

Cappies Walk-Through

	Performing School	Critics	Mentors
2 Weeks before the show	Pull Comps	Reminder email will arrive: – double check your schedule – decline if necessary LEAD CRITICS: Is this a team show?	Reminder email will arrive: – double check your schedule – email Lisa if you think you will not be able to mentor the show
1 Week before the show	Start to prepare “Tech Showcases” to be used in the Critics’ Room	Reminder email will arrive: – double check your schedule – if necessary, decline BEFORE the 48 hour reminder	Reminder email will arrive: – double check your schedule – email Lisa if you think you will not be able to mentor the show
48 hours before the show curtain time	Prepare the Tech Eligibility Forms Locate Critics’ Choice forms to be given to the Mentors on show day Make sure you have a Cappies Room available that can be used by the Critics as a secure place in which they can discuss your show Determine who will be in charge of making sure snacks and drinks are in the Cappies Room	Reminder email will arrive: – declines made AFTER this email arrives will result in a \$15 fine Figure out what route you want to take to the performing school Determine your departure time Make sure you have a ride to and from the show that is able to leave at the determined departure time	Figure out what route you want to take to the performing school Determine your departure time

Day of the show	Set up the Cappies Room, including: – enough chairs for all attending critics – “Tech Showcases” set up – snacks and drinks set up – double check your schedule – signs posted that help Critics/Mentors find the theatre and Cappies Room – extra copies of the program -Critic Choice Form	Check the traffic for your travel route Print out directions/map; or put location into your GPS prior to leaving Make sure you have someone you can call for directions in case you get lost or end up running late Things to bring with you: – Directions/Map – Pen/Pencil – Cell Phone – Notes Form – Cappies Binder – Critics’ Choice Form	Check the traffic for your travel route Print out directions/map; or put location into your GPS prior to leaving Make sure you have some you can call for directions in case you get lost or end up running late Things to bring with you: – Directions/Map – Pen/Pencil – Cell Phone – Attendance List – Mentor Checklists – Research (if any)
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SIDEBAR – THE CAPPIES ROOM:

Who should be in the Cappies Room?

What is appropriate discussion OUTSIDE of the Cappies Room?

What is appropriate discussion INSIDE the Cappies Room?

	Performing School	Critics	Mentors
45 Mins before Curtain	Have someone at the Cappies Room to greet the Critics/Mentors and answer any questions; this person will be stationed outside of the room Give the following to the mentors: – Tickets – Filled in Awards Eligibility Form – Critics Choices forms	This is your scheduled arrival time! – Check in with the Editor Mentor – Go to the bathroom before the show starts – Have a snack – Say hi to your friends – Check out the “Tech Showcases” _DO NOT take any photos or video of tech boards or activity in Critics Room. DO NOT socialize with students from the performing school	This is your scheduled arrival time! – Take attendance – Distribute tickets – Go to the bathroom before the show starts – Have a snack – Check out the “Tech Showcases” --Note if any students are late --Director will come in to talk with students

15 Mins before Curtain	<p>Director might come in to meet with the Critics to give them an overview of what they are about to see. This is not mandatory.</p> <p>– What kinds of things do critics need to know to be able to watch with a critical eye? (replaced actor, show background, historical context, etc.)</p> <p>– Highlight the student tech contributions and give the students a chance to ask questions</p>	<p>If you have not arrived by this time, you will not receive a comp ticket to the show.</p> <p>You can stay and buy a ticket to the show, but it will not count as one of your required Cappies shows.</p>	<p>Return all unclaimed tickets to the Director/ Box Office</p>
5 Mins before Curtain	<p>Escort the critics to the theatre</p>	<p>ENJOY THE SHOW!</p> <p>Leave Binders in the Cappies Room.</p> <p>Critics who arrive late will NOT be allowed into the show.</p>	<p>ENJOY THE SHOW!</p>
Intermission / 2nd Intermission	<p>Make sure there is someone nearby</p> <p>Don't forget to get the critics BEFORE the start of ACT II / ACT III !</p>	<p>Come back to the Cappies Room</p> <p>Quiet Time - WRITE! WRITE! WRITE! – Simply write notes on what you saw... describe... try not to analyze or judge -Go to the bathroom if necessary</p>	<p>Come back to the Cappies Room</p> <p>Quiet Time</p>
	<p>Performing School</p>	<p>Critics</p>	<p>Mentors</p>
No Intermission	<p>If one act, the show must be at least 75 minutes in order to be eligible</p>	<p>If the show does not have an intermission, the critics should take the first 5 minutes of the Post-Show discussion to quietly write.</p>	

Post-Show Discussion	Make sure there is someone nearby to answer questions, should they arise	<p>If you need to call your ride, do so before the discussion begins, telling your ride that you should be ready in approximately 45 minutes</p> <p>Discussion allowed to focus on everything – student and adult created Reviews must be more focused and student-centric</p> <p>How can the LEAD CRITICS help with discussions? How do you identify LEAD CRITICS in the room?</p> <p>Discussion should last no longer than 30 minutes</p>	
Post-Show Critics Choices		To be addressed in the Critics Choice module.	
Post-Show Departure		<p>Give critics choice form to Editor Mentor before you leave</p> <p>Make sure the evaluation scores are filled out</p> <p>Take home a program</p>	<p>Editor Mentor – collect Critics Choice forms</p> <p>Take home a program</p> <p>DO NOT LEAVE UNTIL all of the critics have been picked up.</p>
Review Deadlines	<p>Note: Send 5 production photos to AdminOCC@cappies.org to be used on the website, Facebook, Instagram and Gala. Please include name of show, school and names of the students in the photo and photo credit included in the email.</p>	<p>Submit reviews by 10am. (2pm if you saw a Sat evening show)</p> <p>Reviews MUST be submitted on time to be considered for publication</p> <p>Late reviews accepted by Wed 10am.</p>	Edit and submit reviews by 8pm.
Receiving Reviews	<p>Once reviews arrive in your mailbox, READ THEM BEFORE YOU POST THEM</p> <p>Published reviews will be sent to the paper by Monday morning</p>		

	Performing School	Critics	Mentors
VOTING DAY Tue., May 3 @ TBD		<p>You must attend AND review 6 shows to be eligible to vote</p> <p>You only vote on those shows that you see</p> <p>You need to have 3 members of your team eligible to vote and at least 2 have to attend Voting for your school to be eligible for awards.</p>	
NOMINEES & COMMENDEES RECEPTION Wed. May 12 @ TBD	Nominees and Commendees attend a reception to receive medals for being chosen		
GALA Sun, May 22nd @ The Grove of Anaheim @ 6pm	Everyone come and celebrate the end of the year and find out who YOU chose for all the awards!		

CELEBRATE HIGH SCHOOL THEATRE!!