers that received a nomination from each judge. Independently, each judge will rank the performers on this list. Each performer that receives three nominations will receive an Outstanding Performer Certificate and will be asked to come onto the stage. The male performer and female performer with the lowest rank will each be recognized for their outstanding performance with a gold medal.*

3. A special award will be given to the director of the school winning the contest in each class.

4. A certificate will be awarded to one student tech crew in each class that exemplifies outstanding cooperation, technical skill, organization and neatness as evaluated by the back stage crew.

Attached is the rubric to be used in evaluating the student tech crews.

5. The Awards Ceremony will be televised/webcast. Information is included in this transmission.

### **Ballots.**

Paper ballots will not be utilized. All ballots will be completed electronically. After the awards ceremony, ballots will be emailed in PDF format to the director's email address as listed in the NSAA Directory. Note: Apple mobile devices cannot display PDF format.

**T-Shirts & Programs.** State Contest t-shirts and programs can be purchased at Custom Sports booth in the Johnny Carson Theatre Lobby.

**Concessions.** A concession stand will be available at Norfolk High School. No concessions stand items will be allowed in any part of the Johnny Carson Theatre. Concessions are expected to be consumed in the student lobby located near the concession stand.

### **Restrooms.**

Available in the lobby of the Johnny Carson Theatre, the concession stand lobby area and a family restroom is also available in the concession stand lobby area.

**Cast & Crew Area.** A gymnasium located between the concession stand and locker rooms will serve as an area for casts when not in the theatre. The entire gym is available for participating schools and must be exited following each session. The gym will be supervised; however, schools will be responsible for their valuables.

**Videotaping.**

A school may only video tape their school's performance. An area in the upper seating has been designated for this purpose. You will be responsible for your needs, i.e. extension cords, power strips, etc. Please instruct any individual that plans to video tape your school's performance that they will need to do this from the upper seating area.

**Callam Photography**

The NSAA has arranged to have a photographer in attendance at the State Play Production Contest to take a professional photo of your cast. Cast shall be in costume. Schools shall indicate if they wish to have their photos taken before or after their performance on the enclosed form.

The photographer will also photograph the champion and runner-up cast on stage at the conclusion of the awards ceremonies.

**Reimbursement to School**

Activities Director shall access this form via their AD login page. Scroll down to the bottom section labeled "Other Forms." Click on Other Forms to open that section, and then click on the link for "Reimbursement Forms for State Championships." This will open a screen that will allow you to complete reimbursement forms for any activity for which you have qualified for State. Once you've submitted a reimbursement form, this screen is also where you will be able to see your submission.

Schools are responsible for their own valuables.

Best of luck at the State Play Production Contest!

Nebraska School Activities Association

State Play Production Awards Script

The Nebraska School Activities Association presents 10 individual championship medals to the championship cast and 10 individual runner-up medals to the runner-up cast. We are asking that you identify the 10 individuals in your cast to receive these medals if your school should finish champion or runner-up. After these individuals are called up on stage and presented their medals, the remainder of your cast will be asked up on the stage to receive the respective trophy for your school.

School\_\_\_\_\_

The following cast members will receive medals:

Name	(Pronunciation)
1. _____	( _____ )
2. _____	( _____ )
3. _____	( _____ )
4. _____	( _____ )
5. _____	( _____ )
6. _____	( _____ )
7. _____	( _____ )
8. _____	( _____ )
9. _____	( _____ )
10. _____	( _____ )

**Please present this form to the theatre supervisors.**

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

**STATE PLAY PRODUCTION LOADING & UNLOADING SCHEDULE**

Walnut Street Entrance (south side of Norfolk High School)

**Wednesday, December 7**

<b>Class D2</b>				<b>Class D1</b>			
<b>Unload</b>	<b>Set-up</b>	<b>Performance</b>	<b>Reload</b>	<b>Unload</b>	<b>Set-up</b>	<b>Performance</b>	<b>Reload</b>
7:45 am	8:15 am	8:30 am	9:00 am	1:15 pm	1:45 pm	2:15 pm	2:45 pm
8:00 am	9:00 am	9:15 am	9:45 am	2:00 pm	2:30 pm	3:00 pm	3:30 pm
8:45 am	9:45 am	10:00 am	10:45 am	2:45 pm	3:15 pm	3:45 pm	4:15 pm
9:30 am	10:30 am	10:45 am	11:30 am	3:30 pm	4:00 pm	4:30 pm	5:00 pm
10:15 am	11:15 am	11:30 am	12:15 pm	4:15 pm	4:45 pm	5:15 pm	5:45 pm
11:00 am	12:00 pm	12:15 am	12:45 pm	5:00 pm	5:30 pm	6:00 pm	

**Thursday, December 8**

<b>Class C2</b>				<b>Class C1</b>			
<b>Unload</b>	<b>Set-up</b>	<b>Performance</b>	<b>Reload</b>	<b>Unload</b>	<b>Set-up</b>	<b>Performance</b>	<b>Reload</b>
7:45 am	8:15 am	8:30 am	9:00 am	1:15 pm	1:45 pm	2:15 pm	2:45 pm
8:00 am	9:00 am	9:15 am	9:45 am	2:00 pm	2:30 pm	3:00 pm	3:30 pm
8:45 am	9:45 am	10:00 am	10:45 am	2:45 pm	3:15 pm	3:45 pm	4:15 pm
9:30 am	10:30 am	10:45 am	11:30 am	3:30 pm	4:00 pm	4:30 pm	5:00 pm
10:15 am	11:15 am	11:30 am	12:15 pm	4:15 pm	4:45 pm	5:15 pm	5:45 pm
11:00 am	12:00 pm	12:15 am	12:45 pm	5:00 pm	5:30 pm	6:00 pm	

**Friday, December 9**

<b>Class B</b>				<b>Class A</b>			
<b>Unload</b>	<b>Set-up</b>	<b>Performance</b>	<b>Reload</b>	<b>Unload</b>	<b>Set-up</b>	<b>Performance</b>	<b>Reload</b>
7:45 am	8:15 am	8:30 am	9:00 am	1:00 pm	1:30 pm	2:00 pm	2:30 pm
8:00 am	9:00 am	9:15 am	9:45 am	1:45 pm	2:15 pm	2:45 pm	3:15 pm
8:45 am	9:45 am	10:00 am	10:45 am	2:30 pm	3:00 pm	3:30 pm	4:00 pm
9:30 am	10:30 am	10:45 am	11:30 am	3:15 pm	3:45 pm	4:15 pm	4:45 pm
10:15 am	11:15 am	11:30 am	12:15 pm				
11:00 am	12:00 pm	12:15 am	12:45 pm				





## 2016 STATE PLAY PRODUCTION CHAMPIONSHIP

### CAST PHOTO REQUEST

Please e-mail this information to [dvelder@nsaahome.org](mailto:dvelder@nsaahome.org) immediately upon receipt of this information ~ Thank You.

SCHOOL \_\_\_\_\_

CLASS \_\_\_\_\_

PERFORMANCE TIME \_\_\_\_\_

Our school will report for a cast photo:

\_\_\_\_\_ Prior to our performance

\_\_\_\_\_ After our performance





The Norfolk Area Visitors Bureau, Norfolk Area Sports Council, Norfolk Public Schools and the City of Norfolk are pleased to be your hosts for the Nebraska School Activities Association Play Production Championships.



We are pleased to announce that this year's awards' ceremonies for all six classes will be televised live on News Channel Nebraska TV 35. Check your local listing for NCN35 with your cable provider.

Viewers not able to view live TV coverage can watch livestream coverage. Livestream coverage is available at this website: [www.newschannelnebraska.com](http://www.newschannelnebraska.com).

Live coverage will begin at the conclusion of each class's sixth performance in Class B, C1, C2, D1 and D2. The Class A coverage will begin at the conclusion of its fourth performance. A complete schedule is available on the NSAA's website: [www.nsaahome.org](http://www.nsaahome.org).

Johnny Carson Theatre, on the campus of Norfolk Senior High School, will be hosting the 2015, 2016, 2017, 2018 and 2019 championships.

The Norfolk Area Visitors Bureau is available for assistance as needed during the office hours of 8 a.m. until 5 p.m. Monday through Friday. We can be reached at (402) 371-2932 or by email: [MFuehrer@VisitNorfolkNE.com](mailto:MFuehrer@VisitNorfolkNE.com).

Best of luck,

Mike Fuehrer  
Sports Development Manager  
Norfolk Area Sports Council

## Play Production Rubric for Tech Crew

Criteria for Evaluation	Superior	Excellent	Good
<b>Cooperation</b>	Crew members are <b>always</b> friendly and respectful of other cast and crew members and of the host school's personnel. They <b>continuously</b> help each other and are polite when asking for help from their host.	Crew members are friendly and respectful of other cast and crew members and of the host school's personnel <b>most of the time</b> . They <b>usually</b> help each other and are <b>usually</b> polite when asking for help from their host.	Crew members <b>usually</b> are friendly and respectful of other cast and crew members and of the host school's personnel. They <b>occasionally</b> help each other and are sometimes polite when asking for help from their host.
<b>Technical Skill</b>	Crew members demonstrate an <b>advanced knowledge</b> of the technical requirements for their show's performance and display <b>all the skills</b> necessary to meet those requirements. Light and sound technicians <b>listen carefully</b> to the instructions given to them by the host stage technicians and follow them.	Crew members <b>demonstrate more than adequate</b> knowledge of the technical requirements for their show's performance and display <b>most</b> of the necessary skills to meet those requirements. Light and sound technicians listen to the instructions given to them by the host stage technicians and <b>follow most of them</b> .	Crew members demonstrate a <b>fairly adequate</b> knowledge of the technical requirements of their show's performance and display <b>some of the necessary skills</b> to meet those requirements. Light and sound technicians <b>haphazardly listen</b> to the instructions given to them by the host stage technicians and <b>somewhat</b> follow them.
<b>Organization</b>	Crew members set up and tear down the set in a <b>very organized</b> manner. They use their preset time <b>very efficiently</b> making sure they don't impede another show's set up or tear down. They <b>have all the tools and materials</b> they need to accomplish their tasks.	Crew members set up and tear down the set in a <b>fairly organized</b> manner. They use their preset time <b>somewhat efficiently</b> and try to not impede another show's set up or tear down. They have <b>most of the tools and materials</b> they need to accomplish their tasks.	Crew members are <b>somewhat organized</b> in their set up and tear down. They <b>do not use their preset time efficiently and occasionally interfere</b> with another show's set up or tear down. <b>They lack the tools and materials</b> they need to accomplish their tasks.
<b>Neatness</b>	Crew members <b>leave no footprint</b> of their show on the stage. They <b>move set pieces and props carefully</b> , so as not to damage the stage and acting area. They <b>clean up</b> after themselves in a <b>quick efficient manner</b> so as not to hinder the next show's set up or performance.	Crew members <b>leave some evidence of their show</b> on the stage. They <b>occasionally leave marks</b> on the stage from the set pieces and the props. They <b>mostly clean up</b> after themselves in a quick and efficient manner and <b>try</b> not to hinder the next show's set up or performance.	Crew members <b>leave evidence of their show</b> on the stage. They <b>damage the stage</b> with their set pieces and the props. They <b>clean up haphazardly</b> after themselves leaving some mess on the stage <b>which could hinder</b> the next show's set up or performance.