



THE UNIVERSITY OF SOUTHERN MISSISSIPPI®

South Mississippi High School Drama Festival

Friday & Saturday, December 1 – 2, 2017

Mannoni Performing Arts Center, USM Hattiesburg Campus

Tentative Schedule:

Events will take place in the Mannoni Performing Arts Center (MPAC) at The University of Southern Mississippi. **Schedule is subject to change.** If more/fewer schools participate, the lunch and dinner breaks may change or shorten. **Space will be limited to 17 schools.**

Friday, December 1, 2017	
7:00 AM	Registration begins, PAC lobby
7:00 – 7:45 AM	Load-in for Group A, PAC backstage
7:45 – 8:45 AM	Technical Meeting for Group A, PAC backstage
8:45 – 9:00 AM	General Assembly, Welcome, and Call to be Seated
9:00 AM – 1:00 PM	Group A Performances, (4 schools)
1:00 – 1:30 PM	Load-out for Group A, PAC backstage
1:30 – 2:30 PM	Load-in for Group B, PAC backstage
2:30 – 3:30 PM	Technical Meeting for Group B, PAC backstage
3:45 – 4:15 PM	Call to be Seated
4:15 – 9:00 PM	Group B Performances (5 schools)
9:00 – 10:00 PM	Load-out for Group B, PAC backstage

Saturday, December 2, 2017	
7:00 AM	Registration begins, PAC lobby
7:00 – 7:45 AM	Load-in for Group A, PAC backstage
7:45 – 8:45 AM	Technical Meeting for Group A, PAC backstage
8:45 – 9:00 AM	General Assembly, Welcome, and Call to be Seated
9:00 AM – 1:00 PM	Group A Performances, (4 schools)
1:00 – 1:30 PM	Load-out for Group A, PAC backstage
1:30 – 2:30 PM	Load-in for Group B, PAC backstage
2:30 – 3:30 PM	Technical Meeting for Group B, PAC backstage
3:30 – 4:00 PM	Call to be Seated
4:00 – 8:00 PM	Group B Performances (4 schools)
8:00 – 8:30 PM	Load-out for Group B, PAC backstage
9:30 PM	Awards Ceremony

****The festival does not guarantee starting time for any performance. Time begins when the festival director says “Go” after the previous school’s response.****

Fees:

Performing School Registration Fee	\$75
Performing Student Fee (cast, crew, musicians, etc.)	\$8 per student
Performing School Teachers & Chaperones	\$0
Observing School Registration Fee	\$65
Observing Student/Non-performing Student Fee	\$8 per student
Observing School Teachers & Chaperones	Varies

Performing Schools: A \$75 performance entry fee is assessed for each play entered in the festival. This fee must be sent with the registration form. In addition to the performance entry fee, all students attending the festival are assessed a fee of \$8 each. Performing students include the cast, crew, & musicians. The student fees may be paid on-site at registration or included with the registration fee.

FOR EXAMPLE:

Performing fee	\$75
Student fee of \$8 each	\$160 for a cast & crew of 20 students
Teachers/Chaperones	\$0 for schools who are performing
\$235 owed to USM for participation in festival	

Observing Schools: A \$65 observing fee is assessed to those schools attending the festival but not performing. In addition, an observer fee of \$8 per person is assessed for all non-performing students, parents, chaperones, and other observers. One teacher or chaperone is admitted free for each five student observers. For instance, if a school has 20 students, then the school is allowed 4 free teacher or chaperone admissions.

FOR EXAMPLE:

Observing fee	\$65
Student fee of \$8 each	\$160 for 20 students to watch the festival productions
Teachers/Chaperones	\$0 for 4 teachers/chaperones
<u>Additional Teachers/Chaperones</u>	<u>\$16 for 2 extra chaperones</u>
\$241 owed to USM for observing the festival	

Please keep in mind that all fees help support festival expenses. Payment allows you to observe all the performances you wish to. Do not ask to be allowed into the performances for free. Door monitors will confirm payment at the door.

Schools will be provided with name tags for the students, teachers, and chaperones they submit payment for. These name tags will be the tickets into the festival productions. DO NOT LOSE YOUR NAME TAGS. Duplicates will not be made. Anyone who loses their name tag will have to purchase a ticket to enter the performances.

Payment of Fees:

Schools may pay with checks made out to USM Theatre, cash, or purchase orders. We cannot accept credit card payments. Purchase order payment must include a copy of the approved purchase order with the registration form. Invoices are available upon request. All fees in excess of the approved purchase order must be paid at check-in/registration.

All fees are nonrefundable. Individual student/teacher/chaperon fees may be transferred to another individual, but no refunds will be issued.

Deadline for Registration: Friday, November 3rd

The deadline for registration to the festival for both performing and observing schools is **Friday, November 3, 2017**, or until all available slots are filled. We will only be able to host 17 schools and participation is accepted on a first-come, first-served basis. Any registration forms/fees received after the cap has been met will be returned to the initiating school. Technical sheets are required with registration forms by Friday, November 3, 2017.

Performance Times

Performance days and times are randomly assigned. **The festival does not guarantee starting time for any performance. Time begins when the festival director says “Go” after the previous school’s response.** Each performance block begins at the scheduled time, but the performances may be ahead of or behind schedule by the end of each block. Please inform supports of the scheduled **starting time of your block**, as opposed to the anticipated starting time of your school’s individual performance. **Out of respect for the performers and the audience, we do not allow entry into the auditorium once a performance has begun.**

Participants may watch the other school’s performances, but must be in the designated dressing room area at least 30 minutes before their group’s performance time. In order to avoid disrupting a show in progress, participants in the #2, #3, or #4 show should plan to miss the performance immediately prior to their own.

Directions to USM:

From the North (Jackson)

Take Highway 49 South to Hardy Street.

Turn right onto Hardy Street.

Take a right at the first light onto the Southern Miss campus (on East Memorial Drive).

Take a left at the welcome station/security booth (Southern Miss Drive) and continue past two stop signs.

The MPAC is on the left.

From the South (New Orleans)

Take interstate 59 North to Hardy Street (Exit 65A).

Turn right. Continue on Hardy Street to the front of campus.

Turn left at the light onto the Southern Miss campus (East Memorial Drive).

Take a left at the welcome station/security booth (Southern Miss Drive) and continue past two stop signs.

The MPAC is on the left.

Parking:

Friday, December 1st

Buses should arrive on campus and drop-off students on Southern Drive at the Mannoni Performing Arts Center for registration/check-in.

The buses should then proceed straight and make a right turn onto 31st Avenue.

Take a left at Pearl Street.

Take a right onto 34th Avenue.

Take a left onto Montague Boulevard.

Buses, vans, trucks, and trailers will park in the lot on Montague across the street from The Village.

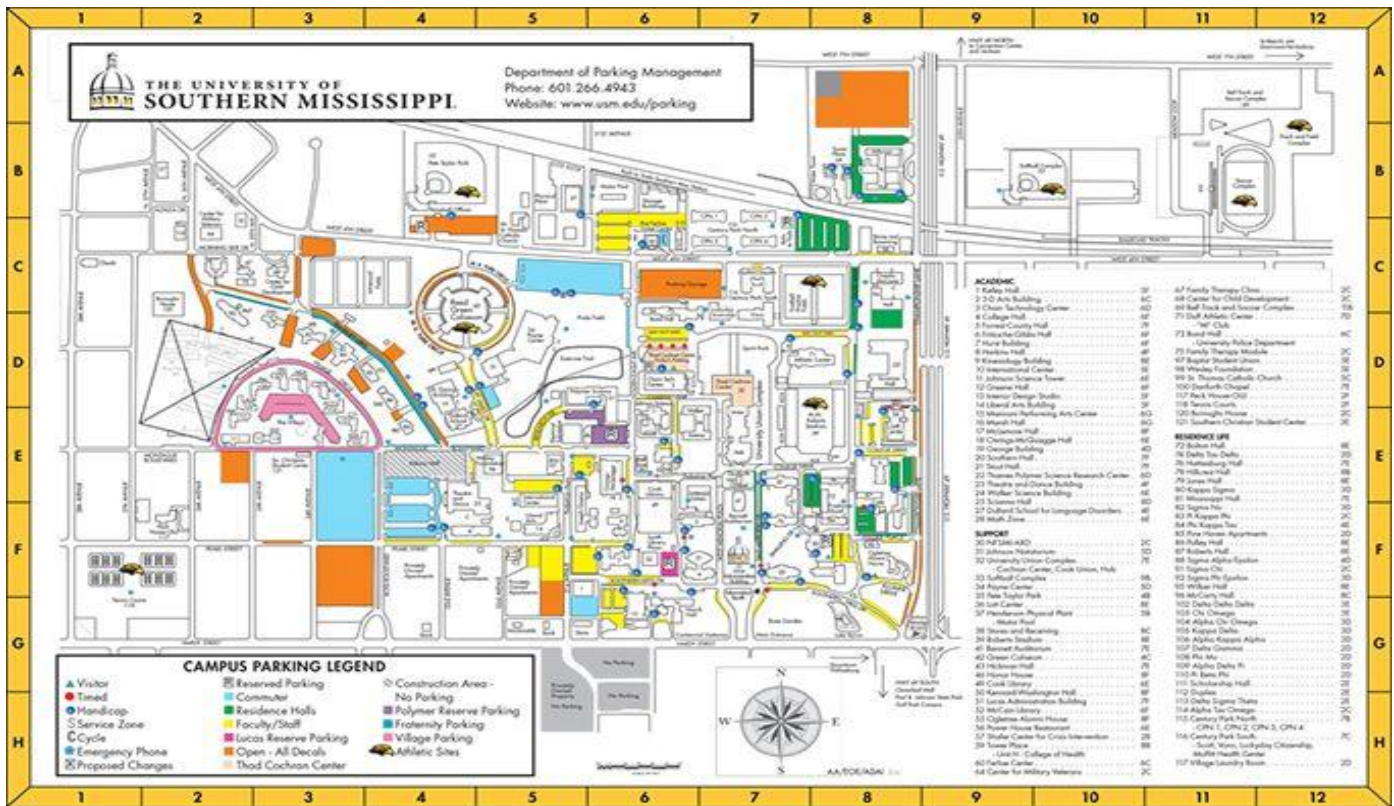
Cars must secure a parking permit from the security booth located at the front entrance to the USM Hattiesburg campus. The booth is not manned until 7:30 AM. All cars parked on campus without visitor passes will be ticketed. Please notify all individuals attending the festival in vehicles other than school busses will need to secure a visitor parking permit from the security booth.

Saturday, December 2nd

There will be ample parking around the MPAC auditorium and throughout campus. Vehicles will not need visitor parking permits.

USM Campus Map:

<https://www.usm.edu/parking/campus-maps>



Hotel Information:

Blocks of rooms have been reserved at the following hotels. It is the responsibility of the high school to make arrangements with the hotel if you require overnight accommodations. Please be sure to reference High School Drama Festival to receive the festival rate.

Hotel #1

Baymont Inn & Suites

\$79/night for a double queen room

(601) 264.8380 – be sure to reference High School Drama Fest to get the rate

Rooms will be held until November 20, 2017

Hotel #2

Holiday Inn & Suites

\$104/night for a double queen room

(601) 296.0302 – be sure to reference High School Drama Fest to get the rate

Rooms will be held until November 20, 2017

Rules/Guidelines:

The South Mississippi High School Drama Festival abides by the Mississippi Theatre Association's (MTA) guidelines, but also retains the right to establish additional or modified guidelines for the South MS Festival.

The MTA Secondary division guidelines are available online at www.mta-online.org. You are encouraged to familiarize yourself with these.

Notice:

All members *performing onstage* (e.g. actors, singers, dancers, musicians) and all technical running crew *must be students*. This does not apply to scenic or costume construction or any other technical preparations made prior to performance.

Show Selection, etc.:

- Performing schools may select from all types of plays, including traditional, avant-garde, realistic, expressionistic, comedy, tragedy, and musical. *Scripts may be professionally written or original works.*
- Production rights and rights to use copyrighted music must be secured and royalty fees must be paid. Noncompliance with this rule results in disqualification.
- Learning and creativity should be considered when choosing scripts. The festival should be treated as a learning experience as opposed to a competition.
- Each performing school is allowed a **maximum of 45 minutes for set-up, performance, and strike**. Exceeding the 45-minute limit renders the school ineligible for the Best Production Award and for advancement to the state festival. An additional 15 is allotted for critique. Set-up, performance, strike, and critique must be completed within a total of 60 minutes. Time begins when the festival director says "Go" after the school's response.
- Each performing school is limited to 1 production.
- Only students may take part in the set-up, performance, and strike. Adults and other non-students may not be on stage during the 45-minute time allotment.
- The festival will provide the festival program. Individual school programs are not allowed and festival respondents will only use festival programs.
- Any school that needs to perform on Saturday due to official state testing should contact Sandra Whittington at Sandra.Whittington@usm.edu and provide a letter from the school principal stating the date & name of the test. This letter from the school principal should accompany the request for a Saturday performance slot. HDF cannot accept requests for specific Saturday performance times. All requests will be reviewed by the MTA High School Drama Festival committee.
- Plays or portions of plays were performed at the last three South Mississippi Festivals and are not eligible for the 2017 festival. Also, you are not permitted to perform shows produced at the state festival over the last three years. You can find that list at <http://www.mta-online.org/secondary-division>

Technical Specifics:

Each school must designate two individuals as follows: 1 to supervise the scenery load-in and 1 to meet with the University of Southern Mississippi technical director to set sound and light cues. Load-in times and technical meeting times are scheduled, but actual time may overlap.

Operators of lighting and sound will have an opportunity to set levels after all schools in a designated round have unloaded scenery to the stage. No additional periods or breaks are allowed for load-in or to set technical cues. **Please do not ask for any exceptions or special treatment in this matter.**

Teachers and technical directors may assist with the loading and unloading of vehicles only. Teachers will not be allowed to operate or coach the cuing of technical elements during their performances.

Each school is assigned a 10' by 10' space backstage. All props, sets, and scenery must be contained within that space. No one is allowed to be in the 10'-square space or to be touching any item within the space until the festival director signals the school is to begin. Time begins when the festival director says "Go" after the previous school's response. The school is allotted 45 minutes for set-up, performance, and strike.

Schools must provide their own furniture, stage properties, tools, hand props and set decorations, along with costumes, special gadgets, sound effects, and music. **Bring all items you might possibly need for the festival. It is better to have it and not need it, than to need it and not have it.** Tools will not be provided for you. Two CD players are provided to play sound cues through the theatre sound system. Any additional sound equipment must be provided by the individual school; this includes any musical instruments. **The University of Southern Mississippi will NOT provide a piano.** Additional equipment (including MP3s, ipods, wireless mics, or laptops) brought by the school cannot be run through the theatre sound system. Please provide CDs only.

The HSDF will have dimmable general area lighting. The lighted area is 32' wide by 16' deep. The stage has lights focused to six areas (refer to the attached stage ground plan). Each focus area is controlled with a single fader. For more flexibility, each focus area can also be controlled by three faders. One controls down light, one controls warmer (amber) front light, and one controls cooler (blue) front light. One spotlight is available for use at MPAC. Each school should provide its own spotlight, light board, and sound board operators. It is recommended that complicated lighting be avoided. Sounds and lights are controlled from separate booths in the front of house. Headsets will be provided for communication between operators. The University of Southern Mississippi students will be positioned backstage and in each booth to serve in an advisory capacity during the performances.

Pyrotechnics, open flames, and explosives are NOT allowed. This includes lit candles, matches, and cigarettes. No liquids, other than water, are allowed on stage. Spills must be thoroughly cleaned up within the 45 minutes allotted for set-up, performance, and strike.

Technical questions and inquiries should be directed to John Keisling at 601.266.5433 or John.Keisling@usm.edu.

Festival Contact Information at USM:

The Theatre Department mailing address

USM Theatre
118 College Drive #5052
Hattiesburg, MS 39406

Sandra Whittington, Festival Coordinator

Sandra.Whittington@usm.edu

(601) 266.4161

Erin Sessions, Festival Budget Coordinator

Erin.Sessions@usm.edu

(601) 266.6877

Craig Dettman, Lighting and Sound Professor

Craig.Dettman@usm.edu

(601) 266.5918

John Keisling, Technical Director

John.Keisling@usm.edu

(601) 266.5433

CHECK LIST FOR REGISTRATION / PARTICIPATION

Festival Dates: Friday & Saturday, December 1 – 2, 2017

Registration deadline: Friday, November 3, 2017

Required For Performing schools:

- Registration Form
- Production/Program Information Document
- Technical Coordinator Information Form
- Payment
- Declaration of Origin Form
- Student Code of Conduct Form

Required For Observing schools:

- Registration Form
- Payment

South MS HSDF – December 1-2, 2017
Registration Form for Performing AND Observing Schools

Registration Deadline is Nov. 3, 2017. Please print legibly or type. Attach additional pages as needed

School Name: _____

School Address: _____

City: _____ Zip Code: _____

School Phone (____) _____ School Fax (____) _____

Name of Primary Instructor/Contact _____

Daytime Phone (____) _____

Email Address _____

Alternate Instructor/Contact _____

Daytime Phone (____) _____ Email address _____

Festival Fees

_____ \$75 for Performing Schools

_____ # of performing students at \$8.00 each for a total of \$ _____

_____ # of chaperones/teachers at no charge

_____ \$65 for Observing Schools

_____ # of observing students at \$8.00 each for a total of \$ _____

_____ # of chaperones/teachers at no charge **One teacher or chaperone is admitted free for each five student observers. If a school has 20 students, then the school is allowed 4 free teacher/ chaperone admissions.

Amount Due: \$ _____ Amount Enclosed: \$ _____ Balance to be paid on-site: \$ _____

Which day(s) will your school attend? Friday only Saturday only Both days (please circle one)

Method of payment? _____ Check _____ Purchase Order PO # _____

Issuing Organization _____

Billing Address _____

Billing Contact Person Name & Email _____

On behalf of _____ school & students attending the 2017 South MS HSDF, I, _____, the primary instructor or sponsor, have read & agree to abide by the festival guidelines as described in this packet.

Primary Instructor/Sponsor signature _____ Date _____

LIABILITY DISCLAIMER: By my signature above, I understand that the South MS HSDF, its agents and employees shall not be liable in any way for any loss, death, injury, or damage to persons or property incurred by any person in connection with this program or any portion thereof.

Return completed form with payment to:
The University of Southern Mississippi, Department of Theatre
Attn: Sandra Whittington
118 College Drive #5052 | Hattiesburg, MS 39406

South MS HSDF – December 1-2, 2017
Production/Program Information Document
Required for Performing Schools ONLY
Registration Deadline is November 3, 2017

- I. *Immediately* email Sandra Whittington at Sandra.Whittington@usm.edu and state your intention to register as a performing school. Include your name, daytime phone number, email address, & the name of your school.
- II. Email a Microsoft Word document to Sandra Whittington at Sandra.Whittington@usm.edu no later than **November 3, 2017** that contains **ALL** of the information below. Please double-check your spelling as changes will not be possible later.

1. Name of School
2. Title of play to be performed
3. Author of play
4. Publisher/Royalty Agent
5. Does this material contain adult material?
6. Approximate set-up time
7. Approximate performance time
8. Approximate strike time
9. Cast of characters in speaking order – include character’s name **AND** student’s name
10. List of director(s), crew, & other support – include name **AND** position
11. Attach a PDF document with **proof of permission to perform the play**. If your production must be edited to conform to festival production length requirements, you must obtain written permission from the publisher/royalty agent to perform in the festival.
12. In order to perform in this festival you must include a PDF document of your **paid royalty**.

All schools receive one page in the festival program. You may include other information you wish to be printed, but cuts will be made if space does not allow. Respondents to the productions will only use the festival programs provided by USM.

South MS HSDF – December 1-2, 2017
Technical Coordinator Information Form - Performing Schools ONLY
Registration Deadline is November 3, 2017

This must be the one person who can speak for the company. This person must also serve in this capacity at the festival(s).

Name: _____

School: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone (primary): _____ Phone (secondary): _____

Production Information

Title: _____

Set-up Time: _____ Run Time: _____ Strike Time: _____

Technical Requirements and Information

Lighting

Please refer to the attached ground plan for lighting areas. Each lighting area will have a warm, a cool, and a down light. These can be controlled together or separately as the operator chooses.

List any special effects used in your production (fog, haze, strobe, etc.). Please note, if any SFX are used they must be listed in the program and you must supply all extension cords or any other hardware required for SFX.

Sound

HEADSET location can be found on the attached ground plan. Headsets will be provided in the sound booth and the light booth for the spot light operator.

List any speakers, amps, etc. you plan to bring and location for your production. Please note audio connections as specified in the TECHNICAL SPECS. Any audio or instruments played onstage must have its own amp. Please bring all extension cords and audio cables needed.
