**Texas Thespians Director’s Checklist**

**Start Here:**

* Click here to download your packet to give your kids. <https://www.texasthespians.org/uploads/1/0/9/4/109453149/registrationworksheets.pdf>
* Collect the Festival Registration worksheet and the consent form from each participant.
* Use the registration worksheets to figure out how many hotel rooms you need.

**Registration Part 1 on September 9th - only do this:**

* Register yourself when the system becomes live on September 9 at 9AM. - The link is on [www.texasthespians.org](http://www.texasthespians.org)
* Make sure you only enter your information, answer the questions asked and enter the number of hotel rooms you need.  Make sure you go all the way through, click finish and get the spinning gears. DO NOT enter your kids now, you will do it later.

**Registration Part 2 - sometime before October 18th**

* Decide who is competing in which events, scholarships, auditions, etc and their titles.
* Go back into the registration site - make sure you have your confirmation number - and enter all of your students, assistant directors and chaperones. This is when you will enter their events as well.  Make sure that all titles are in prior to October 18th. You can’t change titles after that point - make sure you go all the way through and click finish.

**Payment and Forms**

* Collect payment from your kids and arrange to get one check cut make sure you have your troupe number and school on it.
* Send that check to TEXAS THESPIANS, Amy Jordan, Denison High School, 4200 N State Highway 91, Denison, TX 75020 by October 18th.
* Consent Forms from all participants need to be scanned into one document called your troupe number and school name (example: 6800prosperhs.pdf) and emailed to Vicki Kirkley at vicki.kirkley@texasthespians.org by October 25th.
* Mail the Troupe Participation Agreement Form to Vicki Kirkley, Prosper High School, 301 Eagle Drive. Prosper, TX 75078 by October 25th.

**Travel Arrangements**

* Arrange for your bus to get you to the Gaylord prior to festival beginning - Thursday November 21st at 8AM.
* Make sure you get some form of contact info/phone number for your bus driver or company.
* Arrange for pickup at 5PM on November 23rd.

**At Festival**

* For you, bring one copy of the consent forms, insurance cards, a copy of your registration confirmation and a contact sheet for your students.
* Bring a copy of the consent forms and give each of your kids theirs to put in their badge - just in case of an emergency.
* Come to the registration desk with only 1 helper when you arrive. You will check in with Amy, then come see Vicki to get your registration materials.  **That’s It!  Welcome to Festival!!**