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As of July 31, 2017
PROGRAM OVERVIEW

The Iowa High School Musical Theater Awards, presented by Des Moines Performing Arts, celebrates the extraordinary achievements of young musical theater artists. The program aims to create visibility and support for high school musical theater programs and to highlight the importance of arts education.

The program consists of four main components:

1. **ADJUDICATION**
   Panels of community adjudicators comprised of performing arts educators and professionals attend and review each participating school’s musical production. Students and directors receive valuable constructive feedback that can be used to grow and strengthen their future work.

   Adjudication is the foundational component of the IHSMTA program. Every participating school participates in the adjudication process. The other components of the program are optional, allowing schools to create a level of involvement that fits their particular circumstances.

2. **LEARNING OPPORTUNITIES**
   Participating schools receive access to exclusive learning opportunities offered throughout the year that are designed to help both students and directors advance their understanding of the craft. Workshops and master classes addressing performance, technical and creative topics are led by theater professionals from the state of Iowa as well as by visiting Broadway industry experts.

3. **AWARDS AND RECOGNITIONS**
   Based on adjudication results, schools receive awards that honor their achievements in performance, technical and creative categories.

   The Iowa High School Musical Theater Awards is designed to be celebratory rather than competitive in nature. Any student or school at an outstanding level is recognized for their achievement. Multiple honorees may be named in each category as achievements merit.

4. **AWARDS SHOWCASE**
   The year culminates in a professionally produced Awards Showcase event held at the Des Moines Civic Center – Iowa’s top destination for touring Broadway productions. The Awards Showcase is a full evening featuring excerpts from award-winning productions.

   In addition to being a celebration of student achievements, the Awards Showcase allows students to watch and learn from their musical theater peers, as well as to work directly with a guest choreographer and music director from New York City to rehearse several special medley performances for the Awards Showcase.
ELIGIBILITY

School Location
Eligible high schools must be located in the state of Iowa.

Production Dates
Musical productions must take place between September 21, 2017 and May 7, 2018.

Student Participation
Musical productions must be primarily cast with currently enrolled high school students.

Type of Productions
To be adjudicated, a musical production qualifies if it fits one of the following categories:

1. A published musical, operetta or revue that is currently held by a licensing house or is in the public domain.

2. An original piece which features an original script, music and/or lyrics and which is covered under a valid copyright.

3. An original theatrical compilation of musical/text material from other sources that is presented with the approval or permission of the original creators and their representatives. This excludes show choir, choral or vocal jazz arrangements.

APPLICATION TO PARTICIPATE AND APPLICATION FEES

Applications for the 2017-2018 Iowa High School Musical Theater Awards are accepted online until September 8, 2017.

A finite number of schools will be accepted per production weekend. As such, schools are encouraged to apply early and will be accepted on a first-come, first-serve basis.

An $85 application fee* is required with the application. The application fee is due no later than October 2, 2017. Payment methods:

1. Checks should be made payable to Des Moines Performing Arts and sent to: Des Moines Performing Arts, Attn: Iowa High School Musical Theater Awards, 221 Walnut Street, Des Moines, Iowa, 50309.

2. The application fee may also be paid by credit card over the phone by contacting Sarah Bannon, Community Programs Coordinator, at 515-246-2358.

APPLICATION FORM

If a school wishes to have more than one musical adjudicated (example: fall musical and spring musical), the second production carries an application fee of $300. Likewise, productions that double-cast and wish to have both casts reviewed, will be assessed an additional $300 for the secondary cast.
TEACHER/DIRECTOR ROLES AND RESPONSIBILITIES:

Expectations for the teacher/director’s role within the program are:

1. Maintain open communication with Des Moines Performing Arts regarding program needs and participation.

2. Act as the primary liaison between Des Moines Performing Arts and the school community (faculty, students, parents, etc.). This includes the distribution of important updates and information related to the program to students and the community.

3. Provide Des Moines Performing Arts with digital production photographs within 2 weeks of your production for use at the final Awards Showcase and for promotional purposes.

   **PRODUCTION PHOTO UPLOADER**

   (As the program has grown, we have seen an upwards trend in school production photos being published or broadcast by media outlets such as the *Des Moines Register* in their promotion of the final Awards Showcase. Help us make sure your school is represented well by submitting as high quality of photos as possible.)

4. Provide Des Moines Performing Arts with sheet music in a readable format from the production for use at the final Awards Showcase, when and if requested.

5. Schedule and coordinate rehearsals with students prior to the Awards Showcase, if performing.

6. If school is invited to perform at the Awards Showcase and accepts the invitation, attend the school's tech rehearsal on either Friday, June 1 or Saturday, June 2.

ADJUDICATION PROCESS

Adjudicators
Adjudicators are qualified performing arts professionals and performing arts educators. All adjudicators go through program training on rubric scoring and feedback. Adjudicators are required to inform program staff if there is a conflict of interest with a participating school and will not be scheduled to review a show for which there is a conflict of interest.

Rubrics
Adjudicators use a set of standard rubrics to review each school’s production. Directors receive a copy of the rubrics prior to the school’s production. The rubrics are used to review each production on its own merit and are not used to compare one production against another.

**ADJUDICATION RUBRICS** (note that rubrics are periodically updated)

Adjudication Form
Two weeks prior to the production, directors are required to submit a completed Adjudication Form. This form gathers the information on cast, creative, and technical roles, helping adjudicators determine which awards a school is eligible to receive. This is also an opportunity for directors to communicate with adjudicators about the resources available to their school and any additional information they would like to share about their production.

**ADJUDICATION FORM**
ADJUDICATION PROCESS, cont.

NOTE: Program staff will work with you prior to filling out the Adjudication Form to determine which students will be reviewed for their individual roles. The number of roles reviewed is limited to eight, and certain roles will be required to be reviewed.

Double-Casting

Productions which double-cast (either completely or only certain roles) must communicate that information to program staff with enough lead time to make sure adjudicators are appropriately scheduled to review the performances by the designated/primary cast. Any individual roles not seen by a full adjudicator team will be ineligible for award consideration.

Fall shows must communicate double-casting schedules by September 8, 2017; spring shows must communicate double-casting schedules by February 1, 2018.

Contingent on adjudicator ability, schools may elect to have both casts adjudicated. If you desire to have both casts reviewed, please communicate that you wish to have both casts reviewed by the dates listed above so that a second adjudicator team can be assigned to your production. Please note that an additional $300 fee is assessed to review a second cast.

Production Attendance

Schools will provide 8-10 complimentary tickets for adjudicators and program staff:

- A minimum of three adjudicators will attend each participating school’s production. Each school must provide 2 complimentary tickets per adjudicator (generally six to eight tickets total) on the performance date(s) for which adjudicators are available to attend.
- Program staff may also wish to attend your production and may request complimentary ticket(s).

Adjudicators and program staff may not all attend the same performance. Des Moines Performing Arts will communicate with each school director which performance(s) the adjudicators and staff members are attending one week prior to opening night of the production.

Tickets should be held at the box office for adjudicators to pick up the night of the performance. Tickets are to be held under “Iowa High School Musical Theater Awards” and not the name of the adjudicator. Adjudicator names will not be shared with the school in advance.

Adjudicator seating arrangements:

- **Reserved Seating:** Adjudicator seats should be on an aisle and placed inconspicuously as possible while still allowing for a strong viewing experience. Adjudicators attending the same performance prefer their pairs of tickets be spaced throughout the auditorium and not right next to each other.
- **General Admission:** If you anticipate a full house, reserve seats for adjudicators and mark the seats simply “RESERVED”. Please do not indicate on the signs that they are reserved for adjudicators or the Iowa High School Musical Theater Awards. Adjudicators attending the same performance prefer their reserved seats be spaced throughout the auditorium and not all right next to each other. If you anticipate ample open seating, adjudicators may select their own seats.

Adjudicator Feedback

Adjudicator feedback will be emailed to the director following the performance. Directors are encouraged to use the adjudicator feedback and rubrics for reflection and future growth. Schools should anticipate receiving feedback within three weeks after the performance. (All efforts are made to turn around feedback sooner, but peak production weeks may necessitate more time for processing.) Directors are encouraged to consider sharing the adjudicator feedback with collaborators, administrators, and students as they feel is appropriate.
RECOGNITION OF PARTICIPATION

Participating schools are required to recognize their involvement in the Iowa High School Musical Theater Awards within their program or playbill. There are three options available to schools, listed in order of program preference.

1. PREFERRED OPTION: PROGRAM INSERTS
   Schools electing for this option will be sent informational inserts to include in their programs/playbills. The goal of these inserts is to provide more detailed information about the Iowa High School Musical Theater Awards.

2. SECONDARY OPTION: PRINTED GRAPHIC
   Schools that prefer an alternative to the inserts should plan to include a provided ad graphic in their playbill to indicate their participation in the Iowa High School Musical Theater Awards. Schools may select from four different versions of this ad based on individual program needs, all of which can be downloaded from the program website here. Please ensure the graphic is sized appropriately and of high enough resolution so that it is readable.

3. FINAL OPTION, IF NEEDED: LANGUAGE
   In the event that utilizing inserts or printing the ad graphic is not an option based on school policy or program format, schools may instead elect to include the following language in their program to highlight their participation.

   This production is being adjudicated as part of the Iowa High School Musical Theater Awards – a program of Des Moines Performing Arts which celebrates the extraordinary achievements of Iowa students in high school musical theater. For more information, visit DesMoinesPerformingArts.org/education. @IHSMTA

Des Moines Performing Arts encourages schools to further announce their participation in the Iowa High School Musical Theater Awards in school newspapers, newsletters and school or program websites. Des Moines Performing Arts will post promotional information on each participating high school musical on the Des Moines Performing Arts website and social media platforms as well as through the Iowa High School Musical Theater Awards Facebook (/IowaHighSchoolMusicalTheaterAwards) and Twitter (@IHSMTA) pages.

PHOTO/VIDEO RELEASE

During the course of the program, there may be times when Des Moines Performing Arts will photograph or video students, school staff, volunteers, and audience members. Please be aware that by participating in the program, teachers and students are giving full rights and permissions to Des Moines Performing Arts for the use of such video and photos. Please also be aware that Des Moines Performing Arts may use a school’s name and students’ names in press releases and other program communications. Please inform program staff in writing if an individual’s name should not be published.
LEARNING OPPORTUNITIES AND OTHER RESOURCES

Program participation opens up the opportunity for various learning opportunities for students and theater educators. These include but are not limited to Broadway master classes, technical and performance workshops led by Iowa theater professionals and accredited courses for theater educators. Learning opportunities are announced throughout the year as details are confirmed. Many learning opportunities carry no additional fee. In some instances, a fee is required to cover the cost of a ticket for the participant to attend a touring Broadway production as part of the experience.

Examples of recent learning opportunities include:

- Acting-a-song master class with two-time Tony Award-winner Sutton Foster;
- Stage Management workshop with professional stage manager Janet Albanese, including a behind-the-scenes tour with the stage manager of the National Tour of KINKY BOOTS;
- Pre-show conversation with company management of the National Tour of THE SOUND OF MUSIC;
- Tech Intensive for students and directors focused on three tracks: stage management, lighting, and scenic design;
- Directors Retreat focused on sharing best practices, answering burning questions, and relevant workshop topics, including the opportunity to receive license renewal credit;
- Musical Theater Dance workshop with Danny Lopez of the National Tour of MAMMA MIA!
- Choreography and Lifts workshop with company members of the National Tour of THE CURIOUS INCIDENT OF THE DOG IN THE NIGHT-TIME

Other Resources – Ticket Exchange

Participating schools are invited to participate in a ticket exchange program. The ticket exchange encourages students and educators to see other productions and to lend support to the endeavors of their peers. All directors who indicate interest in participating in the ticket exchange on their application will receive a list of other participating schools’ production dates and contact information mid-October via email. The number of tickets to be exchanged between schools will be determined by the teachers and schools involved. Reservations will be made between schools and not through the Des Moines Performing Arts education department.
AWARDS – TYPES AND PROCESSES

A complete listing of award categories may be found in Appendix A.

Awards Based Solely On Adjudication
The majority of awards given through the Iowa High School Musical Theater Awards are based solely on adjudicator scores, comments, and nominations. No additional submission materials are needed to be considered for the following awards:

- Outstanding Musical Production
- Outstanding Overall Performance
- Outstanding Overall Technical Achievement
- Distinguished Scene
- Outstanding Ensemble
- Outstanding Student Orchestra
- Outstanding Performance in a Principal Role
- Outstanding Performance by a Featured Dancer

See page 9 for an overview of the system used for determining awards and honors through the adjudication process.

Awards with Additional Components
There are several award categories that require additional submission materials and evaluation for consideration. Additional submission materials are needed to be considered for the following awards:

- Outstanding Achievement in a Technical, Creative or Business Role
- Outstanding Community Engagement
- Impact Award
- Triple Threat Award

Please see the pages 10-14 for specific details and processes for these categories with additional application components.
ADJUDICATION-BASED AWARD DETERMINATIONS AND NOTIFICATION

For each category under consideration for an award, each adjudicator takes part in a two-step process after seeing a production:

1. Adjudicators individually fill out an evaluation form using the scoring rubric. (The combined evaluation forms are shared back with the directors and schools shortly after the production closes with the goal of providing feedback.)

2. Adjudicators also individually fill out a nomination ballot, which is seen only by Iowa High School Musical Theater Awards staff.

Iowa High School Musical Theater Awards staff members then combine the evaluation forms and nomination ballots to determine the awards and recognitions to bestow. First, the evaluation forms are used to assign a score to each category or individual student performance. This is done by averaging the adjudicators’ assessments utilizing the scoring rubric. The score is then combined with the number of nominations received to determine if an award or recognition should be bestowed.

As the last step of the process, adjudicators have the chance to do a final review of the honors a school will receive. Recommendations for the cumulative awards and recognitions that a school should receive are shared based on the scores and nominations. Adjudicators affirm the recommendations. If adjudicators are in disagreement with a recommendation, particularly if an award or recognition is on the “bubble” of being recognized or not, adjudicators may override the initial recommendation.

AWARD DETERMINATION PROCESS

- Adjudicators see production
- Adjudicators individually fill out evaluation form and nomination ballot
- One ‘score’ is created for each category by averaging adjudicators’ assessments
- Score is combined with the nominations to determine whether an award or honor should be bestowed
- Adjudicators have a final chance to review the recommendations for a school’s awards and honors
- School is notified of honors received and parameters of Awards Showcase participation

Notifications of awards received will be sent to school directors on a rolling basis, based on timing of productions.

Multiple schools and individual students may be recognized for outstanding achievement within the same category as scores and nominations warrant.
TECHNICAL, CREATIVE, AND BUSINESS AWARDS

As noted, there are some award categories that require additional components outside of adjudication. This includes Technical, Creative, and Business Awards.

Technical, Creative, and Business Awards for specific areas are given for individual and team contributions by students. In order to evaluate the specific contributions made by students in these capacities, these areas utilize a student-created portfolio in addition to production feedback.

Areas
Students whose work or contributions fit in any of the following areas may submit a portfolio to be considered for a technical or creative achievement award:

<table>
<thead>
<tr>
<th>Creative Roles (primarily design or direction focused)</th>
<th>Technical Roles (primarily execution focused)</th>
<th>Business Roles (primarily administrative focused)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direction</td>
<td>Stage Management</td>
<td>Marketing and Publicity</td>
</tr>
<tr>
<td>Music Direction</td>
<td>Technical Direction</td>
<td>Video Production (used for promotion)</td>
</tr>
<tr>
<td>Lighting Design</td>
<td>Backstage Crew (props, set, costume construction or maintenance, hair/makeup, etc.)</td>
<td>Front of House Management (event management, ushers, box office, etc.)</td>
</tr>
<tr>
<td>Sound Design</td>
<td>Board Operations (Lights, Sound, etc.)</td>
<td>Other applicable aspect of the production not listed</td>
</tr>
<tr>
<td>Scenic Design</td>
<td>Video Production (used as part of the show)</td>
<td></td>
</tr>
<tr>
<td>Props Design</td>
<td>Other applicable aspect of the production not listed</td>
<td></td>
</tr>
<tr>
<td>Costume Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair/Makeup Design</td>
<td></td>
<td></td>
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<tr>
<td>Choreography</td>
<td></td>
<td></td>
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<tr>
<td>Dramaturgy</td>
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<td></td>
</tr>
<tr>
<td>Other applicable aspect of the production not listed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: students serving in assistant capacities may also be considered.

Steps to Be Considered
There are two components to be considered for a technical, creative or business award.

Step One: Submit a Portfolio
Applying students will submit a self-created portfolio in support of their work on the production. Fall musical portfolios must be completed and received by December 4, 2017; spring musical portfolios must be completed and received by May 7, 2018. (Note: for late spring musicals an extension or alternative arrangement may be requested. Please contact Sarah Bannon at 515-246-2358 to make those arrangements prior to May 7, 2018.)

Portfolio Requirements:
1. 1-2 page personal essay about his or her experience with the production.
2. At least one supplemental piece or artifact that demonstrates the student’s work on the production. The amount of supplemental materials provided in the portfolio is at the discretion of the applicant. Please note that more information included in the portfolio allows for a stronger evaluation and sets up an applicant for greater success.

Supplemental materials can include but are not limited to:
- Prompt book
- Crew lists
- Shift lists
- Lighting plots
TECHNICAL AND CREATIVE ACHIEVEMENT AWARDS, cont.

Supplemental materials list, cont.

- Sound plots
- Design renderings or sketches
- Cue scripts
- Rehearsal materials
- Video support or a highlight reel of a student’s process or work
- Director letter of recommendation
- Peer letter of recommendation
- Production photos
- Other relevant evidence of the student’s planning and execution

Step Two: Interview with Adjudicator Panel
A brief phone interview will be scheduled between a panel of adjudicators and the student after the portfolio is received. This is an opportunity for the adjudicators to ask clarifying questions after reviewing the portfolio and for the applicant to provide additional insight into his or her process.

Fall production phone interviews will be scheduled for December 12-13, 2017; spring production phone interviews will be scheduled for May 9-10, 2018.

Adjudicators will be asked to review the applicant’s portfolio and phone interview based on a rubric.

TECHNICAL, CREATIVE, AND BUSINESS RUBRICS
(note that rubrics are periodically updated)

NOTE: There is no additional fee to be considered for a Technical, Creative, or Business award.

Application

1. Fill out the online PORTFOLIO INFORMATION FORM (ALL APPLICANTS)

2. As part of the form, you will be required to upload an electronic version of your personal essay.

3. You may elect to submit up to 10 artifacts electronically as part of the form.

4. If you have physical artifacts, such as prompt books or other materials that cannot be submitted electronically, please mail or drop off to the following address:

   Des Moines Civic Center
   Attn: Iowa High School Musical Theater Awards
   221 Walnut Street
   Des Moines, IA 50309

   Please note that all physical artifacts must be received by the application deadline. In addition, physical artifacts should be clearly labeled with your name, school, role in production, and show title to ensure accurate pairing with your information form submitted online.

5. As part of the information form, you will also indicate your availability for your phone interview with the adjudicator panel.
COMMUNITY ENGAGEMENT AWARD

As noted, there are some award categories that require additional components outside of adjudication. This includes Community Engagement Awards.

Scope
Theater inherently has the power to move, enlighten and to promote change. The Community Engagement Award is presented to a school that utilizes their production and its theme/message in a meaningful way to make a difference within the community. This award challenges schools to use their musical productions to creatively make connections, fill a need, resolve conflict, provide services, or in other unique ways to engage their community.

Schools considering applying for the Community Engagement Award are encouraged to think about the following questions: What are some of the challenges of your production, and how can it affect the community? Was the musical chosen to coincide with a social, political, economic, or community initiative? Is there contextual information you are providing to your audience in innovative ways such as post-show discussions or programs in conjunction with neighborhood organizations? How has positive change or learning come as a direct result of working with the community? What will the impact of this production be after the show has closed?

Recent Examples of Community Engagement Projects by Participating Schools:

- Inspired by LITTLE WOMEN’s message of empowering young women, Ankeny High School organized a competition between class sections to collect monetary donations and toiletries to support the Young Women’s Resource Center of Des Moines.

- To celebrate the special bond between Charlie Brown and his dog Snoopy, Centerville High School used their production of YOU’RE A GOOD MAN, CHARLIE BROWN to spread the message “Adopt, not shop” through lobby displays about cast members who had adopted their family pets.

- Waukee High School’s LEGALLY BLONDE production visited several area nursing homes to share the show’s message that “a little glam can go a long way.” In addition to performing songs for the seniors, cast members pampered residents with manicures and makeovers to help them feel special and confident.

Application
To be considered, submit a Community Engagement Award Application online. Fall musical projects must be completed and the application received by December 4, 2017. Spring musical projects must be completed and the application received by May 7, 2018. (Note: for late spring musicals an extension may be requested. Please contact Sarah Bannon to discuss extension arrangements at 515-246-2358 prior to May 7, 2018.)

The application consists of a 1-2 page summary of your project and any supplementary materials that demonstrate its implementation. At least one photo of the project is required when submitting your application online.

COMMUNITY ENGAGEMENT AWARD APPLICATION

NOTE: There is no additional fee to be considered for a Community Engagement award.
IMPACT AWARD

As noted, there are some award categories that require additional components outside of adjudication. This includes Impact Awards.

Scope
While the primary focus of the Iowa High School Musical Theater Awards is to celebrate student achievements, adults also make tremendous contributions to school drama programs and make a lasting impact on students.

The Impact Award is a student-nominated award presented to an adult who leads and/or supports their school’s productions. This award provides an avenue to recognize educators or community members, such as parent volunteers, that go above and beyond to support the high school musical experience.

Nomination Process
To be considered, a current student or group of students must complete the nomination process online. If submitting a nomination as a group of students, please identify one student to serve as the primary contact for the nomination. All nominations must be completed and received by March 31, 2018.

The nomination process consists of the following components:

1. 1-2 page essay written by the nominating student describing how the nominee goes above and beyond to make a positive impact on students’ experience in their high school musical.
2. Written testimonials from three to six individuals who have worked directly with the nominee on one or more school musical production. Testimonials may come from but are not limited to:
   - Current high school students
   - Alumni of the school’s drama program
   - Production Staff (Director, Music Director, Choreographer, Costumer, etc.)
   - Other adults that work on productions with this mentor (school employees and community members are acceptable)
   - School Administrators
   - Parents

   Each testimonial should be no more than 300 words.

Nominations should be submitted online: IMPACT AWARD NOMINATION FORM

(Please note, the nomination form asks for the nominee’s years of service at the school, the nominee’s role in the school musical, and whether they are a school staff member, a contracted adult, or a volunteer.)

NOTE: There is no additional fee to nominate someone for an Impact Award.
TRIPLE THREAT AWARD PROGRAM

As noted, there are some award categories that require additional components outside of adjudication. This includes the Triple Threat Awards.

Scope
Students playing qualifying roles as defined by the National High School Musical Theatre Awards are under consideration to participate in the Triple Threat Award program. This is the only directly competitive award in the Iowa High School Musical Theater Awards and is awarded to one male and one female student who possess outstanding singing, dancing, and acting skills.

The Iowa High School Musical Theater Awards program is a regional awards program for the National High School Musical Theatre Awards. The Triple Threat Award recipients will represent the state of Iowa at the National High School Musical Theatre Awards in New York City in June 2018, all-expenses-paid.

Top achieving students in qualifying roles will be invited to come together during the week and weekend prior to the Awards Showcase to put together one of the Inter-School Medleys to be performed at the Awards Showcase. In addition, each participating student will perform a solo for a selection panel and receive individual coaching on their performance. Based on solo performances, coaching sessions, and observations of the medley rehearsal, the Triple Threat Awards will be decided. These awards are the only awards that will not be announced to the public in advance of the Awards Showcase event.

Qualifying Roles
If you have specific questions about which roles are eligible for consideration for the Triple Threat Award program, please see Nationals’ list of QUALIFYING ROLES. (Note that this list is periodically updated.)

Please note: actors not currently enrolled in high school are ineligible to participate in the Triple Threat Award program.

Invitations
Students who qualify for the Triple Threat Award program will be notified on a rolling basis, based on timing of their school production. An invitation with specific details and parameters will be sent to the director to pass on to his or her qualifying students, if any, at the time of notification of any other awards received through the adjudication process.

Please note: directors are encouraged to inform students in qualifying roles that Triple Threat program activities will occur Friday, June 1 through Monday, June 4, 2018. Families should be encouraged to not make other plans, schedule graduation receptions, etc. this weekend until they learn whether their student has been invited to participate.
AWARDS SHOWCASE – MONDAY, JUNE 4, 2018

One of the goals of the Iowa High School Musical Theater Awards is to provide as many students as possible with the experience of performing on the Des Moines Civic Center stage. In addition to having the opportunity to perform, this allows students from across schools to be inspired by the work of their peers that they may not otherwise have a chance to experience.

Types of Participation
There are several pathways for participation in the Awards Showcase.

1. **Inter-School Medleys (Featuring student representatives from all schools)**
   All schools will be invited to select student representatives to participate in an inter-school medley. Students who perform in the inter-school medleys will work with the Awards Showcase choreographer and music director, who are typically guest Broadway artists from New York City, as well as have the opportunity to build connections with students from other schools.

   Directors will receive information by mid-spring about the parameters of this year’s inter-school medleys, including how students qualify to participate. Based on the parameters given, directors will be asked to confirm which of their students will participate in each inter-school medley in advance of the Awards Showcase week.

2. **Production Excerpt Performances**
   Some schools will be invited to showcase an excerpt from their school’s musical production. Production Excerpt Performance invitation parameters will be determined closer to the 2018 Awards Showcase. Performance parameters will be sent out with performance invitations.

3. **Technical, Creative and Business Achievement Gallery**
   Individuals/teams of students who receive an award for a technical, creative, or business capacity will be invited to create a display showcasing their work that will be exhibited in a lobby gallery the evening of the Awards Showcase.

4. **Assistant Stage Manager Track**
   A small number of students will have the opportunity to serve as Assistant Stage Managers for the Awards Showcase rehearsals and events. Students will work directly with professional stage manager Janet Albanese to assist in executing the Awards Showcase event. Details on eligibility requirements and the application process will be provided to directors in early spring.

Tickets to the Awards Showcase
Tickets will go on-sale to the public mid-spring. On-sale information and additional ticketing information will be provided to all directors once available to share with their students and school community.

Awards Presentation
Awards will be presented to school representatives on Monday, June 4, 2018 prior to the start of the Awards Showcase. More details about this process will be sent to directors closer to the Awards Showcase.
Iowa High School Musical Theater Awards  
2017-2018 Rules and Guidelines

AWARDS SHOWCASE, CONT.

Music
Performances will be accompanied by the Awards Showcase band, made up of musicians provided by Des Moines Performing Arts.

If invited to perform an excerpt from your production, directors will be asked to submit copies of music for their school’s performance. As such, please keep all copies of production music after your production closes (specifically the piano/conductor score, percussion, bass, guitar, cello and violin parts). Des Moines Performing Arts will work with licensing houses to attain extensions on music and will send you a copy of this permission for your records once secured.

All submitted music should be clear and readable. This includes all cuts and transitions being clearly marked in all scores/parts submitted. In addition, please ensure that your cuts adhere to the time guidelines set forth in your performance invitation.

Costumes, Wardrobe, and Props
No costumes from the production will be worn during the Awards Showcase event. Performers will wear all black per the guidelines below. Accessories and hand props may be utilized to suggest character, time, and place if desired. (See Appendix C for examples.)

  Wardrobe for male performers: black shirt with a collar, such as a button up or polo; black dress pants; black shoes; black socks. No shorts or sweats, visible lettering or logos.

  Wardrobe for female performers: black skirts or dresses of school-appropriate length; black tops; dress pants; black shoes, character-style preferred if already in your possession; black hosiery or socks. No shorts, yoga pants, leggings, sweats, visible lettering or logos.

Sets
No sets from school productions will be used during the Awards Showcase event. Schools may elect to utilize basic boxes, stair units, or similar elements to create levels or visual interest. Units must be black and portable enough for students to move them on and off stage quickly. Directors should communicate what, if any, units they will be using in advance to make arrangements for loading in and storing the units.

Advance Preparation and Rehearsals
Each school that is performing an excerpt from their production must attend one tech rehearsal in the days prior to the Awards Showcase. The tech rehearsal will include an orientation period, a chance for school director(s) to finesse spacing on the Civic Center stage, a run through of the number with the Awards Showcase band, and mic check for soloists. Students should arrive fully knowing their music and blocking so that the tech rehearsal can be used for final tweaks. This year’s tech rehearsals will be held on Friday, June 1 and Saturday, June 2.

Music for the Inter-School Medleys will be provided to school directors to distribute to their participating students in early May. Each inter-school medley will have two or more group rehearsals between Tuesday, May 29, 2018 and Monday, June 4, 2018. Full attendance at the group rehearsals is mandatory to perform in an Inter-School Medley.

Students in Inter-School Medleys are expected to learn and memorize their music in advance of their first group rehearsal, as rehearsals will be focused on learning choreography, assigning any solos, and stylization. It is up to each school director’s discretion on whether assistance from the school will be offered in preparing for the Inter-School Medleys or whether participating students should prepare themselves independently.

(See Appendix B for a sample of the past year’s Awards Showcase rehearsal schedule.)
APPENDIX A: 2017-2018 AWARDS CATEGORIES

PRODUCTION AWARDS

Outstanding Musical Production
Takes into consideration all performance, technical and creative elements

Outstanding Overall Performance
Takes into consideration all performance elements

Outstanding Overall Technical Achievement
Takes into consideration all technical elements

Distinguished Scene

Outstanding Ensemble

Outstanding Student Orchestra

Community Engagement
Awarded to schools that create and implement activities or events that engage their local community with their high school’s production and its theme or message

INDIVIDUAL/TEAM STUDENT AWARDS

Outstanding Performance in a Principal Role

Outstanding Performance by a Featured Dancer

Outstanding Creative Achievement

Outstanding Technical Achievement
Includes Stage Management, Technical Direction, Backstage Crew (props, set, costumes, hair/makeup, etc.), Board Operations, Master Carpenter, Video Production (used as part of the show) or other applicable aspect of the production not listed.

Outstanding Business of the Arts Achievement
Includes Marketing and Publicity, Video Production (used for promotion), Front of House Management (event management, ushers, box office, etc.) or other applicable aspect of the production not listed.

*Awarded to schools where students serve in these roles and those students completed the portfolio submission process to be considered

OTHER AWARDS

Impact Award
Given to adults, based on student nomination
## APPENDIX B:
SAMPLE AWARDS SHOWCASE WEEK SCHEDULE (BASED ON 2017)

<table>
<thead>
<tr>
<th><strong>TUESDAY, MAY 30</strong></th>
<th></th>
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<tbody>
<tr>
<td>12:30 – 5 PM</td>
<td>Opening Number Rehearsal: Cohort A schools only</td>
</tr>
<tr>
<td>1:15 – 5:45 PM</td>
<td>Opening Number Rehearsal: Cohort B schools only</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>WEDNESDAY, MAY 31</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>12:30 – 4:45 PM</td>
<td>Opening Number Rehearsal: Cohort C schools only (Cedar Rapids)</td>
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<thead>
<tr>
<th><strong>THURSDAY, JUNE 1</strong></th>
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<tbody>
<tr>
<td>10:15 AM – 2:45 PM</td>
<td>Finale Rehearsal: Cohort D schools only</td>
</tr>
<tr>
<td>11:30 – 3:45 PM</td>
<td>Finale Rehearsal: Cohort E schools only</td>
</tr>
<tr>
<td>12:30 – 3:45 PM</td>
<td>Assistant Stage Manager Orientation (Des Moines)</td>
</tr>
<tr>
<td>3 – 7:15 PM</td>
<td>Finale: Cohort F schools only</td>
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<thead>
<tr>
<th><strong>FRIDAY, JUNE 2</strong></th>
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<tbody>
<tr>
<td>9:30 AM – 1 PM</td>
<td>Opening Number Rehearsal: A, B, C cohorts combined</td>
</tr>
<tr>
<td>12:45 – 6:30 PM</td>
<td>Triple Threat Coaching Sessions – 20 minute blocks (Nominees from A, B, C schools preferred)</td>
</tr>
<tr>
<td>1:30 – 7:30 PM</td>
<td>Production Excerpts Tech Rehearsals (A, B, C schools preferred)</td>
</tr>
<tr>
<td>1 – 8 PM</td>
<td>Assistant Stage Managers assist with tech rehearsals</td>
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<tr>
<th><strong>SATURDAY, JUNE 3</strong></th>
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<tbody>
<tr>
<td>8:30 AM – 12 PM</td>
<td>Finale Rehearsal: Cohorts D, E, F combined</td>
</tr>
<tr>
<td>10 AM – 6 PM</td>
<td>Triple Threat Coaching Sessions – 20 minute blocks (Nominees from D, E, F schools preferred)</td>
</tr>
<tr>
<td>12:30 PM – 7 PM</td>
<td>Production Excerpts Tech Rehearsals (D, E, F schools preferred)</td>
</tr>
<tr>
<td>12:15 PM – 7 PM</td>
<td>Assistant Stage Managers assist with tech rehearsals</td>
</tr>
<tr>
<td>7 – 9:30 PM</td>
<td>Triple Threat Program Rehearsal</td>
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<tr>
<th><strong>SUNDAY, JUNE 4</strong></th>
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<tbody>
<tr>
<td>10:30 AM – 6:45 PM</td>
<td>Triple Threat Program Rehearsal and Auditions</td>
</tr>
<tr>
<td>10:30 AM – 6:30 PM</td>
<td>Assistant Stage Managers call book prep – ½ day shifts</td>
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<thead>
<tr>
<th><strong>MONDAY, JUNE 5</strong></th>
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<tbody>
<tr>
<td>12:45 – 2:30 PM</td>
<td>Triple Threat Program Dress Rehearsal</td>
</tr>
<tr>
<td>1 – 4 PM</td>
<td>Technical &amp; Creative Achievement Gallery set-up window</td>
</tr>
<tr>
<td>2:30 – 4:15 PM</td>
<td>Closing Number Dress Rehearsal (Cohorts D, E, F)</td>
</tr>
<tr>
<td>4:15 – 6 PM</td>
<td>Opening Number Dress Rehearsal (Cohorts A, B, C)</td>
</tr>
<tr>
<td>4:45 – 5:30 PM</td>
<td>Directors pick up awards and photo op in lobby (Cohorts D, E, F)</td>
</tr>
<tr>
<td>5:30 – 6:15 PM</td>
<td>Directors pick up awards and photo op in lobby (Cohorts A, B, C)</td>
</tr>
<tr>
<td>6 – 7 PM</td>
<td>Technical &amp; Creative Achievement Gallery open</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>House Opens</td>
</tr>
<tr>
<td>7 – 10 PM</td>
<td>AWARDS SHOWCASE</td>
</tr>
</tbody>
</table>

**THIS IS A SAMPLE SCHEDULE ONLY.**

2018 CONTENT, DATES AND EXACT TIMES SUBJECT TO CHANGE.

**THE FINAL SCHEDULE WILL BE SHARED WHEN PERFORMANCE INVITATIONS AND PARAMETERS ARE ISSUED IN THE SPRING.**
Example of students in all black for the Awards Showcase:

Example of accessories and hand props, paired with black, to suggest character: