Award Category Eligibility Worksheet

Performing School_____ Date:_____

Show_____

SHOW DIRECTOR: Give this form to a Mentor not later than 30 minutes before curtain and provide copies for all critics.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Orchestra This category is for a group of musical accompanists that performs not less than six full songs, as accompaniment to vocalists, and will be evaluated for tone, pitch, authority, balance, pace, performer support, and other factors of musicianship that may contribute to a successful show. An orchestra may be a combo, band, orchestra, or any other group of not less than 3 musicians, **of whom not less than 80 percent are students** (A four−member orchestra must be all students, a 5− to 9−member orchestra may have one adult, a 10− to 14−member orchestra may have two adults, etc.). **A conductor who is an adult and does not play an instrument will not be included in this percentage.** Whether the score is performed as written for professional orchestras, or performed as simplified for student orchestras (by the publisher or by the school's own music director), is a factor.

	# students from your school	# students outside your school	# adults
Musicians			

NAMES (MAXIMUM 4):_____

WHAT CRITICS SHOULD KNOW:

_____

ELIGIBLE ___ NOT ELIGIBLE ___

Ensemble Ensemble refers to a distinct and recognizable group of performers who frequently (at a minimum, in more than one scene) appear on stage together as an intended/named unit, but it may not include the entire cast, or an adult in a prominent role. A majority of the ensemble performers must be students in grades 9 through 12. In a Musical, the Ensemble must be supporting in at least one song. In a Musical, this award is intended to recognize a chorus, although other ensemble groups are eligible. As long as they appear together, they may represent different character groups. For example, the Winkies/Ozians in "The Wiz", the secretaries in "Thoroughly Modern Millie," or the villagers/ utensils OR the Silly Girls in "Beauty and the Beast." Though the ensemble may include a performer eligible for a lead category, the ensemble may not solely consist of leading actors, The Jets in "Westside Story" (yes, All of them) qualify as an ensemble. The Delta Nu's can be an ensemble even though Elle is among them.

	No	Yes, specify
Does any ensemble feature an adult?		
Does any adult sing any solo lines?		
Any performers not in 9-12 grade?		

WHAT CRITICS SHOULD KNOW:

_____

Award Category Eligibility Worksheet- Marketing and Publicity

Performing School_____**Name of Production**_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Marketing and Publicity Marketing and publicity refers to the publicity campaign for the produced play or musical. The materials or description of campaigns must be available to the Critic at the show and must be the original work of a student or group of students in grades 9 through 12. This may include, but is not limited to: (a) graphic design, (b) poster, (c) program, (d) web site, (e) press release, (f) trailer or other media, (g) Social Media, or (h) lobby display.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Graphics					
Social Media Campaign					
Publicity Campaign					
Program Design and Layout					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:**_____

Award Category Eligibility Worksheet- Special Effects

Performing School_____**Name of Production**_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Special Effects and/or Technologies This aspect of theatre refers to the design, construction, or collection of special effects and/or technologies that are neither sound nor lighting. Examples include, but are not limited to, video, magic, fog, aromas, projections, and digital effects. This work must be specifically identified to Critics prior to a show. All work must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. The quality of performer-use of effects is a factor, but a performer who uses effects (for instance, a magician) may be considered only if she/he assisted in the design and/or construction of the effects.

	All Student	**Mostly Student**	**Mostly Adult**	**All Adult**	**N/A**
Design concept					
Running Crew Execution					
Construction/ Installation					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:**_____

Award Category Eligibility Worksheet- Make-Up and Hair

Performing School_____Name of Production_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Make-Up and Hair Make-Up refers to the design and execution of all facial (and other) cosmetics, hair, nails, and props (for example, fake noses, ears, hands, or feet) attached to performers' bodies. All work must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. The extent of make-up done by specialist (as opposed to performers doing their own) must be identified to the Critics before the show.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Design Choices/ Concept					
Planning/Sketches					
Wig/Hair Styling					
Running Crew (Hair Styling, Makeup Application)					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:_____**

Award Category Eligibility Worksheet- Sound

Performing School_____**Name of Production**_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Sound This category incorporates the technical aspects of sound, including amplified sound, sound effects, and music not performed by live musicians. The extent of sound amplification, the frequency and timing of sound cues, the visual aspects of the placement of sound equipment, and the use of sound equipment by performers, are factors. All work must be done by or under the direction of one student or a small group of students, but adult guidance is permissible.

	All Student	**Mostly Student**	**Mostly Adult**	**All Adult**	**N/A**
Running Crew (Mic Mixing or sound cue execution)					
Program Creation/ Programming					
Creation of Sound Effects					
Design /Choices Concept					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:**_____

Award Category Eligibility Worksheet- Props

Performing School_____Name of Production_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Props This aspect of theatre refers to the design, construction or collection, and use of student-designed props that are neither sets nor costumes (that is, handled by performers but not attached to their bodies). Examples include, but are not limited to, weapons, food, beverage containers, and live animals. This work must be specifically identified to Critics prior to a show. All work must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. The quality of performer-use of props is a factor, but a performer who uses props and effects (for instance, a puppeteer or magician) may be considered only if she/he assisted in the design and/or construction of the props.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Design concept					
Collection or Creation of Props					
Props Running Crew					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:_____**

Award Category Eligibility Worksheet- Lighting

Performing School_____**Name of Production**_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Lighting This category incorporates the design and execution of stage lighting, including lights that are part of any sets, costumes, props, or still−projection (gobo) special effects. The timing and coordination of light cues, and the use of lit areas by the cast on stage, are factors. All work must be done by or under the direction of one student or a small group of students, but adult guidance is permissible.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Design concept/Choices					
Lighting Console Programming					
Lighting Run Crew (spot operators, board operation, soft patching Board)					
Hard Patching, Hanging and Focusing of Lighting Instruments					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:**_____

Award Category Eligibility Worksheet- Costumes

Performing School_____**Name of Production**_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Costumes Costumes refer to the design, assembly and making of costumes, and the speed of costume changes. Costumes are defined as anything worn by performers, including hats and footwear. All design and assembly must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. *A significant proportion of the costumes must be designed and acquired or made by students specifically for the show*. Some non-student-made costumes (for example, costumes that are rented, made by parents, drawn from a school's costume collection, and/or borrowed from elsewhere) are permissible, **but only if a list of rented or adult-constructed costumes is provided to Critics prior to the show.**

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Design concept/Choices					
Research, Planning, Renderings					
Construction of Costumes					
Selection of pre made costumes/pieces					
Running Crew (dressers, quick change execution)					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW: _____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:**_____

Award Category Eligibility Worksheet- Sets

Performing School_____**Name of Production**_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Sets Sets refers to the design, construction and finishing work on all scenes, including back walls, stage trim, furniture, and every physical item other than lights, costumes, and hand-held props. All design work must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible**. A majority of the construction and finishing work must be done by students**, but some adult participation is permissible, especially as required to ensure student safety. Furniture need not be made by students. Crew work (in set changes) is not a factor.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Design concept/ Choices					
Drafts/Thumbnail Sketches					
Construction and Painting					
Set Dressing					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:**_____

Award Category Eligibility Worksheet- Stage Management

Performing School_____Name of Production_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Stage Management This category incorporates the effectiveness and timing of all cues. In addition to the performance, the stage management should be evaluated on the evidence provided in the Cappies Room. e.g. prompt book, rehearsal reports, pre/post show check lists. All work must be done by or under the direction of a student stage manager or a student management team, but adult guidance is permissible. This category incorporates the effectiveness, smoothness and timing of scene and prop changes. In addition to the performance, the stage crew should be evaluated on the evidence provided in the Cappies Room e.g. shift plot, fly rails, tracks, special effects (confetti cannon). All work must be done by or under the direction of a student crew head or a student team, but adult guidance is permissible.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Show Communication					
Rehearsal Execution					
Calling Cues (Sound, lights, scenery)					
Prompt Book					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:_____**

Award Category Eligibility Worksheet- Running Crew

Performing School_____Name of Production_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Stage Running Crew This category incorporates the effectiveness and timing of all cues. In addition to the performance, the stage crew should be evaluated on the evidence provided in the Cappies Room e.g. shift plot, fly rails, tracks, special effects (confetti cannon). All work must be done by or under the direction of a student crew head or a student team, but adult guidance is permissible.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Transition Running					
Fly Rail					
Moving of scenery					
Planning and Organization					

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:_____**

Award Category Eligibility Worksheet- Creativity

Performing School_____Name of Production_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Creativity Creativity refers to creative achievement – by a student or group of students in grades 9 through 12 – not encompassed in another category. Only one creative achievement may be identified as the Critics' Choice in each Cappies show. Areas of creative achievement include, but are not limited to: (A) Musicianship; (B) Composing; (C) Lyric Writing; (D) Play Writing; and (E) Directing.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Design concept/ Choices					
Creation and Revision					
Running Execution					

_____ Student directed/composed/performed at least 3 scenes/ songs

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:_____**

Award Category Eligibility Worksheet- Choreography

Performing School_____Name of Production_____

SHOW DIRECTOR: Give this form to each technician, once filled out have it included in the student's tech showcase and initial.

Documentation is required and the majority of the work must be done by students.
Falsification of information will result in disqualification from all categories.

Choreography This category incorporates the design and teaching of dance choreography, stage combat, and/or other synchronized on−stage movements. To be eligible, a show must have a majority of its musical numbers, stage combat, and/or synchronized scenes designed, and taught to performers, by a student, separate students, or a small group of students, but adult guidance is permissible. Performer execution of the choreography is a factor. The entire set of student−designed choreography will be evaluated as a whole. Some adult choreography is permissible, as long as its location in the show is clearly identified to Critics in advance.

	All Student	Mostly Student	Mostly Adult	All Adult	N/A
Choreography creation					
Rehearsal Management					
Show Execution					

_____ **Student choreographed at least 3 numbers**

NAMES (MAXIMUM 4):_____

_____

WHAT CRITICS SHOULD KNOW:

_____

_____

ELIGIBLE ___ NOT ELIGIBLE ___ **Show Director Initials:_____**