

**2013-14**

***Drama/  
Group Interpretation***

**Manual for  
Managers**





# 2013-14 Drama/Group Interpretation Manual for Managers Table of Contents

<b>I. Manager Information</b>	
A. Terms & Conditions .....	2-6
B. Instructions for Managers .....	7-8
a. Contest Committee	
b. List of Participants	
c. Financial Arrangements	
d. Judges	
e. Critiques	
f. Awards	
g. Winners Report	
h. Advancement of Winners	
i. State Final Information	
C. Important Dates .....	9
D. Do What's Right Sportsmanship .....	10
<b>II. Manager Checklist</b> .....	11-12
<b>III. Winner Report Instructions</b> .....	13
<b>IV. Awards</b>	
A. Award Distribution .....	14
B. Assembly Instructions for IHSA State Final Trophies .....	15
C. Regional/Sectional Duplicate Awards Form .....	16
<b>V. Licensed Vendors</b>	
A. Royalty Policy .....	17
<b>VI. Miscellaneous Forms</b>	
A. Contest Committee Sheet .....	18
B. Judges Confirmation Letter .....	19
C. Effective Judging .....	20
D. Drama/Group Interpretation Judges Top 15 Sheet .....	21
E. Room Chairman/Timer Instructions .....	22
F. Drama Load/Unload Time Sheet .....	23
G. Drama Time Sheet .....	24
H. Group Interpretation Time Sheet .....	25
I. Drama Critique Form .....	26
J. Group Interpretation Critique Form .....	27
K. Drama Ballot .....	28
L. Group Interpretation Ballot .....	29
M. Protest Sheet .....	30
N. Tentative Budget Information .....	31
O. Tentative Budget .....	32
P. Financial Report .....	33-34

## Revision History



Dear State Series Drama/Group Interpretation Manager(s),

On behalf of the Illinois High School Association Board of Directors, member schools and IHSA staff, thank you for your school's willingness to host an IHSA Drama/Group Interpretation Sectional. This opportunity is a great way to showcase your school and the talented students in your area!

As a host site, you will be providing an equitable experience for all of the schools assigned. In order to make your experience as a host the very best, it is necessary for you to review this manual and follow all instructions.

Feel free to contact our office at any time if you have questions or seek any additional information. Have a great tournament!

Sincerely,

A handwritten signature in black ink that reads "Susan M. Knoblauch". The signature is written in a cursive style with a prominent initial 'S'.

Susan M. Knoblauch  
Assistant Executive Director  
Illinois High School Association

# 2013-2014 Drama/Group Interpretation Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2013-2014 IHSA Drama/Group Interpretation Tournament Series.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA 2013-2014 Drama/Group Interpretation Tournament Series will be held for all member schools without classification.

## II. DATES AND SITES

A. The state shall be divided into six (6) Sectionals. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for these Sectionals.

### B. Dates for the contests are:

Sectional March 21-22, 2014  
State Final March 28-29, 2014

C. Sites for Sectional contests shall be posted on the IHSA website at [www.ihsa.org](http://www.ihsa.org).

D. The State Final Drama/Group Interpretation Contest site is Sangamon Auditorium at the University of Illinois in Springfield.

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ON-LINE LIST OF PARTICIPANTS

The policies for Original Entry Deadlines, Late Entries and Late Withdrawals shall be the policies and procedures regarding entries for all IHSA-sponsored activities, included in the 2013-2014 Entry Policies and Procedures which can be found in the Schools Center on the IHSA website.

### A. On-line Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). **The deadline for entry is November 1, 2013.** The 2013-14 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

Competing schools are responsible for Event Fees as described in Section IV. **Checks for Event Fees should be made payable to the host school for Sectionals and to the University of Illinois at Springfield for the State Final.**

### B. Late Entries

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport/activity. The penalty for late entry shall be a payment of \$100.00.

### C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

1. To withdraw without penalty, the school principal must notify the IHSA office, in writing, of the school's team withdrawal from Drama Group Interpretation State Series prior to **December 1**.

2. Withdrawal after **December 1** but before **March 3, 2014** will result in a school being liable for payment of a \$100.00 late withdrawal penalty.

3. If a school withdraws one or both entries after **March 3, 2014**, the school shall be liable for all event fees (\$75 for Drama and/or \$75 for Group Interpretation) for each events withdrawn and shall be assessed an additional penalty in the amount of \$100.

4. If a school does not officially withdraw and/or does not show up for competition at any level of the state series, the school will be assessed the penalties in "2" and "3" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges' fees if applicable*). **The school shall also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for disposition.**

### D. Eligibility

All member schools in good standing may enter 1 (one) team in Drama and 1 (one) team in Group Interpretation under the provisions of IHSA By-law 4.071. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Drama/Group Interpretation contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal.

In each contest in which a school is represented, the principal shall have present, an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons from the school. A school's failure to comply with this provision shall result in disqualification of its contestants.

### E. On-line List of Participants

1. List of Participants Deadline  
Each school must complete the **On-line List of Participants by the deadline date of March 3, 2014.** The deadline date of March 3, 2014 (standardized date of the first Monday of week 35) shall only include the performance title and author, not the entire cast list. **The entire final cast list shall be due online March 10, 2014** (standardized date of the first Monday of week 36) prior to sectional competition. It is no longer necessary for the Principal to sign the form. If a school does not submit the On-line List of Participants by the deadline, coaches and/or participants from the school are subject to penalties which could include, but not be limited to being ruled ineligible to compete in the State Series **and/or charged \$100.00.** **Confirmation of receipt of On-line List of Participants:** Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show "Completed", if you have checked the button indicat-

ing you have finished with your report. If it doesn't indicate "Completed", then you must go back into your schools List of Participants and check the button on the Online List of Participants indicating you are finished with your report.

Note: All participants must be eligible students under the provisions of IHSA By-law 4.071. (This includes all cast and crew members.)

Note: It is **recommended** that each sectional site conduct a sectional meeting prior to the contest to allow competing schools an opportunity to view the performance spaces and address any questions or issues prior to the contest. This meeting shall not be held during the regular school day.

### 2. Entry Limitations

a. Schools are permitted one entry in Dramatics and one in Group Interpretation at the Sectional Contests.

b. Individual students may participate in both Drama and Group Interpretation.

c. No individual or school may perform any of the same lines from a given piece of literature in the Drama and/or Group Interpretation competition more than once in any five (5) year period.

d. No school may perform any part of the same piece of literature in Dramatics and/or Group Interpretation in the current year.

e. Substitutions and changes in entries are permitted with the following limitations:

1) Changes in Original Entries may be made prior to the final date for acceptance of Original Entries, by notifying the IHSA Office in writing.

2) Substitutions and/or additions for personnel in Dramatics and Group Interpretation at any contest may be made provided the local contest manager and the IHSA office are notified at least one (1) day prior to the contest. Exceptions may be permitted only in cases of illness or other extenuating circumstances and provided the principal attests in writing that the substitute is eligible.

### 3. Approval of Material

The principal is required to see and approve both the selection and performance of all material including substitute material, to be used by contestants from the member school in the contest series.

## IV. HOST FINANCIAL ARRANGEMENTS

A. Schools will be required to pay event fees for all entries listed on the Assignment page which can be found on the IHSA website at [www.ihsa.org](http://www.ihsa.org) after December 1. No contestant from a school will be permitted to compete if such fees are not paid. **Checks for event fees should be made payable to the host school for Sectionals and to the University of Illinois at Springfield for the State Final.** Event fees shall be:

	Sectional	State
Dramatics	\$75.00	\$75.00
Group Interpretation	\$75.00	\$75.00

B. **Special Costs:** If the properties and equipment for any Dramatics entry are not readily available at the host school, then the school desiring such items must assume responsibilities both for securing and transporting them.

**C. Judges Fees:** Judges Fees shall be:

Sectional	
Dramatics	\$20.00 per play judged
Group Interpretation	\$15.00 per performance judged
State Final	
Dramatics	\$20.00 per play judged
Group Interpretation	\$15.00 per performance judged

Any judge who drives more than 70 miles round trip to the site of any contest in the IHSA State series shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

**V. TOURNAMENT ASSIGNMENTS**

Sectional Assignments can be found on-line at [www.ihsa.org](http://www.ihsa.org) after Dec. 1.

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES**

**A. Contest Management**

In all cases in which a member school is selected as a contest site, the principal of the high school shall assume responsibility for the contest. The principal may, however, delegate the authority to manage the contest to another staff member. In case the site is not located in a member school, then the IHSA Board of Directors shall appoint a local manager. Contest managers shall be responsible for all aspects of contest administration.

**B. Contest Committee**

Sectional Managers shall appoint a Contest Committee to be comprised of three (3) directors from three (3) different schools assigned to the contest site while striving to have a balanced representation of Drama and Group Interpretation directors. Participating schools shall be notified of the names of committee members at least five (5) days prior to the date of the contest.

The functions of the Contest Committee shall be:

1. to aid the manager in planning, organizing and administering the contest;
2. to interpret the rules when necessary; and
3. to serve as a panel to select contest judges.

All Sectional and State Final Committee members must be consulted about potential judges prior to the selection/hiring of any person. Written consensus of the committee shall be required for each judge employed.

For the State Final a Contest Committee composed of selected Drama and/or Group Interpretation coaches and a representative from the IHSA Speech Advisory Committee will be appointed by the IHSA Office to assist the Host manager for the State Final.

**C. Authority of Contest Manager and Contest Committee**

1. Sectional Contests.  
The contest manager shall be authorized

to conduct the contest under the provisions of these Terms and Conditions. However, if a situation develops in which there is an apparent unfairness to a Drama/Group Interpretation Entry, and which is determined to be the result of an administrative or judge's error, the manager shall consult with his/her Contest Committee and determine the manner in which the situation shall be resolved. However, managers shall not have the authority to advance the Drama/Group Interpretation entry affected by an unfairness to the state contest. In addition, the manager shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. In all cases, he/she shall consult with the contest advisory committee prior to making a decision in any such matter. Decisions of the contest manager in all cases herein described shall be final.

The authority and responsibility of the contest manager and his/her contest committee shall end when results are announced at the contest awards assembly. Any question relative to contest rules or any aspect of the contest which arises following the announcement of results shall be referred directly by the principal of the school involved to the IHSA Office. The IHSA Office will give consideration to questions relative to administrative and/or clerical matters only, and will do so only, through the end of the first Monday following the completion of the contest involved. In compliance with IHSA By-law 6.033, protests or challenges relative to the decision of any judge will not be considered.

**2. State Final Contest.**

The State Final Contest Committee shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a Drama/Group Interpretation Entry, and which is determined to be the result of an administrative or judge's error, the Committee shall determine the manner in which the situation shall be resolved.

In addition, the Contest Committee shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. Decisions of the Contest Committee in all cases herein described shall be final.

**D. Programs**

1. Sectional: The order of performance for Dramatics and Group Interpretation shall be established by the local contest manager in consultation with the contest committee using a blind draw, except where adjustments are necessary to accommodate Friday night performances, to permit students to participate in two events and/or to separate identical selections. Competition shall begin on Friday evening, with schools being given opportunity to volunteer for a Friday evening performance time. If volunteers are not secured, the local manager and Contest Committee shall randomly assign schools for Friday evening performances.

**2. State Final**

a. Dramatics: Performance order in Dramatics shall be made randomly by the IHSA office. An attempt will be made to separate duplicate entries. Adjustments for double entries will be made as necessary.

Groups will then perform under the following time schedule in accordance with a performance order established by the IHSA Office:

Friday:	8:30 a.m.	1:30 p.m.	6:30 p.m.
	9:45 a.m.	2:45 p.m.	7:45 p.m.
	11:00 a.m.	4:00 p.m.	9:00 p.m.
Saturday:	8:30 a.m.	9:45 a.m.	11:00 a.m.

**b. Group Interpretation:**

Performance order in Group Interpretation shall be made by the IHSA office. An attempt will be made to separate duplicate entries. Adjustments for double entries will be made as necessary. Groups will then perform under the following time schedule.

Friday:	PRELIM A	PRELIM B
	8:00 a.m.	2:45 p.m.
	8:40 a.m.	3:25 p.m.
	9:20 a.m.	4:05 p.m.
	10:00 a.m.	4:45 p.m.
	10:40 a.m.	5:25 p.m.
	LUNCH	DINNER
	11:50 p.m	6:40 p.m.
	12:30 p.m.	7:20 p.m.
	1:10 p.m.	8:00 p.m.
	1:50 p.m.	8:40 p.m.

Post Finalists – Directly after the last performance

Saturday:	8:30 a.m.	11:50 a.m.
	9:20 a.m.	11:00 a.m.
	10:10 a.m.	12:40 p.m.
		(1:30 p.m. if needed)

**E. The Report of Sectional Winners will be completed online by the Sectional Manager.** This shall be the official entry form for the State Final. Event fees for qualifying Dramatics and/or Group Interpretation groups shall be paid upon arrival at the Sectional and State Final sites. Qualifying groups for whom fees are not paid as prescribed shall not be permitted to participate.

**F. Royalties**

The Association assumes no responsibilities for the payment of royalties or other fees connected with the performance of any material in the Dramatic/Group Interpretation contest series.

**G. Timekeeping**

1. Two (2) timers, using stopwatches, shall be required. No time signal shall be given by either timekeeper.

2. The director of each Group Interpretation shall describe to the timers and a representative of the Contest Manager, prior to the start of the performance, the precise moments of the initial cue and the final performance element. Timers shall use these suggestions as guidelines to start and stop watches. However, timing of the production will begin with the first performance element and conclude with the final performance element.

3. In Drama prior to the start of the performance the director shall describe to the timers and a representative of the Contest Committee a precise moment of the initial cue and the final performance element. However, timing of the Drama production will begin with the first performance element and conclude with the final performance element. No element of production or performance, including any stage lighting, house lighting, or sound, may begin

prior to the announcement of the play. Following the last element of production or performance, the stage shall go dark and actors shall exit.

**H. Special Rules and Limitations**

1. Tardiness or Absence: If any group is not ready to perform at its scheduled time, the management shall be under no obligation to assign it a later hour and shall not so assign it if it would delay the program.

2. In Dramatics:

a. Performing groups shall have a total maximum of fifteen (15) minutes elapsed time in which to unload their vehicle(s) and store their entire set in a designated storage area. Any group exceeding this time limit shall automatically be dropped one (1) rank per judge per 30 seconds overtime. If needed, groups will be allowed five (5) minutes after the set strike to move their set from the strike area to the designated loading area. Any group exceeding this time limit shall automatically be dropped one (1) rank per judge per 30 seconds overtime.

b. Performing groups shall have a total maximum of twenty (20) minutes elapsed time in which they must both set up and strike the staging and set for performance (e.g. If sixteen (16) minutes are used to set up, then four (4) minutes are available for striking). Set up and strike time shall include any adjustment, addition or removal of lighting instruments. Any group exceeding this time limit shall automatically be dropped one (1) rank per each 30 seconds. Each school may call for a non-timed safety check after its set is up. However, this check should be made only if there is a possibility of a failure in the power source from the host school or if there is the possibility of danger to the general welfare of the cast, crew and audience. The safety check may not be used to move props or readjust lighting or sound levels or anything that has to do with set-up of the play. If a host site has difficulties or a dangerous situation arises, the committee members and host(s) of the contest will decide the necessary course of action.

The clock timing set-up for each performance shall be started when the first movement of any set pieces is made from the designated storage area to which the set was unloaded from the vehicle(s), and stopped at the cue of the director when the crew is off stage (wings or house). If a participant is injured during the set up and/or striking phase of the performance, the clock may be stopped by the manager until the emergency is addressed. After the performance, the clock will start at the cue of the director when the crew is off stage (wings or house) and be stopped when the last set piece is placed into the designated strike area.

Following this non-timed check, the set-up timing watches may be started again to permit the stage crew to make further adjustments within the time limit. No other start or stop of the watch shall be allowed.

**VII. ADVANCEMENT OF WINNERS**

**A. Advancement of Winners**

1. Dramatics: The winners of first and second places in each Sectional shall advance to the State Final. Ties for advancement will be broken according to Article VII-B-3.

2. Group Interpretation: The winners of first, second and third places in each Sectional shall be advanced to the State Final. Ties for advancement will be broken according to Article VII-B-3.

**B. Determination of Winners**

1. Sectional (Dramatics and Group Interpretation): The five (5) judges' rankings for each entry shall be listed by the contest manager. The highest ranking and the lowest ranking shall be discarded for each group, and only the three (3) intermediate rankings for each entry shall be considered in determining its final standing. The entry with the lowest total of intermediate rankings is the winner of the event; the next lowest is second, etc., through the list.

2. State Final

a. Dramatics: The five (5) judges' rankings for each entry shall be listed by the contest manager. The highest ranking and the lowest ranking for each play shall be discarded and only the three (3) intermediate rankings for each entry shall be considered in determining its final standing. The entry with the lowest total of intermediate rankings is the winner of the event; the next to lowest is second, etc., through the list.

b. Group Interpretation: The rankings assigned by all five (5) judges in each preliminary group shall be listed and totaled by the contest manager. The highest ranking and the lowest rankings for each entry shall not be considered in determining its final standing in its preliminary group. The three (3) performances from each preliminary group with the lowest totals of judges' rankings (after high and low are discarded) shall be advanced to the finals, along with any performance whose total of rankings is lower than the total of rankings for the third place performance in the opposite preliminary group.

Following completion of the finals, the five (5) final round judges' rankings for each entry shall be listed by the contest manager. The highest ranking and the lowest ranking shall be discarded for each performance and only the three (3) intermediate rankings for each shall be considered in determining its final standing. The entry with the lowest total of intermediate rankings is the winner of the event; the next to lowest is second, etc., through the list.

3. Ties: If a tie occurs in preliminary and/or final rounds, the tied entries shall be separated from all other entries and assigned relative rankings. If there is still a tie, then the ranks assigned by all five (5) judges will be considered, and the entry with the lowest total of five rankings will be declared the winner.

**VIII. TOURNAMENT RULES**

**A. Material:** Material presented by all contesting groups shall be appropriate for public performance by high school students.

1. Material which is inappropriate for public performance by high school students will not be tolerated. The principal is required to see and approve both the selection and performance of all material including substitute material, to be used by contestants from the member school in the contest series.

2. IHSA By-law 6.010 will be applied in the event contestants utilize material which, upon investigation by the Executive Director, is determined to be inappropriate. By-law 6.010 states:

Any violation of the Constitution and/or By-laws, Terms and Conditions, IHSA Policies and Guidelines, and/or other rules of the Association, shall be reported to the Executive Director, who shall have authority to investigate all alleged violations. The findings of the investigation shall be made known to the school (or schools), person (or persons), alleged to have committed violation. The Executive Director shall then have full authority to invoke penalties against such school or persons found to have committed violations. Penalties shall include, but not be limited to, written warning or reprimand or requisite affirmation corrective action. Failure to take the corrective action required by any penalty shall be the basis for further action up to and including suspension and/or expulsion.

Note that these provisions include possible penalties against the school or individual persons found to have committed violations. This means that competitors, coaches, directors, and/or principals may be penalized directly for the use of inappropriate material in the IHSA Contests. A performance (language or action) which is a literal, symbolic or colloquial expression describing or naming anything which is profane and/or vulgar, whether or not suited to a specific character being portrayed, IS ALWAYS CONSIDERED INAPPROPRIATE!

3. Use of Inappropriate Material. If, in the opinion of any contest judge, material which is performed for his/her adjudication is inappropriate for public performance by a high school student, he/she may rank the performance down. Judges shall explain their opinions and actions in written critiques, and the contest manager shall forward a copy of the critiques to the IHSA office.

**B. Special Rules and Limitations**

1. The following items are prohibited for use in a Drama and Group Interpretation production:

- fire
- firearms and explosives
- animals
- non-member school students

2. General Penalty for Violations by Contestants: Unless otherwise specified in the rules, the penalty for rules violations in any round of competition throughout the entire contest series shall be that the contestant's ranking in the round where the violation occurs be changed to last and the ranks of other contestants will be adjusted as necessary.

3. All competing schools must be in compliance with all provisions outlined by the host site in the qualifiers manual. Behavior deemed unsafe by a state official will first be given a warning and then penalties may include but not be limited to: warnings, lowering one rank per judge and/or disqualification.

4. Late Discovery of Violations: If a violation, the penalty for which is disqualification, is not discovered until after the close of the contest in which the violation occurred, the following procedure shall be followed:

a. The contestant, group or school shall nevertheless be disqualified and advancement to the next succeeding contest shall be denied if the violation is reported to the IHSA Office prior to the next contest.

b. The rankings of the other contestants in the event shall be revised upward.

c. If the violation is reported to the IHSA Office at least three (3) days prior to the next succeeding contest, the winners shall be advanced on the basis of the revised rankings.

d. If the disqualified individual, group or school has won any awards, such awards shall be returned to the IHSA Office. An attempt will then be made to redistribute these awards on the basis of the revised rankings mentioned above.

### C. Dramatics

1. Definition: Dramatics is an event in which students perform in and run (with adult supervision as necessary) an actual dramatic production, cut to fit within the time limits if necessary.

2. Purpose: The purpose of Dramatics is to give students on-stage experience in acting and other theatre-related skills.

3. Selection: The choice of a presented play shall be from either published one-act plays or cuttings from longer published plays. Published adaptations written for the stage are permitted. Unpublished adaptations and plays that are published solely online are prohibited. Selections may be either serious or comedic in nature. The play shall not be an operetta or other musical presentation; however, background and incidental music will be permitted. Coaches must be able to produce, if requested by the contest committee, the original published script performed. Failure to produce such a copy shall result in disqualification from the contest.

4. Time Limit: **The time limit for Drama is 40 minutes. In Drama, if a timer's watch reads 40:30.00 or less, it is not considered a time violation. For each full 30 seconds of overtime, the contestants' ranking from each judge will be lowered by one ranking.** If both timers' watches confirm that a performance ran more than 40:30.01 minutes from the initial cue to the final performance element, the play shall be penalized one (1) rank per judge for each thirty (30) seconds of overtime. **For example at 40:30.01, a performance is lowered one ranking from each judge. At 41:00.01, the performance would be lowered two rankings from each judge. This reduction is mandatory and will be administered by the contest management. The other performances' rankings will not be affected. At the State Final Contest only, no penalty will be assessed until one (1) minute beyond the specified time limit. For example, In Drama, if a timer's watch reads 41:00.00 or less, it is not considered a time violation. For each full 30 seconds of overtime, the contestants' ranking from each judge will be lowered by one ranking. For example if both timers' watches read at 41:00.01, a performance is lowered one ranking from each judge. At 41:30.01, the performance would be lowered two rankings from each judge. This reduction is mandatory and will be administered by the contest management. The other performances' rankings will not be affected.**

5. Standards for Excellence: These standards are to provide the basis for both performance and judging.

a. The judge's written evaluation should clearly identify the major strengths and weaknesses of the performance and specify the reasons for the ranking assigned.

b. Undue emphasis should not be placed on technical elements or judges preferences, likes or dislikes of literature. Acting should be of primary importance and within a supportive or unified concept.

### D. Group Interpretation:

1. Definition: Group Interpretation is an event in which groups of three (3) or more students interpretively present literature.

2. Purpose: The purpose of Group Interpretation is to give students experience in the group performance of literature. The interrelatedness of the narrator(s), the movement of the literature, and character voices control the performance. Group Interpretation encourages students to create an ensemble performance which showcases their interpretive skills and group work without the aid of costumes, make-up, set or props. Successful Group Interp. performances should be based primarily on interpretation. Focus should be primarily off-stage, although mixed focus (a combination of off-stage and on-stage focus) is allowed.

3. Selection: The choice of a group interpretation to be presented for competitors shall be, but is not limited to prose, verse, drama, speeches, diaries, letters, essays, or compilations and original material.

4. Time Limit: **The time limit for group Interpretation is 30 minutes. In Group Interpretation, if a timer's watch reads 30:30.00 or less, it is not considered a time violation. For each full 30 seconds of overtime, the contestants' ranking from each judge will be lowered by one ranking.** If both timers' watches confirm that a performance ran more than 30:30.01 minutes from the initial cue to the final performance element, the performance shall be penalized. **For example at 30:30.01, a performance is lowered one ranking from each judge. At 31:00.01, the performance would be lowered two rankings from each judge. This reduction is mandatory and will be administered by the contest management. The other performances' rankings will not be affected.**

5. Groups will be allowed five (5) minutes to move their set from the backstage entrance to the strike line. Set pieces are only allowed behind the designated strike line as determined by the contest management. Any group exceeding this time limit shall automatically be dropped one (1) rank per judge per 30 seconds overtime. The time limit for Group Interpretation Set & Strike is a total combined 5 minutes. Group Interpretation setup and takedown must be done in 5 minutes total. For setup, once the director requests the clock to be stopped, it cannot be restarted. The cast must enter the designated performance space after the production is announced and exit at the conclusion of the presentation.

6. In the Sectional contests, Group Interpretation selections may be presented in a classroom or other appropriate performance spaces.

7. Standards for Excellence: These standards are to provide the basis for both performance and judging. Judges are to evaluate performances within the context of these standards.

a. Gesture and pantomime should be used as justified by interpretation of the text.

b. At the discretion of the performing group, the script may be used.

c. Focus should be primarily off-stage. **On-stage focus should be used sparingly and with purpose** although mixed focus (a combination of off-stage and on-stage focus) is allowed.

d. Uniformed dress is permitted. Costuming is not allowed. Clothing that delineates specific character(s) worn by an individual or the entire cast shall be considered costuming. All Group Interpretation performers must wear shoes.

e. Character makeup is prohibited.

f. Sound effects may be used, but music may be used only as background or to establish mood.

g. Participating schools will provide their own stools, chairs, boxes, platforms, ramps, risers and stairs **only**. These items may be placed on appropriate flooring. Ladders, posts, pillars, and walls are prohibited in Group Interpretation.

**Performers are not allowed to stand on chairs or stools.** Performers may stand on safe boxes, platforms, ramps, risers and stairs. Group Interpretation sets should be universal, able to be used for any show. **Explicit sets are prohibited;** painting with specific designs is included in this definition. (For example, if the show being performed is about a man-eating plant, the set could not be painted with vines.)

h. Props shall be prohibited; creative use of scripts shall not be interpreted as use of props.

i. Undue emphasis should not be placed on technical elements or judges' preferences, likes or dislikes of literature.

## IX. TOURNAMENT POLICIES

### A. Damage to Property or Equipment

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

### B. Media Policies

#### 1. Media Personnel

a. Any media person wishing to take photographs will contact the Sectional or State Final manager to verify arrangements to set photos at the tournaments. Photographers are welcome to take photos in the commons area. Managers names and information can be found on the IHSA website or by contacting the IHSA Office.

b. Photography is NOT allowed in rooms during performances, however, media is invited and encouraged to sit in on performances.

c. At all levels an area may be set aside for photographs. All participating students will be invited and encouraged to make themselves available during the tournament for the Official IHSA Photographer as well as local outlets.

d. Results from each level of the tournament can be obtained by logging into the IHSA website. Results will be posted for Sectionals as soon as the competition concludes. State Final results will be posted as soon as possible following the tournament.

2. Managers

a. May arrange a media area for photographers and students to gather for photo opportunities.

b. Will post any information for all participating students to have the opportunity to meet with area media.

c. Will cooperate fully with media personnel to arrange photo opportunities and ensure coverage of all levels of the tournament.

**C. Tobacco Products:**

No coach, student or any other person associated with a school shall be permitted to use tobacco products during the contest, either during rehearsals or performances.

**D. Use of Inhalers:**

A student with asthma may possess and use his/her medication during an IHSA competition under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois School Code.

**E. Alcoholic Beverages and IHSA State Series Events:**

1. The possession, distribution, sale and or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

**F. Special Report Forms and SAWA**

Special report forms have been developed to facilitate schools reporting any matter concerning High School programs that merit the attention of the high school principal. These forms can be used for reporting any incidents or problems with a competitor, coach, director or spectator. The forms may also be used to report errors in applying rules or any phase of judging in which a judge should immediately attempt to improve. The SAWA Report form should be used for reporting any instances where a coach, director, participant, judge or spectator has done an exemplary job of Sporting A Winning Attitude. These forms can be found on the IHSA website at [www.ihsa.org](http://www.ihsa.org).

**G. Responsibility for Theft or other Losses**

The IHSA will not be responsible for loss or theft of any personal or school property during the course of a contest.

**H. Prayer at IHSA State Series Contest:**

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

**X. AWARDS**

**A. Sectional**

A plaque shall be awarded to the first place winner in both Drama and Group Interpretation.

**B. State Final**

Trophies shall be awarded to the schools ranking first, second, and third in both Drama and Group Interpretation. Individual medallions shall be given to the members of the first, second, and third place Play Casts, Group Interpretation Casts, the All State Play Cast and the All State Group Interpretation Cast.

**C. All-Contest Casts/Tech Crews Awards**

1. Judges at Sectional contests shall each nominate individual students for All-Contest Cast consideration in both the drama and group interpretation events. There shall be no maximum on any judge nominations. At the sectional contest, any student whose name is contained on at least **three (3)** ballots shall be named to the All-Contest Cast for his or her particular event.

2. At the State Final, judges in each event shall nominate a minimum of ten (10) students for All-State Cast consideration. There is no maximum on any judges' nominations. Any student whose name appears on a minimum of **four (4)** nomination ballots shall be named to the All-State Cast.

3. Judges at the Sectional contests shall nominate individual students for excellence in running lights or sound for the All-Contest Lighting/Sound Award in Drama. There shall be no maximum on any judge nominations. At the Sectional contest, any student whose name is contained on at least **three (3)** ballots shall be named to the All-Contest Lighting/Sound Tech Award.

4. Judges at the State contests shall each nominate individual students for excellence in running lights or sound for All-Contest Lighting/Sound Tech in Drama. There shall be no maximum on any judge nominations. At the state contest, any student whose name is contained on at least **four (4)** ballots shall be named to the All-Contest Lighting/Sound Tech Award.

**D. Sportsmanship/Teamwork Awards**

A sportsmanship/teamwork award will be presented to the schools whose director, cast and crew in Drama and Group Interpretation worked best behind the scenes. Adult staff at UIS will be used to make this determination and selection.

**E. Technical Performance Award**

This award is being piloted this year to recognize the fine technical crews who conduct the "pre-show" that make this contest possible. The criteria for the award is based on the conditions in which the technical crew and directors unload the set and place in storage, set up the scenery and technical elements, and strike and reload in the allotted times. The processes will be viewed and evaluated by uni-

versity personnel and the IHSA Theatre Manager. They will be looking for the following qualities:

- Teamwork in a timely manner
- Efficiency in setting up with accuracy
- Congenial relationship with each other and the theatre personnel
- Harmonious in respecting the safety of each other and the facility

Awards will be given based on the size of the set. Categories will be determined and each category will be given recognition. (When possible the awards will be given to Small, Medium and Large. When size determination is not possible, it will be given to the three most effective set-ups, keeping in mind that size does not determine excellence.

**XI. JUDGING**

**A.** The local manager and the contest committee shall appoint five (5) judges each for Drama and Group Interpretation at the Sectional contests. The State Final Contest Committee shall appoint five (5) judges for Dramatics; two (2) panels of five (5) judges each for Group Interpretation preliminaries and one panel of five (5) judges for Group Interpretation Finals at the State Final contest.

**B.** Each judge shall rank the performances in the order of their excellence in his or her judgment. Judges may not award the same ranking to more than one group. There shall be no consultation between judges or with anyone else before the judges rank the performances and submit their ballots to the contest manager.

**C.** Each judge shall prepare a brief written critique of each performance. These shall be distributed to the participating schools following the contest.

**D.** Undue emphasis should not be placed on technical elements or judges' preferences, likes or dislikes of literature.

**E.** Judges shall not reveal their decisions to anyone prior to the announcement of results by the contest manager.

**F. Judges Fees:**

1. Sectional  
Dramatics: \$20.00 per play judged  
Group Interpretation: \$15.00 per performance judged

2. State Final  
Dramatics: \$20.00 per play judged  
Group Interpretation: \$15.00 per performance judged

Any judge who drives more than 70 miles round trip to the site of any contest in the IHSA State series shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.





## Manager Information for Drama/Group Interpretation

Enclosed are materials host managers will need for the Drama/Group Interpretation Sectional. The Rules Book and Drama/Group Interpretation Terms and Conditions can be found on the IHSA website as a resource for preliminary planning for the tournament host and judges. The sectional school assignments for Drama/Group Interpretation can be found on the IHSA website at [www.ihsa.org](http://www.ihsa.org) after December 1, 2013. Please use the enclosed information packet as a resource in managing your tournament.

### CONTEST COMMITTEE

1. You must appoint a Contest Committee of directors from schools assigned to your sectional. Consult with your committee and begin securing judges as soon as possible. **As the rules book indicates, you must consult with your committee in the selection of all hired judges.**

### LIST OF PARTICIPANTS

1. Host schools will have access to view the List of Participants from their contest in the Tournament Managers section of the Schools Center following the List of Participants deadline. The passwords to gain access to the Schools Center for your school will change for the 2013-14 school term. Coaches must have a valid email on file in the Schools Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH BUT YOUR ATHLETIC DIRECTOR OR PRINCIPAL WILL NEED TO ACTIVATE YOU AS THE TOURNAMENT MANAGER IN ORDER FOR YOU TO HAVE ACCESS TO THE TOURNAMENT MANAGEMENT SECTION OF THE SCHOOLS CENTER. This is the area of the Schools Center that will have the tournament information.** Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center link. Enter your "User ID" (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. On the next page, go to the "Tournament Management" area, find the row that lists the correct tournament, and click on "List of Participants" link.

### FINANCIAL ARRANGEMENTS

1. You must complete and return to the IHSA office the tentative tournament budget that is enclosed. As noted on the form, the IHSA does not underwrite the cost of the cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture.

**Please Note:** In order for the IHSA to guarantee payment of your contest expenses, the tentative budget must be submitted by **March 7, 2014** and approved prior to your contest. If you do not hear from the IHSA then your budget has been approved.

2. Schools entered will pay Event Fees of \$75 for each Drama and \$75 for each Group Interpretation as listed on the sectional assignments. Sectional Event Fees shall be made payable to the

Sectional Host School. Event fees for the State Final contest will be paid upon arrival at the contest site and shall be made payable to Sangamon Auditorium.

3. Event fees from participating schools will become your operating funds and will be accounted for under the terms of the financial report included in this mailing.

**Please Note:** As Stated in the Terms and Conditions for Drama and Group Interpretation:

- a. To withdraw without penalty, the school principal must notify the IHSA office, in writing, of the school's team withdrawal from Drama Group Interpretation State Series prior to **December 1**.
- b. Withdrawal after **December 1** but before **March 3, 2014** will result in a school being liable for payment of a \$100.00 late withdrawal penalty.
- c. If a school withdraws one or both entries after **March 3, 2014**, the school shall be liable for all event fees (\$75 for Drama and/or \$75 for Group Interpretation) for each events withdrawn and shall be assessed an additional penalty in the amount of \$100.
- d. If a school does not officially withdraw and/or does not show up for competition at any level of the state series, the school will be assessed the penalties in "b" and "c" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges' fees if applicable*). **The school shall also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for disposition.**

### JUDGES

1. **Judge Fees:** Financial arrangements for judges are as follows:
  - a. Sectional Drama Judges will be paid a flat fee of \$20 per play judged.
  - b. Sectional Group Interpretation Judges will be paid a flat fee of \$15 per group interpretation performance judged.
  - c. Any Judge who drives more than 70 miles round trip to the site of any contest in the IHSA State series shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be made directly from the IHSA office upon the judge's submission of an IHSA Judges Mileage Voucher.
2. **Lodging and Meal Expense:** Lodging and meal expense for judges are not allowed unless approved by the IHSA Office in the tentative budget prior to the contest. Make every effort possible to secure judges under 70 miles round trip and try to avoid additional housing/meal needs. Sites need make every effort to be fiscally responsible when running the tournament.

## CRITIQUE FORMS

1. Critique forms and ballots can be found in this manual for you to make copies of and use in all Sectional Rounds. You are **required to use these forms**. These forms are to be sent home with the coaches at the end of your contest.

## AWARDS

1. Plaque(s) will be sent directly from A & M Products in Princeton, IL (815-875-2667). These awards will be sent by United Parcel and should arrive at least one week prior to the contest. Please be sure your school's personnel responsible for receiving United Parcel deliveries are alerted to expect these items and deliver them to you upon their arrival. (See separate sheet on Awards for details) Please inspect these awards upon receipt to make sure they are correct and not broken.
2. Contest rules authorize the selection of all-contest casts in both Drama and Group Interpretation. You may have the judges nominate students for these honorary casts and announce those selected at your awards assemblies for sectional (student's name must appear on 3 nomination ballots). No awards are provided through the IHSA for those selected.

## WINNER REPORT

1. **Sectional Managers:** It is required by all host managers to complete the on-line Winner Report immediately following the contest. Managers are required to complete the Drama/Group Interpretation Winner Report on-line immediately following the sectional tournament. Please complete the Winners Report online as soon as the awards are announced and the contest is over. The passwords to gain access to the Schools Center for your school will change for the 2013-14 school term. Coaches must have a valid email on file in the Schools Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH BUT YOUR ATHLETIC DIRECTOR OR PRINCIPAL WILL NEED TO ACTIVATE YOU AS THE TOURNAMENT MANAGER IN ORDER FOR YOU TO HAVE ACCESS TO THE TOURNAMENT MANAGEMENT SECTION OF THE SCHOOLS CENTER. This is the area of the Schools Center that will have the tournament information.** Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center link. Enter your "User ID" (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. On the next page, go to the "Tournament Management" area, find the row that lists the correct tournament, and click on "Winner Report" link. Please follow the instructions shown on the screen as you fill in the necessary information. **Please make sure that you spell the student's names correctly.** As soon as you post to the website, all other sites will be able to view your results as well as you being able to view their results. We will need all of the schools qualifying and the titles and updated cast lists for their performances. Please be prepared to list characters as well as student's names. We must also have the name(s) of the director(s) from each school. **If you have not received all of the above information from each qualifier, please appoint someone at the sectional to meet with each school and secure this information.** If you have any questions, please contact the IHSA office at 309-663-6377.

## ADVANCEMENT

1. In **Drama**, the winners of first and second places in each Sectional shall advance to the State Final.
2. In **Group Interpretation**, the schools placing first, second and third at each Sectional will advance to the State Final.
3. At the state final, a student's name must appear 4 times on a judge's ballot for an All Cast nomination.
4. The State Final Qualifier Manual can be found on the IHSA website. Please inform the state qualifiers to go to the website to obtain the information. Performance order for the state tournament will be available on the website as soon as possible after the Sectional.
5. If scheduling conflicts arise as a result of double entries or identical selections, they will be resolved at the IHSA office. This information will be available on the IHSA website—[www.ihsa.org](http://www.ihsa.org).

## STATE FINAL INFORMATION

1. **The State Final will be held on March 28 & 29, 2014 at: Sangamon Auditorium  
University of Illinois at Springfield  
One University Plaza, MS PAC 397  
Springfield , Illinois 62703-5407**
2. **State Final Registration will be Thursday evening, March 27 from 6:00 to 8:30 p.m., and all day Friday, March 28 beginning at 8:00 a.m. in the lobby of the Public Affairs Center adjacent to the auditorium.**



## Important Dates for Drama/Group Interpretation

Original Entry Deadline	Nov. 1, 2013
Deadline to Change Original Entry	Dec. 1, 2013
List of Participants Due On-line (Performance Title and Author)	March 3, 2014
List of Participants Due On-Line (Entire Final Cast List)	March 10, 2014
Tentative Budget due to IHSA	March 7, 2014
Drama/Group Interpretation Sectional	March 21-22, 2014
Drama/ Group Interpretation State Final University of Illinois at Springfield	Sangamon Auditorium March 28-29, 2014
IHSA Financial Report due to IHSA within 10 days of contest	After contest

# DO WHAT'S RIGHT!

respect

- ✧ Show **respect** for opposing players, coaches and spectators.

appreciation

- ✧ Recognize and show **appreciation** for an outstanding play by either team.

integrity

- ✧ Respect the **integrity** and judgment of game officials.



positives

- ✧ Look for **positives** in athletes and coaches.

teamwork

- ✧ Emphasize **teamwork** in sports; teach them to think “We” instead of “Me”.

responsibility

- ✧ Accept the **responsibility** and privilege of representing your school and community.



**Sportsmanship  
begins and ends with you!**



difference

- ✧ Spectators can make a **difference**—be positive!

modesty

- ✧ Lead by example in sportsmanship: Display **modesty** in victory and graciousness in defeat.



## DRAMA/GROUP INTERPRETATION SECTIONAL MANAGERS CHECKLIST

### BUILDINGS AND GROUNDS

- \* Reserve appropriate spaces
- \* Auditorium for drama performance
- \* Group Interp. performance room
- \* Individual school Home Rooms
- \* Concession (Cafeteria)
- \* Tab Room/Headquarters
- \* Judges' Lounge
- \* Dressing Rooms (or appropriate changing rooms) for Drama
- \* Cleared rooms and dates on school's master calendar
- \* Confirm spaces even after reserving to be sure that no other activities are scheduled that may conflict with the tournament (include the loading and unloading spaces in your school's request)
- \* Confirm GI performance space is big enough and has a high enough ceiling. (Recommended dimensions: 23 ft. across x 20 ft. deep x 15 ft. high)
- \* Registration Area
- \* Space for awards
- \* Parking
- \* Select drop-off/pick-up area
- \* Bus parking
- \* Automobile parking

### ADDITIONAL SERVICES IN BUILDING

- \* Copy, Fax and E-mail Facility- Access to the Internet (wireless availability)
- \* Food Service and/or Hospitality for students/coaches (not paid by IHSA)
- \* List of area food locations/housing and area map
- \* Secretarial Assistance
- \* Scoring program
- \* Correspondence/Publicity/Media
- \* Business Office or Bookkeeper to handle Registration Fees and Judge Payment
- \* Custodial and Supervision Personnel (as per your building)
- \* Student and/or adult workers/volunteers
- \* Chairpersons and Timers
- \* Supplies
- \* Critiques-provided by IHSA
- \* Time sheets- provided by IHSA
- \* Judges ballot sheets-provided by IHSA
- \* Additional Stop Watches
- \* Supplies (pens, pencils, tape, markers, etc.)
- \* Equipment check
- \* Awards Assembly
- \* Podium/microphone
- \* Table for awards

### RESPONSIBILITIES TO IHSA

- \* Preplanning sheet (tentative budget) with projected tournament expenditures – Due: March 7, 2014
- \* Post Tournament Financial Report- Due: 10 days after tournament
- \* Fees received
- \* Late fees and drop fees assessed
- \* Judge payment
- \* Allowable costs to host school (check with IHSA to be sure an expense is allowed when in question)
- \* Duplicate Awards Form (completed for ties)
- \* Drop sheet (schools who did not come to tournament)
- \* Promoting a fair, educational and caring environment for all students

### AFTER TOURNAMENT ASSIGNMENTS ARE RELEASED

- \* Select a Sectional Committee (coaches from three schools competing in your sectional) If you are a relatively new tournament site, please select experienced committee members who can assist you. Attempt to get a balanced representation of coaches to serve on your contest committee.
- \* Secure at least one or two experienced coaches to serve on the committee
- \* Secure coaches entered in both Drama and Group Interp. to serve on the committee
- \* Meet with respective committee to:
- \* Select judges (ask for written input from all sectional committee members)
- \* Call previous hosts and/or contact the IHSA office for the names of potential judges
- \* Have written approval from your committee before hiring any judges- Have backup judges confirmed
- \* After committee approval, call these judges and make sure to confirm approximately how many performances they will judge and the rate paid by the IHSA pre performance
- \* Try to secure judges under 70 miles from the contest site
- \* Compile judges' information and send it to all committee members
- \* Determine Tournament Responsibilities
- \* Determine how communication will be handled
- \* Contact agreed upon hired Judges
- \* Send written confirmation (contract) to each judge, confirming the dates, times, other schedules and directions to school. Send each judge a copy of the current IHSA Drama/Group Interp. Terms and Conditions which can be found on the IHSA website for their review prior to contest
- \* Get communication information-director's phone # and e-mails
- \* Explain other issues specific to your building
- \* Provide a time for directors to review space
- \* Information for payment (as per your school district and IHSA rule book)

- \* Send Correspondence to Hired Judges
- \* Share Contact Information with assigned schools
- \* Randomly schedule tournament- create program
- \* Information about Payment- Have judges checks ready
- \* Map of building- Map to school
- \* Rulebooks- download and make copies for judges
- \* Payment/ inform schools who to make their payment to (ex: school, district, etc.)
- \* Parking and Meeting place- maps
- \* Regular communication with participating schools and committee members
- \* Ask for some sort of RSVP to ensure which schools will participate and in what events
- \* Collect registration and fees
- \* Adjust Double Entries/Duplicate material in scheduling
- \* Provide a facility manual with stage information- Drama and Group Interp. specs

#### **TOURNAMENT PAPERWORK**

- \* Be sure to send in the tentative budget to the IHSA by the required date of March 7, 2014
- \* Collect entry fees from all schools. Make sure their checks are made payable to your school or district
- \* Give judges mileage sheet so that IHSA can reimburse them for mileage over 70 miles round trip as needed
- \* Complete the on-line Financial Report as soon as possible after the contest- due 10 days after contest
- \* For registration, have available tournament programs and maps of your school
- \* Have IHSA critique sheets and ballots for all judges
- \* Create tabulation program
- \* Create a "Results Packets" for each school consisting of an envelope with the schools' critiques, overall results sheets and lists of All-Contest cast members

#### **WEEK OF THE TOURNAMENT**

- \* Prepare for any cast name adds, drops and changes
- \* Prepare and create program
- \* Procure checks for Judges
- \* Be prepared, a judge may drop (have committee approve yet one more)
- \* Hold a training session for Timekeepers and Room Chairpersons
- \* Prepare Judging Packets

- \* Check performance and prep spaces (things change)
- \* (Optional) Purchase needed items for your hospitality- not IHSA reimbursed
- \* Check on registration area
- \* Copy programs for distribution
- \* Assign performance and homerooms (optional)
- \* Alert custodial staff to stock restrooms

#### **THE DAY OF THE TOURNAMENT**

- \* Registration
- \* Hired Judges Meeting
- \* Make sure PA/bells are turned off
- \* Handle Questions, Concerns
- \* Tabulation
- \* Complete and send winners report to next level online
- \* Awards - make sure that you have the plaques for the first place teams in each event ready
- \* Pay Judges
- \* Have emergency numbers and emergency plan at tournament central

#### **SECTIONAL**

- \* Copy of your program
- \* Copy of Tabulation sheets
- \* Copy of Winners Reports (mark double entries)
- \* Judging Information (hired, coach and availability for Sectional)
- \* Original Entry Forms (List of Participants)

#### **SCHOOLS ADVANCING TO THE STATE TOURNAMENT**

- \* Direct advancing schools to the IHSA website to download the State Qualifiers Manual

#### **AFTER THE TOURNAMENT**

- \* Clean up facilities
- \* Complete the IHSA Financial Report within 10 day after the contest
- \* Write any appropriate thank you notes



## Instructions for Submitting Sectional Winner Report

Sectional Managers are required to complete the Drama/Group Interpretation Sectional Winner Report online. The passwords to gain access to the Schools Center for your school will change for the 2013-14 school term. Coaches must have a valid email on file in the Schools Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH BUT YOUR ATHLETIC DIRECTOR OR PRINCIPAL WILL NEED TO ACTIVATE YOU AS THE TOURNAMENT MANAGER IN ORDER FOR YOU TO HAVE ACCESS TO THE TOURNAMENT MANAGEMENT SECTION OF THE SCHOOLS CENTER. This is the area of the Schools Center that will have the tournament information.**

Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center link. Enter your "User ID" (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. On the next page, go to the "Tournament Management" area, find the row that lists the correct tournament, and click on "Winner Report" link. Please follow the instructions shown on the screen as you fill in the necessary information.

**Please make sure that you spell the student's names correctly. This is how they will appear in the state final program.**

After completing and submitting the Winner Report online, print out a copy of the completed report form for your records.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Carol Carr or e-mail her at [ccarr@ihsa.org](mailto:ccarr@ihsa.org).)



## **Awards Delivery Information**

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

**At State Final Tournaments**, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw  
Asst. Executive Director





## **For State Final Hosts**

# **Assembly Instructions for IHSA State Final Trophies**

**(please use caution when assembling the trophies)**

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

**IMPORTANT** - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

**DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE** THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

**Please do not pick up and carry the trophy by the side figures.**

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

2013-2014 IHSA Tournament Manager Duplicate Medal Order Form for Ties

Tournament Site: \_\_\_\_\_ Level Of Competition: \_\_\_ Regional \_\_\_ Sectional

Sport/Activity: \_\_\_\_\_ Gender: \_\_\_ Girls \_\_\_ Boys

Print Tournament Manager's Name: \_\_\_\_\_

Tournament Manager's Phone Number: \_\_\_\_\_

Classification (circle one): 1A 2A 3A 4A 5A 6A 7A 8A Class A Class AA Unclassified

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medals for participants who earned them at the Regional or Sectional Tournament whose medal needs could not be fulfilled from existing tournament supplies. **Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.**

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form** to **A & M Products at (815) 879-0400**. The medals will be sent directly from A & M Products to the School listed. Tournament Managers must use this form to place orders. This form can be duplicated, if necessary.

\*Event Name ie-Pole Vault, Discus, Diving, 100-yd. Butterfly, Singles, Doubles, 102 lb., Speech: IE, etc.

◆ Recipient Town/School (Must supply both): \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
I=Individual Medal/Event Name\* \_\_\_\_\_

◆ Recipient Town/School (Must supply both): \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
I=Individual Medal/Event Name\* \_\_\_\_\_

◆ Recipient Town/School (Must supply both): \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
I=Individual Medal/Event Name\* \_\_\_\_\_

◆ Recipient Town/School (Must supply both): \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
I=Individual Medal/Event Name\* \_\_\_\_\_

◆ Recipient Town/School (Must supply both): \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
I=Individual Medal/Event Name\* \_\_\_\_\_



# IHSA Licensed Vendor



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

## Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)



## **Drama/Group Interpretation Contest Committee Members Report**

Host Site: \_\_\_\_\_

Please fax this report to the IHSA Office at 309-663-7479 as soon as you have chosen your contest committee (No later than Dec.20, 2013). Thank you.

### **Committee Members: School**

1. (Manager) \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_



## DRAMA/GROUP INTERPRETATION JUDGES CONFIRMATION LETTER

JUDGE NAME: \_\_\_\_\_

EVENT: \_\_\_\_\_

Thank you for agreeing to judge at the IHSA Sectional Drama/Group Interpretation competition at \_\_\_\_\_. The address for the contest site is \_\_\_\_\_. Please check in as soon as you arrive; you will receive your tournament packet, including critiques and ballots. We will have a brief meeting in the Judges Lounge to answer questions.

I am including a copy of the current Drama/Group Interpretation terms and conditions. Please review these prior to the tournament. Also, please feel free to contact \_\_\_\_\_ if you have any questions about the tournament. We have \_\_\_\_\_ Drama performances scheduled and \_\_\_\_\_ Group Interpretation performances scheduled. Competition will begin on \_\_\_\_\_ at \_\_\_\_\_. We expect to be finished on Saturday by \_\_\_\_\_. The IHSA has authorized payment of \$15 for each Group Interpretation performance judged and \$20 for each Contest Play judged. If your mileage is over 70 miles round trip then you will receive an IHSA mileage voucher to complete and return.

On behalf of the Illinois High School Association, thank you for your services and for enriching the educational experience through interscholastic competition.



## **EFFECTIVE JUDGING CRITIQUE**

(To be distributed to all judges)

Judges must realize that the most important part of their assignments is not ranking contestants. Certainly giving ranks to performers is the ultimate product of a judge's effort; but making a positive contribution to enrich the student's educational experience through the written critique prepared for each performance is the most important part of the judging assignment. As a judge you are the "game official" and have control of the round of competition. Please consult the host manager if you have any questions.

To help judges write critiques which will, indeed, contribute to students' learning from their contest experiences, the following suggestions are offered:

1. Be certain to write legibly, using understandable terms. The best critique in the world will be ineffective if it can't be deciphered.
2. Be certain to use positive language in the critique. Describe weaknesses and deficiencies in words which do not incite negative reactions. Telling a student that "this was a terrible performance" does not help that student look positively for ways to improve.
3. Be certain to relate the performance to the competition. A very good performance may bring a rank of 4th or 5th in a round of other very good performances. Students need help, in words from their judges, to understand the competitive perspective to which they have submitted their work.
4. Be certain to identify key factors which could be worked on and which, if improved upon, would improve the overall effectiveness of the performance. Suggestions regarding how to improve are also appreciated.
5. Be certain to emphasize the "major reasons" for the ranking assigned to each performance. Students and coaches don't want vague, generalized or petty comments. Provide specific reasons for the outcome of a student's performance. Be direct, yet kind; you don't have time or space to elaborate.
6. Be certain to write the kind of critique you would want to receive. Never be satisfied with anything less.
7. Be aware that you may be ranking students with a variety of skill levels and backgrounds. Make sure your critique enriches the educational experience for the students.

## Illinois High School Association Judges Top 15 List

\_\_\_ Regional

\_\_\_ Sectional

Site: \_\_\_\_\_

\_\_\_ State

Rank order your selection of the top 15 DGI judges - these names will be confidentially secured and used when selecting our top state series judges. Copies of critique sheets may be included. Please report any concerns with judges to the IHSA.

<u>Judge Name</u>	<b>JUDGE</b>	<u>Contact Info.</u>	<b>RANK (1 through 15)</b>
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____
_____			_____

Tournament Management  
(Sectional Committee)

Rating \_\_\_\_\_

**Please return this form to:**  
**Susie Knoblauch. IHSA. 2715 McGraw Drive, Bloomington, IL 61704**  
**Fax: 309-663-7479**

# Instructions for Drama/Group Interpretation Room Chairs and Timekeepers

## A. GENERAL INSTRUCTIONS

The role of Timer and Room Chair is very important to the management of the tournament. Room Chairs and Timekeepers should secure from the local manager a copy of the current IHSA Drama Terms and Conditions. Read, it carefully, paying particular attention to Articles VI-G, VIII-C and VIII-D.

## B. ROOM CHAIRMEN

### 1. Directions

You should make a careful check to see that judges, timekeepers and performing schools are ready before starting a performance. Every effort should be made to start a performance on time, but be sure you do not start without the timekeeper or the judge(s). To permit a show to participate out of order you must have, and provide to the judge, written assurance that his appearance on the program has been approved by the local manager. Judges have no authority to allow a show to perform out of order without the written consent of the tournament manager. If the local manager has authorized any change in the printed program, be sure that the judge is informed of the change.

### 2. Prompt

An introductory prompt has been provided below for your use. Begin each round with a statement like the following:

**“Good morning/Good afternoon. My name is \_\_\_\_\_ and I will be your room chair. Welcome to \_\_\_\_\_ H.S. for the I.H.S.A. Sectional/State competition. This contest will be conducted under the provisions of the Illinois High School Association. Please exemplify excellent audience skills and make sure all cell phones are turned off at this time. At this time I’d like to introduce (Name of High School) performing (Name of Show) directed by (Name of Director).”**

## C. TIMEKEEPERS

1. Timekeepers, be sure that you understand the nature of your job. (Time is VERY important. Any group that goes overtime, loses one ranking for every thirty seconds of overtime!) Two timers, using stopwatches shall be required. No time signals shall be given by either timekeeper.
2. Be prepared to accommodate whatever the director needs you to do. If they ask you to call out time on the minute during set up, do so. If they ask you what time you have at any point, tell them immediately. When they say “start”, start! When they say “stop”, stop!
3. You will be timing the set up for each performance, the actual performance, and the “strike” of the performance. You will write these times on the official time sheet provided. Perform your tasks in this order:
  - a. Time the set up and write it down.
  - b. Time the production itself and write the time down.
  - c. Time the strike of the set and write it down.
  - d. Add the times for setup and strike, and write down the total.
  - e. As soon as all performances are finished, deliver your time sheets to the tab room.

### TIMING THE SET-UP/STRIKE

1. Be sure that the director and his/her crews are ready to begin. Let the director signal you to start. (You start as soon as the first set piece or person crosses the tape line, or as soon as the first light or sound crew is tried.)
2. Stop your watch as soon as all people have cleared the staging area within the tape lines, and as soon as sound and/or lights are off.
3. Write down the time on your timer’s sheet as it appears on your watch.
4. CLEAR YOUR WATCH BEFORE YOU BEGIN TO TIME THE PERFORMANCE.

### TIMING THE PERFORMANCE

1. Be sure that you know the opening and closing moments of the show (from your earlier meeting with the Room Chair and Director).
2. Start your watch at that opening moment.
3. Stop your watch at the closing moment (or in drama, when the stage returns to silence and the stage is black).
4. Record your time on the timer’s sheet.
5. CLEAR YOUR WATCH!

#### Time Parameters for Drama

Task	Time Limit
Unload vehicles and store their entire set	15 minutes
Set-up and Strike combined	20 minutes
Time limit for Drama performance	40 minutes

#### Time Parameters for Group Interpretation

Task	Time Limit
Set-up and strike combined	5 minutes
Time limit for Group Interpretation performance	30 minutes





## DRAMA LOAD/UNLOAD TIME SHEET

Scheduled Time of Unload	School	Performance Title	Load-in	Load-out	Total Load-in and Load-out (Max: 15 minutes combined)

Name of Timer(s): \_\_\_\_\_  
 \_\_\_\_\_



# DRAMA OFFICIAL TIME SHEET

Scheduled Time of Performance	School	Title	Set-up	Strike	Total Set-up & Strike (Max: 20 minutes combined)	Performance Running Time (Max: 40 min.)

Name of Timer(s): \_\_\_\_\_

\_\_\_\_\_



# GROUP INTERPRETATION OFFICIAL TIME SHEET

Scheduled Time of Performance	School	Title	Set-up	Strike	Total Set-up & Strike (Max: 5 minutes combined)	Performance Running Time (Max: 30 min.)

Name of Timer(s): \_\_\_\_\_  
\_\_\_\_\_



## 2013-14 Sectional *Drama Critique*

Rank: \_\_\_\_\_

**Title of Performance:**

**School:**

---

**Major Reasons for Ranking (Comment briefly on each of the categories):**

1. Directing/Staging
  
  2. Development/Cutting
  
  3. Characters/Relationship Development
  
  4. Technical Proficiency
- 

Overall Comments:

---

Judge's Signature



## 2013-14 Sectional *Group Interpretation Critique*

Rank: \_\_\_\_\_

**Title of Performance:**

**School:**

---

**Major Reasons for Ranking (Comment briefly on each of the categories):**

1. Ensemble/Group Work
  
  2. Story Development through Characters and Narrators
  
  3. Focus/Blocking
- 

**Overall Comments:**

---

Judge's Signature



# DRAMA BALLOT

Sectional     \_\_\_

State Final    \_\_\_

Title of Performance	Rank

Judge: \_\_\_\_\_



## GROUP INTERPRETATION BALLOT

Sectional     —

State Final   —

Title of Performance	Rank

Judge: \_\_\_\_\_



Phone: 309-663-6377 Fax 309-663-7479 e-mail: sknoblach@ihsa.org

**DRAMA/GROUP INTERPRETATION PROTEST FORM**  
(Please complete entire form)

IHSA COACH/JUDGE FILING PROTEST: \_\_\_\_\_

SCHOOL, CITY of COACH/JUDGE: \_\_\_\_\_

NAME/SCHOOL OF CONTESTANT BEING PROTESTED: \_\_\_\_\_

DESCRIBE INFRACTION (Please be detailed and site the IHSA rule violated as per the IHSA Speech Rules Book. EX: VIII-A-3):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DECISION OF IHSA STATE SERIES MANAGER AND/OR STATE FINAL CHAIRPERSON:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALL DECISIONS WILL BE FORWARDED/REFERRED TO THE IHSA ASSISTANT EXECUTIVE DIRECTOR FOR DRAMA/GROUP INTERPRETATION.

Please fax this completed form to 309-663-7479





**Managers Please Note:** An estimated budgeted expenses form is included in this information. Please fill in the tentative budget and **return for approval no later than March 7, 2014**, before your contest is held. Send one copy of the form to:

Tammy Craig  
Illinois High School Association  
2715 McGraw Drive  
Bloomington, Illinois 61704  
Fax: 309-663-7479

The Illinois High School Association does not approve as expenses items which are of a permanent nature and may be retained for further use by the host school. The IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture.

The IHSA does not approve as expenses the cost of hospitality areas. Should you desire to provide either of these, you the cost will be the responsibility of the host school.

Sites need to make every attempt possible to be fiscally responsible when running the tournament.

Sectional judges will be paid \$20 per play judged and \$15 per group interpretation performance judged, but will not be reimbursed for mileage, unless they drive in excess of 70 miles round trip. Those miles, in excess of 70, will be reimbursed at \$.30 per mile to the judge directly by the IHSA Office, providing the judge sends a completed copy of the enclosed judges mileage voucher to the IHSA.

**If the IHSA does not contact you after March 7, 2014 then your tentative budget has been approved. If there are concerns the IHSA will contact the manager directly.**

Click on link for downloadable form

<http://www.ihsa.org/documents/forms/2013-14/13-14DGITentativeBudget.pdf>



Illinois High School Association  
 2715 McGraw Dr., Bloomington, IL 61704  
 Phone: 309-663-6377  
 Fax: 309-663-7479

## 2013-14 Tentative Budget for IHSA Speech Drama and Group Interpretation Contest

Sectional contest to be held at:

High School

Address

City

Zip Code

### ESTIMATED EXPENDITURES

**JUDGES EXPENSES:**

Event	Number of Shows	Fees	Total
Drama = 5 judges		\$20.00 per play judged	
Group Interpretation = 5 judges		\$15.00 per performance judged	
<b>Total Judges Expenses \$</b>			

**APPROXIMATE ALLOWABLE EXPENSES: \$1,000**

Custodial	\$	<input style="width: 100%; height: 20px;" type="text"/>
Secretarial	\$	<input style="width: 100%; height: 20px;" type="text"/>
Supplies	\$	<input style="width: 100%; height: 20px;" type="text"/>
Security-Event Personnel-Supervision	\$	<input style="width: 100%; height: 20px;" type="text"/>
Technology	\$	<input style="width: 100%; height: 20px;" type="text"/>
Manager	\$	<input style="width: 100%; height: 20px;" type="text"/>
Miscellaneous	\$	<input style="width: 100%; height: 20px;" type="text"/>
<b>Total Administrative Expenses \$</b>		<input style="width: 100%; height: 20px;" type="text"/>
<b>GRAND TOTAL OF ESTIMATED EXPENSES \$</b>		<input style="width: 100%; height: 20px;" type="text"/>

\_\_\_\_\_  
 Signature of Manager

\_\_\_\_\_  
 Signature of Principal/Official Representative

Send one copy of this tentative budget to Illinois High School Association, 2715 McGraw Drive, Bloomington, IL 61704, or fax to 309-663-7479 by March 7, 2014, and keep one copy for your files. If the IHSA does not contact you then your budget has been approved.



## **Financial Reports Must Be Filed Online**

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.



Illinois High School Association  
 2715 McGraw Dr., Bloomington, IL 61704  
 Phone: 309-663-6377  
 Fax: 309-663-7479

## 2013-14 Financial Report for IHSA Speech Drama and Group Interpretation Sectional Contest

**Sectional Contest to be held at:**  **High School**

Address  City  Zip

### RECEIPTS

<b>Event Entry Fees</b>	\$	<input style="width: 90%;" type="text"/>
<b>Late Fees</b>	\$	<input style="width: 90%;" type="text"/>
<b>GROSS RECEIPTS</b>		\$ <input style="width: 80%;" type="text"/>

### EXPENDITURES

JUDGES FEES: Drama--\$20.00 per play judges. Group Interpretation--\$15.00 per performance judged.

Name	Address	Fee
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**OTHER EXPENSES (Please Itemize)**

	\$
	\$
	\$
	\$
	\$
<b>Total Other Expenses</b>	
<b>Total Expenditures</b>	

<b>Net Income</b>	\$ <input style="width: 90%;" type="text"/>
<b>or Deficit</b>	\$ <input style="width: 90%;" type="text"/>

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Signature of Principal