Director’s Checklist

* Read EVERYTHING.
* Don't post questions on Facebook that you can find on the website! **Take the time to READ.**
* Google “Texas Thespians” + keyword to find things easily.
* Directors are the ONLY person to register your troupe in Cvent.
* Download the Cvent Registration Worksheets
* Download the Troupe Registration Worksheets
* Make copies of the Thespian Festival Registration Form and send the Thespian Festival Information Letter to your Thespians; edit to fit your troupe and school.
* Download and make copies of the Consent & Acceptance Form
* Go over Festival Rules & Code of Conduct, Solicitation Policy, and Social Media Policy to give to delegates.
* Discuss APPROPRIATE behavior and audience etiquette with your students. It is YOUR responsibility to ensure that your students behave themselves.
* Have a Festival Meeting with your delegates to collect their registration and Consent & Acceptance Form (the earlier the better!)
* Suggestion: make a Google Registration Form to save paper! Google forms import all info into a database so you can simply cut & paste delegates' information. To see an example, [go here.](https://docs.google.com/forms/d/e/1FAIpQLSfhFXvdImyoSu-E0EWxyF5pwo7NgRMs8QdzgYivqFkNJmU2QA/viewform)
* Collect registration fees from each student
* Arrange transportation to Grapevine (add cost to registration forms that you give to delegates)
* Register through Cvent – use forms provided in the Director's Packet to aid in registration.
* Registration opens September 9th at 9am and will close at 7pm on October 18th.
* Submit titles for Performance Individual Events if competing
* Complete Main Stage Performance Submission & Main Stage Adjudication request if applicable.
* Complete Play Marathons Submissions if applicable.
* Submit Workshop Proposal(s) - If you teach three (3) workshops, your registration fee will be waived!
* Include fees for Play Marathons, Main Stage Adjudication, and National Adjudication if applicable.
* Get a check cut for the total registration
* IMPORTANT:: Download and send the Texas Thespian W9 to your business office to make sure TEXAS THESPIANS receives payment for your registration.
* Verify that they have changed the address to 4200 N. State Highway 91, Denison, TX 75020
* Make your check out to TEXAS THESPIANS.
* Postmark your envelope to Amy Jordan, Chapter Director by October 19, 2018; include check and a copy of your registration.
* Make sure that you have your finances taken care of BEFORE you get to Festival!
* Have a second meeting just before Festival to review Festival Rules, Code of Conduct & Social Media Policy and to collect Consent & Acceptance Forms. Impress upon your students that they need to exercise respectful, courteous behavior and that they will NOT hang out. Badges WILL be pulled if students are not in workshops.
* Obtain signatures for the Troupe Participation Agreement Form (director, administrator)
* Send Troupe Participation Agreement, along with Consent Forms to Vicki Kirkley.
* Scan your Consent & Acceptance Forms and email to Vicki Kirkley at vicki.kirkley@texasthespians.org
* Make TWO (2) copies of the Consent & Acceptance Forms.
	+ ​Suggestion- keep a pdf of each one and put in a Google Folder to reduce paper.
* Keep one copy of the Consent & Acceptance Form in your binder and have each student put one in their badges so that should an emergency arise, we can get them help.
* MAIL the Troupe Participation Agreement Form to Vicki Kirkley, Prosper High School, 301 Eagle Drive. Prosper, TX 75078 by October 25.
* Create a notebook or file for the Festival which includes:
	+ One copy of the Consent Form for your troupe members to keep behind their badges at Festival.
	+ One copy of Consent Forms for you to have on hand in the event of an emergency.
	+ Copy of their insurance card
	+ Copy of registration information
	+ Copy of payment information
	+ Copy of the Troupe Participation Agreement
* Suggestion: make a contact list with your cell number and other chaperones’ cell numbers for every person in your group; distribute to the troupe when you pick up nametags
* Instruct everyone to put the contact list behind their name, along with their Consent & Acceptance form.
* Arrive at Gaylord Texan Resort & Convention Center no later than 8:00 AM on Thursday, November 21, 2019!
* Festival STARTS at 8AM! NO hanging out! Go to workshops and plays!
* Festival will end at 7 pm on Saturday, November 23, 2019.
* ​Mail all correspondence to:

TEXAS THESPIANS, Amy Jordan, Denison High School, 4200 N State Highway 91, Denison, TX 75020