Critic’s Checklist: Cappies of Baltimore

2 Weeks before the show:

Reminder email will arrive:

1. double check your schedule
2. decline if necessary
3. LEAD CRITICS: Is this a team show? If so, make sure that at least HALF of your team will be there.

1 week before the show:

Reminder email will arrive:

double check your schedule again

1. if necessary, decline BEFORE the 48 hour reminder

48 Hours before the show:

Reminder email will arrive:

1. declines made AFTER this email arrives will result in a $15 fine
2. Figure out what route you want to take to the performing school
3. Determine your departure time; If necessary, be sure to talk to your director about leaving your own rehearsal early.
4. Make sure you have a ride that can to and from the show that is able to leave at the determined departure time
5. Prepare for the discussion by reviewing show information online.

Night/Day of Show:

1. Check the traffic for your travel route
2. Print out directions/map or put location into your GPS prior to leaving
3. Make sure you have some you can call for directions in case you get lost or end up running late
4. Things to bring with you:
	1. Directions/Map
	2. Pen/Pencil
	3. Cell Phone
	4. Cappies Binder
	5. Notebook

SIDEBAR – THE CAPPIES ROOM:

**Who should be in the Cappies Room?: Critics & Mentors ONLY;** Please remember that you, your students, and your parents are NOT allowed to be in or around the Cappies Critic room while critics are there. Please hand these materials to the mentors as soon as they arrive, then vacate as much as possible. Thanks for your attention to this matter ☺

**What is appropriate discussion OUTSIDE of the Cappies Room?** NONE

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

45 minutes before curtain (Arrive at show)

1. Check in with the Mentor – make sure you are marked as being present
2. Go to the bathroom before the show starts
3. Have a snack
4. Say hi to your friends
5. Check out the tech binders & displays
6. DO NOT socialize with students /parents/friends from the performing school

15 minutes before curtain:

1. If you have not arrived by this time, you will not receive a comp ticket to the show, and your school will be charged a $15 fine.
2. Participate in pre-show discussion with the mentors and other critics

5 minutes before curtain:

1. ENJOY THE SHOW!
2. Leave Binders in the Cappies Room; only take small notepads or paper
3. TRIPLE CHECK THAT YOUR PHONES ARE OFF/SILENT AND PUT AWAY
4. Critics who arrive late will NOT be allowed into the show and will have to make up that review in order to be eligible to vote.

Intermission

1. Return to the Cappies Room
2. Participate in intermission discussion with the mentors and other critics
3. 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

1. If you need to call your ride, do so before the discussion begins. You will probably be finished in approximately 45 minutes.
2. Discussion is allowed to focus on everything – student and adult created
3. Reviews and Critics choices must be more focused and student-centric
4. CONSIDER:
	1. How can the LEAD CRITICS help with discussions?
	2. How do you identify LEAD CRITICS in the room?

Critic’s choices

1. Vote for the critics choices that you feel strongly about
2. “Speak for” anyone that you think deserves to be a critics’ choice
	1. Be ready to support whomever you speak for with evidence from their performance!
3. Reminders:
	1. Review the rules for who is eligible for featured/supporting BEFORE you put someone up for consideration.
	2. If a Director vouches for a tech category, they are eligible. Consider their evidence when taking your notes and writing down your scores.
	3. Remember that when voting, your points should be +/- 3 of what you are putting on your critics’ choice sheets, so consider scores carefully.
	4. Be respectful of other critics and comments: do not talk under them, and if you disagree, disagree with the idea not the person.
	5. If a discussion seems to be at a sticking point, don’t be afraid to suggest a Lead Critic vote.

Post-show departure

1. **GIVE CRITICS CHOICE FORM TO THE MENTOR BEFORE YOU LEAVE**
	1. Lead Critics: if you can put your team’s forms in alphabetical order, it is very helpful for sorting later.
2. Take home a program
3. If your ride is going to be late, let the Mentors know ASAP so that they can prepare.
4. Wait for rides somewhere that the Mentors know where you are (they are responsible for you – they need to know if you are still waiting for a ride home!)

Review Deadlines

1. Submit reviews by 10am Sunday Morning
	1. (2pm if you saw a Sat evening show)
2. Reviews MUST be submitted on time to be considered for publication
3. Late reviews accepted by Wed 10am.

Voting Day

1. You must attend AND review 5 shows to be eligible to vote
2. You only vote on those shows that you see.

Rehearsal Day

* + - 1. Help your Mentor/Director complete the forms to prepare for Gala day