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| **Award Category Eligibility Form** | | | | | | | | | | | | | | | | |
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| **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. | | | | | | | | | | | | | | | | |
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| School       Director | | | | | | | | | | | | | | Phone | | |
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| Show | | | | | | | Musical | | | | | Play | | Date | | |
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| **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 of 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: | | | | | | | |  | | | | | | | |  |
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| **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: | | | | | | | |  | | | | | | | |  |
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| **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): | | |  | | | | | | | | | | | | |  |
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| **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: | | | | | | | |  | | | | | | | |  |
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| **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: | | | | | | | | |  | | | | | | |  |
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| Anything Critics Should Know: | | | | | | | |  | | | | | | | |  |
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| **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: | | | | | | | | | |  | | | | | |  |
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| Anything Critics Should Know: | | | | | | | |  | | | | | | | |  |
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| **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: | | | | | |  | | | | | | | | | |  |
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| **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: | | | | | | | |  | | | | | | | |  |
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| **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 Cappies 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: | | | | | | | |  | | | | | | | |  |
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| **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 Cappies 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): | | |  | | | | | | | | | | | | |  |
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| **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: | | | | |  | | | | | | | | | | |  |
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| Anything Critics Should Know: | | | | | | | |  | | | | | | | |  |
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| **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? | | | |  | | | | | | | | | | |  | |
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