



Massachusetts Educational Theater Guild

SUPERVISOR'S HANDBOOK

© 2019

TABLE OF CONTENTS -- Hyperlinks

[Supervisor's Role and Responsibilities](#)

[Before Festival Day](#)

[Festival Day: Morning](#)

[Directors' Meeting](#)

[During Festival](#)

[After The Last Show](#)

[Awards Ceremony Preparation](#)

[Sample Timeline from end of last show until Awards Ceremony](#)

[GUILD CONTACT INFORMATION](#)

[Awards Ceremony](#)

[After the Awards Ceremony](#)

[HOST SCHOOL HOUSE MANAGER AND STAGE MANAGER
INFORMATION/INSTRUCTIONS](#)

[David Dooley Award Speech](#)

[THEATER ETIQUETTE FOR FESTIVAL](#)

[DIRECTORS' GUIDELINES](#)

[FREQUENTLY ASKED FESTIVAL QUESTIONS FOR SUPERVISORS](#)

TABLE OF CONTENTS -- Not Hyperlinked

| | |
|---|---------------|
| Supervisor's Role and Responsibilities | 4- 7 |
| Before Festival Day Begins | 4 |
| Director's Meeting | 8- 9 |
| During Festival | 10- 11 |
| After the Last Show | 12- 14 |
| Awards Ceremony Preparation | 15 |
| Sample End-of-Day Timeline | 16 |
| Guild Contact Information | 17 |
| Awards Ceremony | 18- 20 |
| After the Awards Ceremony | 21 |
| House Manager/Stage Manager Information | 22 |
| David Dooley Award Speech | 23 |
| Theatre Etiquette | 24 |
| Director's Guidelines | 25 |
| FAQs | 26- 27 |

Supervisor's Role and Responsibilities

THE SUPERVISOR IS THE SOLE ARBITER OF ALL FESTIVAL RULES.

Before Festival Day

1. Email your host. Confirm the time that host site will open on festival day and that you have accurate directions to the site. Find out where you should go once you arrive at the building.
2. Ensure that you have access to appropriate Supervisor Google accounts before Festival Day. These will be sent to you by a representative from METG in the week leading up to Festival.

Festival Day: Morning

1. Arrive when the host site opens. Be on hand to handle any questions from the participants. **All supervisors and judges should complete your expense forms right away.** Converse with your fellow supervisor and plan who will return to the room with judges after the show and who will meet the times to post show times.
2. Check in with the host, take a tour of the facility and **be sure everything is all set for the day** including:
 - A. That your judges' room is a quiet, **separated** place, where no one else is allowed to enter. *If the judges' room is in a space that you aren't comfortable with (too public, open area, lots of traffic outside in the hall), contact your host-site coordinator immediately to make alternative arrangements.*
 - B. Ensure that the computers provided connect to the internet and a printer close by. Also please make sure there is computer access available for the nurse if necessary.
 - C. That the supervisors and judges have an opportunity to select their seats in the auditorium. Tape off surrounding seats to insure privacy.
 - D. There is a lavatory for the supervisors and judges which is not used by students, if possible.
 - E. There is a **separate** area for the calligrapher.
 - F. Check to see that food, drink and two meals are provided for the judges and supervisors. Inform hosts of any dietary restrictions you have. Please be mindful that providing food is a benefit but specific food requests should not be expected.
 - G. There is a runner for the supervisors and judges, with an established place to wait.
 - H. Find where the running timers are to be posted.
 - I. Remind Hosts that a list of disclaimers about plays that have mature themes or objectionable material, must be **prominently posted in the lobby and program.**
 - J. Discuss the David Dooley award, and plan to meet again at the end of the day to decide.
 - K. Make sure each school has been given a student recognition award
 - L. Remind the host director that timers, checker, nurse should all be at directors' meeting

- M. Ensure that there is a responsible adult serving as the Festival Technical Director backstage/in the wings for the entirety of the festival day.

Important: Remind the host that no member of the host school should enter the judges/supervisor area once everything is all set.

3. **Check the judging room for supplies.**

- ___ Writing utensils
- ___ Stapler and staples
- ___ All forms and directors' packets
- ___ Post-it-notes (3 colors- 1 per judge)
- ___ Copies of Company Breakdown Sheets for each play
- ___ Packets of very large manila envelopes, 12" x 15" (14)
- ___ All-star award certificates and gold seals
- ___ Clipboards (5)
- ___ Paper (pads of paper or loose paper for judges to take notes)
- ___ Penlights (5) and extra batteries
- ___ Paper clips (for grouping ensemble awards together)
- ___ Large roll of paper or whiteboard to write all-star company list.
- ___ Several different colored markers to write all-star company list.

House Manager/Checker:

- Be sure the host team has made arrangements to guarantee no show will start before the judges are in the house. If no arrangements have been made, **make them. Review the protocol for announcing plays.** (*A copy of instructions for house managers is included in this packet.*)

Runner:

- Let your runner know that s/he should stay just outside your room at all times, including at the end of the day until dismissed. The runner needs to be available to support the work of the supervisors and judges at all times.

Timers:

- Be sure timers know not to reset their watches until they have been compared in your presence. Arrange a convenient meeting place. The backstage timer will consult with you only if there is a time overrun on the set up or strike.
- Be sure timers know they are responsible for timing the 5 minute set up. Only the Stage Manager for the day has to time the strike. They only need to communicate with you if a set up goes over 5 minutes on all watches, including the adult stage manager backstage.
- Timers should use their information sheets for each show if the host collected them at tech rehearsals. If not, they need to get that information at the directors' meeting.

Stage Manager/Adult backstage:

- Let stage manager/adult backstage know that s/he can stop the 5 minute set up/breakdown if there is a safety issue with no penalty to the school. If the adult stage manager backstage deems a delay to be a safety issue, and it will take a considerable time to resolve, the supervisor must be notified. If the issue takes longer than 20 minutes to resolve, in order to maintain the timeliness of the day, that element must be cut from the production in consultation with the supervisor.
- At the end of the day, the stage manager/adult backstage should nominate a school to receive the “Stage Managers Award” to be presented at the Awards Ceremony. The recipient of the award should be communicated to the supervisors before dinner.

Emcees:

- Talk to the emcee about what is appropriate for introductions. (*A copy of instructions for emcees is included in this document.*) **Emcees should read any disclaimers that are in a program with regard to subject matter, language, etc.**

Calligrapher

- Be sure that the calligrapher knows that s/he must stay until the end of the festival.
- Let the calligrapher know that you will give him/her a list of awards to be made up after each show.
- Calligrapher should make up the participation awards now and test the template/printer.

Nurse:

- Make sure you know where s/he will be during the day.
- S/he should have a computer so that the medical forms can be accessed with your provided password. Alternatively, the host can print out the forms for all schools. If the nurse is using printed forms, they must be returned to you at the end of the day so that you can dispose of them securely.

4. **Check the paperwork** to see that everything is there. The host will have collected this information from participating schools at their tech rehearsals.

- Play script
- Company Breakdown Sheet*** **The Company Breakdown Sheet (CBS) has been updated for 2019 and should list all student members of the company— actors, technicians, and crew. The judges and supervisors will use the CBS instead of the program page. These should have been filled out digitally, but provided to the supervisors WITHOUT SCHOOL NAMES. Please remove school names if they are visible.**
- Timers’ Information Sheet (if the host collected this at tech; otherwise gather the necessary info at directors’ meeting)
- Director’s Statement (if applicable)
- Medical Form Signature Sheet

5. **Meet with the judges privately.**
- Be sure the judges are comfortable using the documents in Google Drive, and that all technology needs are met.
 - Be sure the judges each have a program, clipboard, penlight, pen, name tag and post-it-notes. Ask if there are any other supplies they need while they are watching performances.
 - Ask them to do all-star company nominations and fill out their ranking sheet after each show. Tell them you will have a short discussion at lunchtime to see if everyone is on the same page, and will tally up their ranks at the end of the day before having a final discussion.
 - Remind them that the judging criteria is in their packet from training and you have a copy as well (in Google Drive).
 - Remind judges not to delete ANY files off the Google during the festival day.

Directors' Meeting

Required attendees: (take attendance)

- Supervisors
 - Directors (adult representative from the first performing school, if necessary)
 - Timers
 - Checker
 - Host Coordinator
 - Nurse
- A. **Judges will attend to say good morning and introduce themselves. They should then leave for the rest of the meeting.**
- B. Welcome everyone and set a **positive tone for the day**. Introduce yourself and your assistant supervisor and the directors.
- C. Ask the host school to introduce the timers, nurse, and checker to the directors, and make any other announcements. (Ask the Host if water is allowed in the theater.)
- D. Ask where the checker will be and explain that every director, not a student, must go to the checker and check in before each show. All students must see all shows unless there is a waiver. The only show missed is the one prior to their performance. Please note that should you grant a waiver to any student, who is ill or to any student who believes that he/she would be offended by material, which is going to be presented, to sit out a performance; they must have an adult with them during that time.
- E. Ask for any missing material from the schools' packets that you noted earlier.
- F. Ask the directors if they have any students who may have a specialized pronoun or gender identity that they feel would be pertinent for the judges to know.
- G. Remind directors that no show will start until all are in the house and the judges are seated. Review the protocol for announcing plays.
- H. Tell where the times will be posted and that a show must go over on all three watches in order to be considered for disqualification.
- I. **Pass around paper for directors to write their preferred email addresses-- these addresses will be used at the end of the night when the lead supervisor will send reviews of ALL shows to each director.**
- J. Have each school's director introduce him/herself and the school and confirm timing information on chart that host has prepared:
(A copy of these questions is included to pass out at the Directors' Meeting.)
1. Name of the show.
 2. Timers' information if necessary (see timer info sheet).

3. Approximate running time of the show.
 4. Warnings about mature or potentially objectionable material in their plays.
(*Have them identify the nature of the problematic material so that directors can convey this information to their casts*).
 5. Use of strobe, gunshot, explosion or fog.
 6. Any program changes.
- I. Give the following reminders:
- ✓ Remind directors that no one is allowed to enter or leave the theater (except for illness or emergency) once a show goes up. Ask the host school if there is a system in place on both sides of the door to insure that this does not happen. Let the directors know where you will be seated and to come to you if there is a problem.
 - ✓ Remind directors to pick up packets in the judging room at the end of the day. Schools will receive copies of the justification sheet and their show's comments *only* in their packets. All comments for other shows will be emailed to directors the following day. This is in an effort to save paper and save time at the end of the day!
 - ✓ Remind all directors:
 - A. Rules of Theatre Etiquette
 - B. to make sure the rooms are cleaned at the end of the day. Tell them an inspection will be made before awards are given out. Ask the host to let you know of any problems.
 - C. to watch their assigned play in order to critique it and give them the number of the show they will watch. Assign Student Recognition Certificates to schools and ask to bring to Judges' room.
 - D. to go to a blackout at 39:50 if there is a risk they will go over. This is better than being disqualified.
 - E. to secure their valuables!
 - F. That schools moving on are required to attend meetings the Sunday after festival at 1:00pm. Please also tell them the location of the meeting.
- J. **Ask the second show of the day what they would prefer to do.** Either let the second show of the day miss the opening ceremony or remind the emcee to dismiss them from the hall before the first show starts. Most people prefer the former solution.
- K. Ask if anyone has any questions.
- L. Please remember that the "Spirit of Festival" starts with you; set the tone from your arrival!

During Festival

Be sure to **watch all plays** (*a ruling may be required by a supervisor*).

1. After a show, one supervisor should accompany the judges back to the judging room.
 - A. Create and insist on a quiet atmosphere in the judges' room. No persons, other than the supervisor and judges are permitted to remain in this room. Judges should start writing immediately!
 - B. Send runner for drinks, food, or supplies if necessary..
2. Judges should check off nominees for the **all-star company** immediately after seeing each performance and hand you their sheet.
 - A. Give the all-star program page to the calligrapher.
 - B. **Write the names of students nominated for the all-star company** on the large paper or white board provided. Also update the All-Star Form in Google Drive. *Update this throughout the day
 - C. Have a certificate made for each performer or technician receiving a nomination. Certificates can be destroyed later, if necessary.
 - D. Each member of an ensemble chosen for an award must receive an individual certificate.
 - E. If there are any shortages of seals or certificates, make a note of the school(s) and specific awards and notify the Guild. This is done by filling out the Additional Awards Form and sending it into the Guild in the Historian Packet. (*A copy of the form is included in this handbook.*) For the Award Ceremony, present the student with a photocopy of an award and let him/her know a real one will be mailed.
 - F. At preliminaries, all schools must receive at least two awards. Urge judges to look for the best in each performance. This practice also *is encouraged* at the semi-final and finals level.
3. **Check the Order of Preference form** that the judges use to see that it is updated after each show.
 - A. At lunchtime, look at all three judges' order of preference sheets. While they eat, facilitate a short conversation about the plays you have seen so far. The goal is for supervisors to "take the temperature" of the judges in regards to the work adjudicated so far. Be sure to take notes as the supervisors will want to reference these conversations later in the day.

4. The **second supervisor should meet timers and check all three watches.**
 - A. Post the time on the lowest watch and make a note of it in your program.
 - B. If a show goes over on all three watches, make a note of all three times in your program.
 - C. Notify the show's director immediately and discreetly, and then post the lowest time.
 - D. Judges do not need to be notified that the show has gone over time.

5. **Read the evaluations on the comment sheet for each play.** *If the judges resist letting you see their comments, gently remind them that it is part of your job.*
 - A. Comments should be constructive and delivered from the perspective of helping the director with the next rehearsal.
 - B. Judges should comment on both the strong and weak points of each production.
 - C. Judges should consider the Judge's Critique Suggestions in writing. They **DO NOT** have to answer all the questions. The questions are merely writing prompts.
 - D. If points are not clear or too harsh or do not meet with the Judging Guidelines, ask the judges to reconsider or to clarify.
 - E. Make sure that the judges comments are addressing the production, not the play itself.
 - F. Under no circumstances should the comments be insulting to the students or the director.

6. As forms are completed **put material in Directors, Guild, or Judges' Packets.** (A listing of packet needs is in the forms section) Use large manila envelopes provided by the host, and put correct names of recipient on the front.

7. Be sure the judges are back in the theater in a timely manner.

8. **During the second break (or toward the end of the day), please complete the Supervisors' Festival Feedback form in Google Drive.**

After The Last Show

1. Have the judges **nominate the all-star company members from the last show**.
2. Complete the ranking process for the end of the day.
3. Check with the timers and **post the last time**. Have the timers turn in their stopwatches.
4. Take the **last all-star company selections to the calligrapher**.
5. Have runners **collect student recognition awards**.
6. Allow the **judges some time to complete their writing**.
7. **Collect supplies to return** such as: clipboards, penlights, and other supplies provided by the host.
8. Have **the judges make the final selection for the shows going on**. If after a reasonable amount of time the judges have not completed their comment sheets, ask them to take a break and discuss the shows going on.
 - ✓ Give them the results of the tally sheet and confirm that all three judges are in agreement on the winning shows.
 - ✓ They should not discuss all shows seen that day. They need only discuss any differences of opinion on the placement of the top shows.
 - ✓ PRELIMS - You must have the top shows in 1st, 2nd and 3rd placement order for Prelims and **there can be no ties**. Shows cannot be placed for the next round if a tie occurs.
 - ✓ SEMIS – Choose only the top 2 shows as winners. You need not break a first place tie.
 - ✓ You might need to act as a facilitator to help the judges reach some of their decisions. It should be possible to simply "go by the numbers" when choosing the winning schools, but it may not be so easy. Judges need to come to an agreement they can live with. Some compromise is often necessary.
 - ✓ In the case that the judges can't break a tie after a reasonable amount of time, use the Tie Breaker Sheet (form included). Once those numbers are arrived at through the sheet, your winners will be set in stone. No more discussion.
9. **Phone in and Email results of the festival with each winner's exact placement**. While the judges are completing their comments, it is the perfect time to phone in the results. It takes several hours to prepare for the next day's directors' meeting, and it cannot be begun without all sites having

called in. **Please do not wait until the awards ceremony is over to do this.**

- ✓ Give your name; the name of the site; placement (1st, 2nd, and 3rd); name of the school, name of the show.
- ✓ Send a digital copy of the tally sheet and ranking bracket to president@metg.org . **This will be found in your Google drive folder.**

10. **Prepare the Justification Sheet** . This sheet tells in two or three sentences why a show is or is not going on to the next round. The sheet is copied for all directors. The judges' closing statements on their comment sheets could be used if they are specific. This can be written by the judges or done by the supervisor – most judges prefer to have the supervisors write the sheet. After you write it, the judges should read it and sign it. **This sheet will be found in your Google Drive folder.**

11. Have **judges make final selections for technical and acting awards**. Refer to the lists on the large paper or whiteboard to make the final decisions on the all-star company. Remember awards are not consolation prizes and should reflect the work done.

- A. Refer to Company Breakdown Sheet for each school to determine/confirm that the work being awarded is the students' work.
- B. If there are any questions, send the runner for the director and check with them outside the judging room.
- C. Remember that a student in an ensemble may be given an individual award for any work outside the ensemble.
- D. Remember that a school going on to the next round is an award in itself and does not need a full cast ensemble award as well.
- E. Please be sensitive to the situation where all schools or all cast members but one receives recognition. If possible, do not single out anyone in this way.
- F. It is a good idea for the judge to put a post-it-note on each award with a comment as to why the award is being given. This will help them at the awards ceremony when presenting the awards.

12. **Ask the Host stage manager** to single out a particular school with a **Stage Manager's Choice Award**. This is an award. It should be given to the school that was the most professional, easiest to work with, cooperative, etc. during the tech rehearsal and on festival day. The award is meant to honor the entire cast and crew, not just a Stage Manager who was cooperative. Please make that clear to the Host stage manager. Give this information to the calligrapher for a certificate.

13. Ask the Host Director to choose someone from his or her school for the **David Dooley Unsung Hero Award**. This award is presented to a member of the host school staff who exemplifies the “spirit of festival”

Awards Ceremony Preparation

1. Prepare the All-Star Company Awards.

- ✓ Apply seals to awards certificates
 - ✓ Mix acting and technical awards.
 - ✓ Be sure the first eight awards are for eight different schools.
 - ✓ Destroy any certificates done by the calligrapher and not being given.
Take pieces home.
2. Prepare Stage Manager's Award and David Dooley Unsung Hero Award.
 3. Collect Student Recognition Certificates from schools.
 4. Prepare the judges for the awards ceremony
 - ✓ Go over the procedure, what goes first, second, etc.
 - ✓ Go over the format for announcing the awards. Follow the format of SHOW NAME, ROLE, and STUDENT'S NAME. (Otherwise, the students will not hear it.) You have a form in this handbook for this. You can place the form on the podium as a guide.
 - ✓ Explain to the judges the arrangement of the awards is not to be changed by them prior to handing them out, so that each school will receive one award before others are given out.
 - ✓ Allow judges to write post-it notes for each award they are giving
 5. Make sure the All-Star Company form is complete
 6. Prepare the packets for the Directors, Judges, and Guild. The guild packet checklist is included in your Google drive to print and staple to each packet.

Directors' Packets:

- _____ Scripts
- _____ Judge comment sheets on **THEIR SHOW ONLY**
- _____ Justification sheet

Judges' Packets

- _____ Both judges' order of preference sheets & supervisor tally sheet
- _____ Justification sheet

Sample Timeline from end of last show until Awards Ceremony

| Time | Judges | Supervisors |
|-----------------|--|--|
| 5-10 minutes | <ul style="list-style-type: none"> ● Make all-star nominations for last show ● Finish Order of Preference sheet | <ul style="list-style-type: none"> ● Collect all-star noms & bring to calligrapher ● Post final show's time ● SM award ● Dooley award ● Send runners to collect student recognition awards from directors |
| 15 minutes | <ul style="list-style-type: none"> ● Writing time for last show | <ul style="list-style-type: none"> ● Supervisor's tally sheet ● DINNER ● OPTIONAL: Swing by the directors dining area to give an update on time. |
| 30 – 45 minutes | <ul style="list-style-type: none"> ● DINNER ● Discuss winning shows ● Choose all-star company | <ul style="list-style-type: none"> ● Discuss winning shows ● Call in/email winning shows ● Choose all-star company ● Do all-star company sheet ● Weed out award certificates not being used |
| 20 minutes | <ul style="list-style-type: none"> ● Finish writing | <ul style="list-style-type: none"> ● Justification sheet ● Put stickers on awards |
| 45 minutes | <ul style="list-style-type: none"> ● Divide up awards and write post-its ● Plan awards ceremony ● Approve justification sheet | <ul style="list-style-type: none"> ● Finish printing and putting together packets ● Organize materials for the awards ceremony |

GUILD CONTACT INFORMATION

Call in Festival results as soon as they are known. **Do not wait until after the awards ceremony.** Several hours of work must be done for the next day's Directors' Meeting and cannot start until all results are given. You may be leaving your information on an answering machine, so speak clearly. Repeat the information and leave a contact number in case there are any questions.

PRELIMS: Email and Call Maryellen McGarty

SEMIS: Email and Call Maryellen McGarty

Maryellen McGarty

774-521-3022

metg@metg.org

Give the following information:

Your name: (This is _____)

Site: (calling from _____). The shows going on are :

1st PLACE name of school, name of play

2nd PLACE name of school, name of play

3rd PLACE name of school, name of play

Repeat the results and then leave a contact number

PRELIMS – NO TIES ARE ALLOWED. ADJUDICATORS MUST BREAK TIES EVEN FOR FIRST AND SECOND PLACE.

SEMIS – 2 schools go on to finals; no rankings are necessary.

If there are any questions during the festival with regards to rules, etiquette or other festival matters, you may contact the Guild President. If advised to complete a medical incident report, make sure that it is printed and included in the president's packet.

ALICIA GREENWOOD (METG President)

(cell) 978-866-6373

(email) president@metg.org

Supervisor Trainers:

**Chris Brindley -- cbrindley@metg.org Caitlin Lahey -- clahey@metg.org
Awards Ceremony**

We ask that supervisors follow the following format as closely as possible so that the audience can fully appreciate the awards presented. Please be sure to be friendly and professional in your demeanor. Please avoid long speeches or jokes.

SUPERVISOR

____ A. Check with the host to be sure all awards and materials necessary for the ceremony are there before beginning.

____ B. Greet the schools and thank them for their patience while the judging was completed.

____ C. Introduce yourself and the judges.

____ D. Thank by name –

____ The host school for hosting and assistance.

____ The timers

____ The checker

____ The runner

____ The nurse

____ The calligrapher

Give any other special thanks for support at that site.

____ E. Recognize the directors with applause.

____ F. Recognize the technical personnel with applause.

____ G. Recognize the graduating seniors with applause, and urge them to stay involved.

____ H. Recognize the parents with applause.

____ I. Remind the schools to make sure areas they used are clean.

PRESENTATION OF STUDENT RECOGNITION AWARDS & PARTICIPATION CERTIFICATES

____ A. Ask for two students from each school to come onstage to present the Student Recognition Awards and receive the Participation Certificates.

____ B. Have the students stand in the order in which their school performed that day.

____ C. The representatives will read their certificate and pass it on to the next school. The Supervisor hands the school the Participation Certificate. Schools remain on stage while this process is taking place

____ D. Ask the students to sit down.

____ E. Ask the host school's stage manager to come up to present the Stage Manager's Choice award.

____ F. Ask the host school director to come up to present the David Dooley Award.

____ F. Announce that the judges will present the All-Star Company Awards.

JUDGES

____ A. The first 8 awards should be presented to different schools. Present individuals within an ensemble together, but make sure that each individual's name is read.

____ B. **Be careful to announce the awards in the following order so the audience can understand who is being recognized.**

1. The Play
2. The tech or acting role
3. The student's name

SUPERVISOR

____ A. Congratulate the all-star company and ask them to stand for a round of applause.

____ B. Before announcing the schools which are going on -

- ____ 1. Remind the schools going on they must meet the next day at 1:00 at _____ (meeting location).
- ____ 2. Remind directors to pick up their packets in the judging room after the ceremony.
- ____ 3. Remind directors of schools going on that they should bring a corrected program page to the meeting the next day.
- ____ 4. Announce that the judges and supervisors will make themselves available after the awards to talk with directors.

____ C. Announce that the three schools going on will be announced in no particular order. Ask that each school send one representative to accept the award.

____ D. Turn the mic over to the judges to present the awards.

JUDGES

Judges present the awards. Announce that awards are being presented in no particular order. Give the reason for the selection, the name of the production, and lastly, the name of the school.

SUPERVISOR

Wrap up the awards ceremony with some sense of closure.

Be sure no papers, post-a-notes, etc., with comments on them are left behind.

After the Awards Ceremony

1. Return to the judges' room.

2. Give the judges their packets.
3. Return packets to directors as they come in and thank them.
4. **Email each director (using the preferred emails you collected at the director's meeting) with digital copies of EACH show's critiques.**
5. Be sure that all judges' comment sheets and any other files used during the day are saved to the METG Google drive and not located on any school computers
6. Ask the Executive Council member at your site to take the sealed Guild packets to the meeting the next day. (Sealing is to prevent things falling out. Excessive tape is not necessary.)
7. Check with the host to be sure T-shirts and T-shirt money are being sent to the meeting the next day with a school (either a winning school or guild representative).
8. Be sure no written evaluations, certificates, or other judging materials are left at the site. **(Check the trash!)**
9. Stay around the judges' room for a few minutes while directors interact with the judges.

Thank you for supervising!



THE MASSACHUSETTS
EDUCATIONAL
THEATER GUILD, INC.

HOST SCHOOL HOUSE MANAGER AND STAGE MANAGER INFORMATION/INSTRUCTIONS

(FOR PRELIMINARIES AND SEMI-FINALS)

In order to keep festival day moving on schedule and ensure that no “false starts” occur, the METG is providing these guidelines for host HMs and SMs.

Stage Manager: There must be a host stage manager backstage at all times during the festival day. This person may be a student or an adult; **however, if the SM is a student, there must also be an adult backstage at all times** to supervise and help make safety decisions.

Safety Exception to the 5-minute setup rule: The host SM/backstage adult supervisor may “stop the clock” during a 5-minute setup or breakdown in the event that there is a safety concern. If you do decide to do this, you may allow the crew of the presenting school up to 30 minutes to resolve the safety issue and continue their setup. If after 30 minutes the issue cannot be resolved, that element needs to be cut from the show and the crew must continue the setup without it. Whenever a safety exception is made, please inform the supervisors.

House Manager: You are primarily responsible for ensuring that the judges and supervisors are in the theater before each show begins. Please arrange a communication system with your Checker, Stage Manager, Emcees, and Judges’ Runner to make sure that this system works smoothly.

Procedure for announcing each show:

1. Please give the judges and supervisors a 5 minute warning right before you are sending the Emcees onstage. This should happen when all schools are seated in the theater.
2. Emcees come onstage and do their announcements, including reading the rules, advertising T-shirts, introducing the upcoming show, reading any disclaimers, and then asking the audience to hold for the judges. (“Our next production will be William Shakespeare’s *Much Ado About Nothing*, performed by Brighton High School. Please be advised that this production uses a strobe light. Once the judges are in the theater, we will begin.”) During this, the Judges’ Runner should be escorting the judges and supervisors to the theater from their room.
3. The judges and supervisors should then enter the theater and take their seats. Then, cue the SM that the judges are seated, so the Emcees can announce the show again over a mic from the wings. And now, *Much Ado About Nothing!*)



THE MASSACHUSETTS
EDUCATIONAL
THEATER GUILD, INC.

David Dooley Award Speech

Several years ago, the METG lost a dear friend, colleague, and long standing member, David Dooley. David's tenure with the Guild spanned decades, and in that time, he served in a number of capacities including director, council member, supervisor, lead supervisor at Finals, and trainer of the supervisors.

To honor David, the Executive Council created the David Dooley Award; the award I have the privilege to now present. This award is given to a member of the host staff that best embodies the spirit of festival that David so exemplified. In concert with the host school director, this award is given to the unsung hero of the day- a student we all felt has gone above and beyond to make this day successful, all the while receiving little fanfare for his or her hard work.

This year's David Dooley award winner is:



THE MASSACHUSETTS
EDUCATIONAL
THEATER GUILD, INC.

THEATER ETIQUETTE FOR FESTIVAL

The METG believes that one of our most important jobs as theater educators is to inspire, teach and guide our students to be better audience members. With this goal in mind, we request that you share, review and discuss the following with your students and with any adults that will be attending Festival as part of your Festival group.

- **Be respectful while waiting for a performance to begin.** In any waiting time, i.e. before a show, before the awards ceremony, the audience should keep the noise to a quiet conversation level. The school preparing to perform deserves the time to focus, mentally prepare and to develop the concentration required for performance.
- **The role of the Emcee is to welcome the audience, introduce a school and announce their play, and read the rules of the METG.** It is up to each Hosting School to educate their Emcees to follow this policy. Emcees should not perform skits, tell jokes or conduct themselves in a manner that will incite “stadium behavior” from the audience - it is not fair to the school that is preparing to perform.
- **Help eliminate distractions in the theater** by prohibiting students from bringing in cell phones, iPods, laser pointers, beepers, beeping watches, and food and drinks. The METG encourages Host Schools to prohibit food and drink in the theater (even if your school typically allows it). Remind your students of the noisy effects food wrappers can have in a quiet space.
- **Be respectful of the space.** You are a guest in someone else’s theater. Wearing hats, stepping on and over seats, and putting feet up shows disrespect.
- **Pay attention to the show.** Conversation, listening to an iPod, or text messaging are not appropriate.

Theater is an illusion. Any disturbance that takes an audience member out of that illusion can be detrimental to both the performance and its impact.



DIRECTORS' GUIDELINES

We believe that the vast majority of students who attend Festival show a great deal of respect and enthusiasm for theater. Most students who act inappropriately do so out of ignorance of appropriate behavior. As directors and educators, it is our responsibility to educate our students.

Further, we would like to remind all directors of the following:

1. Directors & schools are ultimately held responsible for the behavior of their students.
2. It is considered inappropriate to exhibit disruptive behavior and noise during another school's performance – and it will be dealt with during Festival by the Supervisors.
3. Any inappropriate behavior during or AFTER Festival day may be dealt with, with any or all of the following consequences.
 - ✓ A verbal warning from the Supervisor to the Director concerning the behavior of the offending student(s).
 - ✓ A verbal warning from the Supervisor to the offending student(s) and/or school.
 - ✓ Disqualification
 - ✓ A letter to the principal of the offending school.
4. Supervisors will give notice in writing to The Executive Council of any warnings given to a particular school.
5. The METG. will uphold and support decision(s) made by a Supervisor regarding inappropriate behavior of a student or group of students.



FREQUENTLY ASKED FESTIVAL QUESTIONS FOR SUPERVISORS

1. **What do non-competitive schools receive?** They receive a written critique of their work; they will give a student recognition certificate and their students are eligible for all-star company awards. The only difference is that non-competitive schools automatically receive the last slot in the evaluation, because they have elected not to go on to another round.
2. **How are the student recognition awards decided and given?** Each school critiques a show following theirs with the exception of the last show, which will critique the first show. (The formula is: 1-2; 2-3; 3-4; 4-5; 5-6; 6-7; 7-8; and 8-1.) Each school should receive at the Directors' Meeting a paper copy and a regular copy of the Student Recognition Award. Whether you collect these awards before the Awards Ceremony or allow the schools to bring them is up to you.
3. **Who gives out the student recognition awards?** The awards are given out by students from the participating schools. Two students should be called up to the stage at the beginning of the awards ceremony to present an award and to receive their award. Awards should be presented in the order in which the schools performed. The last school presenting to the first. Schools should remain on the stage during this portion of the ceremony and be seated when all schools have received the student recognition award.
4. **What is the Stage Manager's Choice Award and who gives it?** The Stage Manager's Choice Award is given by the host school to the school that most exemplifies cooperation and efficiency during the tech time, set up time and strike. This award does not have to be given. The host school's stage manager or someone from his crew should present the award to the chosen school and explain why it is being presented.
5. **What do I do with Medical/Liability Forms?** Medical/Liability forms are now on an online server for the day that the nurse can access with an entry code sent to the host. However, there may be a few medical forms that are still submitted as paper copies. These should be returned to the school if they are moving forward in the festival. All other paper forms should be returned in the "Extra Supplies" folder.
6. **Who is allowed in the judging room?** The judging room is for judges and supervisors. However, some schools today allocate a larger combination room for this purpose. If this happens the calligrapher may be in this area. The key is to have a quiet place for the judges to write (this includes supervisor conversation) and an environment where judges will not be concerned that what they say will be overheard by the host school personnel/calligrapher and get back to participating schools. If the area assigned will allow for the needs of the judge and work of the supervisor, the calligrapher can work in the same space. (Realize that some schools cannot give additional space.) *Directors are not allowed in, including the host director.*

7. **What do I do if a student is ill?** As the guild representative at your festival site, you can grant a waiver to any student who becomes ill. Make sure that the student first sees the nurse on duty to determine if the illness is an emergency situation. If it is not an emergency but the student does need to leave, you may excuse him or her. You must notify the president by email at the end of the day – please include the student’s name, school, and what happened in your email.
8. **What do I do if the judges need more information from a director?** Sometimes program pages are incomplete or inaccurate, despite our best efforts. If a judge has a question that cannot be answered by consulting the program page and/or student tech form, you should ask the runner to find the director from the school in question and bring that director to the judges’ room. You should meet with the director outside the door to your room and ask him/her the question.
9. **What can get a school disqualified?** The grounds for disqualification are: going over 40 minutes, going over the 5 minute set up, repeated theatre etiquette offenses, or breaking the law. If you must disqualify a school for any of these reasons, please call the president immediately.
10. **What do I do if a show goes over 40:00?** First, consult with all three timers. The show must have gone over on all three stopwatches to be disqualified. Once you have confirmed that a show has gone over, find the director and inform him/her immediately. Then you may post the lowest time outside the theatre. You do not need to inform the judges, unless they ask. Call the president immediately if you need to disqualify a school for going over time (or for any reason!).