

**HIGH SCHOOL  
Musical  
Theatre  
Awards  
at PROCTORS**



# **PARTICIPATION HANDBOOK 2024**



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## GENERAL INFORMATION

### **MISSION OF PROCTORS**

Through arts and community leadership, to be a catalyst for excellence in education, sustainable economic development and rich civic engagement, to enhance the quality of life in the greater Capital Region.

### **MISSION OF HIGH SCHOOL MUSICAL THEATRE AWARDS AT PROCTORS**

To celebrate, inspire and honor excellence and achievement in high school musical theatre, and to highlight the importance of musical theatre and arts education within the greater Capital Region of New York.

Proctors Collaborative believes in doing what it takes to make our diverse Capital Region community more equitable, accessible, and inclusive. As you consider characters to submit for Best Actor and Best Actress, please be aware of the casting history in theater and how it has negatively impacted underrepresented communities. We encourage you to make casting selections that are authentic and in line with the roles being played.

### **SCHOOL PARTICIPATION**

Proctors invites all public and private high schools in the greater Capital Region to apply to participate in the 2024 program. The first thirty (30) schools who meet all eligibility criteria and whose completed applications are received by the Collaborative School of the Arts at Proctors will be guaranteed participation. Applications will be processed in the order in which they are received.

### **NEW YORK COUNTIES ELIGIBLE TO PARTICIPATE IN THE HSMTA AT PROCTORS**

Albany	Hamilton	Schenectady
Columbia	Herkimer	Schoharie
Essex	Montgomery	Warren
Fulton	Rensselaer	Washington
Greene	Saratoga	

## **AWARD CATEGORIES**

Awards will be given for excellence in the following categories. The Best Musical category will consist of three budget tiers to be determined.

Best Musical – Tier A  
Best Musical – Tier B  
Best Musical – Tier C  
Best Actor  
Best Actress  
Best Supporting Actor  
Best Supporting Actress  
Best Ensemble/Chorus  
Best Choreography Execution  
Best Student Orchestra  
Best Set Construction  
Best Technical Execution

## **ADJUDICATION PROCESS**

Four members of the adjudicator panel will attend one performance at each participating school and award points based on a rubric system. Following the performance, the adjudicators will complete a written critique; all schools will be sent their school's critique as a learning tool. Up to five (5) nominations will be given for each award category. The Best Musical category will consist of three tiers based on musical production budget. Up to three (3) schools will be nominated within each tier.

All students eligible for Best Actor and Best Actress will be adjudicated twice to give them a Final Score. The first adjudication will take place when judges come to adjudicate the School Production Performance, including scoring them in their principal role. The top 20 candidates (10 Best Actors, 10 Best Actress') will then go onto Callbacks.

The Callbacks will be in an audition style setting at Proctors in front of all HSMTA judges, which will include Vocal/Acting Performance and Dance Performance to evaluate their triple threat. The scores from the Callbacks will then determine the top ten performers: 5 Best Actor and top 5 Best Actress.

All students who want to be considered for Best Actor or Best Actress must submit a resume and headshot. Students must portray a character from the NHSMTA® qualifying roles to be eligible for a Best Actor or Best Actress nomination. Visit [school.proctors.org/hsmta](https://school.proctors.org/hsmta) for the complete list of qualifying shows and roles.

## **THE AWARDS**

The 2024 HSMTA will be held at Proctors on May 4, 2024. Distinguished artists and professionals from the region will present the awards. The ceremony, modeled on the Tony Awards™ format, will open and close with production numbers featuring two representatives from each participating high school.

In addition, the following student performances will be interspersed with the award presentations: one number from each of the nine Best Musical nominees (three schools per budget tier) and two medleys featuring students nominated for Best Actor and Best Actress. The order of performances will be decided by the High School Musical Awards Music Director.

### **TICKETS TO CEREMONY**

Tickets for the ceremony will go on sale to schools immediately following the Nominations Press Conference; prior to the tickets going on sale to the public. Each school contact will be sent a code which will give them access to complimentary tickets for participating in the program. Additional tickets of 10 or more will be at a group discount rate. These tickets are expected to cover any students not involved in the awards ceremony.

*\*\*Please see important dates – page 6-7 for all due dates or meeting times\*\**

Any student participating in the awards ceremony will be backstage and, therefore **will not** have a seat in the house. There will be a monitor backstage for these students to watch the awards ceremony. More information regarding school ticketing will be distributed to each participating school upon entry to the program.

### **BEST ACTRESS/BEST ACTOR WINNERS**

The winner of the Best Actor and Best Actress awards will represent Proctors and Upstate New York at the National High School Musical Theatre Awards® (NHSMTA®), also known as The Jimmy Awards® in June 2024.

The winners will participate with students from across the country for the title of Best National High School Actor and Best National High School Actress. Winners will also receive ten days of training with Broadway professionals and have opportunities to win college and other scholarships. In the event Proctors High School Musical Theatre Awards' Best Actor or Best Actress winner(s) are unable to participate in the NHSMTA® program, the nominee(s) with the second highest adjudicator's score will be invited.

To be eligible to participate in The Jimmy Awards®, the Best Actor and Best Actress winners must have portrayed a NHSMTA® qualifying role in their video submission. Visit [school.proctors.org/hsmta](http://school.proctors.org/hsmta) for the complete list of qualifying shows and roles.

### **ABOUT THE JIMMY AWARDS®**

The Jimmy Awards® / The National High School Musical Theatre Awards® (NHSMTA®) program, impacts more than 140,000 students who participate in high school musical theatre competitions sponsored by presenters of Touring Broadway productions throughout the United States. Presented by the Broadway League Foundation, the program invites two winners from each of these regional ceremonies to participate in a theatre intensive, including coaching and rehearsals with Broadway professionals in preparation for a one-night-only talent showcase. The program has been the catalyst for more than \$4,000,000 in educational scholarships. For more information, please visit [www.JimmyAwards.com](http://www.JimmyAwards.com).

## SUBMISSIONS

The dates below include all information required to participate in this year's ceremony. In the past this could be found in the **HSM TA Teacher Portal**. New this year is the move to **Google Drive** as well as the Portal. Each school will have a folder within the Drive designated for production information to be submitted. A link to the Google Drive & Teacher Portal will be sent upon acceptance by Program Manager.

### **Submit in Teacher Portal:**

- School & Production Information
- Media Release Form
- License Agreement

### **Submit in Google Drive:**

- Cast, Crew, Orch. Information
- Orchestrations
  - Production Number
  - Solo Song for each Best Actor
  - Solo Song for each Best Actress
- Pre/Post Nomination Photos
- Performance Details
- Representatives
- Nominee Acceptance Information
- Best Musical Information

## IMPORTANT DATES 2023 - 24

### **Monday, September 25 – Friday, October 27**

School Application Open

### **Monday, October 9 – Friday, November 17**

Adjudicator Application Open

### **Wednesday, November 8**

6 p.m. Participation Meeting – for schools

### **Friday, December 15**

Due prior to starting rehearsals:

- School & Production Information Form
- Media Release Form
- Signed copy of Licensing Agreement
- Optional: Appeals for Qualifying Roles and Shows

### **Wednesday, February 7**

6 p.m. Adjudicator Training

**January 22 – February 22**

- Cast, Crew and Orchestra Information
- Orchestration Form with music scores:
  - Production number
  - One solo song for each Best Actor
  - One solo song for each Best Actress

**Friday, February 23 – Sunday, March 31: School Performances Adjudication Period**

- Placement of High School Musical Theatre Awards ad in all participating school playbills

**Friday, February 13**

- Due: Submission for Best Actor and Best Actress
  - 1 Page Resume
  - Headshot

**February 26 – April 5**

Pre-Nominations Photo Submission

**Friday, March 22:**

- Performance Details Excel

**April 1:**

Final Adjudication Scores due

**Monday April 8:**

- Callbacks for Best Actor and Best Actress Posted

**Friday April 12:**

Post-Nomination Photo Submission

**Saturday, April 13:**

10 a.m. – 1:30 p.m. Best Actor and Best Actress Dance and Vocal Adjudication at Proctors

**Friday, April 19:**

11:30 a.m. Nominations Announced

Tickets on sale to schools

The following forms are due from schools:

- Representative Form
- Student Talent Release
- Nominee Acceptance Form
- Best Musical Nominee Information Form

### **Wednesday, April 24:**

6 p.m. Virtual Best Actor and Best Actress Meeting

Tickets go on sale to public

### **Saturday April 27 – Friday May 3**

Rehearsals for Ceremony

- Saturday, April 27 | 9 a.m. – 4:30 p.m.
- Monday April 29 | 4 p.m. – 9 p.m.
- Wednesday May 1 | 5 p.m. – 9 p.m.
- Friday May 3 | 4 p.m. – 9 p.m.

### **Saturday, May 4**

7 p.m. HSMTA Ceremony at Proctors.

### **Dates tbd**

Jimmy Awards (*dates are tentative and subject to change*)

## **PARTICIPATION**

### **SCHOOL PARTICIPATION**

All public and private high schools in the eligible counties of upstate New York can apply for the 2024 High School Musical Theatre Awards at Proctors.

Schools have to produce one of the 479 full-length musicals approved by the National High School Musical Theatre Awards listed at [school.proctors.org/hsmta](http://school.proctors.org/hsmta). Schools must send a ***signed*** copy of the licensing agreement for the production to participate.

Proctors can accommodate a limited number of schools for the 2024 program. Therefore, participation will be on a first come, first served basis. The first thirty (30) eligible schools with musical productions occurring between **February 23 and March 31, 2024**, who return a completed application by the deadline will be guaranteed participation.

Participating schools must maintain access and all rights to music rentals through the date of the ceremony.

A non-refundable \$200 application fee is required of all schools.

***\*\*Please see important dates – page 6-7 for all due dates or meeting times\*\****

## **CONTACT PERSONS**

To streamline information, a maximum of two persons per school will receive any and all information regarding High School Musical Theatre Awards (HSMTA). Most communications, including arranging evaluator tickets, will be conducted via email. If your school email server has stringent screening/blocking programs in place, please provide an alternate, non-school email address.

School and production contact persons' email addresses and phone numbers will be given to the

NHSMTA in compliance with the necessary documentation. *The school contact can also be the production contact, making one sole contact for the school.*

### **School Contact**

The **school contact** is the individual to whom all program correspondence will be addressed. It is important that this person have access to mail, email, phone calls and respond in a timely manner to all communications regarding The High School Musical Theatre Awards. The school contact is responsible for completing and returning all forms by the respective deadlines. The school contact must be a full-time permanent staff member of the high school.

### **Production Contact**

The **production contact** is the individual responsible for selecting, producing, and/or directing the musical at each high school. This can be the leader of the drama club, a teacher or another person engaged to produce the musical at the high school.

## **MANDATORY PARTICIPANT'S MEETING**

The school contact, the production contact (if not the same person), individual participant and their guardian and/or teacher are required to attend a mandatory participants' virtual meeting. The meeting will provide program details and an opportunity to ask questions. *\*\*Please see important dates – page 6-7 for all due dates or meeting times\*\**

## **MUSIC SCORES**

Each participating high school is required to **maintain access and all rights to music** through the High School Musical Theatre Awards at Proctors ceremony. It is the responsibility of the school or production contact to reach out to the licensing house regarding extending rights. Please note, multiple licensing houses require notification from Proctors to maintain rights. The **school contact must inform** Shai Davenport at [sdavenport@proctors.org](mailto:sdavenport@proctors.org) as soon as possible if this is necessary.

## **PHOTOS**

It is mandatory that each participating high school send the following photos to Proctors to be used in the Awards Ceremony. The photos must be submitted digitally as a JPG of at least 300 dpi, preferably higher. (Note: If size is less than 1 MB, the photo resolution is not high enough to project on a screen or print in program. We want all participants represented!)

- **One (1) cast/crew/orchestra photo**
  - Title file "Your school name-Entire company photo"
- **Five (5) production photos**
  - Title file "Your school name-Name of production song"
- **One (1) production photo of the entire set completely built and painted**
  - Title file "Your school name-Show title"
- **One (1) production photo of each supporting actor or actress**
  - Title file "Your school name-Character name-Name of song"
- **Three (3) production photos of each lead actor or actress**
  - Title file "Your school name-Character name-Name of song"



- *Lead actors and actress roles are decided by the NHSMTA™ qualifying show list*

### **Logo Usage and Recognition**

Participating schools must give the High School Musical Theatre Awards at Proctors full-page recognition in their production program, highlighting the school's participation in the program. Full page artwork for the ad will be provided by Proctors. Schools must provide Proctors with specifications for their program artwork. *\*\*Please see important dates – page 6-7 for all due dates or meeting times\*\**

### **NOMINATIONS**

Five (5) nominees in each category will be announced via a Facebook Live. The final winners of all categories will be announced in the final ceremony. *\*\*Please see important dates – page 6-7 for all due dates or meeting times\*\**

## **AWARD CEREMONY PARTICIPATION**

All nominees must attend mandatory rehearsals and represent their school at the Awards. The order of performances during the show will be determined by the High School Musical Theatre Awards Director and Music Director.

*\*\*Please see important dates – page 6-7 for all due dates or meeting times\*\**

### **Opening Number and Closing Numbers**

Each participating high school is required to have **two (2)** student representatives from their production to participate in the opening and closing numbers of the ceremony. These representatives will be chosen by the individual nominations\*. If a school does not receive an individual nomination, the representatives will be chosen by the teacher. These students must attend all mandatory rehearsals and represent their school at the Awards.

*\*Individual nominees are those students that are nominated in any of the following award categories: Best Actress, Best Actor, Best Supporting Actress and Best Supporting Actor.*

### **Best Musical Nominees**

It is mandatory that each school nominated for Best Musical (up to nine schools, three in each budget tier) performs one ensemble production number from their school production in costume (up to 25 students and no more than five (5) minutes in length). Set pieces will only be allowed if they are small enough to be carried on by the ensemble members. The participating ensemble members from each nominated production must attend mandatory rehearsals and represent their school at the Awards.

### **Best Actor/Best Actress Medleys**

It is mandatory that the Best Actor and Best Actress nominees perform a one-minute excerpt from their leading role in costume from the school production during the Best Actor and Best Actress medleys. These students must attend mandatory rehearsals and represent their school at the Awards.

## AWARD CATEGORY RULES

To stay true to the mission of celebrating, inspiring and honoring excellence in high school musical theatre, the award nominations will recognize the talent, skill and achievement of students, grades 6 – 12, and not the efforts of assisting faculty and/or professionals.

- *Faculty is defined as full-time or part time staff members at a participating high school that are paid by the school district on an annual basis.*
- *A person who is hired or volunteers to work on a production, or who is paid directly by the school does not qualify as “faculty” but as an independent contractor.*

### Individual Awards

Individual awards categories are:

- Best Actor
- Best Actress
- Best Supporting Actor
- Best Supporting Actress

Only students in **grades 9 – 12**, may be nominated for an **individual award**. For the purposes of the NHSMTA<sup>®</sup> program, students are adjudicated in the category corresponding to their gender identification, not the gender of the role that they played.

Best Actor and Best Actress roles are decided by the NHSMTA<sup>®</sup> qualifying role list which can be found here: [school.proctors.org/hsmta](http://school.proctors.org/hsmta). To add shows or roles to the Jimmy Awards<sup>™</sup> list, an appeal is possible through Shai Davenport. Please contact via email at [sdavenport@proctors.org](mailto:sdavenport@proctors.org). Please see important dates for deadline of this submission. Please refer to the national’s ineligible list at: [www.jimmyawards.com/participation/qualifying-shows-and-roles/](http://www.jimmyawards.com/participation/qualifying-shows-and-roles/).

**Best Supporting Actor and Best Supporting Actress roles qualifications are defined below, character(s) must have all of the following:**

- Character(s) must be scripted, named characters
- Character(s) *not* listed as on by the NHSMTA<sup>™</sup> qualifying roles list
- Characters(s) must appear in more than one scene
- Character(s) must have solo lines of dialog
- Character(s) must have at least one solo
- Characters(s) must have clear significant contributions to the central or sub-plot(s)
- Character(s) must be portrayed by a student in the grades 9 – 12 to be eligible for a supporting nomination

When completing School & Production forms please **do not** list any Supporting Characters who do not meet the requirements stated above, they will not be adjudicated. Characters who do not meet the criteria above will not be adjudicated. The number of supporting characters to be nominated will **be limited to 6**.

## Other Award Categories

The student participation rates below are required for qualifying in the following award categories. The rate of student participation will be deciphered from the cast, crew and orchestra lists the school will provide as well as the playbill from the production.

- Best Musical (all tiers) – cast and crew consisting of 90% high school students (grades 6 – 12)
- Best Ensemble/Chorus – cast consisting of 90% high school students (grades 6 – 12)
- Best Choreography Execution – cast consisting of 90% high school students (grades 6 – 12)
- Best Technical Execution – backstage crew consisting of 90% high school students (grades 6 – 12)
- Best Set Construction – scenic and paint crew consisting of 90% high school students (grades 6 – 12)
- Best Student Orchestra – pit orchestra consisting of 75% high school students (grades 6 – 12)
  - Musicals designed for a smaller orchestra (defined as less than 12 musicians including conductor) will be decided on a case-by-case basis.

## Use of Students From Other Schools

If a school production calls for casting of students from other high school(s), to be eligible for Best Musical the cast and crew must consist of 90% students in grades 6 – 12 from the school registered for the program. Only high school students in grades 9–12 will be eligible to receive individual awards.

## BEST ACTOR AND BEST ACTRESS SUBMISSION

Students must portray a character from the NHSMTA® qualifying role to be eligible for a Best Actor or Best Actress nomination. Visit [school.proctors.org/hsmta](http://school.proctors.org/hsmta) for the complete list of qualifying shows and roles.

## Best Actress and Best Actor Adjudication

All students eligible for Best Actor and Best Actress will be adjudicated twice to give them a Final Score. The first adjudication will take place when judges come to adjudicate the School Production Performance, including scoring them in their principal role. The top 20 candidates will then go onto Callbacks. Students wishing to be considered for Best Actress and Best Actor will be required to dance and sing for adjudicators to score their triple threat performance. Both portions will be taped and can be used in the final ceremony or other marketing purposes. ***Students who do not attend in person Auditions cannot be considered for a nomination.*** ***\*\*Please see important dates – page 6-7 for all due dates or meeting times\*\****

## CONTACT US

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