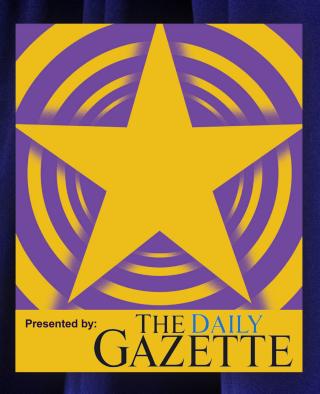
HIGH SCHOOL Musical Theatre Awards PROCTORS



PARTICIPATION HANDBOOK 2025



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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.

ABOUT THE HIGH SCHOOL MUSICAL THEATRE AWARDS AT PROCTORS

In collaboration with The Broadway League, this event celebrates the vibrant world of high school musical theatre and pays homage to the abundant talent flourishing in the greater Capital Region.

Mirroring the prestige of the Tony Awards will be an annual red-carpet affair honoring participating schools in a dazzling award ceremony each May. The event features a diverse range of accolades, including individual and group awards, both on stage and behind the scenes. The recipients of Outstanding Lead Performers will serve as ambassadors for Proctors and the Capital Region at the annual National High School Musical Theatre Awards (The Jimmy Awards) in New York City.

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 Outstanding Lead Performers, please be aware of the casting history in theatre 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.

REGISTRATION FORM

Once registered, schools and students have the opportunities to participate in an <u>educational and enri</u>ching experience including but not limited to:

- **ADJUDICATION**: industry professionals from across the area attend performances to evaluate the show in various categories.
- AWARDS: musicals and students will be considered for various awards.
- **CEREMONY:** A Tony Awards-style event to celebrate participating schools and students on the MainStage at Proctors.
- THE JIMMY AWARDS: winners of the Outstanding Lead Performer award will get the opportunity to compete on a national level at the Jimmy Awards in NYC.

(All expenses sponsored by Proctors)

THE JIMMY AWARDS

The National High School Musical Theatre Awards (NHSMTA), otherwise known as the Jimmy Awards®, was established in 2009 by Pittsburgh CLO and Nederlander Alliances, a division of The Nederlander Organization, to elevate the importance of theatre arts education in schools and reward excellence in student performance. The program impacts approximately 100,000 students annually who participate in high school musical theatre competitions sponsored by over 40 professional theatres throughout the US. 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 \$6,000,000 in educational scholarships.

For more information, please visit

jimmyawards.com

The National High School Musical Theatre Awards (NHSMTA) is a celebration of student achievement in high school musical theatre across the country culminating in the annual Jimmy Awards.

OUTSTANDING LEAD PERFORMER WINNERS

The winners of the Outstanding Lead Performer 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 2025.

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' Lead Performer(s) are unable to participate in the NHSMTA® program, the nominee(s) with the second highest adjudicator's score will be invited.

This is an all-expenses paid opportunity for students from the Capital Region, sponsored by the Collaborative School of the Arts. All Lead Performer nominees must attend a mandatory information meeting with CSOA staff to discuss The Jimmys, finalist requirements and pre-Jimmys Master Classes with the creative team.

Included

- Travel to NYC
- All meals and accommodations
- Two tickets to The Jimmy Awards for families of nominees.
- Two tickets to the afterparty for families of nominees.

SCHOOL PARTICIPATION

Proctors invites all public and private high schools in the greater Capital Region to apply to participate in the 2025 program. Schools that 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 TO PROCTORS

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

All public and private high schools in the eligible counties of Upstate New York can apply for the 2025 High School Musical Theatre Awards at Proctors.

Schools have to produce one of the 400+ full-length musicals approved by the National High School Musical Theatre Awards listed at collaborativeschoolofthearts.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 2025 program. Therefore, participation will be on a first-come, first-served basis. The first 30 eligible schools with musical productions occurring between Feb. 28 and April 5, 2025, who return a completed application by the deadline will be guaranteed participation.

PARTICIPATION FEE

A non-refundable \$300 application fee is required for all schools.

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@proctorscollaborative.org** as soon as possible if this is necessary.

TIME COMMITMENT

The Collaborative School of the Arts recognizes the many hours of hard work that educators put in daily. One of our goals has been to not create additional work for educators but to provide a space for that work to be showcased. Please be aware there is an extra time commitment required by schools and students who participate.

SCHOOL CONTACTS

To streamline information, a maximum of two persons per school will receive all information regarding the High School Musical Theatre Awards (HSMTA). All 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.

PRIMARY CONTACT

Each school must identify a primary contact person on the participation form. The primary contact must be a teacher or administrator at the school and should have regular access to phone and emails as all major correspondence regarding the program will be directed to this person.

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.

STUDENT APPRENTICE

Due to the additional time commitment of HSMTA, the Collaborative School of the Arts highly encourages taking on an apprentice to assist in the process. Students assigned as apprentices will get special recognition at the ceremony and will have the opportunity to sit in on rehearsals.

ANNUAL INFORMATIONAL MEETING

Any interested high school musical staff are invited to attend a participants' virtual informational meeting. The meeting will provide program details and an opportunity to ask questions of the HSMTA staff and creative team.

Please see important dates - page 13, 14 & 15 for all due dates or meeting times

AWARD CATEGORIES

Awards will be given for excellence in the categories listed below. Additionally, the Outstanding Musical category will consist of three budget tiers to be determined. 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.

In an effort to be a more equitable program, Proctors joins many of our peer institutions across the country in changing the name of the Lead and Supporting categories to non-gendered categories. This move also comes as a way to give educators more flexibility in their casting choices as their student populations become more diverse.

Outstanding Musical Award - Tier A
Outstanding Musical Award - Tier B
Outstanding Musical Award - Tier C
Outstanding Lead Performer (1)
Outstanding Lead Performer (2)
Outstanding Supporting Performer (1)
Outstanding Supporting Performer (2)
Outstanding Ensemble
Outstanding Choreography
Backstage Excellence Award
Outstanding Achievement Award
Spirit of Theatre Award

AWARD DESCRIPTIONS

Outstanding Ensemble Award represents recognition for a group of performers who have demonstrated exceptional collaboration, cohesion and performance quality as a collective unit. This award celebrates the collective effort and synergy of the ensemble cast, recognizing their ability to work together harmoniously to enhance the overall quality and impact of the production. Judge evaluation and scores determine this award.

Outstanding Choreography Execution Award represents recognition for individuals or groups who have demonstrated exceptional skill and precision in performing choreography. This award celebrates those who bring choreography to life with outstanding performance quality, contributing significantly to the overall impact and success of the production. Judge evaluation and scores determine this award.

NEW! Backstage Excellence Award represents recognition of a group of students for demonstrating teamwork, professionalism, and a commitment to excellence behind-the-scenes. Student run crews, costume crews, set construction crews, stagehands or any group of students who have dedicated time in a backstage capacity in one of the HSMTA adjudicated musicals are eligible. Provided information from teachers and judge feedback will be evaluated for this award. This award highlights the critical, often unrecognized, work that goes into making a production successful, celebrating the dedication, skill, and teamwork of those who ensure everything runs smoothly from behind the curtain.

Outstanding Musical Award represents high recognition for a musical production that excels in numerous areas of performance and production quality, including direction and design, creative vision, technical areas, choreography and cohesion of all elements. This award celebrates a musical production that excels across all areas, recognizing the collective efforts of the cast, crew and creative team in delivering an outstanding and memorable performance. Judge evaluation and combined scores across five categories are combined to determine this award. One Outstanding Musical per budget tier will be selected. The top three nominees in each tier will be invited to perform at the annual High School Musical Theatre Awards ceremony in May.

NEW! Outstanding Achievement Award represents recognition for a school that demonstrated remarkable resilience and success despite facing significant challenges. Challenges may include limited resources, adversity, logistical hurdles, technical difficulties or performance-related challenges. This award celebrates the group's perseverance, teamwork and determination to deliver a great performance despite these obstacles, highlighting their dedication and commitment to their craft. This award will be selected based on information received from schools about their production challenges combined with judge feedback about the show.

Outstanding Lead Performer represents recognition for an individual who has delivered an exceptional performance in a leading role. This award celebrates the talent, hard work and dedication of the lead performer who has made a remarkable contribution to the production with their performance. Judge evaluation and scores determine this award. A triple-threat audition will be required for finalists to assess abilities in singing, acting and dancing and scored by a core panel of industry professional judges, including directors, artistic directors, acting and vocal coaches and choreographers. The top 10 performers will perform at the annual High School Musical Theatre Awards ceremony in May at Proctors. The two finalists for this category will go on to participate in the National High School Musical Theatre Awards program, the Jimmys, in New York City, for ten days in late June. **Their participation will be fully sponsored by the Collaborative School of the Arts.**

Outstanding Supporting Performer recognizes an individual who has delivered an exceptional performance in a supporting role. This award celebrates the talent and dedication of the actor in a supporting role who has made a significant and positive impact on the production. Judge evaluation and scores determine this award.

NEW! Spirit of Theatre Award recognizes two students who embody exceptional dedication, enthusiasm and passion for theatre. This award will be given to two students who go above and beyond in their contributions to the theatre program, showing a true passion for the art form and a commitment to excellence. The award will be chosen by students during the week of rehearsal among finalists and representatives performing and representing their schools. Voting for this award will happen the Friday before the ceremony.

ELIGIBILITY

GROUP AWARDS

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.

- •Outstanding Musical (all tiers) cast and crew consisting of 90% high school students (grades 6-12)
- •Outstanding Ensemble cast consisting of 90% high school students (grades 6-12)
- •Outstanding Choreography cast consisting of 90% high school students (grades 6-12)
- •Backstage Excellence backstage crew consisting of 90% high school students (grades 6-12)

USE OF STUDENTS FROM OTHER SCHOOLS

If a school production calls for casting of students from other high school(s), to be eligible for Outstanding Musical the cast and crew must consist of 90% of 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.

INDIVIDUAL AWARDS

Categories are:

- Outstanding Lead Performer 1
- Outstanding Lead Performer 2
- Outstanding Supporting Performer 1
- Outstanding Supporting Performer 2

Outstanding Lead Performer roles are decided by the NHSMTA qualifying role list which can be found here: collaborativeschoolofthearts.org/hsmta. To add shows or roles to the Jimmy Awards list, an appeal is possible through Shai Davenport. Please contact her via email at sdavenport@proctorscollaborative.org. Please see the important dates for the deadline of this submission. Please refer to the national's ineligible list at:

jimmyawards.com/participation/qualifying-shows-and-roles

Outstanding Supporting 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 qualifying roles list
- Character(s) must appear in more than one scene
- Character(s) must have solo lines of dialog
- Character(s) must have at least one solo
- Character(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 the school and 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 total number of supporting characters to be nominated will **be limited to four**.

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 - pages 13, 14 & 15 for all due dates or meeting times

ADJUDICATION PROCESS

Three 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 scores which will be shared with schools following the HSMTA season. Up to five nominations will be given for each award category, excluding Outstanding Achievement. Outstanding Musical category will consist of three tiers based on the musical production budget. Up to three schools will be nominated within each tier.

BUDGET TIERS:

Budget tiers are based solely on schools' production budgets. Each year budgets change and so do ranges.



Each school that participates is required to submit their budgets. This information does not get shared and will remain confidential.

OUTSTANDING PERFORMER

All students eligible for the Outstanding Lead Performer award will be adjudicated twice. The first adjudication will take place when judges come to adjudicate the school production performance, including scoring them in their principal role. The second will be in a callback audition setting.

Finalists will then go onto callbacks for a second adjudication. For Jimmy Awards purposes, finalists will have to opt in or out to be adjudicated under The Jimmys categories of Best Actor and Best Actress. Those who opt out may still be nominated however they will not be considered for Lead Performer to go on to The Jimmys unless The Jimmys changes its rules for the 2025 awards.

NOMINATIONS

Nominations will be announced after all school performances. Nominations will be announced live on the Collaborative School of the Arts Facebook by members and sponsors of the HSMTA at Proctors.



With the new timeline for the 2025 program, the top 20 lead performers will be announced at the time of nominations. Students will attend callbacks where they will be adjudicated for a second time to give them a final score. The top five lead performers will be announced the following Monday.

CALLBACKS

Callbacks will be in an audition-style setting at Proctors in front of a select panel of HSMTA judges, which will include vocal, acting and dance performances to evaluate their triple threat. Due to new requirements for Lead Performer, there will be two options for callbacks. 20 finalists will then go onto callbacks for a second adjudication to determine ten finalists.

The scores from the callbacks will then determine the top ten performers.

All students who want to be considered for Outstanding Lead Performer must submit a resume, headshot and a topic response essay. Students must portray a character from the NHSMTA® qualifying roles to be eligible for a Best Actor or Best Actress nomination at The Jimmys. Visit collaborativeschoolofthearts.org/hsmta for the complete list of qualifying shows and roles.

SUBMISSION & MATERIALS

All materials will be submitted via Microsoft Forms or Google Drive. All materials must be submitted by designated due dates. Failure to submit necessary materials will result in disqualification of school and student or inability to perform at the ceremony. The following materials are required for participation, no exceptions. Materials needed will be broken down into three categories, pre-adjudication, adjudication and ceremony.

PRE-ADJUDICATION MATERIALS: Due Sept. - Dec.

- Registration form Intent to participate and request adjudication
- School Playbill information
- Signed license agreement
- Performance details to determine budget tiers

ADJUDICATION MATERIALS: Due Jan. - Feb.

- School and production form This is for the school to share information on school and production challenges. This will be shared with judges.
- Cast, crew and Outstanding Perf. information This will determine eligibility for awards.

CEREMONY MATERIALS: Due 24 hours after nomination announced

- Production number information
- Music scores
 - Production number
 - Lead Performer solo song
- Representatives
- Photos
- Award acceptance information

PHOTOS

Each participating high school must send the following photos to Proctors to be used in the awards ceremony so that every school is represented. The photos must be submitted through the Google Drive.

REQUIRED:

- One cast/crew/orchestra photo
 - Title the file "Your school's name-Entire company photo"
- Three production photos
 - Title the file "Your school's name-Name of production title"
- One production photo of each supporting performer
 - Title the file "Your school's name-Character name"
- Three production photos of each lead performer
 - Title the file "Your school's name-Character name"

Lead actors and actress roles are decided by the NHSMTA™ qualifying show list. The Jimmys requires photos of winners.

Additional photos from rehearsals are also welcome for us to show to the ceremony.

MUSIC SUBMISSION

Each school nominated for Outstanding Musical and Outstanding Lead Performer must submit all orchestrations no later than one week after their school's performance or 24 hours after nominations are announced. There will be NO EXCEPTIONS due to the strict orchestration schedule. Unfortunately, if the music is not received by this date, the school will be unable to perform in the ceremony.

REQUIRED ORCHESTRATIONS FOR OUTSTANDING MUSICAL:

- Piano-Conductor Score
- Reed
- Drums
- Bass

Outstanding Lead Performer Medleys will be piano only. Only a Piano-Conductor score is needed. The Music Director and Director will choose cuts for each nominee.

SUBMISSIONS

The dates below include all information required to participate in this year's ceremony. In the past, this could be found in the HSMTA Teacher Portal. Each school will have a folder within the Drive designated for production information to be submitted. **GOOGLE DRIVE**

Submit via Form:

- Registration form
- School Playbill information
- School and production information
- Callback/Outstanding Lead info
- Best Musical information

Submit in Google Drive:

- License agreement
- Cast and crew information
- Orchestrations
- Production photos
- Performance details
- Headshot, resume, topic response
- Representatives information
- Nominee acceptance information

IMPORTANT DATES 2024 - 25

Monday, Sept. 23 - Friday, Oct. 25, 2024 School application open.

Monday, Oct. 14 - Friday, Dec. 17, 2024 Adjudicator application open.

Tuesday, Nov. 12, 2024

4 p.m. Mandatory Participation Meeting - for schools

Friday, Dec. 20, 2024

Due prior to starting rehearsals:

- Performance details
- Media release form
- · Signed copy of the licensing agreement
- Optional: Appeals for qualifying roles and shows

Wednesday, Feb. 5, 2025

4 p.m. Adjudicator training

Jan. 2 - Feb. 5, 2025

- Cast and crew information
- School and production information

Wednesday, Feb. 5, 2025

4 p.m. Adjudicator training

Jan. 2 - Feb. 5, 2025

- Cast and crew information
- School and production information

Friday, Feb. 28 - Saturday, April 5, 2025: School Performances Adjudication Period

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

Monday, April 7, 2025: Final adjudication scores due

Wednesday, April 9, 2025

11:30 a.m. Nominations announced - (technical categories, supporting and top 20) Tickets on sale to schools

The following forms are due from schools:

- Callback/Outstanding Lead information
 - One page resume
 - Headshot
 - Topic Response
- Outstanding Musical Nominee information and music submission

*NO EXCEPTIONS due to strict orchestration schedule. Unfortunately, if music is not received by this date, the school will be unable to perform in the ceremony. *

Saturday, April 19

• 10 a.m. - 1:30 p.m. Callbacks for Outstanding Lead Performers at Proctors

Wednesday, April 23

- Representative information
- Nominee acceptance information
- Production photos due- for show display
 - Full cast and crew
 - Supporting Performer nominees
 - Outstanding Performer nominees

Wednesday, April 30

- 4 p.m. Virtual Jimmys meeting
- Tickets go on sale to the public
- · All show details and orchestrations finalized

Saturday, April 26 - Friday, May 10

Rehearsals for ceremony - will have the full schedule this year

Saturday, May 10 - Dates TBD

7 p.m. HSMTA Ceremony at Proctors.

Jimmy Awards (dates are tentative and subject to change)

AWARD CEREMONY PARTICIPATION

All nominees and representatives 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 13, 14 & 15 for all due dates or meeting times

OPENING NUMBER AND CLOSING NUMBERS

Each participating high school is required to have two student representatives from their production to participate in the opening and closing numbers of the ceremony. Students nominated for a lead or supporting award will automatically be the representative for a school. 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 who are nominated in any of the following award categories: Outstanding Lead Performer and Outstanding Supporting Performer.

BEST MUSICAL NOMINEES

Each school nominated for Outstanding Musical (up to nine schools, three in each budget tier) must perform one ensemble production number from their school production in costume (a max of 25 students and no more than five minutes in length, no exceptions.) Set pieces will only be allowed if they are small enough to be carried on by ensemble members. The participating ensemble members from each nominated production must attend mandatory rehearsals and represent their school at the awards.

OUTSTANDING LEAD MEDLEYS

The Outstanding Lead Performer nominees must perform a one-minute excerpt from their leading role in costume from the school production during the Outstanding Lead Performer medleys. These students must attend mandatory rehearsals and represent their school at the awards. Cuts for these medleys will be selected by the Music Director and approved by the Director.

REHEARSALS

The Collaborative School of the Arts recognizes the extra time and planning needed to attend rehearsals. We highly encourage schools to start planning as early as possible. It is required that all nominees and representatives attend each rehearsal. When selecting students for individual awards and as representatives please be aware of scheduling conflicts and let students know the expectations. Rehearsal dates and schedule are provided below.

Any conflicts with a representative must be communicated to the School Contact first to work out the schedule before contacting the Program Manager. Due to solo assignments, spacing and safety, if a representative cannot commit to every rehearsal, they cannot perform. The school contact must select another student to represent. No exceptions.

PHOTO CALL

Following the ceremony there is a photo call on stage. Photos will be taken of the following:

- Representative photo
- Outstanding Musical winners
- Outstanding Lead Performer winners
- Outstanding Supporting Performer winners
- Outstanding Ensemble winner
- Outstanding Choreography winner
- Backstage Excellence winner.

HIGH SCHOOL MUSICAL THEATRE AWARDS 2025

Preliminary Rehearsal Schedule AS OF AUG. 2024 (SUBJECT TO CHANGE)

Saturday, May 3 - 9 a.m. -4:30 p.m.

- All Outstanding Lead and Supporting nominees
- All Students representing HS for Opening and Closing

Sunday, May 4- NO REHEARSAL

Monday, May 5 - 4:30-9 p.m.

- All Outstanding Performer nominees
- Outstanding Musical nominees

Tuesday, May 6 - 4:30-9 p.m.

- All Outstanding Lead & Supporting nominees
- All Students representing HS for Opening & Closing

Wednesday, May 7 - 4:30-9 p.m.

All - "Outstanding" nominees; all tiers, all schools

Thursday, May 8 - 4-8 p.m.

- All Outstanding Lead & Supporting nominees
- All Students representing HS for Opening & Closing

Friday, May 9 - 4-9 p.m.

- All Outstanding Lead & Supporting nominees
- All Students representing HS for Opening & Closing
- Outstanding Musical nominees

Saturday, May 10 - 12:30-9:30 p.m.

- All Outstanding Lead & Supporting nominees
- All Students representing HS for Opening & Closing
- Outstanding Musical nominees

5 - 6 p.m. Dinner Break (provided)

6:30: Half hour

7 - 9:30: Show

9:30: Photos on stage

CONTACT US

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