



TO: Directors of District Play Production Contests
FROM: Taryn Retzlaff, Assistant Director (tretzlaff@nsaahome.org)
SUBJECT: District Play Production Contest
DATE: November 2023

If I can be of any help at all, please do not hesitate to contact our office. Please Note:

- District results will be entered and calculated electronically.
- Performance order is listed on the district assignments page of the NSAA website.

Instructions for District Contest Directors

1. Entry Forms - District entry forms will be submitted electronically to the District Director and the NSAA. The district entry form now indicates if that school will be utilizing simulated weapons in their performance so that you can plan accordingly.
2. Entry Fee - The entry fee is to be established by each district individually by dividing the expenses of the contest equally between the participating schools assigned to that district. No monies are to be sent to the NSAA.
3. Admission - Admission will be charged at all district play production contests. The admission charge shall be **\$6.00 for adults, \$5.00 for students**. These monies shall be used to offset entry fees assessed to the participating schools. **No monies are returned to the NSAA.**
4. District Entry Deadline - Friday November 17, 2023. Entries will be available on the AD's login page after the deadline has passed.
5. Tournament Facilitator - A tournament facilitator, prior to each performance, shall make sure all judges are in place, announce the title of the production, remind any audience members to turn off electronic devices, refrain from any photography during the performance and inform the audience if the production contains adult content and/or strobe lighting.
6. Regulations
 - a. FOUR judges contracted by the NSAA will judge all plays. Three judges will judge the overall performance of each group and one judge will judge the Technical Theatre aspects of each show.
 - b. Each judge will be set up in audience seating with a direct line of sight to the stage. The Tech Judge will also be seated in the audience and not backstage.
 - c. Judge's contracts to judge the district which you are hosting should be posted on your director's login page.
 - d. Entries should be given codes. Do not use school names or any other identification process.
 - e. All plays must be timed by the judge or designee. The time limit is from 15 to 30 minutes. For failure to abide by the prescribed time limits by more than 30 seconds, the judges shall lower the contestant one assigned rank.

- f. Judges shall NOT confer until ballots have been completed. Judges can, however, confer to establish an official time.
 - g. Judges will be given an extra copy of the program (without identifying school names – use codes) and select students from each show for Outstanding Performance Awards.
 - h. At the conclusion of the performances and after all ballots have been turned in, the three overall performance judges will meet to determine an overall Best Actor and Actress.
 - i. At the conclusion of the contest, the judges are to rank (1, 2, etc.) the plays, rate each play and provide a Reason for Decision on every ballot.
 - j. Schools will receive judges' ballots and contest results before leaving the contest. Ballots are to be distributed to the director of the participating schools prior to the awards ceremony. If a rule violation or scoring error is discovered, it shall immediately be drawn to the attention of the contest director to be corrected prior to the awards being presented.
7. Qualifiers for the State Play Production Contest
- a. In Class A, the champion and runner-up play from each district will qualify for the state.
 - b. In Classes, B, C1, C2, D1 and D2, the champion from each district will qualify for the state.
8. Judges
- a. The judges assigned for your district contest will be contracted by the NSAA.
 - b. Judges are to be paid **\$20.00** per play plus mileage at 1.00 per mile one-way as stipulated on the contract.
 - c. Each judge shall fill out a judging ballot for each entry. It would be beneficial to provide judges with programs and filled-in ballots utilizing codes for school identification. School names should not appear on the ballots. Ballots can be found on the NSAA website.
 - d. The judge shall provide a Reason for Decision for each performance and give each a rank as well as a rating on the scale of Superior, Excellent, and Fair. Judges shall not confer with one another regarding a contest play prior to submitting that play's ballot to the tabroom. Judges shall conduct their oral critiques separately and with social distance from the cast/crew of the participating schools.
9. Stage Settings - In advance, the director shall send each participating school dimensions of the stage, lighting equipment available for use and the school's policy on weapons, live animals, etc. The participating schools should send the director a diagram of the stage setting they will use, a lighting plot, the name of the play and author, characters, and cast. At the time of the contest, the director shall provide a stage crew to assist the director and cast in preparing the setting and stage for the production.
10. Awards
- a. Superior Rating Certificate - schools earning a superior rating can download a certificate from the NSAA website, on the directors' login page.
 - b. Outstanding Performer Certificates - to each student recognized by a judge for outstanding performance. These are also available for download from the directors' login page.
 - c. Best Actor and Actress – medals will be awarded to the overall Best Actor and Actress decided upon by the three overall performance judges (not the tech judge).
 - d. Outstanding Technical Crew – a plaque will be awarded to the most outstanding technical crew. The NSAA will assign this judge to each district.
 - e. Championship and Runner-Up plaque(s).
11. Information to Schools - Details of the contest to the schools should include:
- a. Site of contest

- b. Description of the performance area
- c. Props available as well as items not allowed in your school
- d. Date of contest
- e. Time of contest
- f. Director's Contact Information
- g. Time schedule of plays
- h. Entry deadlines Reminder
- i. Financial arrangements
- j. Hired Judges
- k. Host sites policy on weapons, service animals, etc. in their facility

12. Time Schedule - When setting up a workable time schedule, the following items should be taken into consideration:

- a. Start on time.
- b. Give schools access to the make-up room at least 45 minutes before their performance time.
- c. Performance order is as listed in the district assignments found on the NSAA website. It is permissible for a school to request an early performance time.
- d. The length of a school's play can be anywhere from 15-30 minutes. It may be safe to assign each school a 45-minute block to include ample time to set up and strike their sets in addition to their performance time. Schools cannot be penalized for exceeding the established time to setup and strike their sets.
- e. A sample schedule: Times listed is the play's starting time (not set-up)

9:00 A.M.	Registration
9:30 A.M.	Play #1
10:15 A.M.	Play #2
11:00 A.M.	Play #3
12:00 P.M.	Play #4
12:45 P.M.	Play #5
1:30 P.M.	Play #6
3:00 P.M.	Awards

13. District Results – **Calculations will be done electronically on the results entry page.**

- Immediately following the completion of your contest, the district director shall enter results on the AD login page of the NSAA website, under their Host Information for Play Production. Instructions can be found at the conclusion of this document.
- Enter the rank and rating points for each judge, the **Total Rank and Total Points will be calculated automatically, as will the Reciprocals.**
- Click Save & Calculate to calculate the place. If there is a TIE, you can break it by checking the box next to the team that should place ahead of the other.
- All results from the district you are hosting will be posted online under District Results on the [Play Production page of the NSAA website.](#)

16. District Contest Personnel

- a. Director to be responsible for running the event
- b. Tab room Personnel
- c. Doorkeepers to keep people from entering while plays are in progress

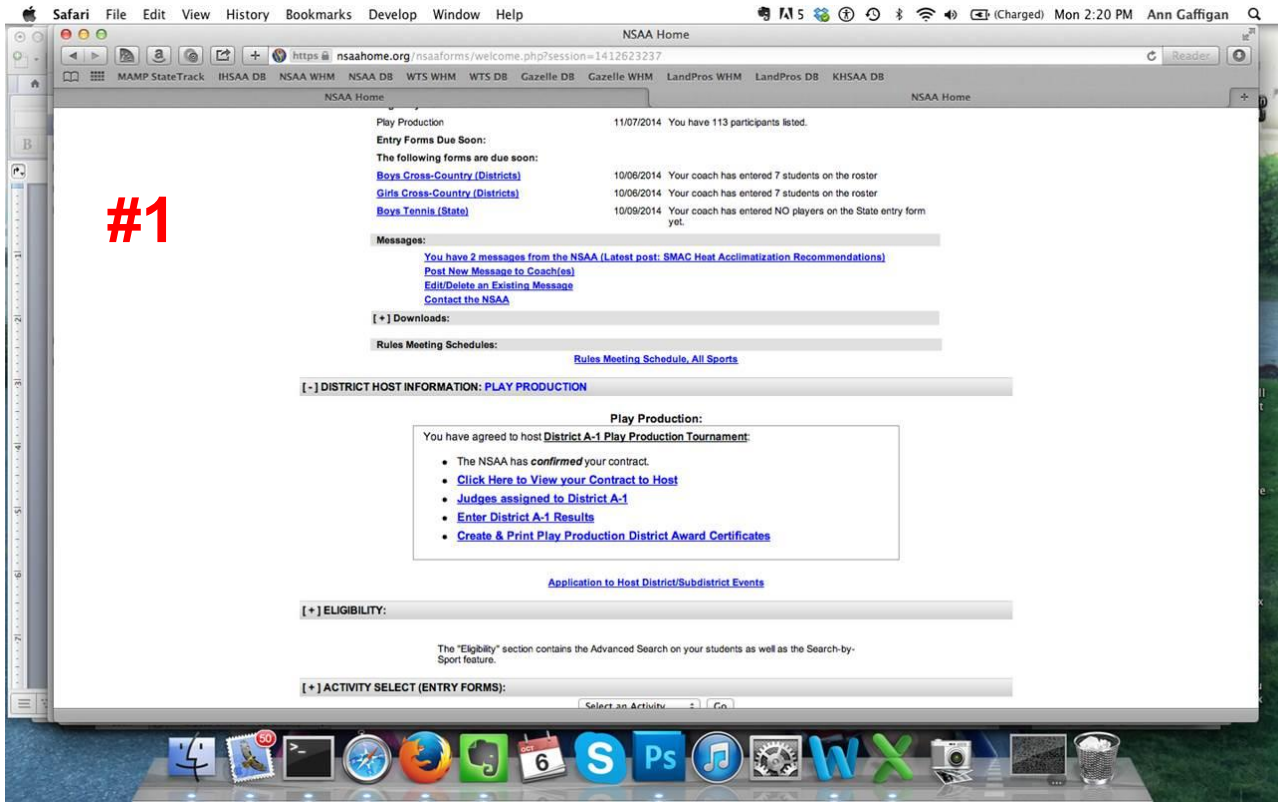
- d. Oral critique time keepers
 - e. Stage hands to help with lighting
 - f. Ticket sellers and takers (if allowing spectators)
17. District Reports – Scan/email a copy of the following to the NSAA (tretzlaff@nsaahome.org):
- a. Financial Report - a copy of the Financial Report is on the last page of this document.
 - b. **No moneys are to be sent to the NSAA.**
18. Inclement Weather
- a. Snowstorms or other inclement weather conditions may force the postponement of a district.
 - b. **The contest director has the sole authority for the postponement/rescheduling of a contest.**
 - c. In determining whether to postpone or to hold the contest as scheduled, consider:
 - 1. The weather and road conditions at the site of the contest
 - 2. Existing weather and road conditions at the location of the schools, which are to compete
 - 3. Road conditions between contest site and the competing schools
 - 4. Forecasted weather conditions immediately prior to, during, and following the contest
 - d. After considering the various factors, if the contest director determines that competition is to go on as scheduled, all schools are to be notified early enough as to allow each team sufficient time to travel to the contest site.
 - e. Once the decision has been made to hold the event as scheduled and any team has begun to travel, the contest shall be held.
 - f. If the contest director feels a postponement is necessary, contact the NSAA before postponing the day's activities.
 - g. Once postponed, the director is responsible for setting the new date, time, and site.
 - h. The schedule may be changed in order to complete the contest by the required dates.

Emergency Action Plan

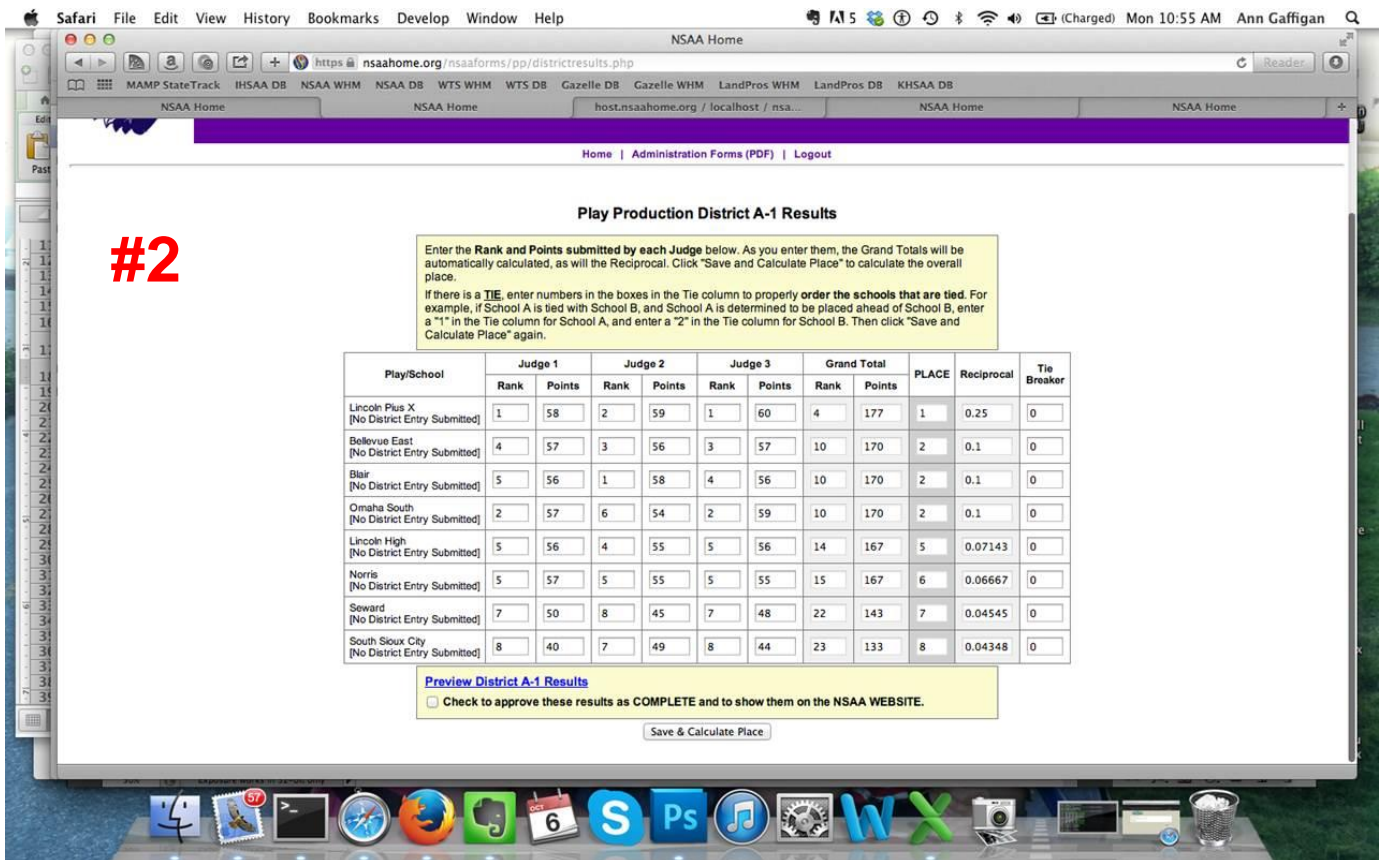
Severe injuries, sudden illnesses and other critical incidents do not often occur during school activities, but it is important for every school to have an emergency action plan (EAP) for administrators, faculty, coaches and staff members to follow should emergencies occur. Due to lack of universal availability of medical coverage and other logistical reasons, NSAA does not require that schools have a physician, trainer or ambulance on-site at regular season activities; however, each school should have a plan in place should there be an emergency involving students, coaches, officials or spectators requiring medical attention.

Steps to Submitting District Play Production Results Electronically

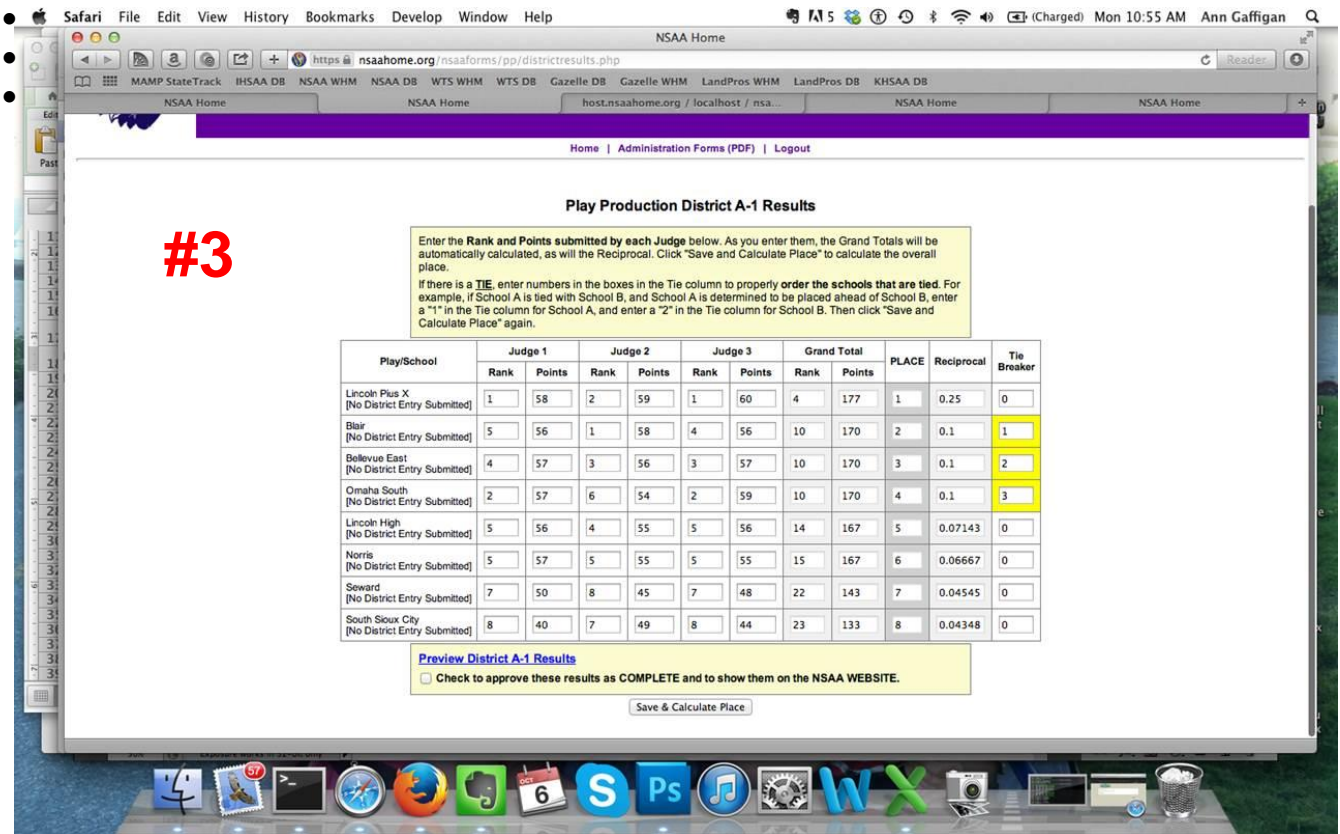
- Screenshot # 1 is of the AD login page indicating the link to enter your respective district result.



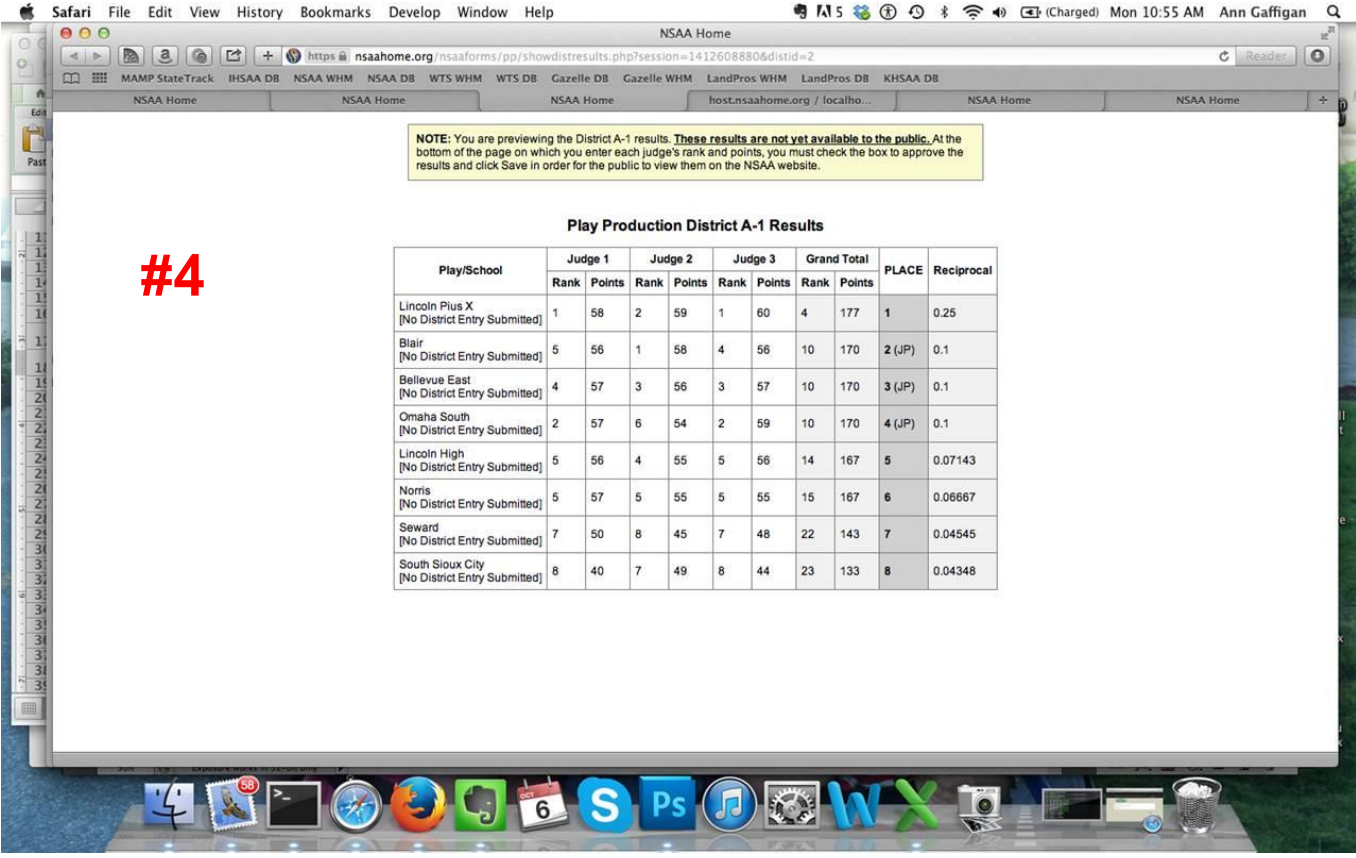
- Screenshot #2 is an example of the points entered and places calculated BEFORE breaking the three-way tie. *The school name and the title of the play will be pulled from the district entry.*



- Screenshot #3 is an example of breaking a tie by entering the order in the Tie-Breaker column.



- Screenshot #4 is an example preview of what the results will look like online - tie breaker column excluded but tie's that have been broken are noted with (JP).



- When complete, please check the box to publish the results to the NSAA website.



DISTRICT DIRECTOR'S CHECKLIST

1. Place tournament date on the school calendar
2. Check and confirm room availability for tournament
3. Plan tournament time schedule
4. Notify schools of contest details *including contracted judges*
5. Notify judges of contest details
6. Check awards from NSAA
7. Prepare & send info letter to participating schools (Emphasize DEADLINES!)
8. Line up workers
9. Arrange for any signs to be made
10. Confirm entries as they come in
11. Compile information for the program (including playwright's name)
12. Have a program printed
13. Prepare school packets
14. Prepare judges' packets with payment
15. Organize the registration area
16. Prepare materials for the tab room
17. Electronic Tabulation is provided - Refer to instructions above
18. Plan the awards ceremony



NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

Keep one copy for your file, provide one copy to each school assigned to the district contest.

CONTEST: _____ LOCATION: _____ DATE: _____

RECEIPTS:

Entry Fees\$ _____

Admission Receipts...\$ _____

Other Receipts.....\$ _____

TOTAL.....\$ _____

EXPENSES:

Judges' Fees---
Name of Judge

Fee

Mileage

1. _____ \$

2. _____ \$

3. _____ \$

Miscellaneous Expenses --

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL.... \$ _____

BALANCE..... \$ _____

(BALANCE SHOULD BE PRORATED BACK TO PARTICIPATING SCHOOLS)

(NO MONIES ARE TO BE SENT TO THE NSAA)

Contest Director: _____