



# 2012 STAGE TOP HONOR AWARDS

## RULES & GUIDELINES

**SAN JOSE STAGE COMPANY**

**490 South First Street**

**San Jose, CA 95113**

<http://www.thestage.org>



**RISING STAR  
AWARDS**

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**SYMPHONY  
SILICON VALLEY**



## TABLE OF CONTENTS:

What is the <i>2012 Stage Top Honor Awards</i> ?	p. 3
Who Can Participate and What is Required?	p. 4
Rounds of Competition	p. 4
Production Round	p. 4
Nomination Round	p. 4
Advancement to the National Level	p. 4
Criteria and Tools Used in the Production Round	p. 5
Criteria and Tools used to Determine “Outstanding Overall Production” Nominees	p. 6
Application Process & Deadline	p. 7
Evaluation Process	p. 8
Casting	p. 9
Ticketing and Adjudicator Attendance	p. 10
Exclusions	p. 11
Nominations	p. 12
Adjudicator Feedback	p. 12
Support Material Guidelines ( <b>Mandatory</b> )	p. 12
Acceptable Support Material	p. 13
Awards Ceremony and Ticketing	p. 15
<i>THE JIMMY AWARDS</i>	p. 16
Program Listings and Credits	p. 16
List of Important Dates	p. 17-18
Award Categories	p. 19

### FORMS AVAILABLE AT <http://www.thestage.org>

- 2012 STAGE TOP HONOR AWARDS: RULES & GUIDELINES
- 2012 STAGE TOP HONOR AWARDS: APPLICATION FORM
- 2012 STAGE TOP HONOR AWARDS: SUPPORT MATERIAL PACKING SLIP
- 2012 STAGE TOP HONOR AWARDS: FAQ (Frequently Asked Questions)

### ELIGIBILITY REQUIREMENTS AT-A-GLANCE

- Plan to produce a legally licensed musical between 10/10/11 and 5/05/12.
- Only school sanctioned productions may be entered.
- Application must be authorized and submitted by the faculty or school administration.
- Be among the first 25 schools to submit a complete application by 9/30/11 (fall) 1/20/11 (winter).
- Email application to [stagetophonorawards@gmail.com](mailto:stagetophonorawards@gmail.com) & then mail hardcopy with application fee of \$200
- Hold up to 8 tickets on reserve for Adjudicators attending your show.
- Send San Jose Stage Company all support materials by May 4, 2012.

## **WHAT IS THE 2012 STAGE TOP HONOR AWARDS?**

This awards program encourages and rewards exceptional accomplishments in the production of high school musical theatre across the Bay Area.

Private and public high school musical theatre programs in the Bay Area are invited to compete in the *2012 Stage Top Honor Awards*, modeled after Broadway's *Tony Awards*, culminating in a Gala Awards Ceremony with performances by the nominated students and high schools.

Recognition of outstanding achievement by students and educators will be made in the areas of performance, design, direction, choreography, technical production and overall production excellence.

The *2012 Stage Top Honor Awards* program is comprised of four rounds of competition. The Fall & Winter Production Rounds runs from October 2011 to May 2012 when adjudicators attend school productions and make recommendations of performances or production elements that they feel should move into the second round of the competition, the Nomination Round. The Nomination Round begins after all shows have been initially adjudicated. The final round is the advancement to the national competition in New York City.

The adjudicators (comprised of theatre professionals, performing artists, designers, and theatre arts educators) will fan out across the Bay Area between October 10<sup>th</sup>, 2011 – January 13<sup>th</sup>, 2012 (Fall Production Round) and January 23<sup>rd</sup> to May 5<sup>th</sup>, 2012 (Winter Production Round) to evaluate the participating high school's musical theatre production. The adjudicators will then make nomination recommendations in various performance and production categories.

The Nomination Committee, made up primarily of San Jose Stage Staff members, considers the recommendations made by the adjudicators and analyzes the support material submitted by participants to determine the slate of Final Nominees. All participating schools receive written feedback from the adjudicators including their comments, scores and nomination recommendations, if any were made. Schools receiving a Final Nomination are invited to perform at the Awards Ceremony.

The *2012 Stage Top Honor Awards* Gala Ceremony will then showcase and recognize the nominated students and take place June 4<sup>th</sup>, 2012 at the California Theatre in downtown San Jose.

Two students (Best Leading Actor & Best Leading Actress award recipients) are also chosen to participate in the *Jimmy Awards - The National High School Musical Theatre Awards*. They will travel and compete in New York City, in June 2012, against other high school musical theatre performers from across the US. They will participate in workshops, auditions and perform in a Broadway theatre. They are also eligible to win a scholarship at New York University: Tisch School for the Arts and a cash prize.

## **WHO CAN PARTICIPATE AND WHAT IS REQUIRED?**

Any Bay Area public, private, parochial or charter school may enter by being among the first 25 schools to submit a complete application signed by the adult director or school administrator (no student or parent submissions will be accepted), by the deadline of 5:00 PM on Friday, September 30<sup>th</sup>, 2011 (Fall Deadline) and Friday, January 13, 2012 (Winter Deadline). To participate, the school's musical must take place between Monday, October 10<sup>th</sup>, 2011 and Saturday, May 5<sup>th</sup>, 2012. Requests for a concession for dates outside of this period must be made in writing at the time of application.

Productions entered must fall into one of the following categories and must be billed accordingly in the program:

- a published musical, operetta or revue that is presented with the approval or permission of the original creators or their representatives (either currently held by a licensing house or having entered public domain).
- an original piece which features an original script, music and/or lyrics and which is covered under a valid copyright that is presented with the approval or permission of the original creators or their representatives.
- an original compilation of material from other sources that is presented with the approval or permission of all of the original creators or their representatives.

Also, each entered school must pay an application fee of \$200 by the application deadline, provide accurate driving directions to the performance, and provide up to eight (8) complimentary tickets throughout the run of the show for attending Adjudicators.

## **ROUNDS OF COMPETITION**

The *2012 Stage Top Honor Awards* are comprised of four rounds of competition. The Fall Production Round runs from October to January and the Winter Production Round runs from January to May and consists of Adjudicators attending school productions and making recommendations of performances or production elements that they feel should move into the second round of the competition, the Nomination Round. The third round is the advancement to the *National High School Musical Theatre Awards*.

### **PRODUCTION ROUND – FALL & WINTER**

Adjudicators will attend productions between Monday, October 10<sup>th</sup>, 2011 and Saturday May 13<sup>th</sup>, 2012 for the Fall Production Round. Adjudicators will attend productions between January 23<sup>rd</sup>, 2012 and May 5<sup>th</sup>, 2012 for the Winter Production Round. They will then submit recommendations for nominations based on the performances and production elements they see.

### **NOMINATION ROUND**

The Nomination Round begins after all shows have been initially adjudicated. The Nomination Committee considers the recommendations made by the adjudicators and analyzes the support material submitted by participants to determine the slate of Final Nominees.

## **ADVANCEMENT TO NATIONAL LEVEL**

Two students (Best Leading Actor & Best Leading Actress award recipients) are also chosen to participate in the *Jimmy Awards - the National High School Musical Theatre Awards*. They are flown to New York City, courtesy of *Broadway San Jose* and compete in the *Jimmy Awards*. They take musical theatre workshops, audition classes, and perform in a Broadway theatre. They are also eligible to win a scholarship at New York University: Tisch School for the Arts and a cash prize.

## **CRITERIA AND TOOLS USED IN THE PRODUCTION ROUND**

- Adjudicator assessment of the performance attended
- Information on the production contained in the application form received from each school
- “Production and Performance Standards of Excellence” rubric that provide adjudicators with evaluation criteria and benchmarks in each award category
- Adjudicator pre-season training sessions that provide models and effective practices for assessing and critiquing productions (sessions are mandatory for all adjudicators)
- Adjudicator Handbook outlining conduct and commitment required of all adjudicators

## **NOMINATION ROUND**

At the conclusion of the Production Round, the Nomination Committee convenes for a two-week period during which time each category’s adjudicator recommendations are independently reviewed. The Nomination Committee considers all eligible candidates with a fresh perspective and thoroughly reviews the adjudicator feedback, scoring and mandatory support material. At the conclusion of the two-week Nomination Round, a slate of Final Nominations will be announced.

The list will be emailed to each school and announced on San Jose Stage Company’s website (<http://www.thestage.org>) on May 14<sup>th</sup>, 2012.

## **Criteria and Tools used in the NOMINATION ROUND**

- **Mandatory** Support Material (DVD and photos) submitted by the school
- Scores assigned to the adjudicators’ recommendations
- Number of recommendations received (need at least a majority consensus of Adjudicator Panel)
- Narratives submitted by the adjudicators regarding those recommendations
- Experience and accumulated musical theatre knowledge of the Nomination Committee, which will acknowledge the disparity of production requirements between shows and recognize the level of difficulty in mounting certain works

**PLEASE NOTE: ADJUDICATOR RECOMMENDATIONS DO NOT GUARANTEE A FINAL NOMINATION.**

## **CRITERIA USED TO DETERMINE “OUTSTANDING OVERALL PRODUCTION” NOMINEES**

Adjudicators will score the category of “Outstanding Overall Production”, but their recommendation is just one of several factors used to determine the category. Final Nominees for “Outstanding Overall Production” are determined by the Nomination Committee using the following indicators:

- The scores assigned by the adjudicators in the category of Outstanding Overall Production
- The Production Scores that are assigned by adjudicators based on the 13 general questions answered for all productions
- A thorough review of the Mandatory Support Material (DVD and photos) submitted by the school
- The cumulative number of nominations received in other *Stage Top Honor Awards* categories
- Narratives submitted by the adjudicators in the category of Outstanding Overall Production
- Experience and accumulated musical theatre knowledge of the Nomination Committee, which will acknowledge the disparity of production requirements between shows and recognize the level of difficulty in mounting certain works

Among the eligible candidates, the Nomination Committee will be assessing the following achievements:

- Continuity and appropriateness in all production elements according to the demands and specifications of the script
- Outstanding execution of production elements and performances
- Balance between the physical production and the performances
- Demonstrated enthusiasm and commitment from the cast

## APPLICATION PROCESS & DEADLINE

Schools wishing to participate in the *2012 Stage Top Honor Awards* must complete an application and produce a licensed musical between the dates of Monday, October 10<sup>th</sup>, 2011 and Saturday, May 5<sup>th</sup>, 2012. Requests for a concession for dates outside of this period must be made in writing at the time of application.

The Application is a Microsoft Word fill-in form that enables the applicant to type information directly into the form and allows unlimited space for responses.

The application is available for download from San Jose Stage Company's website at <http://www.thestage.org> or via email upon request sent to [swilliams@thestage.org](mailto:swilliams@thestage.org). The completed application **must** be emailed to [stagetophonorawards@gmail.com](mailto:stagetophonorawards@gmail.com) and [swilliams@thestage.org](mailto:swilliams@thestage.org). Incomplete applications will not be considered. Schools presenting on multiple weekends will be assigned to a specific weekend to be evaluated.

All complete Applications **must be first emailed** and then mailed with the application fee to the San Jose Stage Company Education Department by 5:00 PM on Friday, September 30, 2011 (Fall Production) and 5:00 PM on Friday, January 20<sup>th</sup>, 2012 (Winter Production). The first 25 applications **RECEIVED** by the San Jose Stage Company's Education Department by the stated deadline will be accepted.

In addition to emailing the application, all applicants must mail to San Jose Stage Company the printed and signed hardcopy along with the \$200 application fee. The mailed hardcopy of the application must arrive in our office within ten days of the email submission. If the program is filled to its capacity of 25 schools, additional applications will not be considered. All received applications will get an emailed confirmation. If schools do not receive an email receipt confirmation within 24 hours they should assume there was trouble transmitting the attachment and should call our office immediately at (215) 421 1626. Do not assume that we have received any documents that we have not specifically confirmed.

PLEASE NOTE: If your school's agreement with a licensing house is still pending you may enter "To Be Announced" for the Name of Musical and Dates and Times of Performances. All other questions must be completed.

The mailed hardcopy of the Application must include the following item:

- A \$200 application fee per school if the Application is date/time-stamped and received in our office on or before September 30<sup>th</sup>, 2011 (FALL PRODUCTION ROUND) or January 20<sup>th</sup>, 2012 (WINTER PRODUCTION ROUND).

Checks or money orders should be made payable to San Jose Stage Company. School Purchase Order Forms will be accepted as an indication of payment but must be received by San Jose Stage Company within ten (10) business days of receipt of the Application.

Be sure to complete the page in the Application that requires schools to provide, accurate, typewritten driving directions and/or a map to the school or performance location, including walking directions from parking lots to the auditorium/venue. Driving directions should include landmarks and rush-hour traffic and parking advisements and should originate from a major highway, and not originate from San Jose

Stage Company. Adjudicators travel to your school from throughout the Bay Area. All schools must submit this information. Do not assume that we have this information on file or that we know where your school is located. Applications missing this information may not be considered.

**Email application to:** [swilliams@thestage.org](mailto:swilliams@thestage.org)

**Send applications to:**

**San Jose Stage Company  
Spencer Williams  
Education Department  
490 South First Street  
San Jose, CA 95113**

## **EVALUATION PROCESS**

San Jose Stage Company will send four (4) adjudicators to see the productions at each entered school. The adjudicators will submit a written response form on each production and, if warranted, will make recommendations for nominations in specific categories. Our current corps of 20 Adjudicators is comprised of theatre educators as well as representatives from Bay Area professional and community theatres, presenting halls and arts education organizations. Adjudicators hold degrees in music, theatre, dance or a related area; have extensive work experience in one of those disciplines on a professional or academic basis; or are professional artists or educators with wide knowledge of the American Musical Theatre canon. They have an understanding of and/or experience in mounting high school musicals and are avid theatergoers.

All of the *2012 Stage Top Honor Awards* adjudicators attend a mandatory orientation and training session in January 2012. Adjudicator performance and compliance is closely monitored by the San Jose Stage Company's Education Department, and the effectiveness of their responses are assessed each year. Adjudicators who do not meet the *2012 Stage Top Honor Awards* criteria are not invited to return.

Adjudicators use the "Performance Response Form" to assess your production. They are asked to recommend elements of the production for nominations meeting specific criteria for excellence in each performance and production category. Adjudicators will provide comments on the high points of a production as well as identify areas for improvement. A blank copy of the "2012 Performance Response Form" with the recommendation criteria will be emailed to you during the week of January 23, 2012 along with a list of participating schools and a copy of the adjudicators' forms will be emailed to each school after they have been processed by the Education Department.

The *2012 Stage Top Honor Awards* are comprised of four rounds of competition. The Production Round (Fall & Winter) runs from October to May and consists of adjudicators attending school productions and making recommendations on performances or production elements that they feel should move into the second round of the competition, the Nomination Round. The Nomination Round begins after all shows have been initially adjudicated.

To be considered for a nomination during the Nomination Round, a school must receive recommendations from a majority of the adjudicators in attendance in a given category during the Production Round. Those schools/performers with a majority consensus of assigned adjudicators will be considered for the Final Nomination slate after a thorough review of adjudicator comments, category scores and the mandatory support material submitted by the schools themselves.

Once the final nominations are determined by the Nomination Committee, the full adjudicator panel convenes in mid-May to discuss the Nominees and to anonymously vote for award recipients. Student Achievement in Technical Design Award applications are reviewed and selections are made in this category by the Nomination Committee. All nominees will be invited to attend the *2012 Stage Top Honor Awards* Gala Ceremony where the award recipients are announced and nominees in certain categories perform selections from their shows.

### ***THE JIMMY AWARDS – The National High School Musical Theatre Awards***

Students nominated in the leading actor & actress awards will also be asked to perform a medley at the Awards Ceremony. They will be invited to participate in a workshop in the evening on Sunday, June 3<sup>rd</sup> 2012 at San Jose Stage Company to rehearse a medley from all of the combined shows from the corresponding nominated shows. This will give the students the opportunity to rehearse the night before the Awards Ceremony and receive individual feedback and training from Bay Area theatre professionals.

All nominated leading actors and actresses will be asked to have their *Jimmy Awards* portfolio ready to hand in after the Awards Ceremony to a *Broadway San Jose* representative.

The *Jimmy Awards* portfolio includes:

- Headshot: digital and hard copy – color or black and white
- Resume: digital and hard copy
- Essay: A one (1) page double-spaced essay describing his/her experiences while participating in his/her high school musical.
- Sheet music to two (2) solo songs: one Ballad and one Up Tempo, includes piano accompaniment
- Quicktime Video: A five (5) minute **Quicktime** video clip highlighting the winning performance of participating program's Best Performance by an Actor/Actress participant.

**The Rules and Guidelines related to the Evaluation process are as follows:**

### **CASTING**

- Schools that double or triple cast their show, must choose one cast, their "Designated Cast," to be entered in the Top Honor Awards and provide us with the Designated Cast's performance date(s). Please note that if the Designated Cast is featured for one performance only, all four assigned Adjudicators will be in attendance for the same performance, a practice we try to avoid. For scheduling purposes, the Designated Cast must perform in at least two public performances. This would enable more flexibility for Adjudicators, who will be seeing 2-3 shows per weekend throughout the spring.

- Each school must determine who will perform in their “Designated Cast”. Whichever cast the director determines best represents the efforts of that school should be selected as the Designated Cast.
- Once submitted, a school may not change the dates of their Designated Cast performances. The players may change during the rehearsal process, but the performance dates may not.
- If a school chooses to cast adult performers (defined for the *2012 Stage Top Honor Awards* purposes as someone who has graduated from high school, or home-schooled individuals age 18 and over) in their production, they are doing so with the understanding that they may be disqualified from nomination consideration in the categories affected by that casting, up to and including the Outstanding Overall Production category. In most situations a high school’s chosen cast is comprised entirely from students enrolled at that high school or in the case of some children’s roles, from the lower grades of that school district. In some cases, such as with single gender parochial or private schools, a high school will invite students from other schools to join the cast. Students who are home-schooled often participate in *2012 Stage Top Honor Awards* in this way. In very limited cases, a high school will cast an adult, perhaps an alumnus of the school or a faculty member, for reasons as varied as low audition turnout or school tradition.

[EXAMPLES: Invited non-student performance that could occur: Officer Krupke and Lt. Schrank in WEST SIDE STORY (often played by principals or faculty), Miss Hannigan in ANNIE (often played by faculty), and the featured ballet dancer in CAROUSEL. In these cases, for example, the adult actors appearing in WEST SIDE STORY and CAROUSEL would be disqualified in the “Outstanding Featured Ensemble Member” category (but other STUDENT featured performers in the same productions WOULD be eligible in that category). However, the school producing ANNIE would have the adult portraying Miss Hannigan disqualified from the “Outstanding Supporting Actress” category (again, all other STUDENT supporting actresses in the same production WOULD be eligible in that category). The San Jose Stage Education Department will make disqualification determinations on a case-by-case basis as they arise, and all decisions of the San Jose Stage Education Department will be final.]

## TICKETING AND ADJUDICATOR ATTENDANCE

- Each production will be attended by four (4) adjudicators. The San Jose Stage Education Department will reserve a maximum of eight (8) complimentary tickets (2 per adjudicator) to entered productions on behalf of each adjudicator and their guest. If a guest cancels and will not accompany the adjudicator to the production, that adjudicator will inform the box office that one seat may be released upon picking up his/her reserved ticket. Tickets shall not be unreasonably requested by San Jose Stage Company or unreasonably denied by participating schools.
- If, due to unforeseen circumstances, an adjudicator fails to attend an assigned performance, the San Jose Stage Company Education Department will attempt to re-assign that adjudicator to another of the school’s performances, if any remain. **If no performances remain** the Education Department will double the highest score and all recommendations received by that school from the remaining three adjudicators assigned to that production.
- If, due to unforeseen circumstances, more than two or more adjudicators fail to attend an assigned performance, rendering a fair assessment of the production impossible, the school will regrettably be withdrawn from the competition and the application fee will be refunded in full.

- San Jose Stage Company Education Department strongly recommends that teachers allow the adjudicators to attend performances anonymously so that they can fairly evaluate the production without lobbying from cast members' families and friends.
- Eight (8) tickets to each performance should be held by the school until they receive specific reservation instructions at least one week prior to each participating school's performance dates, or sooner if scheduling permits. Tickets will be reserved under a name other than San Jose Stage Company that will be known only to the school's ticket coordinator, adjudicators and San Jose Stage Company Education Department. Adjudicators will pick up the reserved tickets immediately prior to their assigned performance. Please do not mail tickets to San Jose Stage Company.
- Adjudicators will be sent to regular public performances and only assigned to rehearsals or student matinees if no other scheduling option exists.
- The San Jose Stage Company Education Department makes every effort to send a full complement of adjudicators to each school. Schools that believe that adjudicators have not picked up tickets or attended performances should leave a message for Spencer Williams at San Jose Stage Company, (215) 421-1626 (cell). The voice mail on this number will be regularly checked on weekends during the January through May. Similarly, adjudicators are instructed to contact Spencer Williams in case they cannot make a particular performance so that replacement adjudicators may be sent. On weekends and at other times, it may not be possible to reach the schools and make actual reservations for these replacement adjudicators. In this case, the adjudicator will purchase tickets at the door and the Education Department will refund the price of the ticket to the adjudicator.
- Every attempt will be made to re-schedule in the event of inclement weather or cancelled performances.
- As individual adjudicator assignments are made, every attempt will be made to ensure non-partiality on the part of the adjudicators. Adjudicators having a relationship, either professional or personal, with individuals at a particular school will not be assigned to evaluate that school's production. San Jose Stage Company also makes every effort to send adjudicators skilled in various areas of theatre production to each school (i.e. a director, a designer, a choreographer, etc.) and to rotate the pool so that the same adjudicators do not attend shows at the same school in consecutive years (unless an adjudicator is stepping in as an emergency substitute at the last minute).
- We recommend that teachers not tell their students when the adjudicators are coming so that the adjudicators will see a typical performance as an average member of the audience. Roping off or placing reserved signs on seats that read "*Stage Top Honor Awards* adjudicators" is strongly discouraged.

## EXCLUSIONS

- Only schools using orchestras that are comprised of a minimum of 75% student musicians will be eligible in the category of Outstanding Achievement by an Orchestra, with no more than 25% hired professionals or non-student players. Student musicians must be currently enrolled in a high school. School alumni or college age musicians are not considered student musicians for the purposes of determining eligibility in the Outstanding Achievement by an Orchestra Category. Determination of eligibility in this category will be based on information provided in the school's application form and program listings, and will be at the discretion of the San Jose Stage Company Education Department.
- If a school chooses to cast adult performers (defined for the *2012 Stage Top Honor Awards* purposes as someone who has graduated from high school, or home-schooled individuals age 18 and over) in their production, they are doing so with the understanding that they may be disqualified from nomination consideration in the categories affected by that casting, up to and including the Outstanding Overall Production category. (See page 10 for details on casting)
- Design and/or creation of props created for a school's production are taken into consideration as an achievement in either the scenic or costume category, accordingly.
- School productions directed by employees of San Jose Stage Company are not eligible to compete in the *2012 Stage Top Honor Awards*. San Jose Stage Company employees who serve as choreographers, musical directors or designers (or who work in other prominent positions on the creative or technical staff of a participating production) are eligible for nomination in the area of their work on the production but will not be eligible to win a *Stage Top Honor Award*. The other areas of the production are still eligible for nomination.

## NOMINATIONS

- Please refer to page 5 of this booklet for details on the criteria and tools used by adjudicators during the Nomination Round.
- Please refer to page 6 of this booklet for details on the criteria used by the Nomination Committee to determine the category of Outstanding Overall Production of a Musical.
- Final Nominations will be posted on the San Jose Stage Company's website on Monday, May 14<sup>th</sup>, 2012.

## ADJUDICATOR FEEDBACK

- San Jose Stage Company will email adjudicator comments and recommendations at the end of the Production Round. (January for Fall Production Round and May for Winter Production Round.)

## SUPPORT MATERIAL GUIDELINES

Other than presenting their musical, a school's primary responsibility when participating in the *2012 Stage Top Honor Awards* is to assemble and submit the required support material by the stated deadline of Friday, May 04<sup>th</sup>, 2012 at 5:00 pm. ***The importance of this cannot be understated.***

It is suggested that all participants have a plan to provide San Jose Stage Company with adequate support material. The most successful productions will often assign a team or "crew" whose job it is to document the rehearsal process and performances for the purposes of presenting their show to the Nomination Committee of the Top Honor Awards. All schools must submit support material to be considered for a Final Nomination in any category.

This material is used to augment and support Adjudicator comments and observations and to demonstrate the quality and character of your production throughout the nominating and voting process. It is a mandatory requirement. Schools that fail to submit support material are in effect **withdrawing themselves from the competition** prematurely and, despite any recommendations they or their students may have received by Adjudicators, will not be given further consideration by the Nomination Committee.

### ACCEPTABLE SUPPORT MATERIAL INCLUDES:

- Production photos (digital CD required) (**MANDATORY**)
- Flyers and posters (22" x 30" maximum) – please include a **digital** version of your flyers/poster (**MANDATORY**)
- Audio of orchestra (if possible)
- Video footage in DVD format preferably - segmented or chaptered (**MANDATORY**)
- Production drawings (scenery, costumes)
- Programs/playbills (**MANDATORY**)

*IMPORTANT INFORMATION REGARDING SUBMISSION OF VIDEO* –We will accept the following:

- 1) Full-performance footage
- 2) Footage of a rehearsal (preferably a final dress rehearsal)
- 3) Edited highlights with footage of select production numbers and/or scenes

\*\* IMPORTANT INFORMATION REGARDING DVD/CD-ROM FORMATING - DVD/CD-ROMs submitted should be segmented into files or chapters by production number and must be compatible with the Windows or MAC operating software. If possible, use Quicktime.

### Production Photo Requirements:

- All photos of students should be named by character & student's name (e.g. Annie – Julie Hill). Please, include a solo shot of all of your main and supporting characters in your production.
- Also, include group shots of chorus & featured groups (e.g. The Pickalittle Ladies – *The Music Man*).
- All photos of technical design should be designated in a separate folder or named (e.g. Lighting Design or Set Design #1)

- **No more than 75 photos are allowed from your production, with a minimum of 15.** Please choose your best photos! These photos represent your production, students, and technical designs. We will use these photos in press releases and at the Gala Ceremony.
- Also include a digital copy of your flyer/poster in .pdf format

Please keep the following in mind when deciding what support material to send to San Jose Stage Company:

- Each item submitted must be labeled with the school's name and the name of the show.
- Photos submitted in an album or binder should be removable and not permanently glued to a page or other surface.
- In the technical category, schools should send photos that highlight individual technical elements (i.e. sets, costumes, lights) **without** performers standing in front of them, as well as sending photos of an actual performance that demonstrates the technical element as it was used in the show.
- Schools anticipating a nomination in the category of Outstanding Achievement by an Orchestra should send an audio sample of the show's overture, entr'acte, incidental music or a segment of a production or dance number that does not feature solo or choral singing and does not include spoken dialogue.

**Support material must be received in the office of the San Jose Stage Education Department by Friday, May 04<sup>th</sup>, 2012 at 5pm.**

## AWARDS CEREMONY AND TICKETING

The Awards Ceremony, modeled on the *Tony Awards* format, will be held on Monday, June 4<sup>th</sup>, 2012 at the California Theatre in downtown San Jose, starting at 7pm. The ceremony will feature performances of production numbers from the top five nominated musicals and selections performed by students nominated in the outstanding lead actor and lead actress categories. A separate dressing room will be available to all five nominated schools that will be performing at the California Theatre.

Tickets for the awards ceremony will be sold through San Jose Stage Company's website. Tickets to the Awards Ceremony will be allocated to schools receiving Final Nominations based on the overall number of nominations received. The number of tickets allocated to each school will be emailed the week of nomination announcement.

### TICKETS ARE AVAILABLE TO THE GENERAL PUBLIC.

All individuals recognized with an award (students, parents, teachers and directors) will be invited on stage and permitted to make an acceptance speech not exceeding one-minute in length. Transportation and parking to and the California Theatre for the Awards Ceremony will be the responsibility of each individual school.

Schools nominated in the Outstanding Overall Production Category will be asked to present a musical number(s) from their production at the Awards Ceremony in June. The nominated school and San Jose Stage Company Education Department will make final selection of the number. The selection may be a medley of songs, but must be under five minutes. All selections must be accompanied on an 88-key keyboard (provided at the California theatre) and/or use of a pre-recorded track. The nominated school must bring their own accompanist and/or accompaniment track on a CD, clearly indicated.

No scenic elements will be allowed for the performance, but costumes and hand props that can be transported to the California Theatre by the students will be permitted. Due to limited dressing room space, students will be asked to wear their costumes throughout the ceremony, but will have a room to store props, make-up, bags, etc...

**All nominated leading actors and actresses will be asked to have their *Jimmy Awards* portfolio ready to hand in when the awards are announced.** (Please refer to page 9 for all details on the portfolio.) After the Awards Ceremony, the best leading actor and actress will hand in their *Jimmy Awards* portfolio and receive other instruction in regards to the trip to New York City to the *National High School Musical Theatre Awards*.

**2012 STAGE TOP HONOR AWARDS PROGRAM LISTINGS & CREDIT**

San Jose Stage Company Education Department is dependent upon your school’s playbill/program for accurate information regarding the students and faculty involved. Please list information as clearly as possible; include the full name and credits for each of the following production positions:

- Director(s)
- Choreographer(s)
- Scenic Designer(s)
- Graphic Designer(s)
- Lighting Designer(s)
- Costume Designer(s)
- Hair & Makeup Designer(s)
- Musical Director(s) (instrumental & vocal)

**Please indicate clearly with an asterisk (\*) or other symbol, any production elements designed by a STUDENT or team of students.**

The following promotional copy is provided for inclusion in your production’s program with the intention of lending an endorsement to your school’s production and highlighting the participation of your school and your students in the *2012 Stage Top Honor Awards*. However, inclusion of this endorsement is not mandatory, and the absence of the copy from your program will not prevent your production from being evaluated or recommended for nominations in any way.

(school name)
_____
production of
(production title)
_____
is proud to participate in the <b><i>2012 Stage Top Honor Awards</i></b> <b><i>and</i></b> <b><i>The National High School Musical Theatre Awards</i></b>

## **SCHEDULE OF IMPORTANT 2011-2012 DATES AND DEADLINES**

<b>September 30, 2011</b>	<b>2012 Stage Top Honor Awards Applications Due FALL PRODUCTION ROUND</b> <i>(Applications must be received by 5:00 pm)</i>
October 10, 2011 through January 13, 2012	<b>FALL PRODUCTION ROUND:</b> <i>2012 Stage Top Honor Awards</i> participating schools present musicals
<b>January 20, 2012</b>	<b>2012 Stage Top Honor Awards Applications Due</b> <i>(Applications must be received by 5:00 pm)</i>
January 23, 2012	List of 2012 Stage Top Honor Awards participants emailed to schools
January 23, 2012 through May 05, 2012	<b>WINTER PRODUCTION ROUND:</b> <i>2012 Stage Top Honor Awards</i> participating schools present musicals
<b>(San Jose Stage Company will e-mail or phone-in the Adjudicator's reservation request at least one week before your performances begins. Please hold 4-8 tickets per performance until the reservation is confirmed.)</b>	
May 04, 2012	Deadline for Submission of ALL <i>2012 Stage Top Honor Awards</i> Support Material <i>(Support Material must be received by 5:00 pm)</i>
May 06, 2012 through May 13, 2012	<b>NOMINATION ROUND:</b> Nomination Committee meets to determine Final Nominations
May 14, 2012	List of Final Nominations emailed to participating schools and posted at <a href="http://www.thestage.org">http://www.thestage.org</a>
May 14, 2012	Tickets go on sale for <i>2012 Stage Top Honor Awards Ceremony</i>
May 20, 2012	Adjudicator Meeting: <i>2012 Stage Top Honor Awards</i> recipients are determined
June 01, 2012	Last day for nominated schools to confirm performer's back-stage passes for the <i>2012 Stage Top Honor Awards</i>

**June 3, 2012 at 6pm**

Rehearsal for Stage Top Honor nominees in the Best Actor & Best Actress categories at San Jose Stage Company

**June 4, 2012 at 4pm**

Schools who were nominated in the OVERALL BEST PRODUCTION category will start to rehearse for the Awards performance that evening.

**June 4, 2012 at 7pm**

***2012 Stage Top Honor Awards Ceremony at the California Theatre, San Jose, CA.***

Late June 2012

Best Actor/Actress travel to New York City to compete in the *Jimmy Awards* – the National High School Musical Theatre Awards.

***2012 STAGE TOP HONOR AWARDS***  
**CATEGORIES:**

- Outstanding Overall Production of a Musical
- Outstanding Performance by an Actress in a Leading Role
- Outstanding Performance by an Actor in a Leading Role
- Outstanding Performance by an Actress in a Supporting Role
- Outstanding Performance by an Actor in a Supporting Role
- Outstanding Performance by an Featured Ensemble Member
- Outstanding Performance by a Chorus
- Outstanding Performance by an Orchestra  
(must be 75% students)
- Outstanding Achievement in Musical Direction
- Outstanding Achievement in Choreography
- Outstanding Achievement by a Teacher or Outside Director
- Outstanding Sound Design Achievement
- Outstanding Scenic Achievement
- Outstanding Lighting Achievement
- Outstanding Costuming Achievement
- Outstanding Hair & Make-up Achievement
- Outstanding Graphic Achievement
- Outstanding Student Achievement in Technical Design

\*\*\* All decisions of San Jose Stage Company Education Department and *2012 Stage Top Honor Award* adjudicators are final.