

# Texas Thespians Troupe Responsibility Form

Please type the form below and print out filled form and signature pages only.  
Include with all other required Festival documents and send with check.

Director responsible on site

Troupe Director's Email

Cell # on Site

Troupe Number

School Name

Administrator's Name/Title

Administrator's Email

Administrator's Phone #

Arrival Date (mm/dd/yy)

Arrival Time

Departure Date (mm/dd/yy)

Departure Time

Total directors/chaperones?

Total Students

## Troupe Director Agreement:

As a Director of a Texas Thespian Troupe,

- I have read, understand, and agree to adhere to the behavior and security policies and procedures outlined for the Texas State Thespian Festival.
- I understand that **I am always on duty monitoring student delegate behavior** and that I have the responsibility to address behavior issues with any student delegate whose behavior warrants it.
- I understand that **my students are NOT allowed to loiter in common spaces** and that their badges will be pulled if they are not involved in a show, a workshop, or an event.
- I understand that **I am REQUIRED to participate in a Festival competition position**, and that if I do not fulfill my responsibility, my Professional Development Hours Certificate will be withheld.
- I further understand that if I do not fulfill my Festival competition duties, that my principal will receive a letter stating that I was negligent of my responsibility.
- I agree to file an incident report at the registration desk when necessary.
- I have educated my students and chaperones on these policies and procedures.
- I recognize the importance of quality educational theatre and that Texas State Thespian Festival showcases quality theatre. I understand that the theatrical literature performed at the State Festival is as varied and diverse as the schools and communities from across Texas presenting it.
  
- **I have read and discussed the hotel rules and code of conduct with my Troupe members, their parents, and my administration, and I/we promise to abide by them.**
- **I will be responsible for any member of my group breaking any rules, and I understand that I will be personally responsible for making sure all members of my group follow each and every one of these rules.**

Troupe Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Campus Administrator Agreement:

As an administrator,

- I agree that **all fees will be paid prior** to the beginning of Texas Thespian State Festival.
- I understand that our Thespians will be traveling to & participating in the Texas Thespian State Festival
- I understand that at this festival will be performances of a great variety and diversity of theatrical literature, which represents all levels of educational theatre in the state of Texas.
- I realize that the above named Thespian Director is taking his/her troupe to the State Festival to gain a broader and greater appreciation of live theatre and will use this as an educational experience for the betterment of our students.
- **I understand that the Director is REQUIRED to fulfill Festival competition duties, and that if he/she does not fulfill his/her responsibility, Professional Development Hours Certificates will be withheld.**

Administrator's Name

Title

Troupe Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please read the following to your group and complete signature page 1 indicating that your group is aware of all rules regarding use of the hotel:**

- Hotel associates and property are to be respected at all times.
- Hotel has other guests not taking part in-group functions?-please respect their experience at all times.
- **Girls will not be allowed in boys' rooms and boys will not be allowed in girls' rooms, no exceptions.**
- A good attitude and behavior is expected at all times.
- Participants must refrain from public displays of affection with girlfriend or boyfriend.
- No running, screaming, yelling, or horseplay down halls, in lobby area, emergency stairwells, or other public areas of hotel.
- No throwing objects from stairs or balcony.
- No hanging from railings or sliding down banisters.
- No loud TV or loud music in rooms or in public areas such as lobby, pool area, halls, etc.
- Hotel rules and schedules for use of swimming pool, exercise room, hot tub, and any other public areas must be respected.
- Use of swimming pool, exercise room, hot tub and any other public area requires adult supervision at all times.
- The person or persons causing disturbances or damage to hotel property, whether accidental or intentional, will be responsible for all charges and expenses including but not limited to repairs or replacement of property.
- The use of any kind of adhesives, i.e. tape, glues etc., on any wall or door surface is strictly prohibited.

All rules of conduct for group activities are also to be obeyed while on hotel property.

- Each director/chaperone must know the whereabouts of his/her group at all times.
- Each director/chaperone is responsible for the behavior of his/her group at all times.
- City curfew is Midnight. If sponsor desires to set earlier curfew for his/her group and enforce it, please notify the Hotel.

**Not Permissible:**

- alcoholic drinks, any form of tobacco products, illegal drugs
- firearms, knives or other kind of weapons
- fireworks, smoke bombs, and the like
- pornographic literature, immoral acts of any kind
- bad language, back talking or any other type of profanity
- fighting or abusive behavior
- laser pointers

Hotels are free to impose any sanctions they may deem necessary to maintain order, even to the point of expulsion of the person or persons causing disturbances on or damage to their property.

## **RULES & CODE OF CONDUCT**

Texas Thespians have hired security on-site to serve along with our teachers and administrative representatives from schools and districts attending our festival. Please understand that we take your safety and security very seriously and violations will be dealt with by the Festival Security Team.

A delegate who violates the Festival Rules will have to deal with the consequences of his/her behavior and in some instances will be sent home from festival. We have divided violations into three categories:

- Minor Infractions
- Major Infractions
- Immediate Removal from the Festival

The Security Chairperson and Security Team reserve the right to determine the magnitude of any violation of the Security Policies. It shall be left to the discretion of the Security Chairperson and State Chapter Director to determine action to be taken regarding any violation not covered herein.

### **SECURITY INFRACTIONS INCLUDE BUT ARE NOT limited TO THE FOLLOWING:**

#### **MINOR INFRACTIONS**

Badge removal and meeting with Troupe Director and State Chapter Director (or their designate).

More than one minor infraction could result in a troupe being denied attendance at the following year's festival.

- Not wearing badge above the waist with nametag visible and producing it when asked
- Not participating in festival activities and hanging out in hallways
- Posting messages or flyers in the convention center or hotel
- Using non-appropriate school language or profanity
- Found outside of festival space during festival time without a director
- Using cellphones, texting or causing disruptive audience behavior during a performance
- Throwing food or inappropriate behavior in the dining halls
- Playing on escalators or elevators
- Being disrespectful to adult delegates, security staff, hotel or convention staff

#### **MAJOR INFRACTIONS\*\***

Badge removal and mandatory meeting with Troupe Director, State Chapter Director (or their designate) and the Security Chair and could result in delegate being sent home at their families expense.

Major infractions could result in a troupe being denied attendance at the following year's festival.

- Found outside of hotel room after curfew
- Causing excessive noise/disruption in the hotel
- Throwing an object out of the hotel, hanging out of hotel windows, or damage to the hotel or convention center
- Severely disruptive behavior during festival
- Acts of theft, vandalism or disregard for property that is part of the festival or its participants
- Use of fireworks, noise-making devices
- Failure to show up at a Security Meeting

#### **IMMEDIATE REMOVAL FROM FESTIVAL AT OWN EXPENSE**

- Willful setting off a false alarm or causing a public disturbance
- Theft
- Found in possession of or under the influence of alcohol
- Found in possession of or under the influence of drugs or controlled substances
- Found with a firearm or other weapon in his/her possession

**\*\*Badge will be turned in to the Festival Staff Office and Student and their director will meet immediately with the appropriate people.**