**Director’s Checklist: Cappies of Baltimore**

2 Weeks before the show:

1. 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 show
2. Determine 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.

1 week before show:

1. Finish Cappies Binders & displays that will be used in the Critics’ Room to present the tech categories
2. Email AdminBAL with estimated end of show time (so that critics can arrange rides)

48 Hours before the show:

1. 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
2. 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.

Night/Day of Show:

1. Set up the Cappies Room, including:
	1. enough chairs for all attending critics
	2. Cappies Binders/Displays
	3. snacks and drinks
	4. signs posted that help Critics & Mentors find the theatre and Cappies Room
	5. Critic and Mentor Folders

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 (Critics Arrive)

1. Have someone at the room to greet the critics/mentors; this person will be stationed outside the room and out of earshot
2. Hand MENTOR FOLDER to show mentors when they arrive.
3. Have CRITIC FOLDERS set out and ready for Critics.

15 MINUTES BEFORE CURTAIN

1. Be available if the Critics have questions

5 MINUTES BEFORE CURTAIN

1. Escort critics to the theatre

INTERMISSION

1. Escort critics from theatre; don’t forget to bring them back!

END OF SHOW

1. Escort critics from theatre before any special awards/presentations begin

POST SHOW DISCUSSION

1. Be available to answer questions.

RECEIVING REVIEWS

1. Read reviews before disseminating to your students.

REHEARSAL DAY

* + - 1. Sat, May 11; South Carroll HS (1300 W Old Liberty Rd, Sykesville 21784
			2. Rehearse your 2 min 30 s excerpt for the Gala; come prepared to run with the Pit onstage or just to run if you’re doing a play
			3. 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).