One Act Play Festival
Check-List for Directors

____ 1. **October** – Confirm with the school/group's Primary Contact that your school is registered with Academic Rodeo. You will receive an e-mail from Academic Rodeo stating that your group is registered and giving additional information.

____ 2. **October** – Read the rules to understand how many students you may register, limits placed on your group or items provided for you, and how the festival will progress.

____ 3. **December** – Submit the One Act Play form which gives information about the play and cast size and is signed by your principal.

____ 4. **December** – Check the schedule to see when your group will perform.
The schedule is available on the One Act Play Festival page. The schedule is updated if any groups drop from the contest.

____ 5. **December** – Submit the script for your play with lighting/sound notes.

____ 6. **January** –Register all participating students on the **Student Registration Form** by the deadline. Include the name of the character or the role the student will play under Category. This form is included in the Excel document that is e-mailed to you in October.

____ 7. **January** – Arrive promptly for rehearsal and stay on schedule to allow other groups their entire rehearsal time.

____ 8. **January** – Check the Results page to see your group's Rating and to see the Outstanding Performer and All Star Cast members.

____ 9. **February**– Wrap-up your participation in Academic Challenge Quiz . . .

A. Representatives of your group are invited to attend the Awards Celebration . . .
- Provide the Award Letter to your students to give them information about the Awards Celebration and Scholarship Applications.
- IF the Outstanding Performer is from your group, help the student find the Scholarship Application and make the student aware of requirements and deadlines.
- Confirm which students will attend the Awards Celebration and report to your group's Primary Contact to allow the Primary Contact to respond by the deadline.
- Determine with your Primary Contact who will collect the group's Packet upon arrival.
- Determine if awards will be given to students at the Awards Celebration or held for a later school/group presentation. The Outstanding Performer medallion and/or All Star Cast ribbons are placed in the Award Packet of the appropriate school or group.
- Go on stage with your students to receive your trophy.

B. If no one from your group is available to attend . . .
- Consult the Primary Contact to see who has the certificates for your group. These were placed in the Packet for your group.