

Junior Festival Director Checklist

FIRST STEPS

- Read **Rules and Code of Conduct**, and 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 Participation Agreement Form from your campus administrator/ fine arts director.
- **Send a Letter to Parents & Students** attending the festival with you. Include the Consent and Acceptance Form for each student. Suggestion: make a **Google Registration Form** to save paper.
- Create a Google Form and import all info into a database so you can simply cut & paste delegates' information.
- Have each student return this to you with a **copy of their insurance card** or a note stating that they are not insured. They should also include their Registration Form with shirt size and their lunch preferences.
- Have a **Festival Meeting** with your delegates to go over rules, competition events, study the tech handbook, and create an All-Star Troupe Display.

REGISTER

- **Register** your school for Junior Festival
- Suggestion: **Double-check** your students' t-shirt size and dietary needs. You may want to include this in your parent letter or with your consent forms.
- **DO NOT MAIL CONSENT FORMS. SCAN ALL** copies of the Consent forms and the Troupe Participation Agreement form and upload them into Swoogo.
- **Submit Titles, Authors, and Publishers** for all Thespy IE Performance Events. You are allowed to enter 10 **Thespy IE events**. Students may not be cross-entered.
- **Submit Student Names and Titles** for all Texas Performance Events.
- **Submit Workshop Form(s)** - If you teach two (2) workshops or volunteer to teach in Tech Playland for 2 sessions, your registration fee will be waived!

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TRAVEL

- **Arrange transportation** to and from festival.
- Suggestion: 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.

FINANCES

- **Make sure that you have your finances taken care of BEFORE you get to Festival!**
- Get a **check** cut for the total registration or submit payment online with a **credit card**.
- After completing the registration, there is a "**print invoice**" option and an email option.
- Make sure to **document PO requests** and **keep payment receipts** for your records.
- **IMPORTANT::** Download and send the **Texas Thespian W9** to your business office or financial clerk!
- If you are paying with a check, please mail it to:
 - **TEXAS THESPIANS**
Amy Jordan, Chapter Director
15 Circle Drive
Denison, TX 75021
- **Have a second meeting just before Festival to review Festival Rules, Code of Conduct & Social Media Policy.**
- **Be sure to discuss the** dress code, IEs & events, festival schedule, participation in workshops and tech playland, tech relay, and finalize your All-Star Troupe Display entry.

NOTE

- Junior Festival is from approximately 7 AM-6 PM.
- 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.