

Oregon Junior Thespians
Junior Thespian Play Day
Standard Operating Procedure

Junior Thespian Play Day is a day to learn about Thespians, meet and network with fellow middle schools, and celebrate junior theatre through performance. It is a one day festival, held annually the third Saturday of January or as approved by the State Board at the preceding State Conference. The Festival is open to Junior Thespian and non- Junior Thespian affiliated schools.

COST: This is a free event.

REGISTRATION: is available on-line at www.oregonthespians.org approximately one month before. Each school is also required to bring and register chaperones (1 per 15 students). Each school attending the Junior Play Day will identify, at the registration table, the final number attending.

DEADLINE: One week before Festival Date.

PARTICIPATION DETAILS:

Each school is encouraged to bring a short scene from their current production to perform after the welcome by the current Junior Thespian Board Liaison and current STO.

Students attending Play Day will be placed in random groups of approximately six members, each member from a different troupe. Teams are given a classic story and a theme on which to base a devised 2-3 minute scene. There will follow two periods of short rehearsal with a break for lunch in between. **Please note this format could change based on the host school's preference.*

Sample Schedule

10am Registration Packet Pick up
10:30 Formal welcome from host school, State Board Liaison, and STO
11-12 Student Group Session and Teacher Networking
12-12:45 Lunch and Mini Performances by schools
12:45-1:45 Student Group Session
1:45-2 Bathroom Break
2-4 Present Scenes and Closing

HOST INFORMATION (GUIDE):

The following guide will help you organize and run this event. Previous hosts and the State Board will also be available to answer your questions. The guide is meant to give suggestions for creating a successful event with as little stress as possible. You can vary your techniques, but this guide will help you get started. As you plan, consider planning for the first time attendee. That way, anyone who attends for the first time will be comfortable and clear on where to go and what to do along just like all other participants who've attended before

HOST SCHOOL INFORMATION

The following guide will help you organize and run this event. Previous hosts and the State Board will also be available to answer your questions. The guide is meant to give suggestions for creating a successful event with as little stress as possible. You can vary your techniques, but this guide will help you get started. As you plan, consider planning for the first time attendee. That way, anyone who attends for the first time will be comfortable and clear on where to go and what to do.

The host school shall:

1. Have your students choose a theme for the overall event that helps determine both classic stories and the theme. (Ex. In the past, we've used 'pirates' and 'mysteries' as themes)
2. Provide copies of the classic stories for each team.
3. The state board liaison will configure all teams prior to the event, and the host school register them at the event.
4. Provide the entertainment (approx. 15 minutes) for the students during lunch and registration time. This can be games, scenes, or film.
5. Provide practice rooms or space for each of the teams during rehearsal period.
6. Provide suitable performance space for the final performances.
7. Provide a troupe director meeting/lunch room.
8. Provide a designated lunch area for all students. Food and drink need not be provided, but troupes need to be notified in advance to bring lunches for students.
9. Provide morning snacks, beverage, and lunch for all troupe directors (to be reimbursed by the State Director).
10. Provide a room for a troupe presidents (or a designated school rep) meeting during lunch.

ADDITIONAL INFORMATION:

*Rally your troupe. Have students sign up to help with organizing. It's their event. Let them lead the way, with you as their Troupe Director and supportive guide.

*Please ask the Junior Thespian Board Member for sample documents to help you coordinate this event.

*Your troupe members can help select a theme for the event. Just about anything goes. It's okay if you repeat themes as new students are involved over the years.

REGISTRATION

- Registration is done online and handled through Oregon Thespians.

LOCATION/ROOMS

- You need PREP SPACES and a FINAL LOCATION. If 150 participants are estimated, that's 25 teams, who will need space to practice.
 - Once the number of teams is determined, the number of PREP SPACES should equal the number of teams. Prep spaces don't need to be actual rooms. Ends of hallways, foyer areas, commons areas, etc. have worked for these spaces. They just need to be able to meet as a team and create their scene.
- The FINAL PERFORMANCE takes place in your performance space. Everyone watches the final scenes together.
- It's very helpful to students unfamiliar with your school to have a map of the campus with rehearsal spaces marked. It's best to have one map per participant if possible. If not, posting larger maps at hallway intersections and common spaces work well.

FOOD

- All schools should be prepared to have students bring their own lunches.
- You coordinate snacks and lunch for all Troupe Directors, Visiting STO, and Chaperones. That can be done through onsite catering or food service, but keeping the cost to a reasonable amount. Oregon Thespians covers the cost of the food.

SIGNAGE

- Have signs leading arriving schools to the registration table and/or auditorium.
- You need maps of the campus indicating rehearsal rooms, as well as other maps posted throughout the rehearsal hallways.