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| --- | --- | --- | --- |
| Form | Contact Person | Information Requested | Due Date |
| Show Credits | Kevin Whewell  [Kevin.whewell@cappies.org](mailto:Kevin.whewell@cappies.org)  OR  Krista Parker  [kdparker@aacps.org](mailto:kdparker@aacps.org) | School  Name of show  Book author/playwright/composer/lyricist  Copyright year  Royalty house | Nov 1 or as soon as it is available to you |
| School Information | Caitlin Widner  [Caitlin.widner@cappies.org](mailto:Caitlin.widner@cappies.org) | School &Club/Theatre Department Name  School Colors  What year you first became involved with Cappies  Why do you enjoy Cappies?  What is your drama dept. Website?  What are your social media handles?  Anything else we should know? | Nov 1 |
| Voting Day Conflict Form | Caitlin Widner  [Caitlin.widner@cappies.org](mailto:Caitlin.widner@cappies.org) | Name / School  Role (LC/critic/director)  Who has the Conflict  Describe conflict & time | March 29 |
| Voting Day Folder | Caitlin Widner  [Caitlin.widner@cappies.org](mailto:Caitlin.widner@cappies.org) | Update the current document with 10 photos from this year’s show. | April 10 |
| Music Requirements | Kristen Ion  [Kristen.ion@fcps.org](mailto:Kristen.ion@fcps.org) | Name  Show & song title  Instrumentation & cuts  \*Disclaimer: Whatever music you send is what will be played at Gala.\* | April 28 |
| Play/Musical Excerpt | Carole Lehan  [Lehan@glenelg.org](mailto:Lehan@glenelg.org) | Submit a word document with a script and a 30 word intro for your excerpt | April 18 |
| Four year critic Form | Carole Lehan  [Lehan@glenelg.org](mailto:Lehan@glenelg.org) | School  Any 4 year critics?  Name of Critic (up to 9)  Are they attending the Gala? | April 18 |
| Critic Presenter | Carole Lehan  [Lehan@glenelg.org](mailto:Lehan@glenelg.org) | School  Name of presenter  Are they performing?  Complicated costume change?  Email address  Phone number | April 18 |
| Program Information Folder | Caitlin Widner  [Caitlin.widner@cappies.org](mailto:Caitlin.widner@cappies.org)  OR  Maggie Ward  [wardm@notredameprep.com](mailto:wardm@notredameprep.com) | 4 pics from your show  List of critics, mentors, directors  Show/school logo  Show synopsis (50 words or less) | April 18 |
| Additional Medals Form | Caitlin Widner  [Caitlin.widner@cappies.org](mailto:Caitlin.widner@cappies.org) | School  # of additional medals requested | April 30 |
| Mic Form | Gala Technical Director, OR  Caitlin Widner  [Caitlin.widner@cappies.org](mailto:Caitlin.widner@cappies.org) | School  Student & Character name for each Mic (up to 10) | May 3 |
| Form | Contact Person | Information Requested | Due Date |
| Ticket Order Form | Matt Lawton  OR  Kevin Whewell  [Kevin.whewell@cappies.org](mailto:Kevin.whewell@cappies.org) | School  Best method of contact for director  Student tickets (downstairs)  Parent tickets (upstairs)  # of nominees  # of processors/opening number performers | April 30 |
| Pronunciation Form | Carole Lehan  [Lehan@glenelg.org](mailto:Lehan@glenelg.org)  OR  Maggie Ward  [wardm@notredameprep.com](mailto:wardm@notredameprep.com) | School  Phonetic names for kids with difficult pronunciations | May 3 |
| Lunch Order Form | Caitlin Widner  [Caitlin.widner@cappies.org](mailto:Caitlin.widner@cappies.org) | School  Best method of contact for director  Lunches/selection  Total # of lunches  Comments/special notes | April 30 |
| Hippodrome Security List | Gala Day Chair | Complete in Excel Document:  Adult leader  Nominee/excerpt performers  Commendees  Presenters  Processing but not performing  Opening number performers  Adult volunteers | May 10 |
| Pre-show powerpoint | Kevin Whewell  [Kevin.whewell@cappies.org](mailto:Kevin.whewell@cappies.org) | Adjust the powerpoint on Office 365 to reflect 10 slides from this year’s show | May 13 |
| During Show powerpoint | Maggie Ward  [wardm@notredameprep.com](mailto:wardm@notredameprep.com) | Adjust the powerpoint on Office 365 to reflect four slides, each with a 9 photo collage, from this year’s show | May 13 |
| Nominee Headshot powerpoint | Maggie Ward  [wardm@notredameprep.com](mailto:wardm@notredameprep.com) | Adjust the powerpoint on Office 365 to include photos and names of your school’s nominees for this year. Please use professional looking headshots or group shots that do not contain logos and are against a consistent, neutral background. | May 13 |

\*Note: Any forms can be completed BEFORE the due date. Please feel free to submit at your discretion throughout the year.

\*Note: For this year, links for all forms will still be found at <https://baltimorecappies.weebly.com/gala-requirements.html>. We are in the process of switching over to <https://www.cappies.com/bal>, and updates can also be found there. We will do our best to keep both websites updated.

If you submitted a form but need to change the information, please submit a new form. The latest version will always be used.