Cappies Walk-Through

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|  | Performing School | Critics | Mentors |
| 2 Weeks before the show | Make sure you have a Cappies Room available that can be used by the Critics as a secure place in which they can discuss your showDetermine who will be in charge of making sure snacks and drinks are in the Cappies Room and who will be escorting the critics to/from the room. | Reminder email will arrive: – double check your schedule – decline if necessaryLEAD CRITICS: Is this a team show? If so, make sure that at least HALF of your team will be there. | Reminder email will arrive: – double check your schedule – email adminBAL if you think you will not be able to mentor the show  |
| 1 Week before the show | Finish Cappies Binders & displays that will be used in the Critics’ Room to present the tech categoriesEmail AdminBAL with your run time so that Critics can arrange rides.  | Reminder email will arrive: – double check your schedule again– if necessary, decline BEFORE the 48 hour reminder  | Reminder email will arrive: – double check your schedule again– email adminBAL if you think you will not be able to mentor the show  |
| 48 hours before the curtain  | Prepare the Awards Eligibility Form and folders for the Critics. Folders should contain: 1. Director’s choice sheet (typed or handwritten; see example)
2. Critics’ Choice Sheet (use the one with a crab)
3. Notetaking form (use the one with a crab)
4. Show program

Prepare the Mentor folder, which contains:* + - 1. Award Category Eligibility Form (use the one with a crab)
			2. Manilla envelope stamped and addressed to Kevin Whewell, 710 Dill Rd Severna Park, MD 21146
			3. IF YOU ARE SUBMITTING A MUSICAL: A copy of your score (for the Cappies Musical Director); this should be one song if you know what you would want to perform. Or a copy of the entire score if you have no idea.
 | Reminder email will arrive: – declines made AFTER this email arrives will result in a $15 fineFigure out what route you want to take to the performing schoolDetermine your departure time Make sure you have a ride that can to and from the show that is able to leave at the determined departure timePrepare for the discussion by reviewing show information online.  | Figure out what route you want to take to the performing schoolDetermine your departure time Prepare for the discussion by reviewing the show information online.  |
|  | Performing School | Critics | Mentors |
| Day of the show | Set up the Cappies Room, including:– enough chairs for all attending critics– Cappies Binders/Displays set up – snacks and drinks set up– signs posted that help Critics/Mentors find the theatre and Cappies Room – Critic and Mentor Folders | Check the traffic for your travel routePrint out directions/map; or put location into your GPS prior to leavingMake sure you have some you can call for directions in case you get lost or end up running lateThings to bring with you:– Directions/Map – Pen/Pencil– Cell Phone – Cappies Binder  | Check the traffic for your travel routePrint out directions/map; or put location into your GPS prior to leavingMake sure you have some you can call for directions in case you get lost or end up running lateThings to bring with you:– Directions/Map – Pen/Pencil– Cell Phone – Attendance List– Mentor Checklists – Research (if any) |

SIDEBAR – THE CAPPIES ROOM:

Who should be in the Cappies Room?: Critics & Mentors ONLY

What is appropriate discussion OUTSIDE of the Cappies Room? NONE

What is appropriate discussion INSIDE the Cappies Room? Positive or Constructive Criticism

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|  | Performing School | Critics | Mentors |
| 45 Mins before Curtain | Have someone at the Cappies Room to greet the Critics/Mentors and answer any questions; this person will be stationed outside of the roomGive the MENTOR FOLDER to MentorsHave the CRITIC FOLDERS set out for the Critics | This is your scheduled arrival time!– Check in with the Editor Mentor– Go to the bathroom before the show starts– Have a snack– Say hi to your friends– Check out the tech binders & displaysDO NOT socialize with students from the performing school | This is your scheduled arrival time!– Take attendance– Distribute tickets– Go to the bathroom before the show starts– Have a snack– Check out the tech binders & displays |
| 15 Mins before Curtain | Be available if the critics have any questions. | If you have not arrived by this time, you will not receive a comp ticket to the show.Participate in pre-show discussion with the mentors and other critics | Return all unclaimed tickets to the Director/Box OfficeRun the pre-show discussion1. What do we know about the show?
2. What are you looking forward to?
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| 5 Mins before Curtain | Escort the critics to the theatre | ENJOY THE SHOW!Leave Binders in the Cappies Room. Critics who arrive late will NOT be allowed into the show. | ENJOY THE SHOW!Critics who arrive after the show has started should not be given a free ticket and should not allowed into the Discussion Room. |
|  | Performing School | Critics | Mentors |
| Intermission /2nd Intermission | Make sure there is someone nearbyDon’t forget to get the critics BEFORE the start of ACT II / ACT III ! | Come back to the Cappies RoomParticipate in intermission discussion with the mentors and other critics  | Come back to the Cappies RoomRun in intermission discussion1. What you liked
2. What was just okay
3. What are you looking forward to in Act 2?
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| No Intermission | If one act, the show must be at least 75 minutes in order to be eligible | If the show does not have an intermission, the critics should take the first 5 minutes of the Post-Show discussion to review the show.  |
| Post-Show Discussion | Make sure there is someone nearby to answer questions, should they arise | If you need to call your ride, do so before the discussion begins. You will probably be finished in approximately 45 minutes.Discussion is allowed to focus on everything – student and adult createdReviews must be more focused and student-centricHow can the LEAD CRITICS help with discussions?How do you identify LEAD CRITICS in the room?Discussion should last no longer than 30 minutes |
| Post-Show Departure | Give critics choice form to Editor Mentor before you leaveTake home a program | Editor Mentor – collect Critics Choice formsTake home a programDO NOT LEAVE UNTIL all of the critics have been picked up. |
| Review Deadlines |  | Submit reviews by 10am. (2pm if you saw a Sat evening show)Reviews MUST be submitted on time to be considered for publicationLate reviews accepted by Wed 10am. | Edit and submit reviews by 8pm.Put the critics choice forms in the folder and send to Kevin. |
| Receiving Reviews | Once reviews arrive in your mailbox, READ THEM BEFORE YOU POST THEMPublished reviews will be sent to the paper by Monday morning |  |  |
|  | Performing School | Critics | Mentors |
| VOTING DAYSun, Apr 14Glenelg HS |  | You must attend AND review 5 shows to be eligible to voteYou only vote on those shows that you see. |  |
| Rehearsal DaySat, May 11South Carroll HS | * Rehearse your 2m30s excerpt for the Gala; come prepared to run with the Pit or onstage (to check timing)
* Rehearse your school’s tableau for the processional (each school will come out together from SL, will have 15 seconds to pose, then will exit SR).
 | Help your Mentor/Director complete the forms to prepare for Gala day | Help your director complete the forms to prepare for Gala day. |
| GALASun, May 19 | Everyone come and celebrate the end of the year and find out who YOU chose for all the awards! |

**CELEBRATE HIGH SCHOOL THEATRE!!**