



## 2018-2019 Spotlight Awards – Nashville High School Musical Theatre Awards

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# PARTICIPATION GUIDE

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## ABOUT THE SPOTLIGHT AWARDS PROGRAM

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The Spotlight Awards program is an education initiative which celebrates and supports the educational value, artistry and community of high school theater programs while developing confidence, creativity, and collaboration among high school students in Tennessee. The Spotlight Awards strives to embody a spirit of camaraderie and celebration for the arts.

### Program Overview

Each participating high school registers their school's musical for review by an adjudication team of arts professionals who will provide feedback for the performance. Each reviewer submits a completed rubric with comments regarding all aspects of the production within a few weeks after the performance. Teachers and students use these insights to make their next show even stronger. Outstanding nominees in each category are announced in April. All participants are invited to attend workshops at Lipscomb University and the Spotlight Awards Ceremony at TPAC in May. At the culmination of the program, an annual showcase will celebrate the outstanding achievements of participating high school musical theater productions and students.

Throughout the season, students and directors will be invited to participate in learning opportunities in connection to the performing arts. These opportunities may include but are not limited to: discounted tickets when available to TPAC Education performances and workshops, performance opportunities, workshops with industry professionals and professional development for educators.

### Program Goals

- To celebrate, support and advocate for high school theater education by recognizing excellence in area high school theater productions
- To provide high quality educational experiences in dance, theater and music for students, directors, and school arts programs
- To build confidence, creativity and collaboration in students participating in the arts in our community
- To engage local families and community members in a celebration of theater
- To grow and develop theater audiences and arts advocates in Tennessee by building a high school theater community

The Spotlight Awards program is Nashville's regional awards program affiliated with the National High School Musical Theatre Awards (NHSMTA) (also known as the Jimmy™ Awards, named in honor of James M. Nederlander, legendary Broadway theater owner and producer). The Jimmy™ Award for Best Performance by an Actress and Best Performance by an Actor is awarded annually to two grand prize winners selected from a group of student performers representing participating professional theaters. For more information on the Jimmy Awards, visit: [www.nhsmta.com](http://www.nhsmta.com)

## **PARTICIPATION REQUIREMENTS**

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The Spotlight Awards are open to high schools in Tennessee producing musical theater productions. To be eligible for participation, a school must meet the following criteria.

### **Affiliation**

Schools may not participate in another Jimmy Awards regional awards program during the same school year.

### **Production Dates**

The high school production must take place between October 1, 2018 and April 20, 2019.

### **Rights and Royalties**

The Tennessee Performing Arts Center and Lipscomb University expect all participating schools to acquire the necessary rights and royalties for their musical during the school year. TPAC will request an extension to your contract from the licensing houses for the purposes of performance at the awards ceremony.

### **Production Type**

The high school production must be included on The Jimmy Awards list of Qualifying Shows. For a full listing of the Qualifying Shows, visit [www.jimmyawards.com](http://www.jimmyawards.com).

### **School Orientation**

Each participating school's director will attend a mandatory meeting prior to the beginning of the judging period to discuss program procedures, updates and answer questions. If the director is not available, another adult representative from the school must attend in their absence.

### **Expectations**

Schools are expected to respect the program and its goals and demonstrate this throughout the process. Schools that do not demonstrate respect for the Spotlight Awards program and its goals will not be accepted into the program the following year.

### **Workshop and Awards Ceremony Attendance**

Schools are expected to participate in the workshops at Lipscomb University and the Awards Ceremony at TPAC on May 11, 2019. Any schools that choose not to attend one or both of these events will be placed on probation the following year.

### **Time Commitment**

The Spotlight Awards representatives know that many hours of hard work go into preparing a high school musical theater production. The program does not wish to create additional work for directors and teachers, but instead hopes to provide visibility for the work that is already being produced. During the school year, there is little additional time commitment required of the directors/teachers other than communicating pertinent information. However, if your show or students are selected to perform at the Awards Ceremony, it may require additional time committed to brushing-up, staging or solo performance rehearsals.

## REGISTRATION

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Registration opens on August 1, 2018, and is available online at [www.lipscomb.edu](http://www.lipscomb.edu). A director of the high school production should submit the online intent to participate application.

The top ten schools in the Outstanding Musical category from the previous year will be given an early registration option. Once registration opens to the public on August 1, applications are taken on a first-come, first-served basis.

Registration is not confirmed until all pertinent information is provided and payment has been made. This means applicants will need to know show titles and dates for the registration to be confirmed. The registration deadline is September 10, 2018.

### **Application Fee**

A \$250 registration fee is required to participate in the program. A school will not be considered a participant until this payment is received. This fee covers the cost for 40 attendees to the workshops on May 11, as well as 40 comp tickets to the ceremony at TPAC.

### **Contact**

Each school will need to identify a primary contact for the program. This contact must have access to phone and email and be able to serve as the liaison between the Spotlight Awards and participating school.

# 2018-2019 DATES AND EVENTS

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## Important Dates and Deadlines

Applications Open – August 1-September 10, 2018

Adjudicator Training – September 29, 2018

Performance Window – October 1, 2018-April 20, 2019

School Orientation – October 2, 2018, 4:30-7:00 p.m.

Nominee Announcement – April 26, 2019

Outstanding Lead Actor and Actress Audition Session – May 3, 2019

Spotlight Awards Workshops and Ceremony – May 11, 2019

## Workshops at Lipscomb University, May 11, 2019

8:30 a.m. Arrive at Lipscomb

8:30-9:00 a.m. Registration in the Collins Auditorium lobby

9:00 a.m. Welcome in Collins Auditorium

9:30-10:20 a.m. Workshop Session 1

10:30-11:20 a.m. Workshop Session 2

11:30 a.m.-1:00 p.m. Lunch on your own

1:00-1:50 p.m. Workshop Session 3

2:00-2:50 p.m. Workshop Session 4

\*Please note that finalists for Outstanding Lead Actor and Actress will miss the last workshop, as they will leave Lipscomb at 2:00 pm for Sound Check.

**Dinner / Dress / Sound Check** from 3:00 – 6:00 pm

## Awards Ceremony at TPAC , May 11, 2019

2:30-3:15 Sound Check – Outstanding Lead Actor and Outstanding Lead Actress Finalists

3:15-5:15 Sound Check – Outstanding Musical nominees, 10 minutes each

6:00-6:15 All schools arrive and are seated

6:20 School Welcome

6:30 Doors open to the public

7:00-10:00 Awards Ceremony

# HONORS AWARDED

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Participating schools will have their musical reviewed by a panel of adjudicators. Based on the adjudicators' comments and scores, schools and individuals will be nominated in specific categories to be recognized and honored at the awards Ceremony at TPAC on Saturday, May 11, 2019.

## Award Categories for 2018-2019:

### School Awards

- Outstanding Vocals
- Outstanding Ensemble
- Outstanding Costume Design
- Outstanding Hair and Makeup Design
- Outstanding Lighting Design
- Outstanding Scenic Design
- Outstanding Orchestra
- Outstanding Technical Elements
- Outstanding Design Concept
- Outstanding Choreography
- Outstanding Music Direction
- Outstanding Direction
- Outstanding Musical \*

### Individual Awards

- Outstanding Male Dancer
- Outstanding Female Dancer
- Outstanding Male Soloist
- Outstanding Female Soloist
- Outstanding Ensemble Actor
- Outstanding Ensemble Actress
- Outstanding Supporting Actor
- Outstanding Supporting Actress
- Outstanding Comedic Actor
- Outstanding Comedic Actress
- Outstanding Dramatic Actor
- Outstanding Dramatic Actress
- Outstanding Lead Actor\*\*
- Outstanding Lead Actress \*\*

### All-Star Cast

### All-Star Crew

### Student Choice Spirit Award

*\* Top 10 schools in the Outstanding Musical category perform at the Spotlight Awards Ceremony.*

*\*\* Top 3 finalists in the Outstanding Lead Actor and Outstanding Lead Actress categories perform at the Spotlight Awards Ceremony.*

## Nominee Announcement

Nominees for all awards (except All-Star cast and crew and Student Choice Award) will be announced on April 26, 2019. All-Star Cast and Crew will not be announced until the Awards Ceremony.

All nominees will go on stage during the ceremony to be acknowledged, and each school should plan who is representing them for each nomination. After the announcement, schools must submit the Nominee Acceptance Form with this information, no later than May 1, 2019. Nominee Acceptance Forms can be submitted through email or through the web form.

## Eligibility

Eligibility is at the discretion of the Spotlight Awards administration, which reserves the right to amend rules as necessary to maintain a fair process.

# AWARD ELIGIBILITY

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## **Performance Award Categories Eligibility**

*Includes: Outstanding Ensemble Actor/Actress, Outstanding Male/Female Dancer, Outstanding Male/Female Soloist, Outstanding Supporting Actor/Actress, Outstanding Comedic Actor/Actress, Outstanding Dramatic Actor/Actress, Outstanding Lead Actor, Outstanding Lead Actress, Outstanding Vocals, Outstanding Ensemble, and All-Star Cast.*

Eligible actors must be registered in grades 9-12. Roles performed by a professional/guest actor are not eligible. Faculty members and K-8 students are not eligible for acting awards, but may perform in the musical.

If a school presents a co-production or shares performers with another school, a student may only be nominated for their role in one musical production. In the event that a student participates in more than one production and is nominated for their role in both musicals, the student's role that receives the higher judge's score will receive the nomination.

In the event that a school has multiple casts performing the musical, the school must select one cast to be adjudicated and eligible for awards.

## **Outstanding Musical**

Comprehensive look at the production as a whole based on the school's available resources. This category combines scores from 5 evaluation categories – Overall Direction, Overall Design, Overall Staging and Movement, Overall Music Direction, and Overall Student Performance, and reflects the musical's overall synergy, sync, and dynamic.

The top 10 scoring schools in the Outstanding Musical category will perform a production number during the awards ceremony.

## **Outstanding Lead Actor and Outstanding Lead Actress**

Outstanding Lead Actor and Outstanding Lead Actress nominations must be based on the National High School Musical Theatre Awards Qualifying Roles list. To view the full list, visit [www.jimmyawards.com](http://www.jimmyawards.com).

Scores from adjudicators will determine the top 3 finalists for each of these 2 categories. Finalists will attend a live audition for a panel of arts administrators and teachers representing Lipscomb University and the Tennessee Performing Arts Center. The adjudicator score will count for 85% of the final score and the panel will provide the remaining 15% of the score to determine the winners in these categories.

## **All-Star Cast and Crew**

The All-Star Cast will include 2 students from each school nominated by adjudicators. These students will be nominated based on their standout performance, and can be given to lead, supporting, or ensemble roles.

The All-Star Crew will include 2 students from each school who are nominated by their teachers. Teachers will be asked to nominate students they feel deserve this honor, based on their hard work, team spirit, and leadership skills.

## **Student Choice Spirit Award**

During the workshops at Lipscomb University, students will be encouraged to vote for one of their peers to be presented with the Student Choice Spirit Award. This award will be given to a student who not only shows incredible talent, but also demonstrates a love for the arts and other people.



### **Design, Concept and Technical Award Categories Eligibility**

Spotlight Awards are intended to honor school theater programs and encourage participants to use their available school resources. Therefore, schools using a professional/guest designer are not eligible for the corresponding Spotlight Awards. Additional details regarding specific guidelines can be found below.

#### **Outstanding Costume Design**

Eligible for designs created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible. Volunteers may help construct/build costumes.

#### **Outstanding Hair and Makeup Design**

Eligible for designs created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible. Volunteers may help with application of elements for the performance.

#### **Outstanding Lighting Design**

Eligible for designs created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible. Volunteers may run this element during the performance.

#### **Outstanding Scenic Design**

Eligible for designs created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible. At least 50% of the set must be new or changed from previous use. Schools that rent, purchase as final product, or borrow more than 40% of their scenery and props are not eligible. Volunteers may help construct/build scenery and props.

#### **Outstanding Orchestra**

The orchestra must consist of at least 75% students and/or faculty. Schools using more than 25% professional/guest musicians are not eligible. Schools using tracks are not eligible.

#### **Outstanding Technical Elements**

The technical crew must consist of 90% students and/or faculty. Schools using more than 10% professional/guest technicians are not eligible.

#### **Outstanding Design Concept**

Eligible for designs created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible.

#### **Outstanding Choreography**

Eligible for choreography created by students and/or faculty at the school. Based on choreography, not implementation. Schools using a professional/guest choreographer are not eligible.

#### **Outstanding Music Direction**

Schools using live music accompaniment or tracks are both eligible for this award. Schools using a professional/guest musical director are not eligible.

#### **Outstanding Direction**

This category combines scores from 5 evaluation categories – Director's Concept, Stage Movement, Preparedness, Characterization, and Pace/Timing. Schools using a professional/guest director are not eligible.

## ADJUDICATION

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Adjudicators will evaluate how well a school is meeting or exceeding their own potential based on that school's unique resources and challenges, regardless of budget or size of the production. Different teams of reviewers attend each production, meaning that each school is evaluated independently of other school productions. Adjudicators are asked not to compare, but to provide valuable feedback in hopes of celebrating the achievements of each production and offering insights for strengthening future shows.

### **Community instead of competition**

Schools are not directly competing against each other, but rather challenging themselves to continually grow and create the best possible work they can in their circumstances. The Spotlight Awards program works to create a spirit of community and growth among high school theater programs. Our ceremony is based on the Tony Awards, acknowledging nominees as well as award recipients, and celebrating the overall arts happening in our community. We hope that each school will cultivate the arts community by supporting each other during the year, as well as at the ceremony.

### **About our adjudicators**

Our adjudicators are volunteers with substantial education, experience and passion for the performing arts. Among their ranks are teachers, theater critics, seasoned performers, directors, choreographers, arts administrators, teaching artists, and musical theater aficionados. All of our adjudicators have been trained in musical theater as well as by the Spotlight Awards administrators. A full listing of adjudicators will be posted online in October.

### **Conflict of Interest**

Adjudicators are required to alert the Spotlight Awards administrators immediately if there is a conflict of interest with a participating school. Adjudicators having a relationship, either professional or personal, with a particular school are not assigned to evaluate that school's production.

### **Anonymity**

The Spotlight Awards strongly recommend schools allow the adjudicators to attend performances anonymously, so they can fairly evaluate the production without lobbying from cast members' families and friends or other school representatives. Adjudicators should not receive preferential seating, treatment or gifts of any kind. Schools may be disqualified for providing special treatment.

### **Performance Tickets**

Up to 8 complimentary tickets should be placed at will call for the adjudicators and program administrators for Opening Night of your performance. Tickets should be listed under the name Jimmy Ward.

Please remember to respect the anonymity of the adjudicators. Do not provide preferential treatment. Seating on aisles or towards the rear of the theater are preferred.

**Feedback**

Each adjudicator is asked to focus their feedback in a positive way, with the goal of encouraging and growing the arts in our community in mind. Adjudicator feedback is meant to serve as an educational tool, for teachers and students to use these insights to make their next show even stronger.

Adjudicators have 1 week to turn in their ballots to the Spotlight administrators. Every effort will be made for each school to receive their feedback within 2 weeks of their performance close.

**Questions for the Director**

After the show closes, adjudicators may have questions about who an actor or stage hand was, or who designed something, etc. If so, you will hear from Spotlight administration with those questions. Please answer them as quickly as possible so that ballots and feedback can be completed. Adjudicators will NOT stay after the performance to speak to school representatives.

**Confidentiality**

Adjudicator feedback is submitted through a secure online form. Adjudicators will not provide oral critiques following the performance, nor should school expect to speak to the adjudicators at all. Adjudicators are not allowed to discuss the results, evaluations, scores, or feedback with anyone other than Spotlight Awards administrators in any format. This includes, but is not limited to: faculty, staff and students from a participating high school, other adjudicators, colleagues, social media networks, etc.

**All questions or comments about adjudication should be directed to Spotlight Awards administration – not to adjudicators.**

# LIPSCOMB UNIVERSITY WORKSHOPS

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## Preparation

Everyone will attend the Musical Theatre Masterclass workshop with our Host, and then select three other sessions. Students should select workshop preferences ahead of time, but also have alternates in mind in case their first choice is full. Workshops are filled at a first-come/first-served basis, and will close when they have reached the maximum number of students. Each student and adult chaperone who is registered will need to wear a name tag (received at registration) to be allowed entrance into the workshops.

Some workshops ask students to bring sheet music, a prepared monologue, etc. if they want to participate in the master class. This is not required, and some students may just want to watch. We suggest that students interested in auditioning for colleges and professional shows take advantage of this training.

## Campus Navigation

Signs and student guides will be present to help participants navigate the campus, and printed maps with locations noted will be available at morning registration. There will be 10 minutes between workshops for traveling between the locations. A campus map can be found here - <http://www.lipscomb.edu/uploads/14890.pdf>

## Workshop Offerings

Workshops offered include topics such as Musical Theatre Masterclass, Broadway Dance Call, Voicing Shakespeare, Dialects, Stage Combat, Children's Theatre, Monologue workshop, Scene Study, TV/Film Cold Reading Workshop, Design/Tech, Sound 101, and more. Additional information with specific workshop offerings will be provided in the spring.

## Attire

Participants should dress comfortably, as many workshops include movement or tech work that will require them to move freely.

## Transportation Drop off and Parking at Lipscomb:

Buses should drop off participants off at the AM Burton Health Sciences Center. This building connects to Collins Auditorium, and students will be present to guide participants to the lobby of Collins Auditorium for registration. After drop off, buses should go to the overflow parking lot (P3) on Caldwell Lane. Individuals coming in cars can park wherever spots are available

## Meals

Meals are not provided for participants, but there are several options available to you during the day.

Food trucks will be available for your convenience during the lunch break. Other lunch options include bringing lunch with you, ordering food delivery, or going off-site to eat. If you go off campus for lunch, know that traffic is heavy in the area, so allow extra time for travel.

Schools will have a dinner break from 3:00-6:00 p.m. During this time, school can choose to have food delivery to campus, or leave campus for dinner. TPAC concessions will be open during the Awards Ceremony, but will not open until around 6:00 p.m. Please note this break will also include sound checks and dressing for the evening event.

## SPOTLIGHT AWARDS CEREMONY AT TPAC

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The Nashville High School Musical Theatre Awards Ceremony is a community celebration of local arts education that acknowledges outstanding achievement and artistry in high school musical theatre, and provides an opportunity for students to share their art with each other.

### **Time and Place**

The Spotlight Awards Ceremony will take place May 11, 2019, 7:00-10:00 pm in TPAC's Jackson Hall (505 Deaderick Street, Nashville).

### **Arrival**

All participating school groups will need to arrive prior to the opening of the house doors. Schools are asked to arrive no later than 6:00 p.m. to be seated and go over instructions for the night. Doors will open to the public at 6:30 p.m.

### **Awards Ceremony Attire**

The Nashville High School Musical Theatre Awards is a red-carpet-style event based on the Tony Awards. The dress for this event is formal.

### **Transportation**

Bus parking around TPAC will be provided for those bringing school buses. Cars will need to find parking in one of the lots downtown, but be aware that many lots do have parking costs. Plan ahead for your parking if you are coming in cars – and remind parents of this as well.

### **Ticketing**

Per your registration, each participating school will be given 40 comp tickets to the Awards Ceremony. Additional tickets will need to be purchased, and may be located in a different section than your comp tickets. Additional tickets can be purchased at [www.tpac.org](http://www.tpac.org) once tickets are on sale.

### **Seating**

All participating schools and nominees will be seated in an assigned location on the orchestra level of Jackson Hall, separate from the rest of the audience. Nominees will be seated near the aisles in Jackson Hall to provide an easier transition to the stage, and may be separate from the rest of their school. Additional audience members will be seated in the remainder of the house (tier and balcony).

### **Award Presentation**

The Nashville High School Musical Theatre Awards will present both school and individual awards, and will acknowledge both students and teachers. The full outline of the ceremony and award presentations will be provided as we get closer to the ceremony.

## PERFORMANCES DURING THE CEREMONY

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The performance space on Jackson Hall stage is 44'w by 32' deep. All performances entrances will be from Stage Right, and after performance all exit Stage Left.

### **School Performances**

The 10 nominees in the Outstanding Musical category will perform a 3-minute production number. Start thinking of which number best showcases your production and how to remount it on TPAC's stage.

### **Outstanding Lead Actor and Actress**

The 3 finalists in these categories will each perform a 2-minute piece during the awards ceremony.

### **Costumes and Props**

Costume accessories and hand-held props that can be transported and kept by the student in their seat may be utilized to suggest character, time, and place if desired. There are no dressing rooms available for changing into costumes.

Directors should consider the formal dress of the evening when preparing for performances. Students may need to add tights to their dress or take off shoes for dance numbers.

### **Sound Check**

All those performing at the awards ceremony are required to attend sound check. Sound checks for Outstanding Lead Actor and Actress finalists will take place from 2:30-3:15 p.m. Sound checks for Outstanding Musical will be 10 minutes per school during the time frame of 3:15-5:15 p.m. Sound check time slots will be selected the first week of May.

### **Technical Elements**

No scenic elements will be allowed for the performance. All performances will take place on a bare stage. A lighting "look" will be created for your performance by a TPAC lighting designer.

### **Microphones**

Up to 10 handheld mics will be provided to students when they line up backstage Right. These microphones will be handed to a stagehand Stage Left when exiting. There will also be four "shotgun" microphones on the downstage edge of the stage. Any soloists should be blocked to stand as far downstage and in front of the shotgun mics in case a handheld mic goes out.

### **Accompaniment**

A piano will be available on stage for your use, but an accompanist will not be provided for you. Schools will be required to bring their own accompanist OR supply a musical track. The piano will be on stage (Upstage Left) the entire time, and will not be moved during the event. Accompanists will need to be present for sound checks as well as the performance during the ceremony.

## MEDIA SUBMISSIONS

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During the course of the year the Spotlight Awards administrators may need to photograph/video students, faculty, and other staff and volunteers involved with your production. Please be aware that participation in this program gives full rights and permissions to the Nashville High School Musical Theatre Awards, Lipscomb University, and the Tennessee Performing Arts Center for the use of such video and photos. Additionally, participating school's names, students' names and/or images may be used in press releases associated with the program.

### Waivers and Media Releases

Each school will need to turn in media releases by April 15. This will include individual releases for everyone in the show, as well as an overall school release. Anyone who may be in your photographs or on stage for the ceremony is required to turn in a waiver. Additional waivers will be required for submission to the Broadway League by the Outstanding Lead Actor and Actress and the chaperone who attends the Jimmy Awards with them.

### Cast Photo

Each participating school should submit a high resolution group photo including cast, crew, and student musicians. The photo must be in a .jpg format, horizontal, at least 300 dpi (preferable 600 dpi) and submitted via Dropbox. Photos must be received no later than April 15, no exceptions.

### Additional Photos

Each school has the option of providing up to 5 candid photos for use during the ceremony. These can be backstage or rehearsal photos, something that shows part of the process. Consider assigning a cast member to be in charge of these photo submissions. Photos are due no later than April 15. Schools that opt out of submitting these photos will not be included in the ceremony candid slideshow.

### Program Ad and Logo Usage

Each participating school is required to include the following logo and blurb in their performance program. A copy of the logo can be sent to you electronically on request. Please ensure that you are using the current logo and blurb when creating your program.



NASHVILLE HIGH SCHOOL  
MUSICAL THEATRE AWARDS

This production is part of the Nashville High School Musical Theatre Awards, hosted by TPAC and Lipscomb University. The Nashville High School Musical Theatre Awards program is a community celebration of local arts education that acknowledges outstanding achievement and artistry in high school musical theatre, and provides an opportunity for students to share their art with each other.

### Show Program

Each school should send pages from their show program by opening night. Programs are used to verify titles, spelling, numbers, etc. Please upload a PDF version to Dropbox. Please include any notes on pronunciation or spelling that the Spotlight Awards administrators may need.

### Video Submissions

Video submissions are no longer required due to licensing.

# FORM SUBMISSIONS

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## Licensing Information

The Tennessee Performing Arts Center and Lipscomb University expect all participating schools to acquire the necessary rights and royalties for their musical during the school year. Schools are required to submit a copy of their licensing agreement to TPAC no later than December 1.

## Production Detail Form

Each school will need to submit this form no later than 1 week prior to their show opening. This form will be shared with adjudicators and provides detailed show information such as eligibility for awards, show title, etc., but also includes supplementary information on your production such as resources available, director's notes, and rationale of artistic choices. Production Detail Forms can be submitted by email or through the web form.

## Nominee Acceptance Form

Nominees for all awards (except All-Star cast and crew) will be announced on April 26, 2019. All nominees will go on stage during the ceremony to be acknowledged, and each school should plan who is representing them for each nomination. After the announcement, schools must submit the Nominee Acceptance Form with this information no later than May 1, 2019. Nominee Acceptance Forms can be submitted through email or through the web form.

## Attendance Count and Rosters

Attendance and rosters are needed for multiple aspects, including planning workshop sessions, ticketing and seating and award acceptance. It is imperative that schools provide the most accurate information possible in regard to attendance counts and rosters. A rough attendance count will need to be provided by January 15, with a more firm attendance count by April 15. Final counts and full rosters are due no later than May 1. Please submit all count and roster information to both Lipscomb and TPAC.

## Performance Information Form

This form includes information about the performances during the awards ceremony. Students who are nominated for Outstanding Lead Actor and Actress will need to submit this form by May 1. Schools that are nominees for Outstanding Musical will need to submit this form by May 3.

## Additional Information

As the ceremony nears, additional information will be required such as transportation and additional performance details. This information will be due no later than May 3.

## Submitting Required Items

Dropbox – Beki Baker will send you a link to submit files to Dropbox. Photos, Programs, and Media Releases will be uploaded to Dropbox.

Email – When emailing information, please send to Beki Baker and Cassie LaFevor to avoid extra communication. Please email your rough attendance count in January, firm count in April, and final count with rosters in May. Transportation information should also be emailed in May.

Online Form – Several forms should be submitted online, and links will be provided to you. Please submit your Application, Production Detail Form, Nominee Acceptance Form, and Performance Information Form online.



# SPOTLIGHT AWARDS FORMS AND MEDIA SUBMISSIONS - CHECKLIST

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## DUE AT REGISTRATION

- Intent to Participate (ONLINE FORM)
- Application Fee (PAY ONLINE OR MAIL A CHECK TO LIPSCOMB)

## DUE BY DECEMBER 1

- Copy of show license (BRING TO SCHOOL ORIENTATION OR EMAIL TO TPAC)

## DUE AT LEAST 1 WEEK PRIOR TO YOUR SHOW OPENING

- Production Detail Form (ONLINE FORM)
- Adjudicator tickets (8) at will call for opening night under "Jimmy Ward"

## DUE BY JANUARY 15

- Rough attendance count (EMAIL TO TPAC AND LIPSCOMB)

## DUE BY APRIL 15

- Cast Photo (DROPBOX UPLOAD)
- (Optional) Candid Photos (DROPBOX UPLOAD)
- School Media Release (1 per school) (DROPBOX UPLOAD)
- Individual Media Releases (1 for each person who may be photographed/videoed during your production process or the awards ceremony - students, adult volunteers, faculty, paid artists) (DROPBOX UPLOAD)
- Firm attendance count (EMAIL TO TPAC AND LIPSCOMB)
- Show Program (including Spotlight Awards blurb/logo) and pronunciation notes (DROPBOX UPLOAD)

## DUE BY MAY 1

- Final count and roster (EMAIL TO TPAC AND LIPSCOMB)
- Nominee Acceptance Form (ONLINE FORM)
- (Outstanding Lead Actor and Actress Only) Performance Information Form (ONLINE FORM)

## DUE BY MAY 3

- Transportation information (EMAIL TO TPAC)
- (Top 10 Musical Nominees Only) Performance Information Form (ONLINE FORM)