

Illinois Theatre Association President Timothy Ortmann created a special committee on Self-Governance for the Illinois High School Theatre Festival. This committee was charged with the task of exploring a variety of issues to determine if the ITA should create specific policies to help govern the Illinois High School Theatre Festival Planning Committee.

The Self-Governance Committee consists of:

Mark Begovich, chair

Patricia Haynes

Mark Kaetzer

Kurt Steinhauser

Larry Williams

This final report from the Self-Governance Committee is respectfully submitted on February 18, 2009 by Mark Begovich, chair.

Approved by the Illinois Theatre Association Board on March 1, 2009.

***POLICY:***

The High Schools with which an Illinois High School Theatre Festival Committee Member is currently affiliated may not submit a full-length production for consideration at the Festival. In addition, the Committee member may not submit a Showcase that she/he directed.

Rationale: It is a Festival that is designed to promote inclusion. It is a conflict of interest for a Committee Member to have her/ his school selected.

***POLICY:***

All Illinois High School Theatre Festival Committee Members must be ITA members (individual, life-time or organization) in order to hold and retain their Committee Membership. All Directors of shows (or Sponsors of Student Directed shows) for consideration for performance at Festival must also be ITA members in order for their production to be eligible for performance at Festival.

Rationale: This idea is due to the fact that IHSTF is part of the ITA. Participants should be members.

## ***POLICY:***

There shall be no more than 2 Associate Directors for any position on the Illinois High School Theatre Festival Committee. The Associate Directors are voting committee members.

The Associate Director positions are:

Workshops

Play Selection

Auditions, Exhibits

Promotions

All-State Director

All-State Producer

The Historian/ Documentarian is a voting member.

The Executive-Director elect is a voting member with one vote regardless of other duties on the committee.

The Executive-Director emeritus is a voting member with one vote regardless of other duties on the committee.

The ITA Liason is a non-voting member unless he/she is serving in Associate Director position.

University and Student Representatives are Ex-Officio non-voting members.

If the Executive-Director wants to add a “Committee Position”, it must be approved by the ITA President and that position is for that Festival only. For an on-going Committee Position, the ITA Board must approve that position.

Rationale: This avoids the “little league” feel. The Executive Director may add Assistant Directors, Coordinators, etc. These members can do a variety of jobs and responsibilities. However, these individuals are non-voting ex-officio members of the committee. There needs to be a set position of voting members. There needs to be some cohesion.

***POLICY:***

A Secondary School Division Representative shall serve as the ITA Liaison for the Illinois High School Theatre Festival Committee during the second year of her/his term. If this individual cannot meet this responsibility, the ITA President may then designate an alternate liaison. The liaison shall be a non-voting member of the committee, unless she/he is serving as an Associate-Director, too. This involves attending Festival Planning Committee Meetings and reporting back to the ITA Board.

Rationale: It is the Secondary Division event. It is the major ITA event. The Board needs to bridge that gap to promote ITA's involvement. It alleviates the us/them idea. It makes everyone seem to be a part of the event.

***POLICY:***

No one school may have more than 7 students in the All-State Cast and Crew combined. The Illinois High School Theatre Festival will not limit the number of applicants from any one school.

Rationale: A tough situation. Where do we start and stop? If the idea really is representing the State, then we need to limit the number of students from any one building being represented. We need to allow more than 5 cast and crew applicants from schools. If we cap it at 10 in each area, can all 10 be taken? This point allows growth, but still allows representation.

***POLICY:***

The Executive Director search needs to begin in March and completed by July 1<sup>st</sup> to allow for the 2 executive Directors to discuss the committee membership.

Rationale: It allows for more discussion and the selection of a strong committee.

***POLICY:***

The Executive Director shall select the Associate Director: All-State Director.

The Following Are Suggestions for Consideration:

The All-State Director should not be from the same school as the Executive Director.

The All-State Director should have previously worked on an All-State production, part of the Festival Committee, and/or played a significant role in a Festival; this person then has a working knowledge of the All-State & Festival Experience.

The Executive Director should select a Theme first; then the Executive-Director should work on selecting a director and a show that meets that vision.

The All-State is NOT the Festival, just a component of the whole.



***POLICY:***

The Illinois High School Theatre Festival does not censor content of the Art. If a show is to be performed with content that is of a mature subject matter, the Committee will provide due diligence to sponsors to alert them about the content with plenty of time to discuss with their students and/or choose not to have her/his students attend the event.

Rationale: We do not censor, but we can make people aware of content. This notification can be done by alerts on packets, program blurbs, and/or tickets.

### ***POLICY:***

In the event of a University Report of severe inappropriate behavior of a Participant, the Executive Director reserves the right to cancel the performance, workshop, or exhibit at Festival. In addition, the Executive Director shall investigate the situation. He/She may send a copy of the University Report to the school's principal. The Illinois Theatre Association President may choose to ban this school from performing at Festival for 3 years. Furthermore, if there are repeated reports about a representative/ school, the Illinois Theatre Association may choose to ban the school/ representative from attending the Illinois High School Theatre Festival for 1 to 4 years.

Rationale: There have been over time repeated difficult directors at both Universities. The rationale of this policy is to protect our University partners and allows for the leadership to handle the situation when the severity warrants it. This Festival is a celebration of the Art. Our University Partners deserve the respect and support from the Parent Organization. Simply, the "Diva" attitude shall not be permitted.

***POLICY:***

In the event that a school's production does not meet the University's safety standards, the school will be given a chance to remedy the situation. The Executive Director will be notified and be involved in the discussion. If the remedy can not be achieved by performance time, the production may not be performed. The University shall provide the University's safety standards in the Fall Mailing.

Rationale: Safety concerns for shows...again, there have been issues. Note: this includes fire proofing which is becoming a bigger issue at Universities. Laws are becoming stricter at the University level. Liability is a serious concern. We must protect the event and our University Partners.

### *BEST PRACTICE*

Before selecting her/his Festival Committee, the current Executive Director should have an open and honest discussion with the incoming Executive Director concerning Festival Committee membership. This aspect allows individuals who may be available to serve for an additional year to provide continuity and change. The goal is to have great people working on the Festival.

Rationale: This idea allows for a breadth of experience. The Festival Directors should communicate and discuss the membership.

## *BEST PRACTICE*

### WORDING IN THE MAILING:

A School will be assigned a registration number when the school has submitted an application with all required signatures; medical release forms for each participant; and the required payment (a purchase order number is acceptable).

Once Registration is Full, schools will be put on a waiting list. Note: we often reach capacity several days, if not weeks, before the deadline.

### Grey Area:

If a school is missing info due to MINOR clerical error, a med form...inaccurate payment...that school will be notified, yet still given a registration number.

However, schools missing signatures on application will not be assigned numbers. Schools missing all med forms and/or payment will not be assigned a number.

On the day that capacity is reached...ALL applications from that day will be placed on the waiting list. The Executive Director shall be the judge of the wait list taking into account- workshop leaders, performing schools, and any other factors she/he deems fit. No school may be removed from the Wait List until after final numbers of additional registrations for selected plays are added into the Registration total.

The Following are practices that are procedural in nature:

Registration must be by mail. No registrations will be allowed on site.

Time will be allowed for a Thespian meeting and Thespians may screen shows performed at the Festival, but no restriction for Thespian membership will be placed on the selection committee in choosing schools to perform.

Vendors are not allowed to sell items at Krannert Center for the Performing Arts.

Performing schools must provide their own ushers for full-length and showcase productions. Eight (8) ushers are recommended for all full-length productions. These individuals should be from your group and not added participants only for ushering.

Festival policy was reconfirmed that there would be no flying allowed at the Festival. In addition, there would be no exceptions on the evaluation cut-off date. Any applicants not scheduled to perform before the cut-off date will be asked to give a preview performance for evaluations prior to the cut-off date.

Surplus funds will be returned to the Illinois Theatre Association.

Stuffers/surveys from universities will not be in the registration envelopes, but can be distributed in a variety of other ways at the Festival.

Each theatre will have a house manager.

Ticketed persons will be seated first. Five minutes before curtain time, anyone without a ticket and wearing a badge will be admitted to available seats. Curtain time will be five minutes after the published time. Performance tickets are valid only until the printed curtain time. At that time people with badges who do not have tickets will be let in to fill empty seats. In addition, all performance directors should be notified that performances will be held to allow seating of audience members without tickets.

Community theatres and university theatres can perform in Festival Showcase slots, but first priority must be given to selected high school productions.

Medical release forms are needed for participation in the Festival.

In order for a school to participate, the principal must sign the registration form. (This may be modified if/when we move to electronic registration).

A single production cannot be submitted in both the full-length and showcase categories.

The Planning Committee registers but they do not have to pay registration fees.

Full-length and showcase tickets are not available for parents and friends who are not paid Festival participants.

All people involved in any Festival event (workshops, productions, evaluations, showcase, etc.) must be officially registered for the Festival.

There shall be a replacement charge for badges.

There shall be an attempt to have 2 responders to Showcase productions and 3 responders to Full-Length productions.

Committee members who expend money must adhere to university purchasing policies. Also, Social Security numbers are required for payment to an individual and FEIN numbers are required for payment to a business, school, or agency.

Universities or vendors who underwrite portions of the Festival will receive free exhibit space.

It was emphasized that all committee members are needed at all meetings for decisions and discussion of agenda items affecting the entire planning at the Festival.

Junior high schools are not allowed to have students attend the Festival, although junior high teachers are encouraged to attend.

School administrators, legislators, and the national thespian director should be invited to attend the Festival.

Only high schools productions, involving currently enrolled high school students and produced during the current school year can apply for a full-length production slot at the Festival.

Date of graduation is the deciding factor regarding auditions, so graduating juniors may participate in the audition process.

Once a show is commissioned it is guaranteed a performance at the Festival. Commissioned full-length productions will receive travel expense.

Colleges and universities participating in auditions are required to provide an exhibit. This entitles them to two paid participant badges and one audition packet. Additional people at exhibit tables or participating in the audition process will need to pay registration fee.

It is the responsibility of the school performing to take care of their own royalties.

Recordings cannot be used for the purpose of play evaluations.

Spring productions cannot be considered for play selection.

Emergency Procedures:

Medical emergency: Contact Medical technician first, then contact headquarters.

Non-Medical emergency: Contact campus police first, headquarters should be notified second, the school sponsor should be notified third, and the parents of the student should be contacted fourth.

Regional Coordinators are extended the privilege that they do not pay registration at the Festival.