



# Junior Festival Director Checklist

## FIRST STEPS

- Read **Registration Packet** and all event Information **THOROUGHLY**.
- **Directors are the ONLY person** to register your troupe/school. You will register all students, chaperones, assistant directors, and competitive events.
- Go through appropriate **campus and district protocols** for student travel and requests to get your field trip and attendance to Junior Festival approved.

## PAPERWORK

- **Obtain signatures** for the **Troupe Responsibility Form** from your campus administrator. Scan this document and save it as a PDF.
- Hold a meeting with students to introduce Festival. Pass out the **Registration Packet** to all students attending the festival with you. The packet contains all necessary personal information needed, the Consent Form and the Code of Conduct for each student. **Be sure to include:** *UIL Eligibility (and deadlines for grade checks if applicable), district/campus travel and field trip documentation, payment options and deadlines, and any policies or requirements of your own.*

Digital Tip: Make a **Google/Microsoft Registration Form** for your students and parents to complete in lieu of the printed personal information form. You can send a letter that contains QR codes with links to your digital Registration Form and Thespian Website. Print this 2-sided with the **Consent Form** and save paper!

- Have each student return the **Registration Packet** (or digital version) and the **Consent Form** to you. *Aim for 2 weeks - 1 month prior to the registration close deadline.*
- Scan each student and adult's **Consent Form** and save them as a PDF by name. You will need to upload these individually.
- Create a list of all student events/teams. Be sure to include **Titles, Authors, and Publishers** for all Performance events, Students on Improv/Lip Sync/Reader's Theatre/Design teams.

## REGISTER

- **Register** your school for Junior Festival through the **Registration platform**. This will not be available until 5-6 weeks prior to the Festival date. Be sure to check the **EVENT LOCATION** and **DATE** on the registration portal is correct before starting the process.
- **DO NOT MAIL CONSENT FORMS**. You will **SCAN ALL** copies of the Consent forms and the Troupe Participation Agreement form to upload them into Swoogo.

Tip: If you like hardcopies, create a binder with all Registration Forms, Consent Forms, Travel forms, Troupe agreement, and other campus/district documentation for YOURSELF. You can also add a printed copy of your registration, Swoogo invoice, Maps, Event One-Pagers, student grade checks if applicable...

- For each student in Thespy Performance IEs: **Submit Titles, Authors, and Publishers**. You are allowed to enter 10 **Thespy IE events**. Students may not be cross-entered.
- For each student in Lip Sync/Design: **Submit Pieces/Titles/Teams**.
- **Submit Workshop Form(s)** - If you teach two (2) workshops, your registration fee will be waived!
- **Print** your complete registration for Junior Festival when finished directly through the **Swoogo platform**. Review all charges and have students check their names/events.
- **Submit Invoice to be Paid to campus/district**.

## TRAVEL

- **Arrange transportation** to and from festival. Festival runs from 8:00 am - 6:00 pm. If your school or budget does not have the funds for this, **add the cost to the registration** form that you give to delegates. Many trips equate to \$5-\$15 per student depending on your district's policy.
- Junior Festival is not open to the public or any other parents/guests. All attending adults 18+ must be registered with Texas Thespians. If any students need to be picked up from the festival, the correct documentation and paperwork are the director's responsibility to obtain prior to Festival day.

## FINANCES

- Download and send the 2024 - 2025 **Texas Thespian W9** to your business office or financial clerk.
- **Make sure that you have your finances taken care of BEFORE you get to Festival!** After completing the registration, there is a "**print invoice**" option and an email option. Get a **check** cut for the total registration or submit payment online with a **credit card**.
- Make sure to **document PO requests** and **keep payment receipts** for your records.

- If you are paying with a check, please mail it to:
  - **TEXAS THESPIANS**  
**Amy Jordan, Chapter Director**  
**15 Circle Drive**  
**Denison, TX 75021**

## NOTE

- After registration, all information regarding the festival will be sent to the Troupe Director via email. Regularly check your emails as not to miss anything from *Alexis Gette, Jonathan Hubbard, Amy Jordan or Eddie Haisten*.
- Download the **Eventsential App** and the **Goosechase app**.
- Plan a mandatory meeting for the week before the Festival for all attendees. Be sure all attendees have reviewed dress code, personal belongings, workshops, competition assignments, maps and schedule- as well as have access to Eventsential.
- Regularly check student's grades and stay on top of registration modifications as needed.
- Create a Remind or GroupMeet group for ease of communication with your students during festival day.