

Presented by the  
**Morrison Center Performing Arts Academy**



**2023**

**Idaho High School Theater Awards  
Technical and Student Stage Manager  
Archival Production Binder  
Requirements OUTLINE**

## **MORRISON CENTER FOR THE PERFORMING ARTS MISSION**

As Idaho's home for the arts, we present Broadway, touring entertainment, arts education, and community events. Through collaboration, partnerships, and inclusive engagement we create lifetime memories and impactful shared experiences that bring joy and meaning to people's lives.

## **THE IDAHO HIGH SCHOOL THEATER AWARDS MISSION**

The Idaho High School Theater Awards are designed to celebrate, support, and advocate for high school theater education. We aim to celebrate high school musicals and students by formally recognizing the extraordinary achievements of our community's productions. We welcome schools of all sizes and students of all experience levels.

## **THE IDAHO HIGH SCHOOL THEATER AWARDS VALUES**

As the Idaho High School Theater Awards staff, we value equitable and inclusive theater programs by supporting educators and students of all races, religions, sexual orientations, and backgrounds. We hire staff and teaching artists that represent the diversity of our community. We support educators in their efforts to ensure diverse and equitable casting in their school productions, both onstage as well as backstage. As we work together in these efforts, we hope to create a culture where the world truly is a stage for EVERYONE.

## **IDAHO HIGH SCHOOL THEATER AWARDS ARCHIVAL PRODUCTION BINDER OUTLINE**

Below you will find an outline for the requirements that will need to be included in your school's Archival Production Binder for the Idaho High School Theater Awards Program for the 2022/2023 Season. Please make sure to attend all workshops that will be presented so you will have the most up-to-date information regarding what will be required to be submitted in April 2023. Please reach out to Luke Lords ([lukelords@boisestate.edu](mailto:lukelords@boisestate.edu)) with any questions you may have.

### **Front End Design**

- Student designer's response to the script (emotional response to the story, with no focus on the design)
- Student designer's "Wish List" of ideas
- Design Meeting Notes
- Rough sketches of ideas
- Ideas of "Run Crew" needs (number of students needed, specific roles that can be assigned, etc.)

### **Finalized Designs**

- Execution documents of designs could include:
  - Scenic
    - Scenic Ground Plan
    - Scenic Model
    - Paint Samples
    - Color Renderings
  - Costumes
    - Costume Renderings
    - Fabric Samples
    - Costume Plot (used to assign costumes into "tracks" played by specific actors, and used to identify quick changes)
  - Lighting
    - Light Plot

- Channel Hookup
  - Magic Sheet
- Sound
  - Sound Plot
  - Recorded Sounds
  - Foley Sounds
  - Microphone Assignments
- Makeup
  - Makeup Renderings
- Properties
  - Properties Plot
  - Actor Handled Props List
  - Scenic Dressing Props List
  - Furniture Props List
- Projections
  - Cue List
  - Image Stills
  - Video Stills

### **Technical Rehearsal Documents**

- Technical Rehearsal documents could include:
  - Run Sheet for Crew Members
    - Props Preset Checklist
    - Lighting Preshow Checklist
    - Scenic Preset Checklist
    - Stagehand Checklist
  - Cue Lists
    - Lighting Cue List
    - Sound Cue List
    - Projection Cue List

### **REFLECTION PAPER**

Students will write a brief reflection of their experience of the production process. Identifying areas for personal improvement as well as specifying what they succeeded in is required.

### **2023 AWARDS CATEGORIES**

Technical Awards will be given for excellence in the following categories:

Outstanding Achievement in Technical Production  
 Outstanding Student Stage Manager

### **AWARD WINNERS**

1. Only names of winners in each category, not scores, will be made public.
2. Winners will be announced via a live broadcast from the Morrison Center on May 1, 2023.
3. There will be up to six possible winners in each awards category.
4. All decisions will be final in all respects.

**The Morrison Center for the Performing Arts retains the right to all decision making  
 in matters requiring interpretation of the above-stated rules and regulations  
 and for special circumstances not directly addressed by the same.**

**2023 IDAHO HIGH SCHOOL THEATER AWARDS IMPORTANT DATES**

Monday, November 7, 2022	4:00 – 5:30 pm	Stage Management, Backstage Production Crew Technical Portfolio Workshop – Morrison Center
Tuesday, January 17, 2023	4:00 – 6:00 pm	Technical Theater Workshop with the Morrison Center Production Crew – Morrison Center
Tuesday, January 31, 2023	4:00 – 6:00 pm	Technical Theater Workshop with the Morrison Center Production Crew – <b>DEMO SCHOOL LOCATION TBD</b>
Monday, April 10, 2023	3:30 – 4:30 pm	Stage Management, Backstage Production Crew Technical Portfolio Q&A – Morrison Center or Zoom
Monday, April 24, 2023		Student Stage Manager, Backstage Productions Portfolios due for adjudication – Morrison Center
Monday, May 1, 2023	10:00 am	Idaho High School Theater Awards Winners Announced
Monday, May 1, 2023	10:00 am	Idaho High School Theater Awards General Admission Tickets Public on Sale
Friday, June 9, 2023	7:30 pm	Idaho High School Theater Awards Ceremony