

**Virginia Theatre Association**

2019 Secondary Schools Division

High School Theatre Festival (HSTF)

Official Handbook

**© 2019**

Linda Gallant

Secondary Schools Division Chair

**Statement of Purpose and Intent**

Virginia Theatre Association (VTA) Secondary Schools Division’s High School Theatre Festival (VTA HSTF) aims to foster an environment that allows artists the freedom to explore the vast world of theatre at a young age. Through collaboration among secondary educational theatre arts programs, this event aims to inspire involvement in theatre arts in schools and communities throughout the state of Virginia. This festival also serves as a means of evaluating and refining the theatre arts programs of the secondary schools.

All forms of theatrical performances, be it plays, adaptations, ensemble pieces, original scripts, play cuttings, etc. are eligible and are encouraged to participate. Every entry will be judged independently with regard to its accomplishments in its particular form of theatre.

**General Information in Regard to the Festival**

The Secondary School Division’s High School Theatre Festival (HSTF) is sponsored by the Virginia Theatre Association (VTA). All aspects of this festival shall comply with the theatre festival rules of the Secondary Schools Theatre Division of the Southeastern Theatre Conference (SETC). VTA, its employees, agents, board members, or volunteers shall not be liable for any act or omission on the part of any host site or participant, their students, employees, or staff. Registration in this festival constitutes acceptance of the terms of these rules and regulations.

The sole arbiter for the resolution of questions arising from these rules during the course of the state festival is the Chair of the High School Theatre Festival, onsite at the festival. If the Chair is not able to resolve the question, the Co-Chair of the HSTF, the Chair of the Secondary Schools Division, and the President of VTA will be contacted, in that order as listed, to help resolve the issue with consultation with the Executive Director of VTA if needed.

**VTA Secondary Schools Division High School Theatre Festival Definition**

This activity shall be sponsored by the Secondary Schools Division of VTA in order to stimulate interest and participation in theatre arts within the Division, and to serve as a showcase and a means of evaluating and improving theatre standards among all forms of institutions incorporating secondary school theatre functions. Secondary schools in the Commonwealth of Virginia may enter the High School Theatre Festival (HSTF). These schools must be a direct part of a sanctioned educational system within the Commonwealth that ultimately culminates with graduation from high school; this includes public or private High schools, performing arts high schools, dual enrollment institutions, providing that all participants are currently enrolled in grades nine (9) through twelve (12) in a public or private school.

**Rules and Procedures for the HSTF Festival**

### 1.**Time** Shows may not run longer than forty- five minutes. Timing begins when called by host site stage manager. Timing ends when the set is completely struck: the stage must be completely cleared and returned to its original state. Only the stage manager’s stopwatch provides the official running time of a show. The forty-five minute period includes the time for setting up the stage (including any offstage sound or lighting equipment brought to the site by the participating school), lighting and sound checks, performing the play, and clearing the stage. All actors and set pieces must remain in the area behind the designated starting/finish area(s) until time begins, and return to that area before timing will stop. Set-up and strike are the sole responsibility of each participant. If any production exceeds the forty-five minute time limit, it cannot advance to the VTA High School Theatre Festival finals or advance to the SETC Play Festival for that year, but is still eligible for all other awards (acting, technical, et al). The time clock may be stopped at the discretion of the Secondary Schools Division Chair if unforeseen and extenuating circumstances arise during the forty-five minute time allotment.

2.**Running the Show** Only students from the performing school and/or its director and members of the host site crew are allowed at the sound/light table (or in booth) during the run of the show. Non-students, directors from other schools, or adults are not allowed to sit at the table or enter the booth; they are also not allowed to communicate with students at the table or booth by headset or otherwise during the run of the show except in case of a safety emergency. Only the students from the performing school and/or its director and host site’s crew may run sound/light equipment provided by the host site. Directors may assist with load-in, set-up, load-out and strike. Directors may not assist on-stage. This means that if the Director steps foot on the stage at any point during the run of the show, the school will be disqualified. The represented school’s director, music director, or paid accompanist may play instrumentation for the school’s production as long as not on stage. Additionally, each represented school must provide its own follow-spot operator(s), should they choose to use the follow-spot. Please note: Any adult assisting must be listed in the program separately from the students. This would include choreographer, accompanist, etc… Student directors, choreographers, etc. should be indicated accordingly.

3.**Copyright Approval** By entering the festival, each participant assumes responsibility for arranging with the author and/or publisher for the right to use the play they are performing and to pay any required royalties and obtain permission for editing if cutting a work for time or content. Participants must provide proof of said performance rights including documentation of the right to make cuts or edits to the VTA HSTF Chair at the directors meeting the day of the school’s performance in the HSTF. Neither VTA nor the host site shall be held responsible for any unpaid royalties.

4. **Technical Materials** Each participant must provide all technical materials, such as set, hand and furniture properties, makeup, costumes, recorded music, and special sound effects. Virginia Theatre Association will provide no set pieces or props, nor make arrangements for any school to have such. VTA has determined that some standardization in technical guidelines is desirable for the High School Theatre Festival. Therefore, the Festival site will provide the following:

* **General lighting areas**
* **One Auxiliary cord input**
* **One follow spot will be provided**

5. **Music Instrumentation, and Musicians** Each school may bring a band, musicians, or any live instrumentation as needed, as long as musicians follow specification rules as previously stated. Each school may use their 2-minute preset time to set all instruments (i.e. keyboards) and plug them in. Schools are advised to use their technical walk through to determine set spots for instrumentation, as well as any electrical needs. No instruments (i.e. piano) will be provided for any school. All instruments must be preset off stage, as well as musicians, and may move into the onstage playing space upon the calling of time, unless their permanent spot during the performance is off stage. Note that adult musicians must remain off-stage.

6. **Safety** Participants must adhere to all state, federal, county, and/or city fire codes. Absolutely no fire, pyrotechnics, combustibles, or other unreasonably dangerous matter may be brought into the host facility or used in the production. Violation of this rule is grounds for disqualification and immediate removal from the festival site. Please note the Code of Virginia in regard to this matter:

***Weapons Usage in Stage Performances K-12  
Article 7  
Other Illegal Weapons***

**§18.2-308.1***Possession of firearm, stun weapon, or other weapon*

*on school property prohibited. The exemptions set out in*

**§18.2-308***shall apply, mutatis mutandis, to the provisions of this*

*section.  The provisions of this section shall not apply to persons*

*who possess such weapon or weapons as a part of the curriculum*

*or other programs sponsored by the school or any organization*

*permitted by the school to use its premises or to any law-enforcement*

*officer while engaged in his duties as such.  In addition . . . Local*

*school division permission must be sought for approval of the use of*

*weapons in school sponsored stage performances prior to*

*performance.*

7. **Unusual Props or Weaponry.** Any school using a weapon under Code 18.2-308.1 must provide a written letter from their school’s administrator stating that the weapon has been approved accordingly, providing a full notice of disclosure for potentially dangerous props. This letter must be provided to the Secondary Schools Division Chair by the directors’ meeting on the morning of their school’s entry. Failure to provide this letter will result in disqualification from the festival. Example of acceptable weapons – plastic swords not metal.

**Additionally***,* a form for weaponry and unusual props will be provided to directors to complete and give the HSTF techs prior to their performance. This form will be sent to directors prior to the conference.

8. **Running Crew** Each participant must provide adequate running crew to ensure swift set changes and proper cues for lights, etc. A student familiar with the production (i.e. stage manager) should be near the tech booth to call cues.

9. **Rehearsal Allowance** Participants may not rehearse on the festival site’s stage. Utilizing the stage for rehearsal prior to the event even when the stage is not in use (evening hours or on Saturday before finals) will result in disqualification from the top score award as it provides an unfair advantage. The High School Theatre Festival Chair will schedule five (5) minute technical briefings at regular intervals during the festival. This is an opportunity for each participant to examine the stage prior to the performance time and use their five (5) minutes as desired. Failure to attend the scheduled briefing may not be rescheduled.

10. **Recording Devices** No recording devices are allowed during the performances, either video or audio unless performing original material. One videographer may be placed at the back of the theatre under guidance from the Stage Manager. If you plan to record your original material, you must let the HSTF Chair and Stage Manager know during the walk-through. Anyone attempting to use such devices in the performance space without permission will be escorted out of the venue.

11. **Program Information** The Director shall provide program information to the VTA Executive Director by the required deadline. A play information sheet will be provided. Should the production contain any theme, language, activity, or subject matter that is not appropriate for all ages, a notice to that effect must appear in the program. Only students enrolled in the producing school may sing, act or dance in the production. The supervising director of the HSTF entry may only be a contracted employee from the represented school or a current student under direct supervision of a contracted employee from the represented school.

**Please note:** Your school group’s registration information must be received by the deadline, including full payment by an official school check. If a school group’s registration packet is NOT received by the registration deadline, that school will be disqualified from participating in the festival and they will lose their play entry fee.

12. **Set Requirements** Due to an acute shortage of space, sets should be kept very portable and very simple. Special effects and scenery are NOT part of the judging criteria. There is NO storage for any set pieces at the hotel. Sets must be stored in school vehicles or in your hotel room. On the day of your performance, your set may be placed in the waiting area at the designated time and not before. It is up to the school to get their set piece, personal effects, and props out of the waiting area after their performance in a timely manner after their performance. Please use extreme courtesy to the other performing schools when retrieving all materials. Storage space for the waiting area Schools may only bring set AND props that fit into a 10’ X 10’ holding space that will be taped out on the floor. Additionally, schools may only have that space at a height of 8’ All set and prop pieces must fit through the dimensions of standard door from the holding area’s air wall 32 inches X 80 inches. No set or prop piece will be brought in or out through any other doorway of the competition room for the competition time. Schools may not bring any set or prop piece weighing over eighty (80) pounds or one that cannot be easily carried by two (2) adolescents. It is important to remember that these are traveling shows, and therefore the set and properties requirements need reflect the nature of such.

13. **Preset** Each school will pre-set to the wings of the stage. Time is called to begin with Cast and crew in the wings or at the sides of the stage. Preset time is not to extend past 2 minutes for any school. VTA Conference stage management decides when to begin, not any school. Timing for your performance begins when your school is called to begin and ends when the last crew member leaves the stage and returns to the preset wing. You have a total of 45 minutes. If you run over, time will he called, and your performance will be disqualified.

14. **Stage**

* Masking curtains on each wing are provided. These are not to be moved by any participating schools for their production. This includes moving support uprights, taking down or dismantling curtains, and separating curtains to enter and exit from.
* The stage is 16’ (depth) x 24’ (width) by 2’ (height). There will be four sets of stairs, two on each side. The stage cannot be extended beyond the depth and width provided.
* There are large speakers provided on either side of the stage for the festival. These speakers are not to be moved or re-aimed. Audio equipment must be connected at the sound board and cannot be connected directly to the speakers.
* Stage extensions or moving of any pre-placed items such as the speakers or the masking curtains will result in disqualification for finals.
* Schools may bring additional sets of stairs as needed for their shows; however, they must be present during the appropriate time and completely struck during the 45-minute show allocation. Provided stair unit can be shifted during preset times but must be replaced during the 45 minute allocation
* A handicap accessible ramp can be made available. This requires prior notice; it should be arranged prior to the start of conference.

15. **Lighting** VTA will provide one follow spot and a general warm/cool wash for the performance area. Schools must provide a student follow spot operator.

16. **Power allocation** Schools may bring additional lighting, audio, or other equipment but it must be set and strike within the allotted times. Any additional gear brought will not be tied into the lighting or audio systems provided. VTA will also NOT allow schools to use power from our power distribution and is the responsibility of the schools to use power from the wall outlets. Please note that these wall outlets are general 15amp circuits and don’t allow for a lot of power. Please plan accordingly if extra equipment will be a part of the show.

17. **Sound** An ⅛” (headphone jack) input will be provided for the schools provided audio playback device to be plugged in. Please note it’s the school responsibility to bring a device to play back audio cues.

18. **Seating and Aisle** There will be a 3’ center aisle down the middle of the seating area to regulate with fire regulations.

19. **Walk-Throughs** There is a Walk-Through Schedule for each school that constitutes the five (5) minute technical briefing. Please pay attention to your times. This is the only time allowed for this. No school may practice on the stage at any other time. If you do, you will be disqualified from participating in the High School Theatre Festival.

20. **Dressing Rooms** There are no dressing rooms or special rest rooms that may be used for changing. Plan to dress and do make-up in your hotel rooms.

**Adjudication and Selection of Performance Material**

1. A participant may select any type of play (e.g. comedy, drama, musical); it may be a one-act play, a cutting from a full-length play, or it may be an original piece. The work should be complete within itself and fit within the time allotted. Edits to copyrighted material must be approved and notated on the performance rights.
2. Permission must be granted to use any copyrighted material including music.
3. As previously stated, participating schools must obtain the performance rights, receive approval any and all edits when obtaining those rights and pay all applicable royalties for the production for any work not in the public domain. Determination of what constitutes public domain material is the sole responsibility of the participating school, and by registering for the Festival the school agrees that it is solely responsible for any liability arising from the unauthorized performance of copyrighted material, and that it will defend and hold VTA, its employees, board members, agents, contractors and volunteers harmless from any liability arising there from. The publishing company shall be included as part of the VTA Festival program copy.
4. Because of the difficulties of touring, such as unfamiliar stage, the host technical crew, minimal rehearsal time and potentially long-distance travel, participating groups should consider the technical aspects of performing “on the road” when choosing a selection. It should be noted that a blank stage or a complex set could be equally effective, if appropriate to the material attempted.
5. Two (2) adjudicators per performance space/room, selected by the VTA Secondary Schools Division Chair, will be present. An adjudicator may not see a participant’s entry prior to the actual festival performance.
6. Adjudicators are primarily concerned with the performance aspects of the production, giving special attention to acting and directing.
7. Adjudicators will individually evaluate productions, scoring based on perceptions of excellent, good, fair, or needs improvement. A numerical score will also be given to the participating production. The adjudicators will also determine individual awards.
8. The top scoring play from each room will receive additional recognition.
9. At the state finals, adjudicators award a State Winner and a State Runner-Up Award. The State Winner will be sent on to the Southeastern Theatre Conference as the state’s entry to the High School Theatre Festival. The Runner-Up will also be invited to participate in the SETC High School Theatre Festival. Both schools may compete at the VTA High School Theatre Festival the following year.
10. Finalists will draw numbers to establish order of performance for the finals. The HSTF Chair will set all procedural walk-throughs and holding areas for the finals according to the Finalists needs, as he/she deems fit.

**Etiquette Rules for Performers, Crew and Audience Members**

1. Once the house lights go out and a play begins, there should be no entering or leaving the theater until after the play ends. No flash photography, video or sound recording is permitted during the performance of any play. Violation of this rule will result in the removal of the individual.
2. There should be no talking backstage or in the audience during the performances. Rudeness in any form will not be tolerated. Student behavior onstage, backstage, and in the audience must be courteous at all times.
3. The HSTF stage manager or crew have the authority to remove any individual not in compliance with the above stated policies, they will be immediately removed. Additionally, any electronic devices used in non-compliance will be confiscated as well as the offending party’s nametag(s) and given to the Secondary Schools Division Chair. Return of electronics and entry into productions, including performing, will only be granted after meeting with the Secondary Schools Division Chair.
4. All participants, including all adults, must sign and comply with the VTA Code of Conduct Rules. Failure to comply will result in the confiscation of the conference badge until a meeting with the director can be scheduled with the Secondary Division Chair.

**Appendix B:**

**Suggested Etiquette for Students and Directors**

As part of the continued goals of the Virginia Theatre Association’s High School Theatre Festival (VTA HSTF) to foster collaboration, cooperation, and communication among theatre arts programs and, in particular, to provide a supportive, nurturing atmosphere for young artists, the following suggested theatre etiquette guidelines are recommended for educators and directors to use in their teaching process with students attending the festival. Additionally, these are also recommended for modeling as they work with their students at the festival.

Basic Theatre Attendance Etiquette

1. When waiting to attend a festival show, please be quiet and respectful of the show currently in performance. Do not be distracting. Please listen to and be respectful of any HSTF technicians working the festival in the audience holding area.
2. Arrive on time for the performance.
3. Turn off and put away all electronic devices (as previously noted in the HSTF Handbook)
4. Do not wear hats or caps.
5. Do not use seats as foot rests.
6. No food or beverages other than bottled water should be brought into the performance space.
7. Please take care of personal needs (i.e. restroom) prior to arriving for a performance
8. Please cease talking during the two (2)-minute pre-set time.
9. Please refrain from talking, humming, or singing along with a show, except when encouraged to do so by an artist or show.

10. Just be courteous and everyone will enjoy the show.

**Awards**

Awards will be given at the Official Awards Banquet during the Virginia Theatre Association conference. These awards include, but are not limited to:

1. High School Theatre Festival Winner

2. High School Theatre Festival Runner-Up

3. High School Theatre Festival State Finalists

4. Judge’s Honorable Mention Awards

5. Judge’s Award for Best Musical Presentation . This award does not indicate that it will necessarily be a finalist. Up to two (2) awards given (one per room) At judge’s discretion

6. Judge’s Awards for Best Presentation of an Original Play. This award does not indicate that it will necessarily be a finalist. Up to two (2) awards given (one per room) At judge’s discretion

7. Best Performance in State. 8 awards are typically given No gender specification

8. Virginia Theatre Association All-Star Cast Awards. 24 All-Star Cast Awards named, 12 per room with no gender preference

9. Best Individual School Technical Team. Awarded to the tech team of a participating school who exhibits teamwork and coolness under pressure, to be determined by a committee consisting of, but not limited to, the VTA Technical Division Chair(s) and/or Co-Chairs, the HSTF technical team, and the HSTF Chair and Co-Chair.

**Procedures for Adjudication**

Judges are required to fill in the VTA Adjudication Form while they are viewing individual performances. They will also take a few minutes after the performance is done to finish any comments and scoring. Judges will also keep account of, in their opinions, outstanding performances by individuals. Judges will keep record of these individuals, in the order they believe them to have excelled. Additionally, judges will keep account of, in their opinions, outstanding technical and costuming. Judges will keep records of those elements in the competing productions, in the order they believe them to have excelled. Judges’ score sheets will be collected at the end of the performance day. Judges’ scores will then be entered into a database and sorted for order. At the end of each day, the technical, costuming, and performance sheets will also be collected and sorted for order. A sample performance adjudication form is provided in the appendices. The adjudication rubric is provided only as a resource and is not required as a standard for judging.

The two (2) or three (3) top scoring schools from each room during the two-day festival will compete in the finals on Sunday morning. During the final performances, judges will rank each play one (1) through four (4), with one (1) being the best. Judges during the finals will be located relative to the area that they originally adjudicated on the first two days of the High School Theatre Festival. Upon completion, the scores will be tallied to determine a winner and runner-up. Only in the event of a tie for the winner will the judges confer.

**Role of Director**

*The school’s director is responsible for adhering to the following rules:*

1. Please have on hand your school’s emergency plan for field trips.
2. VTA will provide an on-site emergency plan.
3. Your principal must read the play, see proof of royalty payment, if applicable, and any permission for cuttings and adaptations. Please ensure that he/she signs the Play Entry Information Sheet. Bring a copy of your royalty permission form to the conference in case you are asked to present it to the Secondary Schools Division Chair. Bring a copy of your weapons and/or unusual props form and a principal’s letter of acknowledgement, if needed.
4. Students must have adult supervision at all times. You must have at least one chaperone for every eight (8) students. This includes supervision for events such as the Costume Ball. ALL attendees MUST adhere to the VTA conference rules. Names of all chaperones must be included with the school registration packet. A name badge will be made in advance for all chaperones.
5. For safety purposes, the hotel swimming pool is off-limits. No adult may allow any student access to the pool.
6. Due to an acute shortage of space, sets should be kept very portable and very simple. There is NO storage for any set pieces at the hotel. Sets must be stored in school vehicles or in your hotel room. On the day of your performance, your set may be placed in the waiting area at the designated time and not before.
   * It is up to the school to get their set piece, personal effects, and props out of the waiting area after their performance in a timely manner after their performance. Please use extreme courtesy to the other performing schools when retrieving all materials.
   * **Storage space for the waiting area**
     + Schools may only bring set AND props that fit into a 10’ X 10’ holding space that will be taped out on the floor. Additionally, schools may only have that space at a height of 8’
     + All set and prop pieces must fit through the dimensions of standard door from the holding area’s air wall 32 inches X 80 inches. No set or prop piece will be brought in or out through any other doorway of the competition room for the competition time.
     + Schools may not bring any set or prop piece weighing over eighty (80) pounds or one that cannot be easily carried by two (2) adolescents.
   * It is important to remember that these are traveling shows, and therefore the set and properties requirements need reflect the nature of such.
7. Each school will pre-set to the wings of the stage. Time is called to begin with cast and crew in the wings or at the sides of the stage. Preset time is NOT to extend past two (2) minutes for any school. VTA Conference Stage Management decides when to begin, NOT any school. Timing for your performance begins when your school is called to begin and ends when the last cast or crew member leaves the theatre and returns to the pre-set wing. You have a total of forty-five (45) minutes. If you run over your performance will be penalized for each minute over. Schools may not begin their performance before official time is called.
8. The stage is *16’ (depth) x 24’ (width) by 2’ (height).* There will be four sets of stairs, two on each side of the stage. These may be moved during the preset but may not be stepped on by any student or Director or else their run time will begin. The stairs must also be returned to their original position at the end of the show in order for the timer to stop.

* Masking curtains on each wing are provided. These are not to be moved by any participating schools for their production.
* There are also large speakers provided on either side of the stage for the festival. These speakers are not to be moved.
* The stage cannot be extended beyond the depth and width provided.

1. No special lighting is provided by VTA. There will be ONE (1) follow spot and a general wash on the performance area.
2. An Auxiliary cord will be provided with sound levels pre-set. You are responsible for bringing your own music.
3. VTA provides no properties or furniture for any performance. There is no grand drape. Each performing school is responsible for their own theatrical materials; loss of music, props, costumes, etc., will not entitle a school to a deferred performance time
4. There is a Walk-Through Schedule for each school that constitutes the five (5) minute technical briefing. Please pay attention to your times. This is the only time allowed for this. No school may practice on the stage at any other time. This will result in ineligibility to receive the top score in your room.
5. There will be a scheduled Director’s Meeting for all participating schools each performance day. Please watch for information regarding the place of this meeting. This meeting will be a brief, informational meeting designed by the Secondary Schools Division Chair. Although it is not mandatory, it is highly recommended that you attend in order to better familiarize you to the festival’s procedures. This meeting is only for the directors.
6. Remind your students of audience etiquette. No one may enter or leave the theatre during a performance.
7. There are no dressing rooms or special rest rooms that may be used for changing. Plan to dress and do make-up in your hotel rooms.
8. There is no piano available. You must bring an electric piano or keyboard if you plan to use.
9. If your school cannot perform on the assigned day, it is YOUR job to switch with another school and to let the VTA office know in advance. There will be no performance schedule changes allowed after October 1. VTA is not responsible for mistakes or omissions in published programs or signage.
10. Directors are expected to model appropriate behavior towards other schools, judges and VTA staff. In any instance of inappropriate or hostile behavior and/or dialogue with a judge, or VTA/HSTF staff, it will be at the discretion of the Secondary Schools Division Chair to disqualify a school from receiving recognition a letter will be sent to the director’s school’s administration detailing the behavioral issue.
11. **AS A REPRESENTATIVE OF A SCHOOL IN THE COMMONWEALTH OF VIRGINIA, PLEASE REMEMBER THAT YOUR ACTIONS ON A FIELD TRIP ARE GOVERNED BY THE CONTRACT ISSUED BY YOUR CITY, COUNTY, OR SCHOOL GOVERNING BODY.**
12. Directors, chaperones, and student participants will follow the directives of the festival stage manager(s), VTA technical staff, the Secondary Schools Division Chair and the VTA Board of Directors. If any of the above guidelines are violated, the individual(s) and their school will be disqualified from competition, the cast and crew will be sent home without a refund, and the school’s administration will receive a letter from the VTA Board of Directors stating that the school may not participate in next year’s festival due to misconduct.
13. If during the conference you have a complaint that requires VTA Board action, please complete an official VTA complaint form and turn it into the VTA Registration Center. Directors are reminded that if the complaint is regarding the High School Theatre Festival, they are to direct concerns to the HSTF Chair or the Secondary Schools Division Chair. The VTA Board should be a resource only if an issue remains unresolved.

**Virginia Representatives to the Southeastern Theatre Conference High School Theatre Festival (SETC) Information**

The state winner of the Virginia Theatre Association High School Theatre Festival will go on to compete as the Virginia representative at the Southeastern Theatre Conference in March of that academic year. VTA will provide $1500.00 to assist the winning school. The state Runner-Up will also be invited to participate in the SETC High School Theatre Festival. If they choose to attend, VTA will provide $1500.00 to help defray expenses. A school not able to attend and compete at SETC must notify the VTA Executive Director and Board of Directors, in writing, forty-five (45) calendar days from the close of the conference. They must also return any monetary compensation to VTA. Additionally, that school will not be allowed to compete in the VTA Secondary Schools Division High School Theatre Festival for the following year.

The Winner and Runner-Up of the Secondary Schools Division High School Theatre Festival are expected to represent the Commonwealth of Virginia at the Southeastern Theatre Conference (SETC) High School Theatre Festival that same year of placement. Both are considered the Commonwealth of Virginia’s Representatives; therefore, no distinction is made between the Winner and Runner Up while at SETC.

The staging at SETC is that of a traditional proscenium theatre. Please note that the SETC High School Theatre Festival typically is held in a professional theatre venue, therefore in rehearsing for SETC, adjustments may need to be made accordingly by the Virginia Representatives.

As previously stated, VTA will provide a monetary contribution of $1500 to each represented school to assist with expenses. Schools competing in the VTA Secondary Schools Division High School Theatre Festival agree within their entry form contract to cover expenses for their SETC trip should they win. Expenses for SETC have typically been approximately $500 per individual attending in representation of that school, contingent on method of travel, the number of individuals attending SETC from each school, SETC registration, and size of their production,

Directors and any teachers associated with the previous year’s VTA Secondary Schools Division High School Theatre Festival Winner and Runner-Up will be expected to be available for communication and act as an informational resource for future HSTF winners.



