



## Award Category Eligibility Form

**SHOW DIRECTOR:** Please provide only the information requested. Give this form to a Mentor no later than 30 minutes before curtain. Information marked by (\*\*\*) must be provided for a candidate to be award-eligible.

School \_\_\_\_\_ Director \_\_\_\_\_ Phone \_\_\_\_\_

Show \_\_\_\_\_  Musical  Play Date \_\_\_\_\_

### Marketing and Publicity

Eligible  Not Eligible

Marketing and publicity refers to the publicity campaign for the produced play or musical. The materials or description of campaigns must be available to the Critics prior to the show and must be the original work of a student or group of students in grades 9 through 12. This may include, but is not limited to: (a) graphic design, (b) poster, (c) program, (d) web site, (e) press release, (f) trailer or other media, or (g) lobby display. **Significant documentation that clarifies the student versus adult contributions for each aspect of the work is strongly recommended. If either component (design and/or execution) is primarily student done, then the production is eligible for an award in that technical category, assuming that there is substantial documentation to prove that element was student done.**

Names (Maximum 4): \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

### Sound

Eligible  Not Eligible

This Category incorporates the technical aspects of sound, including amplified sound, sound effects, and music not performed by live musicians. The extent of sound amplification, the frequency and timing of sound cues, the visual aspects of the placement of sound equipment, and the use of sound equipment by performers, are factors. All work must be done by or under the direction of one student or a small group of students, but adult guidance is permissible.

Names (Maximum 4): \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

### Lighting

Eligible  Not Eligible

This Category incorporates the design and execution of stage lighting, including lights that are part of any sets, costumes, props, or still-projection (gobo) special effects. The timing and coordination of light cues, and the use of lit areas by the cast on stage, are factors. All work must be done by or under the direction of one student or a small group of students, but adult guidance is permissible.

Names (Maximum 4): \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

### Sets

Eligible  Not Eligible

Sets refers to the design, construction and finishing work on all scenes, including back walls, stage trim, furniture, and every physical item other than lights, costumes, and hand-held props. All design work must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. A majority of the construction and finishing work must be done by students, but some adult participation is permissible, especially as required to ensure performer safety. Furniture need not be made by students. Crew work (in set changes) is not a factor. **Significant documentation that clarifies the student versus adult contributions for each aspect of the work is strongly recommended. If either component (design and/or execution) is primarily student done, then the production is eligible for an award in that technical category, assuming that there is substantial documentation to prove that element was student done.**

Names (Maximum 4): \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_



### Costumes

 Eligible     Not Eligible

Costumes refer to the design, assembly and making of costumes, and the speed of costume changes. Costumes are defined as anything worn by performers, including hats and footwear. All design and assembly must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. A significant proportion of the costumes must be designed and acquired or made by students specifically for the show. Some non-student-made costumes (for example, costumes that are rented, made by parents, drawn from a school's costume collection, and/or borrowed from elsewhere) are permissible, but only if a list of rented or adult-constructed costumes is provided to Critics prior to the show. **Significant documentation that clarifies the student versus adult contributions for each aspect of the work is strongly recommended. If either component (design and/or execution) is primarily student done, then the production is eligible for an award in that technical category, assuming that there is substantial documentation to prove that element was student done.**

Names (Maximum 4): \_\_\_\_\_

\*\*\* Costumes Made by Students: \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

### Make-up

 Eligible     Not Eligible

Make-Up refers to the design and execution of all facial (and other) cosmetics, hair, nails, and props (for example, fake noses, ears, hands, or feet) attached to performers' bodies. All work must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. The extent of make-up done by specialist (as opposed to performers doing their own) must be identified to the Critics before the show. **Significant documentation that clarifies the student versus adult contributions for each aspect of the work is strongly recommended. If either component (design and/or execution) is primarily student done, then the production is eligible for an award in that technical category, assuming that there is substantial documentation to prove that element was student done.**

Names (Maximum 4): \_\_\_\_\_

Makeup (Characters) completed by Students: \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

### Props

 Eligible     Not Eligible

This aspect of theatre refers to the design, construction or collection, and use of student-designed props that are neither sets nor costumes (that is, handled by performers but not attached to their bodies). Examples include, but are not limited to, weapons, food, beverage containers, and live animals. This work must be specifically identified to Critics prior to a show. All work must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. The quality of performer-use of props is a factor, but a performer who uses props and effects (for instance, a puppeteer or magician) may be considered only if she/he assisted in the design and/or construction of the props. **Significant documentation that clarifies the student versus adult contributions for each aspect of the work is strongly recommended. If either component (design and/or execution) is primarily student done, then the production is eligible for an award in that technical category, assuming that there is substantial documentation to prove that element was student done.**

Names (Maximum 4): \_\_\_\_\_

Props Created by Students: \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_



## Special Effects and/or Technologies

 Eligible     Not Eligible

This aspect of theatre refers to the design, construction, or collection of special effects and/or technologies that are neither sound nor lighting. Examples include, but are not limited to, video, magic, fog, aromas, projections, and digital effects. This work must be specifically identified to Critics prior to a show. All work must be done by or under the direction of one student or a small group of students in grades 9 through 12, but adult guidance is permissible. The quality of performer-use of effects is a factor, but a performer who uses effects (for instance, a magician) may be considered only if she/he assisted in the design and/or construction of the effects. **Significant documentation that clarifies the student versus adult contributions for each aspect of the work is strongly recommended. If either component (design and/or execution) is primarily student done, then the production is eligible for an award in that technical category, assuming that there is substantial documentation to prove that element was student done.**

Names (Maximum 4): \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

## Stage Management

 Eligible     Not Eligible

This category incorporates the effectiveness and timing of all cues. In addition to the performance, the stage management should be evaluated on the evidence provided in the Cappelletti Room. e.g. prompt book, rehearsal reports, pre/post show checklists. **All work must be done by or under the direction of a student stage manager or a student management team, but adult guidance is permissible.**

Names (Maximum 4): \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

## Stage Crew

 Eligible     Not Eligible

This category incorporates the effectiveness, smoothness and timing of scene and prop changes. In addition to the performance, the stage crew should be evaluated on the evidence provided in the Cappelletti Room e.g. shift plot, fly rails, tracks, special effects (confetti cannon). All work must be done by or under the direction of a student crew head or a student team, but adult guidance is permissible.

Names (Maximum 4): \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

## Orchestra

 Eligible     Not Eligible

This Category is for a group of musical accompanists that performs not less than six full songs, as accompaniment to vocalists, and will be evaluated for tone, pitch, authority, balance, pace, performer support, and other factors of musicianship that may contribute to a successful show. An orchestra may be a combo, band, orchestra, or any other group of not less than 3 musicians, of whom not less than 80 percent are students. (A four-member orchestra must be all students, a 5- to 9-member orchestra may have one adult, a 10- to 14-member orchestra may have two adults, etc.) A conductor who is an adult and does not play an instrument will not be included in this percentage. Whether the score is performed as written for professional orchestras, or performed as simplified for student orchestras (by the publisher or by the school's own music director), is a factor.

Title of Orchestra: \_\_\_\_\_

The Orchestra is performing  The usual show score  
 A score specially adapted for HS use

Anything Critics Should Know: \_\_\_\_\_



## Choreography

 Eligible    Not Eligible

This Category incorporates the design and teaching of dance choreography, stage combat, and/or other synchronized on-stage movements. To be eligible, a show must have a majority of its musical numbers, stage combat, and/or synchronized scenes designed, and taught to performers, by a student, separate students, or a small group of students, but adult guidance is permissible. Performer execution of the choreography is a factor. The entire set of student-designed choreography will be evaluated as a whole. Some adult choreography is permissible, as long as its location in the show is clearly identified to Critics in advance.

Names (Maximum 4): \_\_\_\_\_

\*\*\*Songs or Scenes choreographed by Students: \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

## Creativity

 Eligible    Not Eligible

Creativity refers to creative achievement – by a student or group of students in grades 9 through 12 – not encompassed in another category. Only one creative achievement may be identified as the Critics' Choice in each Cappies show. Areas of creative achievement include, but are not limited to: (A) Musicianship; (B) Composing; (C) Lyric Writing; (D) Play Writing; and (E) Directing. Guidelines for evaluating these areas of creative achievement are found in the Cappies Binders. **Significant documentation that clarifies the student versus adult contributions for each aspect of the work is strongly recommended. If either component (design and/or execution) is primarily student done, then the production is eligible for an award in that technical category, assuming that there is substantial documentation to prove that element was student done.**

Select a Category:    Directing                       Composing                       Play Writing  
 Musicianship                       Lyric Writing

Names (Maximum 4): \_\_\_\_\_

Describe Eligible work: \_\_\_\_\_

Anything Critics Should Know: \_\_\_\_\_

## ENSEMBLE (Play/Musical)

 Eligible    Not Eligible

Ensemble refers to a distinct and recognizable group of performers who frequently (at a minimum, in more than one scene) appear on stage together as an intended/named unit, but it may not include the entire cast, or an adult in a prominent role.

A majority of the ensemble performers must be students in grades 9 through 12.

In a Musical, the Ensemble must be supporting in at least one song.

In a Musical, this award is intended to recognize a chorus, although other ensemble groups are eligible. As long as they appear together, they may represent different character groups. For example, the Winkies/Ozians in "The Wiz", the secretaries in "Thoroughly Modern Millie," or the villagers/utensils OR the Silly Girls in "Beauty and the Beast."

Though the ensemble may include a performer eligible for a lead category, the ensemble may not solely consist of leading actors, The Jets in "Westside Story" (yes, All of them) qualify as an ensemble. The Delta Nu's can be an ensemble even though Elle is among them.

Does any Ensemble Feature an adult?  YES    NO

If YES, which Ensembles? \_\_\_\_\_

Does any adult have solo lines?  YES    NO

If YES, which song/numbers? \_\_\_\_\_

Do any Ensembles have a majority of performers in grades 9-12?  YES    NO

If YES, which Ensembles? \_\_\_\_\_