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| Form | Contact Person | Information Requested | Due Date |
| Show Credits | Kevin WhewellKevin.whewell@cappies.orgORKrista Parkerkdparker@aacps.org  | SchoolName of showBook author/playwright/composer/lyricistCopyright yearRoyalty house | Nov 1 or as soon as it is available to you |
| School Information | Caitlin WidnerCaitlin.widner@cappies.org  | School &Club/Theatre Department NameSchool ColorsWhat year you first became involved with CappiesWhy 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 WidnerCaitlin.widner@cappies.org  | Name / SchoolRole (LC/critic/director)Who has the Conflict Describe conflict & time | March 29 |
| Voting Day Folder | Caitlin WidnerCaitlin.widner@cappies.org  | Update the current document with 10 photos from this year’s show.  | April 10 |
| Music Requirements  | Kristen IonKristen.ion@fcps.org | NameShow & song titleInstrumentation & cuts\*Disclaimer: Whatever music you send is what will be played at Gala.\* | April 28 |
| Play/Musical Excerpt | Carole LehanLehan@glenelg.org | Submit a word document with a script and a 30 word intro for your excerpt | April 18 |
| Four year critic Form | Carole LehanLehan@glenelg.org | SchoolAny 4 year critics?Name of Critic (up to 9)Are they attending the Gala? | April 18 |
| Critic Presenter | Carole LehanLehan@glenelg.org | SchoolName of presenterAre they performing?Complicated costume change?Email addressPhone number | April 18 |
| Program Information Folder | Caitlin WidnerCaitlin.widner@cappies.org OR Maggie Wardwardm@notredameprep.com  | 4 pics from your showList of critics, mentors, directorsShow/school logoShow synopsis (50 words or less) | April 18 |
| Additional Medals Form | Caitlin WidnerCaitlin.widner@cappies.org  | School# of additional medals requested | April 30 |
| Mic Form | Gala Technical Director, ORCaitlin WidnerCaitlin.widner@cappies.org | SchoolStudent & Character name for each Mic (up to 10) | May 3 |
| Form | Contact Person | Information Requested | Due Date |
| Ticket Order Form | Matt LawtonORKevin WhewellKevin.whewell@cappies.org | SchoolBest method of contact for directorStudent tickets (downstairs)Parent tickets (upstairs)# of nominees# of processors/opening number performers | April 30 |
| Pronunciation Form | Carole LehanLehan@glenelg.orgORMaggie Wardwardm@notredameprep.com | SchoolPhonetic names for kids with difficult pronunciations | May 3 |
| Lunch Order Form | Caitlin WidnerCaitlin.widner@cappies.org | SchoolBest method of contact for directorLunches/selectionTotal # of lunchesComments/special notes | April 30 |
| Hippodrome Security List | Gala Day Chair | Complete in Excel Document: Adult leaderNominee/excerpt performersCommendeesPresentersProcessing but not performingOpening number performersAdult volunteers | May 10 |
| Pre-show powerpoint | Kevin WhewellKevin.whewell@cappies.org | Adjust the powerpoint on Office 365 to reflect 10 slides from this year’s show | May 13 |
| During Show powerpoint | Maggie Wardwardm@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 Wardwardm@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.