

Idaho High School Theater Awards

2022 PRODUCTION INFORMATION GUIDE



Velma V Morrison Center for Performing Arts
Education and Community Engagement Programs

2022 IDAHO HIGH SCHOOL THEATER AWARDS SHOWCASE INFORMATION

**** Information, dates, and deadlines are subject to change with advanced notification****

The Velma V Morrison Center for Performing arts is proud to present the 1st annual **Idaho High School Theater Awards at the Morrison Center on Friday, June 10, 2022, at 7:30 pm**. This red-carpet, Tony Awards® inspired event is a tribute to the enthusiasm, dedication, and accomplishments of our state's high school theater programs. Participants have the opportunity to win awards and perform as a part of that evening's program, which Broadway performer Ray Mercer will host. Students, faculty, and staff from participating schools are encouraged to attend and celebrate theater in our schools!

Congratulations on participating in the first-ever Idaho High School Theater Awards! You are invited to perform an ensemble number (3-5 min. max) from your adjudicated musical.

Here is an overview of what you'll find in this document:

- Contacts and location, publicity, meetings, and required Information
- Creative team and music, awards, check-in/out policies
- Online safety, substance abuse and respect policy, personal belongings, attire, tickets
- Rehearsal Schedule
- Student Information form
- Student Medical form
- Student personal release form
- Parental release form
- Checklist

Students, parents/guardians, and teachers should read this guide, as students must adhere to all rules and regulations to participate in the 2022 IHSTA Showcase.

This guide includes forms and signature pages that must be returned by Friday, May 20, 2022.

Please send completed forms and refer all questions to mceducation@boisestate.edu.

CONTACT & LOCATION

Luke Lords, Director of Arts Education

Office:

Email: lukelords@boisestate.edu

***REMINDER: Please send completed forms/required information to mceducation@boisestate.edu.**

Morrison Center Education Website: www.morrisoncenter.com/community/education

Box Office (buy tickets): (208) 426-1110 or www.morrisoncenter.com/events

Rehearsals and Performance Venue:

Morrison Center for Performing Arts

2201 Cesar Chavez Lane

Boise, Idaho 83725

When you arrive for check-in prior to your rehearsal time AND for the performance, you will use the Morrison Center Stage Door – Located on the south side of the building next to the loading dock.

PUBLICITY

Our goal is to shine a light on the artistic achievements of all participating IHSTA schools, teachers, and students! The Morrison Center Marketing team will be sending out multiple press releases and media alerts highlighting participating schools, performers, and award winners leading up to the Showcase. Please let us know if anyone from your district or school community would like to be included in these communications (e.g., district communications office, school newspaper, local publications).

MEETINGS

Morrison Center staff will reach out to schedule informational Zoom meetings designed to update parents, teachers, and students on all IHSTA Showcase details. Calls will take place **the week of May 23, 2022**. Please check your email regularly for updates.

REQUIRED INFORMATION & ITEMS DUE

- Your school's performance information (song title, number of students performing) is due by **Monday, May 9, 2022**. Please note that numbers should be 3-5 minutes max. In addition, please let us know if you have a preferred Morrison Center rehearsal time on **Wednesday, June 8, 2022** (see the eight rehearsal time options on page 10).
- All participating **student lists** (including **full names** and **t-shirt sizes**) and **microphone needs** are due by **Friday, May 13, 2022**.
- For teachers and students accepting awards, the deadline to submit the name(s) of the person(s) receiving the award (with pronunciation) and title(s) (e.g., Musical Director) is **Friday, May 20, 2022**.
- Any waivers or forms included in this guide are due by **Friday, May 20, 2022**.

2022 IHSTA CREATIVE TEAM

- Director/Choreographer – Ray Mercer of Broadway’s Lion King
- Musical Director – Leta Neustaedter
- Stage Manager – Emily Oquist

MUSIC

If your school is planning on using a track to accompany your production number, please send the title of the song AND the recording to Luke Lords at lukelords@boisestate.edu by **Friday, May 6, 2022**. Likewise, if you are using a live accompanist, please send the song's title and the accompanist's name to Luke Lords at lukelords@boisestate.edu by **Friday, May 6, 2022**.

AWARDS

Outstanding Musical Production winners will receive a trophy on stage at the Morrison Center as part of the Showcase. For teachers and students accepting awards, the deadline to submit the name(s) of the person(s) receiving the award (with pronunciation) and title(s) (e.g., Musical Director) is **Friday, May 20, 2022**.

CHECK-IN

Schools should arrive and check-in at the Morrison Center Stage Door located on the south side of the building near the loading docks no later than 30-minutes prior to your scheduled rehearsal call time. Students will also be asked to provide any missing paperwork in this information guide at check-in. Each school will receive its own dressing room space at the Morrison Center. This will act as a school's "home base" for changing before/after your Showcase performance.

CHECK-OUT

After the performance has ended, teachers will check out their students. **Teachers are solely responsible for students performing as a part of their school’s production number.**

ONLINE SAFETY POLICY

All students are expected to practice online safety. Notify a staff member or parent/guardian immediately if you come across Information, messages, interactions with any person involved with, teacher, or attending the education event, or images that are inappropriate, threatening, dangerous, or make you feel uncomfortable. Do not engage with Morrison Center staff or guest artists through any social media platform other than the platform designated for the program. Any communication with Morrison Center staff and guest artists outside of scheduled program time should take place through Morrison Center emails and phone numbers. Sending sexually explicit photos or messages is strictly prohibited while using the Morrison Center platforms designated for education activities. Sharing and/or receiving personal information, including, without limitation, phone number, social security number, address, email address, date of birth, social media account address, such as Facebook, Twitter, Instagram, Snapchat, etc. (collectively the "personal information") by any students or the student's parent/guardian in connection with any virtual Morrison Center education activity conducted via Zoom, social media, or any other virtual platform is strictly prohibited. Morrison Center is not responsible if

personal information is shared and/or received by any student or parent/guardian via Zoom, social media, or any other virtual platform during educational activities. Morrison Center is not responsible for any consequence arising from sharing and/or receiving personal information. For participants under the age of 19, parents/guardians must strictly monitor internet use in connection with all virtual Morrison Center education events.

SUBSTANCE ABUSE

Using any illegal drug is punishable by law and will not be condoned. In addition, the IHSTA program will not permit smoking and alcohol, even if a student has reached the Idaho State legal age to do so. Any student discovered using these substances will be immediately expelled and disqualified from participating in the Showcase.

RESPECT

Be respectful at all times – bullying, profanity, and discriminatory language are strictly prohibited. Discrimination or harassment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity, and expression, atypical hereditary cellular blood trait, genetic information, liability for military service, protected hairstyle, and mental or physical disability (including perceived disability, and AIDS and HIV status) is strictly prohibited. We will not condone discriminatory conduct toward any person. Students are also expected to treat all property and equipment with respect. The student will be held liable for any damaged equipment, furniture, or space. Students are expected to keep sound to reasonable levels and comply with requests to reduce intrusive sound levels.

PERSONAL BELONGINGS

Students are responsible for all personal belongings. Morrison Center will not be held responsible for any lost, damaged, or stolen property.

ATTIRE

A Showcase is a red-carpet event – students are encouraged (but not required) to dress up for this celebratory occasion! All student performers will be required to wear their IHSTA T-shirt (provided to students at rehearsal) and black pants/leggings or a black skirt with opaque black tights and black shoes during their performance. Dressing rooms will be provided if students want to change into festive attire before/after their performance.

TICKETS

The Showcase is open to the public, and students, faculty, and staff from participating schools, along with family and friends, are strongly encouraged to attend this exciting event! **Tickets go on sale May 2, 2022, starting at just \$10.** Tickets will be general admission with no assigned seating.

Complimentary Tickets

- **All participating students** will receive ten complimentary showcase tickets. Student performers DO NOT need tickets and will be provided with special seating.

- Educators will receive six complimentary showcase tickets.

STUDENT INFORMATION FORM

Student Name (first/last): _____
(*exactly as you would like it to appear in the program book*)

Home Address: _____

Phone Number: _____ **Email:** _____

School: _____ **Grade:** _____

T-Shirt Size: _____ **Birthdate:** _____

Gender: _____ **Preferred Pronouns:** _____

Parent/Guardian Name: _____

Phone Number: _____ **Email:** _____

STUDENT MEDICAL INFORMATION FORM

****TO BE FILLED OUT BY PARENT/GUARDIAN**

Student Name: _____

Insurance Company Name: _____

Member ID: _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Please list any physical injuries or chronic health problems that we should be aware of (e.g., asthma, epilepsy, back or knee injury, etc.):

Please list any medications your child is taking or any other information we should be aware of:

Please list any medical restrictions or allergies (e.g., Hay Fever):

Please list any food allergies or dietary considerations/restrictions (e.g., Vegetarian, Gluten-Free)

Do you give the chaperone or Morrison Center staff member permission to administer Tylenol or Advil to your child if they are not feeling well?

Please Circle One: Yes or No

If yes, what medication can the chaperone or Morrison Center staff member administer?

Please Circle One: Tylenol Advil Both

Any other special needs we should be aware of?

STUDENT EDUCATION & ENGAGEMENT PARTICIPANT RELEASE:



As a participant of any Morrison Center education program or activity (in-person and virtual), you agree to the following:

I recognize that my participation in Morrison Center education and engagement programs and activities is not without some risk. I hereby certify that I know of no medical condition that would increase my risk of illness or injury due to participating in this program. In case of emergency, I consent to the administration of first aid and/or the dispatching of 911 emergency services. I hereby release and hold harmless Morrison Center, the building owners, its agents, employees, partners, Boise State University, the State of Idaho, and independent contractors from any and all liability, damage, expense, causes of action, suits, claims or judgments, arising from injury, damage, or loss, or claims of injury, damage or loss to me or my personal property which may occur. During any period whereby the Morrison Center is under local, state, or national health and safety guidance or directives due to epidemic, pandemic, or similar situations, I will adhere to any and all health and safety protocols put into effect by the Morrison Center in good faith. Such protocols may include but are not limited to wearing personal protective equipment, adhering to physical distancing recommendations, completing touchless temperature checks and other points of entry screenings, filling out limited requests for Information, and adhering to last-minute changes of schedule. I agree to follow all Morrison Center protocols when interacting during educational activities.

All participants under the age of 19 are required to check-in upon arrival at the Morrison Center venues and check out upon departure from the Morrison Center venues. Minors who are being dropped off at the building will only be released to the parent/guardian identified on their release form. Approved parents/guardians should be prepared to provide photo identification.

I permit the Morrison Center, Boise State University, and its partners to publish photos, videos, and recordings taken of me while participating in the Morrison Center programs and activities taking place in person and/or online. Recorded media may be used on the Morrison Center and Boise State University's website, other media platforms (e.g., YouTube), and different distribution channels through the Morrison Center's partnerships with other organizations and media platforms (e.g., community partners and websites of other cultural organizations). I understand that I will not be paid any royalty or other compensation. I relinquish any right I may have to any payment if my photo, video, or recording is published.

Sharing and/or receiving personal information, including, without limitation, phone number, social security number, address, email address, date of birth, social media account address, such as Facebook, Twitter, Instagram, Snapchat, etc. (collectively the "personal information") by any participant or the participant's parent/guardian in connection with any virtual Morrison Center education activity conducted via Zoom, social media or any other virtual platform is strictly prohibited. The Morrison Center and Boise State University are not responsible if personal information is shared and/or received by any participant or the participant's parent/guardian via Zoom, social media, or any other virtual platform during educational activities. The Morrison Center and Boise State University are not responsible for any consequence arising from sharing and/or receiving personal information. For participants under the age of 19, parents/guardians must strictly monitor internet use in connection with all virtual Morrison Center education events. All participants are expected to practice online safety. Notify a staff member or parent/guardian immediately if you come across Information, messages, interactions with any other person involved with, teaching, or attending the education event, or images that are inappropriate, threatening,

dangerous, or make you feel uncomfortable. Do not engage with Morrison Center staff or guest artists through any social media platform other than the platform designated for the education program or activity. Any communication with the Morrison Center staff and guest artists outside of the scheduled education program/class time should occur through Morrison Center emails and phone numbers.

Be respectful at all times – bullying, profanity, and discriminatory language are strictly prohibited. Discrimination or harassment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity, and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, protected hairstyle, and mental or physical disability (including perceived disability, and AIDS and HIV status) is strictly prohibited. In addition, sending sexually explicit photos or messages is strictly prohibited while using the Morrison Center platforms designated for the education program or activity.

I HAVE READ THE ENTIRE RELEASE FORM, AND ACCEPT THE CONDITIONS STATED HEREIN AS A REQUIREMENT TO PARTICIPATE:

Name of Program or Activity: IDAHO HIGH SCHOOL THEATER AWARDS

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Name: _____

Student Signature: _____ Date: _____

REHEARSAL SCHEDULE

Production rehearsals are scheduled to run **Wednesday, June 8, 2022**, with a **DRESS REHEARSAL** from **11:00 am – 12:30 pm** on **Friday, June 10, 2022**. Showcase rehearsals and performance will occur at the Morrison Center for Performing Arts (2201 Cesar Chavez Lane, Boise, ID 83725). Please note that all scheduled activities are subject to change. Observers are not allowed at rehearsals. **Teachers – Please let us know your top two rehearsal times for Wednesday’s spacing rehearsal from the times listed below.** We will do our best to accommodate your top choice, but please know that you may need to be flexible that day.

green = showcase ensemble	blue = school productions
orange = lead ensemble	no color = check-in/out, meals, call times, etc.
	purple = dress rehearsal and performance

NOTE: “Students in Residence” includes the showcase ensemble and lead ensemble.

WEDNESDAY, JUNE 8, 2022			
TIME	ROOM	DESCRIPTION	WHO?
10:00am	Stage Door	School group check-in	School #1
10:30am – 11:10am	Morrison Center Main Hall	Run-through/tech rehearsal	School #1
10:50 am	Stage Door	School group check-in	School #2
11:20am – 12:00pm	Morrison Center Main Hall	Run-through/tech rehearsal	School #2
12:00pm – 1:00pm	LUNCH	LUNCH	LUNCH
1:00pm	Stage Door	School group check-in	School #3
1:30pm – 2:10pm	Morrison Center Main Hall	Run-through/tech rehearsal	School #3
1:50pm	Stage Door	School group check-in	School #4
2:20pm – 3:00pm	Morrison Center Main Hall	Run-through/tech rehearsal	School #4
2:40pm	Stage Door	School group check-in	School #5
3:10pm – 3:50pm	Morrison Center Main Hall	Run-through/tech rehearsal	School #5
3:30 pm	Stage Door	School group check-in	School #6
4:00pm – 4:40pm	Morrison Center Main Hall	Run-through/tech rehearsal	School #6
4:20pm	Stage Door	School group check-in	School #7
4:50pm – 5:30pm	Morrison Center Main Hall	Run-through/tech rehearsal	School #7
5:30pm – 6:30pm	DINNER	DINNER	DINNER
6:10pm	Stage Door	School group check-in	School #8
6:30pm – 7:10pm	Morrison Center Main Hall	Run-through/tech rehearsal	School #8

FRIDAY, JUNE 10, 2022			
TIME	ROOM	DESCRIPTION	WHO?
10:00am – 12:00pm	Morrison Center Main Hall	Run-through w/Broadway Host	Showcase/Lead Ensembles
12:00pm – 1:00pm	LUNCH	LUNCH	LUNCH
1:00pm – 4:00pm	Morrison Center Main Hall	Dress Rehearsal	All students and schools 1-8
4:00pm – 5:00pm	DINNER	DINNER	DINNER
5:00pm	Dressing Rooms	Call Time	All students and schools 1-8
6:00pm	Morrison Center Lobby	Lobby and Red Carpet Opens	All students, teachers, and audience
6:00pm	Danny Peterson Theater	Teacher pre-show reception	All teachers invited to attend
6:45 pm	Dressing Rooms	Back from Red Carpet	All students and schools 1-8
7:00pm	Morrison Center Main Hall	House opens	Audience
7:30pm – 9:30pm	Morrison Center Main Hall	Performance	All students and schools 1-8

CHECKLIST

Please check your email regularly for important information and updates. Remember to send all required information/forms and direct all questions to Luke Lords at mceducation@boisestate.edu.

FOR TEACHERS:

- Read the full information guide and all policies/procedures **and share with students and parents**
- National Jimmy Awards Initial Audition Materials due **Friday, April 29**
- Outstanding Educator Award Essays are due **Friday, April 29**
- Winners announced – **Monday, May 2**
- Tickets for the Idaho High School Theater Awards go on sale – **Monday, May 2**
- National Jimmy Awards Callbacks announced on **Wednesday, May 4**
- Music Tracks for performance or Accompanist information due by **Friday, May 6**
- Your school's performance information (song title, number of students participating) is due by **Monday, May 9**
- All participating **student lists** (including **full names** and **t-shirt sizes**) and **microphone needs** are due by **Friday, May 13**
- National Jimmy Awards Callback Audition Materials **due May 18**
- Submit photos from your show/theater program for inclusion in the pre-show slideshow by **Friday, May 20**
- If accepting an award, send full name with pronunciation + title (if applicable) for inclusion in the script by **Friday, May 20**
- Any waivers or forms included in this guide are due by **Friday, May 20**
- Participate in an informational Zoom call with Morrison Center staff the **week of May 23** (check your email for the forthcoming date/time)
- RSVP for pre-show teacher reception by **Monday, May 30**
- Idaho High School Theater Awards Intensive **June 7-10**
- Arrive for rehearsal check-in 30 minutes prior to start times on **June 8** and **June 10** (teachers solely are responsible for students)
- Have FUN at the Showcase on **June 10!**

FOR STUDENTS & PARENTS:

- Read the full information guide and all policies/procedures
- Student Information Form due **Friday, May 20**
- Student Medical Form due **Friday, May 20**
- Student Personal Release Form due **Friday, May 20**
- If accepting an award, send your full name with pronunciation for inclusion in the script by **Friday, May 20**
- Participate in an informational Zoom call with Morrison Center Staff the **week of May 23** (check your email for the forthcoming date/time)
- Have FUN at the Showcase on **June 10!**