



The Cappies

**ADVISORS, MENTORS
AND SHOW DIRECTORS
TRAINING**

Advisor, Show Director, Mentor

Each school has three teacher functions:
Advisor, Show Director, and Mentor(s).

Many Mentors are also Advisors and/or
Show Directors.

Show Director Responsibilities

Ensure that your show ends no later than 10:00 so that critics have time to discuss, complete critic choices and can make it home by curfew if they are driving.

Email 2 or 3 production photos for use on the OC Cappies website, Facebook and Instagram. Identify the students in the photo and include character names, title of show and school. Email to AdminOCC@cappies.org

Photos should be emailed the week of your show.

Show Director Responsibilities

Check the Orange County Cappies website www.occappies.com for full season schedule, 1st place reviews, critic choice forms, tech showcase info, Cappies Rules/Manual, photos and more! It also links to CIS and OC Cappies FaceBook!

Show Director Responsibilities

Special Effects, content/trigger warnings:

Email Lisa Goins **a month** before the show if your show has strobe lights, fog, mature content, violence, or anything that may trigger a critic.

Critics need to have time to change their show.

Hosting - Before the Show:

Tickets: Set aside tickets, grouped together, for critics. (plan for 25-30; as we near the date of your show Lisa Goins the program director will give you a more accurate number)

Look over eligibility rules for all categories and complete the Cappie eligibility form for tech categories.

Naming Eligibility (Tip)

In your program and on the critic choice form, title any teams in which groups worked on an area:
example: "The PWHS Light Crew"

Why?

A Student may be nominated by name ONE time in a performance & ONE time in a non-performance category. If a student is involved in numerous categories, stick with a group name.

Hosting - Before the Show:

Meet with your **Lead Critic** and Critic Team to

1. Plan the Tech Showcase Boards
2. Plan the food and beverages for the critics and mentors. (Parent boosters)
3. Make signs for the Cappie room from the parking lot to help critics find their way.

Hosting - Show Day:

Select a Cuppies Room that is easily accessible to the theater, and also has privacy.

Provide an usher to direct Cuppies to the room and post signs with arrows by theater entrance.

Provide show programs with correct name spellings.

Ensure all Eligibility paperwork is completed and signed.

Setting up the Room:

A successful Cappies experience requires the room to have the following:

- *Food/Beverages for the Critics/Mentors - Follow Health Guidelines: individually wrapped cookies, brownies etc...

- *Copies of the Critic Choice forms for the Critics/Mentors. (Helpful hint: fill in the names for the tech categories, name of show and school)

- *Visual evidence for Technical categories along with Eligibility Affirmation forms placed by the evidence.

Critic Room

- Have an usher assigned to the critics to come and get them before the show and after intermission.
- An usher should be available to wait outside at intermission and after the show in case the critics have a question and need an answer from the director.
- No parents or students from the host school may be in the critic room.
- Students must be supervised at all times - be sure there is a mentor with the students.

Hosting - After the Show:

- **Reviews** should arrive by the Wednesday after the show and should be shared with cast and crew.
- 1st Place review and a photo is posted on the OC Cappies website. The 2nd and 3rd Place reviews are posted on the OC Cappies Facebook page with a photo of the production.
- The Show Director will receive the **Critics Choice names in the Spring prior to voting day**, to correct spelling errors. IT IS ESSENTIAL THAT YOU EMAIL lisa.goins@cappies.com IMMEDIATELY with corrections. (We have a quick turnaround time from the last show to the voting day)

GALA

If your show is nominated you will be asked to provide entertainment for the Gala. Song, Musical and Play categories are asked to bring a short selection to perform.

If your show is nominated you will be asked to speak at the GALA to introduce your selection as we celebrate high school theatre!

ADVISORS

Working with your Team

- The Advisor's main role is to work with their Lead Critic and Team.
- Hold meetings with your critic's team
- Celebrate together when a critic is selected to be published.
- Look at the reviews that they submitted (you will get a copy in your email as they submit them)

TEAMWORK

- You and the Lead critic can look at the writing and add suggestions.
- Read the reviews that were published... what did they include?
- Help them stay on their schedule attending shows they are signed up for and submitting reviews on time

TEAMWORK

- Critics who fail to attend a show OR submit a review for a show they attended incur a fine of \$15 which is added on to their school fee. (This fee goes to the host school to cover the ticket cost)
- Critic Teams who do not meet their required shows (5) will cause their school's productions to be disqualified for awards.

TEAMWORK

- Advisors will be asked to name 4 Commendees at the end of the year to be honored at the GALA. These are students in the schools theatre program who you feel deserves to be honored for their contributions to your school.
- They receive a bronze medallion at the Nominees Reception and are honored at the GALA.

MENTORS

Contact Info and Schedule:

Contact Info: We must have your current email address, work phone, and home phone.
Keep it current on CIS!

- Arrive 45 minutes early and stay at least 45 minutes after final bows.
- If your child is a Critic at the show please let Lisa know so she can change your assignment.

Changing Your Schedule

- It can be complicated to switch mentor dates. If you cannot attend, another mentor must fill in - this is not an easy task so be respectful of your colleagues and do your best to keep your mentor date.
- If you have to switch a mentor date email Lisa Goins at least 14 days before an assigned show.
- **If you do not fulfill your mentor assignments, the school's productions will not be eligible for nominations or awards.**

**MENTORING
A
CAPPIES SHOW**

A Cappies Show for Mentors

Take attendance (Editor): this can be done on your phone through CIS.

Mentors will meet with Critics before the show and give some background on the show. (Discussion Mentor)

You must watch the show with the Critics. (Both)

You will meet at intermission and supervise the critics do not discuss at this time, they should be writing down their notes and observations. (Both)

After the show you lead discussion of the show and then choose the Critics Choices, which later will form the basis of the nominees for Cappies Awards. (Both)

A Cappies Show for Mentors

On Sunday you will read the reviews, edit and choose the top ones for publication. (Editor, but can share this job)

Critics Choices get mailed **IMMEDIATELY TO** the program director, Lisa Goins, in the already addressed envelope provided.

NOTE: The critic choice forms are very important - they are filed in individual critic folders and used by the critics on voting day. We **MUST** have them - so please mail them **Immediately**. If a mentor does not send in the forms their school may be disqualified from awards.

LEADING DISCUSSIONS

Pre-Show Cappie Room

Critics arrive 45 minutes prior to start of show and look at the tech showcase boards. (They may NOT take photos of the boards)

Mentors welcome the critics and present a brief description of the show.

Make sure all critics have a Critics Choice form and a program.
Review the Eligibility Form with the Critics.

Remind Critics of review deadlines. Review conduct and confidentiality rules. Remind critics to turn off cell phones.

The show director may come in to talk to the critics 15 minutes prior to curtain. (Optional)

Post-Show Discussion

CALL YOUR RIDE! Mentors stay until everyone is gone.

Critics should exit theater after the bows and before any post-show recognitions.

Give students a few minutes to write before you begin the discussion.

Begin the discussion by asking critics to comment on positive aspects of the production.

Discussion

As soon as all critics are in the room have them write their notes for 5 minutes and then begin discussions.

ONE discussion,
no side conversations among Critics.

Ask Critics to raise their hands to be called on,
and speak up.

Remind Critics to keep their comments brief—and to be respectful of other points of view. Don't keep repeating the same point.

When Discussions Turn Negative

Request other opinions, and invite other Critics to disagree, if they wish.

If necessary, change the subject, by asking for opinions about another aspect of the show.

The Mentor's Role in Discussions

- You may be tempted to teach a little about pacing or focus or try to guide the critics to a better understanding of the show's shortcomings or strengths, but that is not a Mentor's role!
- The Critic's reactions are based on their experience and, while we can ask them to support their opinions, the Mentors should not try to steer the discussion.
- The Critics' choices are theirs alone as long as the rules are followed!
- Officials decide rule questions. Make sure you have your binder or consult a Lead Critic. If there is still a question call a steering committee member or the program director.

What Critics Like in Mentors

Mentors who take charge.

Mentors who do not state their own opinions about any aspect of a show.

Mentors who don't allow discussions to be dominated by the opinions of a few Critics, or to turn too negative.

Mentors who know the rules.

What Critics Don't Like in Mentors

Mentors who allow discussions to get out of control.

Mentors who try to influence the opinions of Critics.

Mentors who don't know award category rules.

Mentors who don't allow post-show discussions.

Mentors who spend too much time letting Critics argue about Critics' Choices.

CRITIC DECORUM

Critic Decorum

- Critics must say nothing about the show in the presence of anyone from the performing school, before, during, or after.
- In the theater, Critics must behave in a manner that will not draw attention to them.
- Remind them to turn off cell phones.
- NO taking of photos or recording video/audio in the critics room.
- There should be no Cappie room posts on instagram or tik tok.

Critic Misbehavior

- If a Critic misbehaves, you may ask that Critic for his or her name and school name.
- You may ask a Critic to leave only if that Critic is engaging in misbehavior that would call for a student to be removed from class in a school setting.
- If a student is disrespectful in the discussion room or in the theatre, they will receive one warning from the MENTOR. If the student continues to engage in disrespectful behavior, the Editor Mentor can take the student aside and asks them to leave. The student loses that show from counting as one of their reviews. If this occurs at two performances, the student is dismissed from the program. **IMPORTANT:** Depending on the seriousness of the incident, the Cappies Program Director can choose to dismiss the student at the first show.

During the Show

- Sit along the aisle and behind Critics, to observe them.
- Make sure no one other than Critics and Mentors is sitting in the Cappies section. (If so, ask a school's usher to move them.)
- Make sure Critics leave the theater quickly at intermission and after the show.
- Critics should NOT be taking notes during the show.

SELECTING & EDITING REVIEWS

Sharing Editing

- To share editing, the Editor Mentor must click the “switch or share assignment” link on CIS, and click the “share” box.
- To switch the editing role, the Editor Mentor must click the “switch” box.

Selection Criteria

- Accurate, honest, and fair—in praise as well as criticism.
- Reflects overall Critic opinion.
- Spells names correctly.
- Is well-structured, and interesting for readers who did not see the show.
- Does not simply say something was good—it says why it was good.
- Uses creative words, active verbs, and the past tense (except for the plot).
- Does not waste words, use clichés or use the first person (“I,” “This critic”), go over the top, or describe how the audience felt.

Editing Selected Reviews

- You may not strengthen a review's praise or criticism—but you may soften it.
- Try to keep the Critic's original tone.
 - You must give top priority, for published reviews, in making sure all names are spelled accurately.
 - When editing a selected review, try to make it close to 300 to 400 words.
 - You may edit criticisms to comply with rules—or you may simply delete them. Alert the Program Director about any review that is very harsh or poorly written.

Ranking Selected Reviews

- When selecting reviews keep the discussion in mind, while allowing some license for a Critic to have an independent point of view.
- Choose 1st, 2nd and 3rd in your rankings.
- The two Mentors must together decide which reviews to select, and their rankings.
- When done, save your rankings. Leave numbers only for the number of reviews to be published.

Submission Deadline

Mentor Submission Deadline - 8 PM Sunday

If you do not do your editing work on time—or if you do not do it well—you will be creating late-night work for the program director. (everyone is a teacher with a full time job...help each other out and do your part -“we’re all in this together”

Program officials will screen your selections before submitting them. If they determine that any selected review is unpublishable for any reason, they have the authority to change Mentor selections.

**THANK YOU
FOR SUPPORTING
HIGH SCHOOL
THEATER!**



The Cappies

www.occappies.com