



2024 AWARDS SHOWCASE: REHEARSAL WEEK & EVENT GUIDE FOR DIRECTORS

There are many components for the Awards Showcase that directors help coordinate for their school's participation. They are:

1. Your school's inter-school medley participation.
Each adjudicated school may feature up to 2 actors, who will be assigned to either the opening number or finale based on rehearsal schedule. Additional parameters apply.
2. Your school's featured performance, if applicable.
3. Your school's featured section in the Outstanding Overall Performance video reel, if applicable.
4. Your school's featured section in the Outstanding Overall Technical and Creative Achievement video reel, if applicable.
5. Behind-the-Scenes Award Track invitations passed along to qualifying students and coordinating their participation, if applicable.
6. Triple Threat Award Track invitations passed along to eligible students and coordinating their participation, if applicable.
7. Encouraging stage management students to apply to be part of the Assistant Stage Manager track and coordinating their participation, if selected.
8. Your school's featured speaker for Community Engagement Award, if applicable.
9. Your school's featured speaker for an Impact Award, if applicable.

Please note that all elements of the Awards Showcase your school qualifies for are optional. Each school may elect to participate in the elements that they feel comfortable coordinating. The goal of each element is to provide students as with the opportunity to share their talents and to learn from the guest creative team and each other.

In the following pages, you will find important information about each showcase element that will help you begin to plan your school's participation.



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INTER-SCHOOL MEDLEY PARTICIPATION

(Every adjudicated school eligible to
participate)



I. INTER-SCHOOL MEDLEY INFORMATION

Each adjudicated school may submit up to two* student actors from their musical to represent the school in an inter-school medley.

Schools will be assigned to either the Opening Number or the Finale based on rehearsal availability. (All student representatives from your school will attend the same rehearsal schedule.)

Participating students will have the opportunity to work with a New York City-based choreographer and music director to put together the medley.

***Note about only scenario where more than two students from a single school can participate:**
Schools with three or more students who received an Outstanding Achievement in a Principal Role AND who also go through the Triple Threat Callback Process (as outlined on page 22) may be allotted additional spots if needed to accommodate students who do not qualify for the Triple Threat program. All Outstanding Achievement students who go through the Call-Back process will be guaranteed a spot in the showcase.

STUDENT SELECTION CRITERIA

Please select principal roles or chorus members that will best represent your school and who also reflect the diversity of your school community. Please note: the number they will perform will be high energy, high movement, and will involve singing. Please select students that you feel are up for the challenge.

NOTE: students accepted into the Triple Threat Award Program are not eligible to also take one of your school's spots in an inter-school medley. Instead, your slots will either go to students who went through the Triple Threat Call-Back process but who did not qualify for Triple Threat OR will be students of the director's choice. See this [Visual Representation](#) for illustrated examples of different scenarios for how opening/finale slots may be affected by your school's specific scenario, as relates to the Triple Threat program.

You will be asked to confirm the names of your students participating in your inter-school medley by mid-May through your school's Participation Form. (Form to be released on May 6.)

PREPARATION AND REHEARSALS

Participating students are required to learn the music on their own or with your help (music and rehearsal tracks will be posted online in May; directors will be emailed with the link when available.)

All rehearsals for your school's assigned medley are mandatory for participating students. Any student that misses rehearsal will not be allowed to perform at the Awards Showcase.

NOTE: Participating students are given the unique opportunity to work with Broadway industry professionals. As such, the tone of rehearsals will be professional with an emphasis on focus and mutual respect. A student who does not conduct themselves at this level of expectation may be dismissed from performing in the Awards Showcase at the discretion of program staff.





MEDLEY ASSIGNMENTS

Directors will be asked to respond to a survey about medley assignment preference, based on rehearsal schedules. Please see below for the draft rehearsal schedule for the opening and finale medleys.

Preliminary medley assignments will be communicated by early May.

Schools that indicate flexibility between the two medleys' rehearsal schedules may be re-assigned after participating students have been communicated, in an effort to have more equal ensemble sizes between the two medleys.

DRAFT REHEARSAL SCHEDULE FOR FINALE/OPENING MEDLEYS*

	First Staging Rehearsal	Second Staging Rehearsal	Dress Rehearsal with Band
Finale Medley	Friday, May 24 9 AM – 5 PM Des Moines Civic Center	Tuesday, May 28 9 AM – 1 PM Des Moines Civic Center	Thursday, May 30 1:15 – 3:30 PM, then stay through end of showcase Des Moines Civic Center
Opening Medley	Saturday, May 25 9 AM – 5 PM Des Moines Civic Center	Wednesday, May 29 9 AM – 1:45 PM Des Moines Civic Center	Thursday, May 30 3:45 – 6 PM, , then stay through end of showcase Des Moines Civic Center

**NOTE: This is the tentative schedule. Start and end times may shift slightly.*



PRODUCTION EXCERPT PERFORMANCES

(by invitation)



PRODUCTION EXCERPT PERFORMANCES, OVERVIEW

Invitations to perform an excerpt from your school production during the Awards Showcase will be based on the receipt of the following awards:

A. OUTSTANDING MUSICAL PRODUCTION AWARD

Schools that receive requisite scores and nominations across performance, creative, and technical categories are honored with this cumulative award.

Schools honored at this level will be considered by the Adjudicator Stewards committee to perform an excerpt from their school musical production at this year's Awards Showcase. The Adjudicator Stewards committee is made up of adjudicators and staff who attended each participating musical this year. The committee will review all Outstanding Musical Production recipients to curate the Ensemble Medleys at this year's showcase. It is possible that not all Outstanding Musical Production recipients will be invited to perform in an Ensemble Medley at the Awards Showcase. Ensemble Medley performance invitations will be issued by Monday, May 6, 2024.

Each performing ensemble's excerpt should be up to 2.5 minutes in length and feature your ensemble in the number. If there is no such number in your musical, please contact showcase@dmpa.org to discuss. Please see pages 9-11 for specific information about format, staging, rehearsals, etc.

B. OUTSTANDING PERFORMANCE IN A PRINCIPAL ROLE

Individual performers that receive requisite scores and nominations are honored with this award.

Students honored at this level will be considered by the Adjudicator Stewards committee to perform an excerpt from their role in a Spotlight Medley at this year's Awards Showcase. The Adjudicator Stewards committee is made up of adjudicators and staff who attended each participating musical this year. The committee will review all Outstanding Performance in a Principal Role recipients to curate the Spotlight Medleys at this year's showcase. Due to time considerations, not all Outstanding Performance in a Principal Role recipients will be invited to perform in a Spotlight Medley at the Awards Showcase. Spotlight Medley performance invitations will be issued by Monday, May 6, 2024.

Each performing student's excerpt will be a maximum of 45 seconds in length. The excerpt will be woven into a medley featuring students from other schools in an arrangement created by the Awards Showcase music director. Please see pages 12-14 for specific information about format, staging, rehearsals, etc.

NOTE: Students from schools receiving an 'Outstanding Musical Production Award' and a performance invitation should be featured within their school's featured ensemble medley. This takes the place of the possibility of performing in a medley with other 'Outstanding Performance in a Principal Role' award recipients from other schools.



PRODUCTION EXCERPT PERFORMANCES OVERVIEW, cont.

NOTE ABOUT DISTINGUISHED SCENE RECIPIENTS

Due to time considerations, schools receiving a Distinguished Scene award are recognized in print but do not receive an invitation to perform a full-cast excerpt.

NOTE ABOUT SPECIAL RECOGNITION FOR PERFORMANCE IN A PRINCIPAL ROLE RECIPIENTS

Due to time considerations, students receiving Special Recognition for a Principal Role are recognized in print but do not receive an invitation to perform an excerpt from their role.

NOTE ABOUT NON-PERFORMING OUTSTANDING MUSICAL PRODUCTION RECIPIENTS

Schools receiving Outstanding Musical Production without a performance invitation will be recognized during the Awards Showcase in print.

NOTE ABOUT NON-PERFORMING OUTSTANDING PRINCIPAL ROLE RECIPIENTS

Students receiving Outstanding Achievement in a Principal Role without a performance invitation will be recognized during the Awards Showcase in print.



A. OUTSTANDING MUSICAL PRODUCTION EXCERPTS

Schools that receive an Outstanding Musical Production award and a performance invitation may perform an up to 2.5-minute excerpt from their production featuring their full cast or a large portion of their ensemble.

FORMAT

These excerpts may take the form of one large ensemble number from the show. In addition to your ensemble, we recommend you consider featuring any “Outstanding Performance in a Principal Role” recipients, if applicable.

NOTE: Medleys of multiple songs are not allowed.

Your excerpt will then be combined with excerpts from 1-2 other schools to create a medley.

NOTE: If at all possible, any individual student(s) honored with an “Outstanding Achievement” award for their principal role should be featured within your production excerpt. They will not be eligible for a separate spotlight medley feature.

If your chosen ensemble number features a dance break, we recommend the dance break is no more than 30-45 seconds of your excerpt.

MUSIC SUBMISSION

The Awards Showcase band consisting of keyboard, bass, drums, guitar, violin, and cello will provide the accompaniment.

Please submit PDF copies of your piano/vocal score as well as any of the above-listed orchestral parts in your possession using the uploader form below, by the following dates:

- Productions held October-March: **Wednesday, April 24, 2024, by 4 PM**
- Productions held in April: **Friday, May 10, 2024, by 4 PM**

If music is received past this deadline, we cannot guarantee inclusion in the Awards Showcase (unless other arrangements are made prior to the deadline with program staff.)

Submit via AwardForce.

Category: [“Showcase > Music Submission”](#)

Please time your selection to ensure it meets the time parameters. Submissions over the stated permissible length will not be accepted and will be subject to further editing by the Awards Showcase music director.

All cuts and transitions must be clearly marked. (If you do not read or play music yourself, please enlist a colleague who can assist you or play through the medley with your marked cuts. They may be able to help you work through any transition areas that need further clarification.)





*NOTE: Due to rights considerations, **dialogue or spoken material is generally not permitted** in production excerpts. In rare instances, dialogue written directly into the music may be approved. Please contact showcase@dmpa.org to discuss.*

STAGING INFORMATION

Your ensemble will have approximately 40 feet wide x 30 feet deep space in which to perform your medley or number. Your group will be asked to all enter and exit from the same side of the stage, to assist with backstage traffic patterns.

The side your group will be assigned will be communicated at your tech rehearsal. We ask that your group be prepared to adjust your entrance and exit plan at the tech rehearsal, if needed.

The band will be located in the pit orchestra in front of the stage.

If your number or medley features any soloists, you will have access to up to SIX wireless headset microphones. We will also have overhead ensemble mics hung above the stage. ALL soloists must be mic'd. If needing to request more than six microphones, please submit an appeal for additional microphones on your music submission form. Staff will review if any additional microphones are available, based on mic trafficking with what is performed before and after your excerpt. (In the event more microphones are not available, you may be asked to re-assign solo lines to a performer already in a microphone.)

Set pieces are not allowed. You may seek approval from program staff to use stage boxes or similar units if levels are necessary to maintain the flavor of your choreography. One condition of approval is that stage boxes should be painted black and limited in number due to storage considerations. Please label the underside of all stage boxes with the school name and a contact phone number. (All units must be removed from the theater at the conclusion of the Awards Showcase event.) To secure approval, please email showcase@dmpa.org.

Small hand props are not allowed due to rights considerations.

TECH REHEARSAL

Each school performing in an excerpt medley will attend an approximately 2-hour rehearsal and walk-through during the day on either Tuesday, May 28 or Wednesday, May 29. The time will include an orientation period, a chance for the Awards Showcase choreographer to finesse spacing on the Civic Center stage in consultation with the school director, a run through of the number with the Awards Showcase band, and mic check for any soloists. Students should arrive fully knowing their music and blocking so that the tech rehearsal can be used for final tweaks.

Efforts will be made to assign schools traveling a distance to a tech time the same day that your inter-school medley students have their second rehearsal.

Your medley's time on stage will be limited to approximately 75 minutes. (The ensembles from all schools featured within the medley will be present for the entire rehearsal block.)



To help you use your time efficiently, we will aim to use your rehearsal block as follows:

Minutes 1-15:	Soloists get into headset mics; school directors confer with music director on tempi or any other questions; talk through the transitions, including entrance/exit sides and bow arrangements
Minutes 15-35:	First run-through, tweak and notes
Minutes 35-55:	Second run-through, tweak and notes
Minutes 55-75:	Final run-through and final notes

It is required that the director or another knowledgeable adult attend tech rehearsal with your students. This person should take an active role in helping students make any necessary adjustments, if assistance is requested by the showcase choreographer and music director.

NOTE: Students are required to come in their performance clothes and shoes to the tech rehearsal. This is used as an opportunity to ensure that all attire guidelines are met, that students have practiced performing in the same shoes on the Civic Center stage as they will on Thursday night, and that mic packs for soloists work with what they plan to wear. Any soloists without a waistband strong enough to clip a mic pack onto, such as those wearing a skirt or a dress, should also plan to wear the same type of undergarments as they will on Thursday evening to ensure mic pack placement will work. Please see page 35 for complete wardrobe and hair guidelines.

CALL TIME

All performing students should arrive at the theater on Thursday evening fully dressed in their performance clothes by 6:30 PM.* Directors will be responsible for distributing tickets to students prior to arrival and the group may enter the building through any public entrance before taking their seats.

**NOTE: Students in an inter-school medley or the Triple Threat Track will be called earlier that day for their number's final dress rehearsal. These students' tickets will be distributed to them after their rehearsal by program staff.*

Due to the number of students and guests in the building prior to the event start, schools should plan to warm up prior to leaving school or on the bus. Dedicated warm-up space is not available.

TICKETS

Please see information on page 36 regarding tickets to the Awards Showcase



B. OUTSTANDING PERFORMANCE IN A PRINCIPAL ROLE EXCERPTS – PERFORMING STUDENTS INFORMATION

Students who receive an award for “Outstanding Performance in a Principal Role” and receive an invitation to perform at the Awards Showcase are able to perform a 45-second solo from their role, which will be woven into a medley of honored soloists and/or small group numbers (i.e. duets or trios.)

NOTE: soloist invitations for all schools will be issued on Monday, May 6, 2024.

Program staff will provide guidance on which song the student should consider based on input from adjudicators. (In rare cases, the scene may involve additional students from the production based on adjudicator nomination.) Final selection is subject to program staff and Awards Showcase music director approval.

**NOTE: If your school receives a cumulative award for Outstanding Musical Production and an ensemble performance invitation, you should consider featuring any individual award-winning students in your excerpt. They will not be given an additional slot to perform outside of your school excerpt.*

MUSIC/SCORE SUBMISSION

The Awards Showcase band consisting of keyboard, bass, drums, guitar, violin, and cello will provide the accompaniment.

Please submit PDF copies of your piano/vocal score as well as any of the above-listed orchestral parts in your possession no later than **Friday, May 10 by 4 PM** using the uploader below. If music is received past this deadline, we cannot guarantee inclusion in the Awards Showcase (unless other arrangements are made prior to the deadline with program staff.)

Submit via AwardForce.

Category: [“Showcase > Music Submission”](#)

Please clearly mark the beginning and ending point of your student’s preferred cut from their song. Typically, a verse and a chorus of the song works well for this purpose, if at or under the 45-second time limit. (If you do not read or play music yourself, please enlist a friend or colleague who can assist you.)

In addition, please time the cut to ensure it meets the time parameters. Submissions over the stated permissible length will not be accepted and may be subject to further editing by the Awards Showcase music director.

Please also ensure that both musically and lyrically the excerpt makes sense to the viewer. Please avoid starting and stopping mid-musical phrase.

*NOTE: Due to rights considerations, **dialogue or spoken material is generally not permitted** in production excerpts. In rare instances, dialogue written directly into the music may be approved. Please contact showcase@dmpa.org to inquire.*





OUTSTANDING PERFORMANCE IN A PRINCIPAL ROLE EXCERPTS, cont.

STAGING INFORMATION

Your student(s) will have approximately a 20 feet wide x 30-foot deep space in which to perform their number. Songs within the medley will alternate from one half of the stage to the next.

The band will be located in the pit orchestra in front of the stage, and each performing student will have access to a wireless headset microphone.

Set pieces are not allowed. You may elect to use a chair, stool, or other stage box through prior arrangement and approval. One condition of approval is that stage boxes, chairs, or stools should be black. Please label the underside of all stage boxes with the school name and a contact phone number. (All units must be removed from the theater at the conclusion of the Awards Showcase event.) To secure approval, please contact showcase@dmpa.org.

Small hand props are not allowed due to rights considerations.

TECH REHEARSAL

Your student(s) will be required to attend a 2-hour coaching/tech time on either Tuesday, May 28 or Wednesday, May 29 at the Des Moines Civic Center. During this time, students will have the opportunity to meet the other students in their medley group, receive coaching on their section of the medley, and work through the tech logistics of their medley on the Des Moines Civic Center stage, including working with the Awards Showcase band. This is a valuable opportunity to build a sense of ensemble amongst the medley performers, as well as to provide students the opportunity to fine tune their performance without the other characters and production elements they may be used to.

Students should arrive fully knowing their music and blocking so that the tech rehearsal can be used for final tweaks.

If possible, we recommend that the director or another knowledgeable adult attend the tech rehearsal with your student.

NOTE: Students are required to come in their performance clothes and shoes to the tech rehearsal. This is used as an opportunity to ensure that all costume guidelines are met, that students have practiced performing in the same shoes on the Civic Center stage as they will on Thursday night, and that mic packs for soloists work with what they plan to wear. Any soloists without a waistband strong enough to clip a mic pack onto, such as those wearing a skirt or a dress, should also plan to wear the same type of undergarments as they will on Thursday evening to ensure mic pack placement will work. Please see page 35 for complete wardrobe and hair guidelines.



OUTSTANDING PERFORMANCE IN A PRINCIPAL ROLE EXCERPTS, cont.

CALL TIME

All performing students should arrive at the theater on Thursday evening fully dressed in their performance clothes by 6:30 PM.* Directors will be responsible for distributing tickets to students prior to arrival and the performers may enter the building through any public entrance before taking their seats.

**NOTE: Students in an inter-school medley or the Triple Threat Track will be called earlier that day for their number's final dress rehearsal. These students' tickets will be distributed to them after their rehearsal by program staff.*

Due to the number of students and guests in the building prior to the event start, schools should plan to warm up prior to leaving school or on the bus. Dedicated warm-up space is not available.

TICKETS

Please see information on page 36 regarding tickets to the Awards Showcase



OUTSTANDING OVERALL PERFORMANCE AWARD

Schools that receive an Outstanding Overall Performance Award are invited to have their achievements highlighted in a special video shown during the Awards Showcase.

VIDEO FORMAT

IHSMTA will create a video that features schools receiving this cumulative award. Each school will be featured in their own brief section of the video. Visuals from the production will be paired with voiceover narration talking about the production, based on adjudicator comments.

ASSET SUBMISSION (REQUIRED)

Please submit 10-15 photos or short video clips that you feel best showcase the performance aspects of your production using the uploader form below, by the following dates:

- Productions held October-March: **Wednesday, April 24, 2024, by 4 PM**
- Productions held in April: **Friday, May 10, 2024, by 4 PM**

Types of photographs to submit:

Submit via AwardForce.

Category: ["Showcase > Outstanding Overall Performance Submission"](#)

Production Photos – Required

What photos highlight the performance elements of your final production? Photos should give a sense of the energy of your students' performance and highlight their successes.

Full Cast Photo – Recommended

Within your selection of photos, consider submitting a photo of your full cast.

Process Photos – Recommended

What photos do you have that highlight the process of your production coming together? Examples include photos of initial music rehearsals with the cast, students learning choreography, students rehearsing in the orchestra pit, or students collaborating in other capacities.

Photographs should be as high resolution and clear as possible. If you have questions on file format, please email showcase@dmpa.org.

Video Clips - Recommended

You may also submit short video clips (no more than 5-15 seconds in length.) The clips will be used without audio in order to not compete with the narration. Clips should show a moment of visual interest, such a striking choreography combo, a pivotal moment of acting by performers, etc. Please label the files with your school's name for easy identification.



OUTSTANDING OVERALL TECHNICAL & CREATIVE ACHIEVEMENT AWARD

Schools that receive an Outstanding Overall Technical and Creative Achievement Award are invited to have their achievements highlighted in a special video shown during the Awards Showcase.

VIDEO FORMAT

IHSMTA will create a video that features schools receiving this cumulative award. Each school will be featured in their own brief section of the video. Visuals from the production will be paired with voiceover narration talking about the production, based on adjudicator comments.

ASSET SUBMISSION (REQUIRED)

Please submit 10-15 photos or short video clips that you feel best showcase the technical and creative aspects of your production using the photo uploader by the following dates:

- Productions held October-March: **Wednesday, April 24, 2024, by 4 PM**
- Productions held in April: **Friday, May 10, 2024, by 4 PM**

Types of photographs to submit:

Submit via AwardForce.

Category: ["Showcase > Outstanding Overall Technical & Creative Achievement"](#)

Crew Photo – Required

Within your selection of photos, you must submit a photo of your technical and creative crew. We want to make sure that these students' faces have a presence in the video. If you did not get a crew photo at the time of your production, please re-gather those students for a group photo.

Process Photos – Recommended

What photos highlight the process of your production coming together or students in behind-the-scenes roles? Examples include photos of set build days, board operators at work, etc.

Production Photos – Recommended

What photos highlight the technical and creative aspects of your final production? Photos may or may not include actors but should give a sense of a technical or creative facet of the production.

Photographs should be as high resolution and clear as possible. If you have questions on file format, please email showcase@DMPA.org.

Video Clips - Recommended

You may also submit short video clips (no more than 5-15 seconds in length.) The clips will be used without audio to not compete with the narration. Clips should show a moment of visual interest, such a striking lighting moment, technical execution of a scenic element, or students at work behind the scenes. Please label the files with your school's name for easy identification.



BEHIND-THE-SCENES AWARD TRACK

(Qualifying students in Behind-The-Scenes roles, by invitation)



BEHIND-THE-SCENES AWARD TRACK – For Qualifying Students in Behind-The-Scenes Roles

Students who receive a Outstanding Achievement in a Behind-The-Scenes award are invited to participate in the Behind-The-Scenes Track of the Awards Showcase.* This consists of three components:

1. Self-Produced “Behind-the-Scenes Video Feature”
2. Participation in Behind-the-Scenes Awards Day on Wednesday, May 22, 2024
3. Honored Moment at the 2024 Awards Showcase on Thursday, May 30, 2024

**NOTE: For team awards, the Behind-The-Scenes Awards track is intended for students who held the team's leadership role(s.) Please contact us to discuss if this involves more than two individuals for that team, as we think about capacity.*

COMPONENT ONE: BEHIND THE SCENES VIDEO FEATURE – REQUIRED

Each award recipient is asked to self-produce a 45-55 second video feature on their contributions to their school's production. Videos will be premiered at the Behind-the-Scenes Awards Day and further shared with Awards Showcase audience members.

Video features are due no later than Wednesday, May 15, 2024, at 4 PM

Submit via AwardForce.

Category: [“Showcase > Behind-The-Scenes Video Submission”](#)

Your video should take the format of voiceover narration, laid over short clips or photos showcasing your process and final contribution to your production. See [Video Production Overview Document](#) for a full breakdown of steps, format, examples, and other tips.

COMPONENT TWO: BEHIND-THE-SCENES AWARD DAY – RECOMMENDED

Recipients are invited to participate in a special Behind-The-Scenes Awards Day in Des Moines on Wednesday, May 22, 2024. Behind-The-Scenes day is dedicated to providing educational opportunities, conversations with industry professionals, networking events, and a presentation of awards and the student video features. Activities are expected to take place from 9 AM - 3 PM.

Director and Production Team Participation

Each school with Behind-the-Scenes Award students may send up to 2 school personnel, such as the director and an additional member of the production team, to the Behind-the-Scenes Awards Day. At minimum, school personnel will be able to participate in the Awards Dinner components with students.

To RSVP on behalf of their school, directors should complete the [BEHIND-THE-SCENES AWARDS DAY RSVP FORM](#) by the following deadlines:

- Productions held October-March: **Wednesday, April 24, 2024, by 4 PM**
- Productions held in April: **Friday, May 10, 2024, by 4 PM**





BEHIND-THE-SCENES AWARDS TRACK, cont.

COMPONENT THREE: HONORED MOMENT DURING AWARDS SHOWCASE – RECOMMENDED

Behind-the-Scenes Awards track participants are invited to return to the Des Moines Civic Center and to participate in the 2024 Awards Showcase.

Participants will be invited on stage to be recognized as a group during the Awards Showcase. Recipients call time is 5:45 PM to go over how and when to go backstage for their featured moment.

When not on stage, students will have a seat in the theater to watch as much of the Awards Showcase as possible. Please reserve tickets for your students when requesting tickets for your school in May. Directors will communicate students' intent to participate on May 30 when they submit their full participation form for the showcase.

KEY DATES

Track Aspect	October-March Productions	April Productions
Behind-The-Scenes Day RSVPs due	Wednesday, April 24, 2024 by 4 PM	Friday, May 10, 2024 by 4 PM
Awards Showcase RSVP <i>through the school's general Awards Showcase participation and ticketing form</i>	Wednesday, May 17, 2024 by 4 PM	Wednesday, May 17, 2024 by 4 PM
Video Submissions due	Wednesday, May 15, 2024 by 4 PM	Wednesday, May 15, 2024 by 4 PM
Behind-the-Scenes Awards Day	Wednesday, May 22, 2024	
2024 Awards Showcase	Thursday, May 30, 2024	

TRIPLE THREAT AWARD TRACK

(Qualifying actors, by invitation)



TRIPLE THREAT AWARD TRACK – Invited Principal Roles

The Triple Threat Award Track is for advanced students who served in principal roles for their production. Traditionally, it is the only directly competitive award in the program, as it is used to determine the two students who will represent Iowa at The National High School Musical Theatre Awards® (NHSMTA®) / The Jimmy Awards® in New York City as well as additional scholarship opportunities.

In addition, the Triple Threat Award Track is intended to provide qualifying students with high caliber learning and performance opportunities. Students will have the chance to receive individual coaching on a solo, to work with a New York City-based choreographer and music director to put together a medley for the Awards Showcase, and to collaborate with high-achieving students from other schools. The culmination of the track is the final performance of the medley during the Awards Showcase.

ELIGIBILITY

Due to program capacity, Triple Threat participants this year will qualify based on two criteria:

- Receive Outstanding Achievement in a Principal Role award, based on the adjudication process
- Callback process through additional online submission materials

Additional eligibility requirements

For 2024, students are eligible to audition for the local Triple Threat Track if they meet the following requirements:

- Are able to participate in all rehearsals and audition activities, as listed on page 23
- Are available to perform at the Iowa High School Musical Theater Awards Showcase event on Thursday, May 30, 2024
- Are eligible to be considered for at least one of the following competitive award categories:

Competitive Award Category #1:

Compete for the opportunity to represent Iowa at the Jimmy Awards

(the National High School Musical Theatre Awards in New York City)

Additional eligibility requirements for this award category:

- Played a qualifying role, as defined by the National High School Musical Theatre Awards (see list of qualifying roles:
<https://www.jimmyawards.com/participation/qualifying-shows-and-roles/>)
- Are available June 14-25, 2024 to travel to New York City, all-expenses paid, to participate in The Jimmy Awards. A provided chaperone will accompany you.
- Are able to prepare all required Triple Threat Track audition materials, plus additional materials required by The Jimmy Awards if selected.
- Agrees to follow all COVID-19 requirements set by The Jimmy Awards and program locations. **This includes being fully vaccinated for COVID-19 by the date The Jimmy Awards commence and providing proof of said vaccination.** (This is a requirement of the university where students will be housed and participate in program activity, including all rehearsals.)

Number of awards bestowed:

2 total





TRIPLE THREAT AWARD TRACK, cont.

Competitive Award Category #2:

Summer Broadway Intensive camp – full tuition scholarship plus housing assistance

Additional eligibility requirements for this award category:

- Are available July 8-13, 2024 to participate in the Broadway Intensive camp in Des Moines (housing assistance available for students from outside of central Iowa)
- Are able to prepare all required Triple Threat Track and audition materials

Number of awards bestowed: 4 total

CALL-BACK SUBMISSION PROCESS

Students interested in auditioning for the Triple Threat track must submit the following callback materials no later than April 24, 2024.

October-March productions: only students who received Outstanding Achievement in a Principal Role should submit callback materials.

April productions: principal roles whose performances will be adjudicated are asked to pre-submit their callback materials prior to April awards being finalized. This is necessary to give our panelists adequate time to review.

All students who submit call-back materials will be notified on Monday, May 6 whether they qualified for this year's Triple Threat program.*

*Those who do not qualify but submitted callback materials AND who receive Outstanding Achievement in a Principal Role have a guaranteed spot to participate in the Opening or Finale medley of the Awards Showcase to honor their achievement and efforts. Please see page 4 for details.

Call-Back Submission Materials

Submission materials will consist of the following:

1. Video: 32-bar cut from your nominated role
2. Video: 1-minute cut from a musical theater song of your choice
3. Video: dance cut, using provided choreography
4. Performance resume
5. 1-2 paragraph Statement of Interest

A Callback Instruction Packet will be sent to each director with students eligible for the callback process.



TRIPLE THREAT AWARD TRACK, cont.

PROGRAM SCHEDULE FOR QUALIFYING STUDENTS

Advance Activity

Coaching Sessions/Placement Days – May 20 - 21

Each participant will sign up to participate in one of two available dates for advance work. For most students, this will be approximately a half-day commitment. The day will include a coaching session with university faculty, as well as solo auditions, and a dance placement for assigning sections within the group medley.

Sunday, May 26, 2024

*11:00 AM – 7 PM

Audition Day and Medley Rehearsal in Des Moines

Staggered Assigned Audition Times

(Each student will be assigned to a 1-2 hour block based on their availability. Any students graduating that day will be given priority when determining the schedule assignments.)

7 – 9:30 PM

Full Group Rehearsal

Monday, May 27, 2024

8:45 AM – 6 PM

Medley Rehearsal Des Moines

(Lunch and snack provided)

Thursday, May 30, 2024

9:30 AM – 10 PM

Awards Showcase Day in Des Moines

Day includes dress rehearsal, tech and Awards Showcase performance.

(Dinner provided. Please bring a sack lunch, unless utilizing student housing.)

Friday, May 31, 2024

9 AM – 1 PM

Jimmy Awards selected students only

Additional half-day to work with program staff on other materials that must be submitted to The Jimmy Awards, if selected. Activity will take place in Des Moines.



TRIPLE THREAT AWARD TRACK, cont.

FURTHER REQUIREMENTS FOR QUALIFYING STUDENTS

For the Triple Threat Award Track, all qualifying students are asked to prepare as follows:

1. Each qualifier will be sent music to learn on their own for a group medley. Triple Threat students will then work with a guest choreographer and music director to prepare the group number that will be performed at the Awards Showcase event on Thursday, May 30, 2024.
2. Prepare a musical theater solo that is not from your role in your school musical, no more than 1 minute in length.
3. Prepare a 32-bar cut from a solo from your role in your school musical
4. Submit a portfolio by deadline listed in your invitation, consisting of:
 - a. Essay (1 page, double-spaced) describing your experience while participating in your high school musical.
 - b. Bio – no more than 200 words (sample provided upon RSVP)
 - c. Music Form – giving information on the solo songs you are preparing for the track.
5. Access to photos of yourself in your school musical that can be shared with Des Moines Performing Arts. If you have concerns about being able to access photos of your school production, please contact showcase@dmpa.org.

Students who would like to be considered for The Jimmy Awards, should also feel comfortable with preparing additional materials, once they learn they have been selected:

1. Filmed Interview (filmed in Des Moines on May 31, after selected)
2. Prepare six (6) songs in total:
 - a. The two (2) most prominent songs from your leading role performance.
(One will likely be the song you did a 32-bar cut from for your audition, plus one other song from your role if applicable.)
 - b. Four (4) qualifying musical theater songs, two ballads and two up-tempo, not from your school's musical production.
(One will likely be the song not from your role used in your audition.)
3. Participant Waiver and Medical Information Form

NOTE: Due to the short turnaround time before The Jimmy Awards deadlines, participants submitting for Jimmy Awards consideration should also reserve 9 AM – 1 PM on Friday, May 31, 2024 to work with program staff on finalizing submission materials, in the event you are selected. Parent/guardians should also be available, in-person or remotely for at least a portion of the day, to answer questions and to fill out additional paperwork.



TRIPLE THREAT AWARD TRACK, cont.

DIRECTOR RESPONSIBILITIES

Your primary responsibility is to pass along the individual invitation(s) to audition for the Triple Threat Award Track to your qualifying student(s) and to encourage them to apply.

We also encourage directors to help students with putting together callback, portfolio or other track requirements if students request your assistance.

Please note, there will be information calls for directors, students, and families on April 17, 2024 for any student eligible for the callback process.

OVERNIGHT ACCOMMODATIONS

Students who live more than 60 miles from Des Moines may request overnight accommodations for a nominal fee for the nights of May 26 – May 29*. We hope these accommodations will remove a barrier that might inhibit your student's ability to participate. Students interested in overnight accommodations will be able to request more information on their RSVP form.

NOTE: Jimmy Awards selected students may also request overnight accommodations the evening of May 30, if necessary to remain in Des Moines for material prep the following day.

LEARN MORE

More Information about the Jimmy Awards

The National High School Musical Theatre Awards® (NHSMTA®) / The Jimmy Awards® were established in 2009 to elevate the importance of theater arts education in schools and reward excellence in student performance. The program impacts 140,000 students annually who participate in high school musical theater awards programs sponsored by over forty Broadway-presenting, professional theaters throughout the US (including the Iowa High School Musical Theater Awards presented by Des Moines Performing Arts.)

Two actors, one in the female category and one in the male category, from each qualifying regional awards program will come together from across the country Friday, June 14 through Tuesday, 25, 2024 in New York City for a rigorous, ten-day experience. Participants will enjoy individual vocal and acting coaching by Broadway industry professionals, visits from special guests, discussions with working actors, a night out in Times Square for dinner and a Broadway show, and a session with a Broadway casting agency. On Monday, June 24, 2024, students will perform in The Jimmy Awards showcase at the Minskoff Theatre (home to Disney's THE LION KING on Broadway), where a panel of judges will choose the Jimmy® Award winners.

You can learn more about The Jimmy Awards here: www.jimmyawards.com



TRIPLE THREAT AWARD TRACK, cont.

LEARN MORE, cont.

More Information about Des Moines Performing Arts' Broadway Intensive camp

Every year, an amazing set of guest Broadway performers travels to Des Moines to lead teens in a week-long series of master classes on the “triple threat” skills of musical theater – acting, dancing and singing. Participants sharpen their performance skills, gain knowledge about the auditioning and casting process, and learn about the Broadway industry from working professionals. The week culminates in a showcase for family and friends on the Des Moines Civic Center stage.

The track is intended for students entering 9th grade through first year of college. This year's camp will run Monday, July 8 through Saturday, July 13.

More details about the camp are available here:

<https://desmoinesperformingarts.org/events/2024-broadway-intensive/>

More about the Triple Threat Award Track

See a highlight video of a past year of the Triple Threat Award Track here:

https://www.youtube.com/watch?v=J8t_gv4rdm4



ASSISTANT STAGE MANAGER TRACK

(By application)



ASSISTANT STAGE MANAGER TRACK

On Thursday, May 30, 2024, Des Moines Performing Arts will host the Iowa High School Musical Theater Awards Showcase at the Des Moines Civic Center. A select number of high school students will receive the honor of serving as an Assistant Stage Manager for the event.

SCOPE

Student assistant stage managers will have a variety of important duties and unique opportunities, including but not limited to:

- Assisting in the execution of the tech and dress rehearsal schedule
- Assisting with performer lineup and backstage traffic flow for performers
- Assisting in building the Stage Manager call book
- Being backstage at the Des Moines Civic Center during the event
- Listening on headset to the Stage Manager call cues during the Awards Showcase event

ELIGIBILITY

Students are eligible to apply for the Assistant Stage Manager Track if they meet the following criteria:

1. Served as Stage Manager or Assistant Stage Manager for their school musical production during the 2023-2024 school year.
2. Are available for orientation, rehearsals and the Awards Showcase event. (Full schedule below.)

SCHEDULE/TIME COMMITMENT

Wednesday, May 22, 2024 9 AM - 3 PM	Behind-The-Scenes Day (Optional) (All ASMs are invited to participate)
Wednesday, May 22, 2024 3 PM - 6 PM*	Orientation with Production Stage Manager Janet Albanese
Tuesday, May 28, 2024 1:15 – 8:15 PM*	Tech Rehearsals with Featured Schools (Dinner provided)
Wednesday, May 29, 2024 1:15 – 8:15 PM*	Tech Rehearsals with Featured Schools (Dinner provided)
Thursday, May 30, 2024 9:30 AM – 10 PM*	Dress Rehearsal and Awards Showcase event (Lunch and Dinner provided)

*Exact times subject to change





ASSISTANT STAGE MANAGER TRACK, cont.

OVERNIGHT ACCOMMODATIONS

Students who live more than 60 miles from Des Moines may request assistance with overnight accommodation the evenings of May 28 and May 29. We hope accommodations will remove a barrier that might otherwise prohibit your student's ability to participate. Students interested in overnight accommodations will be able to request more information on their application form.

APPLICATION

For the application, students should submit by 4 PM on Monday, April 29:

- One-page statement on why you wish to serve as an Assistant Stage Manager for the Iowa High School Musical Theater Awards Showcase.
- Letter of Recommendation from director or other adult knowledgeable of the student's contributions to the school's musical production.

Submit through Award Force:

[Showcase > Assistant Stage Manager Application](#)

SELECTION PROCESS

Due to the vital role the Assistant Stage Managers will play in the success of the Awards Showcase event, applications will undergo a selective screening process. Final candidates will also take part in a virtual interview with Stage Manager Janet Albanese. Interviews will be held on May 2-3, 2024. Students will be asked to list their availability for an interview time when they submit their application. Interviews will last approximately 15-20 minutes. Final candidates will receive their confirmed interview time via email by end of day on Wednesday, May 1, 2024. Applicants will be notified as to whether they were selected by Monday, May 6, 2024.



COMMUNITY ENGAGEMENT RECIPIENTS

(By application)



OUTSTANDING COMMUNITY ENGAGEMENT AWARD

During the Awards Showcase on Thursday, May 30, 2024, we will take time to recognize the schools who utilized their production's theme/message in a meaningful way to make a difference in the community. Productions who received an Outstanding Community Engagement Award will be invited to send a student speaker to explain their engagement and its impact.

REPRESENTATIVE

In May, Outstanding Community Engagement Award recipients will be contacted by program staff to select a student speaker to present the summary of their project. Schools are welcome to select a student already participating in the Awards Showcase in another capacity.

SUMMARY OF PROJECT

Outstanding Community Engagement recipients will be provided a pre-scripted summary of their project. Program staff will draft the summary based on application materials.

PHOTOS & VIDEOS

During the speaker's presentation of the summary at the Awards Showcase, we will show photos and/or short video clips of the community engagement project. These assets will be pulled from the original submission for the community engagement award from each respective school. Any additional assets should be emailed to showcase@dmpa.org.

TECH REHEARSAL

For staging, teleprompter practice, and production team rehearsal, the speaker will be asked to attend a short technical rehearsal on either Tuesday, May 28 or Wednesday, May 29, 2024.

TICKETS

Directors will be asked to list their student speaker on their participation form to ensure program staff set aside a ticket for the student's use. The student will watch as much of the Awards Showcase as possible while not onstage.



IMPACT AWARD RECIPIENTS

(By application)



IMPACT AWARD

During the Awards Showcase on Thursday, May 30, 2024, we will take time to recognize adults who have gone above and beyond to make tremendous contributions to school drama programs and make a lasting impact on students. Impact Award recipients will be invited to be honored during the Awards Showcase.

SPEAKER

The student responsible for nominating the Impact Award Recipient will be asked to read a pre-scripted summary on the contributions and impact of the Impact Award recipient. Program staff will draft the summary based on nomination materials

TECH REHEARSAL

For staging, teleprompter practice, and production team rehearsal, the speaker will be asked to attend a short technical rehearsal on either Tuesday, May 28 or Wednesday, May 29, 2024. Impact Award recipients will be asked to attend a short rehearsal on Thursday, May 30 prior to the Awards Showcase.

TICKETS

Directors will be asked to list their student speaker on their participation form to ensure program staff set aside a ticket for the student's use. The student will watch as much of the Awards Showcase as possible while not onstage. Impact Award recipients will be contacted directly by program staff to reserve tickets.



GENERAL INFORMATION

(Wardrobe, tickets,
presentation of awards, t-shirts, etc.)

GENERAL INFORMATION

WARDROBE GUIDELINES

The costume for all participating students is all black attire. Participants may choose from the following wardrobe options:

- Black dress pants and a black collared shirt (such as a button-up or polo) or black top; a black dress; or a black skirt with a black top; please include a black belt for anything with belt loops
- Black socks or black hosiery (required for any participant not wearing pants, no bare leg skin please)
- Black dress shoes, sneakers, or character-style shoes*

**Opening, Finale and Triple Threat students – black sneakers are preferred by the choreographer, based on style of movement anticipated*

Please no shorts, sweats, visible lettering/logos or yoga pants (can appear sheer under stage lights.) If wearing a dress or skirt, black hosiery is required. Dresses and skirts must be at or below the knee due to choreography considerations. Wardrobe should be solid throughout with no cutouts or midriffs showing.

Students are required to come in their performance clothes and shoes to tech rehearsal. This is used as an opportunity to ensure that all costume guidelines are met, that students have practiced performing in the same shoes on the Civic Center stage as they will during the final performance, and that mic packs for soloists work with what they plan to wear. (Soloists who elect to wear a skirt or dress without pockets or a seam waistband should also wear the same bra or other undergarments as they will during the performance to ensure they have a workable mic placement option.)

Example of students in all black for the Awards Showcase:



Look good! Feel good!

Within the dress guidelines, students should feel free to show us their style and personality through their wardrobe choice.

HAIR GUIDELINES

Long hair should be pulled back or pinned so that it is not in front of participants' eyes or faces. We want the audience to see expressive faces. Any hair accessories should be black or a neutral color.

JEWELRY

Any jewelry should be minimal and a neutral color, such as gold or silver.



GENERAL INFORMATION, cont.

TICKETS TO THE AWARDS SHOWCASE

Each school will receive up to two free tickets for director use and a guest of their choice. All students that are performing in the event, being honored for a Behind-The-Scenes Achievement, or speaking on stage will be admitted to the Awards Showcase free of charge. (When not on stage, students will be seated in the theater to watch as much of the Awards Showcase as possible. Please note: we reserve the right to assign select students to an overflow viewing area in the building for certain parts of the evening, if necessary to accommodate all participants.)

Directors will communicate complimentary ticket needs on their 'Participation Form,' due Wednesday, May 15.

Tickets to the Awards Showcase will go on sale to the public on Friday, May 17, 2024. Tickets may be purchased online at dmpa.org, by calling 515-246-2300, or in person at the Civic Center ticket office (221 Walnut Street, Des Moines; hours Monday – Friday, 10 AM to 5 PM.) Tickets prices start at \$15. A PDF letter about tickets will be sent to you before the on-sale date that can be distributed to families.

AWARD PICK-UP AND PRESENTATION

School Awards:

Each school should designate an adult (director or other adult affiliated with your production) to pick up your school award prior to the Awards Showcase.

School-wide awards will be presented in the Prairie Meadows Lobby at the Des Moines Civic Center between 3-4 PM and 4:45-5:45 PM on Thursday, May 30. There will be the opportunity for the director and a select number of students to have their photo taken during the presentation of the award.

(Due to lobby capacities, it is recommended that students included in the photo be limited to those participating in an inter-school medley, the Triple Threat Award Track, and a few key additional program leaders. Whole ensembles will, unfortunately, not be able to be accommodated.)

In addition, during this time, directors will pick up packets that contain their school's certificates, participation pins, and other related materials.

On the participation form you will be asked to designate the name(s) of the individual(s) with permission to pick up your school's award and any other physical award materials on your school's behalf. Awards will not be released to individuals not listed.

Please note: schools that do not have someone on hand to pick up their award(s) that evening will be invoiced for the cost of shipping the award(s) to your school.



GENERAL INFORMATION, cont.

Individual Awards:

Individual students recognized with outstanding achievement in a principal role, as a featured dancer, or in a Behind-The-Scenes role will receive an individual physical award. The captain or co-captains of teams of students who received a Behind-The-Scenes achievement award will also receive a physical award. Individual awards will be given to performing students after their tech rehearsals on Tuesday, May 28 and Wednesday, May 29, 2024. Behind-The-Scenes students will receive their individual awards on Behind-The-Scenes Day on Wednesday, May 22, 2024. Remaining awards will be given to directors during the award pick-up times in the Prairie Meadows Lobby on Thursday, May 30, 2024.

PARTICIPATION FORMS

Each school will be provided with a participation form on which to enumerate all showcase participating students and their involvement. This ensures an accurate count for ticket purchases and for cross-checking received waivers. Forms will be released on Monday, May 6 and are due Wednesday, May 15.

MEALS FOR INTER-SCHOOL MEDLEY AND TRIPLE THREAT STUDENTS

Students participating in an inter-school medley (Opening Number or Finale) or the Triple Threat Track will have a boxed dinner provided for them on the night of the Awards Showcase to eat at the theater between their dress rehearsal and the event. Exact menu will be announced at students' first rehearsal during the Awards Showcase week.

NOTE: If students elect to bring a sack lunch from home, access to refrigeration or a microwave is not available.

Students are not to leave the building between their call time and the event, and outside meal deliveries will not be accepted. (The expectation that students stay in the building is set for safety reasons; in addition, the Awards Showcase continues to receive a growing amount of press attention each year. Often, media request interviews with students from specific schools which we are able to arrange over the dinner break time with inter-school and Triple Threat students.)

If your school is performing an excerpt from your production and planning dinner arrangements prior to the 6:30 PM call, please do not include any of your students in the inter-school medleys or Triple Threat Track. As stated, they will need to remain at the Civic Center from their earlier call time through the Awards Showcase.

T-SHIRTS

Commemorative t-shirts will be available for purchase during program activity held Monday, May 27 – Thursday, May 30, 2024. Check or credit/debit card accepted, cash not accepted.

IOWA PBS

This year's Awards Showcase will again be livestreamed by Iowa PBS. Additionally, highlights from the evening will be broadcast at a later date; exact date(s) to be announced.





GENERAL INFORMATION, cont.

REQUIRED WAIVER

Students are required to submit a completed waiver/release form to participate in this year's Awards Showcase. All waivers should be submitted no later than Wednesday, May 22. Students without a release on file may not be allowed to participate. If you have questions about the livestream or the waiver/release form, please contact showcase@dmpa.org.

WAIVER LINK WILL BE RELEASED ON MAY 6, IN CONJUNCTION WITH FINAL INVITATIONS



SCHEDULE-AT-A-GLANCE (Specific times subject to change)

MONDAY, MAY 20 OR TUESDAY, MAY 21	
Staggered	Placement activities and 25-minute private coaching sessions for Triple Threat students
WEDNESDAY, MAY 22	
9 AM – 3 PM	Behind-The-Scenes Day
3 PM – 6 PM	Assistant Stage Manager Orientation
FRIDAY, MAY 24	
9 AM – 5 PM	Finale Number – Rehearsal #1
SATURDAY, MAY 25	
9 AM – 5 PM	Opening Number – Rehearsal #1
SUNDAY, MAY 26	
11 AM – 7 PM	Triple Threat Auditions, staggered assignments
7 PM – 9:30 PM	Triple Threat – Rehearsal #1
MONDAY, MAY 27	
9:00 AM – 6:30 PM	Triple Threat – Rehearsal #2
TUESDAY, MAY 28	
9 AM – 1 PM	Finale Number – Rehearsal # 2
1 PM – 8:15 PM	Impact & Community Engagement Speaker – Tech Rehearsal, staggered assignments
1:15 – 8 PM	Production Excerpts - Tech Rehearsal (Finale schools will be given preference), staggered assignments
1:15 – 8:15 PM	Assistant Stage Managers assist with tech rehearsals
WEDNESDAY, MAY 29	
9 AM – 1:45 PM	Opening Number – Rehearsal # 2
1 – 8:15 PM	Impact & Community Engagement Speaker – Tech Rehearsal, staggered assignments
1:15 – 8 PM	Production Excerpts - Tech Rehearsal (Opening schools will be given preference)
1:15 – 8:15 PM	Assistant Stage Managers assist with tech rehearsals
THURSDAY, MAY 30	
9:45 AM	Triple Threat Award Track - Dress Rehearsal (stay thru end of show)
9:45 AM	Assistant Stage Managers assist with dress rehearsals and Awards Showcase (stay thru end of show)
1:15 PM	Finale Number - Dress Rehearsal (stay thru end of show)
3:45 PM	Opening Number - Dress Rehearsal (stay thru end of show)
3-4 & 4:45-5:45 PM	Award Pick-Up Table open
5:45 PM	Behind-the-Scenes Awards Students – Stage Practice (stay thru end of show)
5:45 PM	Impact Award Recipient – Tech Rehearsal
6:30 PM	House Opens, call time for any participating students not called earlier
7 – 10 PM	AWARDS SHOWCASE