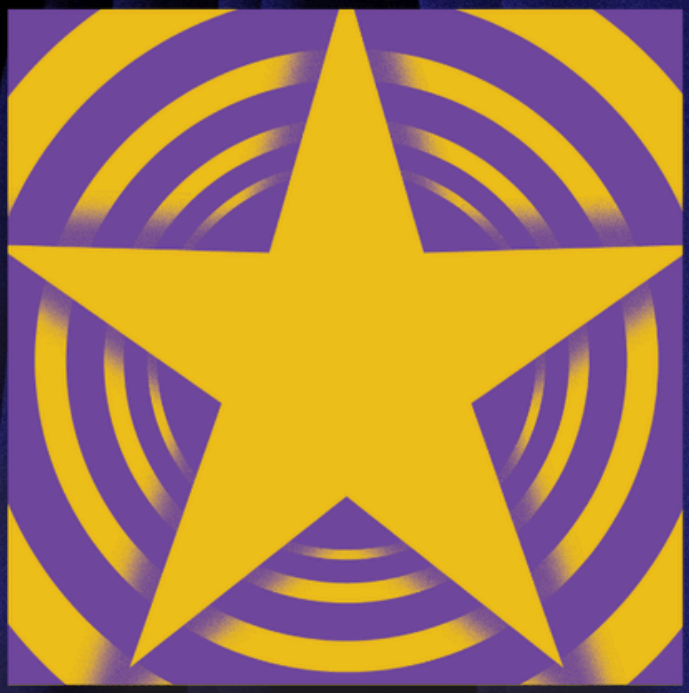
# PROCTORS HIGH SCHOOL Musical Theatre Awards



# PARTICIPATION HANDBOOK 2027

Collaborative School of the Arts

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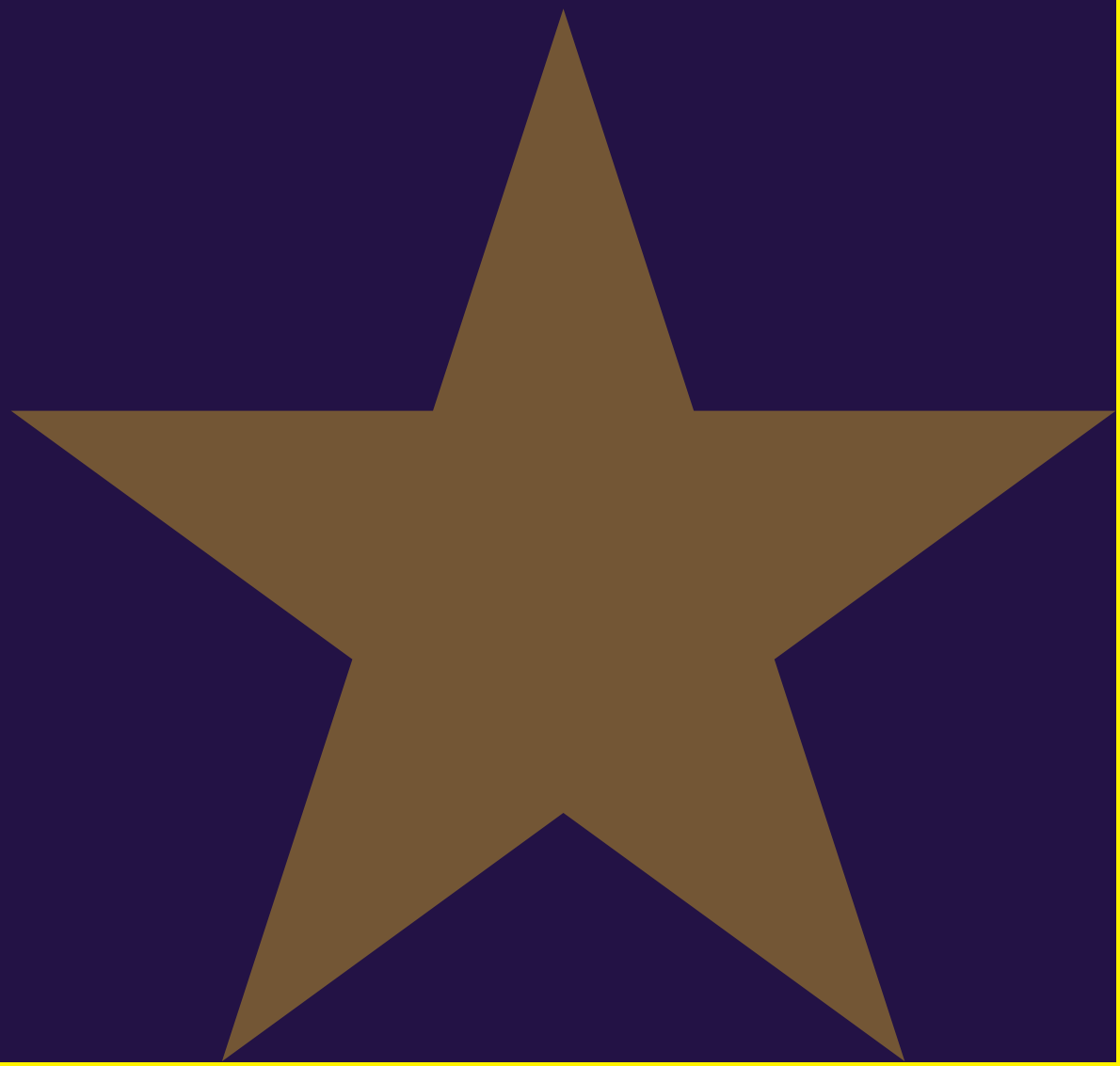

# GENERAL INFORMATION

**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 PROCTORS HIGH SCHOOL MUSICAL THEATRE AWARDS**

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.

## ABOUT THE PROCTORS HIGH SCHOOL MUSICAL THEATRE AWARDS

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.

From show-stopping performances to breathtaking technical achievements, the excitement builds all season long as schools bring beloved musicals to life on their stages. These efforts culminate in May in a red-carpet awards ceremony, where outstanding achievements, both on stage and behind the scenes, will be honored in a dazzling night of celebration.

The event features a diverse range of accolades, including individual and group awards, both on stage and behind the scenes. The two winners of Outstanding Lead Performer 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

Open Monday, Sept. 14, 2026

Access form here

Once registered schools and students have the opportunities to participate in an educational and enriching experience including and 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 forty professional theatres 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 $6,000,000 in educational scholarships.

**For more information, please visit jimmyawards.com**

**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 2027.

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 10 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.

This is an all-expenses paid opportunity for students from the Capital Region, sponsored by the Collaborative School of the Arts. All Outstanding Lead Performer nominees must attend a mandatory information meeting with CSOA staff to discuss The Jimmys, finalist requirements, and pre-Jimmys Master Classes with 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 2027 program. Schools have the option to participate fully or in a spotlight participation. 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.

The Proctors High School Musical Theatre Awards is a school-based program. All questions or communications for CSOA staff should come from participating school staff; parents and students should not contact CSOA staff directly about program details or procedures.

**NEW YORK COUNTIES ELIGIBLE FOR PARTICIPATION IN THE PROCTORS HSMTA**

| | | |
|---|---|---|
| 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 2027 Proctors High School Musical Theatre Awards.

Eligible schools must 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 2027 program. Therefore, participation is limited to thirty eligible schools.

# CHOOSING YOUR PARTICIPATION LEVEL

## FULL PARTICIPATION

### Requirements:

- Non-refundable $400 registration fee.
- Musical productions occurring between Feb. 26 and April 4, 2027.
- Submit all required materials by deadlines (see page 18 for full list).
- Must maintain access and all rights to music rentals through the date of the ceremony.
- Two students to represent your school in the opening and closing numbers at the ceremony in May.

### Includes:

- Feedback from theatre professionals
- Award eligibility
- Student tech and orchestra opportunities
- 10 complimentary tickets to HSMTA
- Discounts at the Collaborative Scene Shop
- Work with Broadway-caliber team
- Recognition from community
- Students perform on MainStage at Proctors
- Resources and relationships with other high school theatre programs in a rich theatre community
- Potential scholarships to Collaborative School of the Arts

## SPOTLIGHT PARTICIPATION

### Eligibility:

- Schools 2+ hours away who cannot fully commit
- Interested schools who cannot fully commit due to change in staff, a new program, and other special circumstances
- Lapsed schools of 3+ years
- Schools with performance dates outside of adjudication period

### Requirements:

- Participation fee ($100)
- Limited required materials
- Attend mandatory meetings
- Two student representatives to perform in ceremony opening and closing number

### Includes:

- Non-refundable $100 registration fee
- One judge attending your performance to provide feedback (no scoring)
- No nominations or awards, but special recognition at the ceremony
- Student tech and orchestra opportunities
- Five complimentary tickets to HSMTA
- Discounts at the Collaborative Scene Shop
- Work with Broadway-caliber team
- Recognition from community
- Students perform on the MainStage at Proctors
- Resources and relationships with other high school theatre programs in a rich theatre community
- Potential scholarships to Collaborative School of the Arts

**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 any and all information regarding Proctors High School Musical Theatre Awards. 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.

**ANNUAL INFORMATIONAL MEETING**

All participating high schools are required to attend an informational meeting. The meeting will provide program details and an opportunity to ask questions of the HSMTA staff and creative team.

**FAILURE TO COMMUNICATE WITH PROGRAM MANAGER ON UPDATES CAN RESULT IN DISQUALIFICATION OF SCHOOL/STUDENT OR INABILITY TO PERFORM AT CEREMONY.**

**Please see important dates (pg. 18) for all due dates or meeting times.**

# AWARD CATEGORIES

Awards will be given for excellence in the following categories. 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.

**Outstanding Musical – Tier A**
**Outstanding Musical – Tier B**
**Outstanding Musical – Tier C**
**Outstanding Lead Performer (1)**
**Outstanding Lead Performer (2)**
**Outstanding Supporting Performer (1)**
**Outstanding Supporting Performer (2)**
**Outstanding Featured Performer**
**Outstanding Ensemble**
**Outstanding Choreography**
**Backstage Excellence**
**Dance Excellence**
**Rising Star**
**Spirit of Theatre**

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 be 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. This award category may not reflect the current state of the Jimmy Awards policies or practices.

# 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.

**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. Teachers are responsible for nominating students for the Backstage Excellence Award and may only nominate one group of students for this award. Teacher nominations 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.

**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, choreographers, as well as both acting and vocal coaches. The top 10 performers will perform at the annual Proctors High School Musical Theatre Awards ceremony in May. The two finalists for this category will go on to participate in the national high school musical theatre awards program, the Jimmy Awards 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.

**Outstanding Featured Performer** celebrates a student who makes a notable impression in a featured role. Through thoughtful character choices, confident performance, and meaningful moments onstage, the nominee enriches the theatrical experience while appearing outside the production's central and secondary storylines. The award recipient is selected using adjudicator evaluations and scores.

**Spirit of Theatre Award** recognizes 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.

**Rising Star Award** is selected by the director, choreographer, and music director during rehearsal week, this award honors a performer who shows exceptional potential, growth, and a standout work ethic.

**Dance Excellence** is selected by the choreographer. This award recognizes a dancer whose technique, versatility, and expressive performance consistently elevate the choreography.

# ELIGIBILITY

**GROUP AWARDS**

The student participation rates below are required for qualifying in the following award categories. The rate of student participation will be determined from the cast, crew, and orchestra lists that 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% 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**

Individual awards categories are:

- Outstanding Lead Performer 1
- Outstanding Lead Performer 2
- Outstanding Supporting Performer 1
- Outstanding Supporting Performer 2
- Outstanding Featured Performer
- Dance Excellence*
- Rising Star*
- Spirit of Theatre*

*Indicates awards determined during rehearsal week and not through preliminary adjudication.

For the purposes of the NHSMTA program, students are adjudicated in the category corresponding to their gender identification, not the gender of the role that they played.

Outstanding Lead Performer roles are decided by the NHSMTA qualifying role list, which can be found at collaborativeschoolofthearts.org. To add shows or roles to the Jimmy Awards list, an appeal is possible through Shai Davenport, sdavenport@proctorscollaborative.org. Please see the important dates (page 18) for the deadline of this submission.

**Supporting vs. Featured Roles**: A supporting role contributes meaningfully to the central or secondary plot and typically appears in multiple scenes. A featured role has a smaller, memorable presence that does not advance the main storylines.

**Outstanding Supporting Roles qualifications are defined below, character(s) must have all of the following:**

- Must be scripted and named.
- Not listed as on by the NHSMTA qualifying roles list.
- Must appear in more than one scene.
- Must have solo lines of dialog.
- Must have at least one solo.
- Must have clear significant contributions to the central or sub-plot(s).
- Must be portrayed by a student in grades 9-12 to be eligible for a supporting nomination.

When completing the cast Information please do not list any supporting characters who do not meet the requirements stated above, they will not be adjudicated. The total number of supporting characters to be adjudicated will be limited to four. Please note that featured roles will not be considered as supporting roles.

**Please refer to the national's ineligible list at:**
**jimmyawards.com/participation/qualifying-shows-and-roles**

**Outstanding Featured Roles qualifications are defined below; character(s) must have all of the following:**

- Not listed on the NHSMTA qualifying roles list.
- Must have solo lines of dialog.
- Must appear in at least one scene.
- Must not contribute to the central or sub-plot(s).
- Must be portrayed by a student in the grades 9-12 to be eligible for a supporting nomination.

When completing the cast information, please **do not** list any featured characters who do not meet the requirements stated above, they will not be adjudicated. The total number of featured characters to be adjudicated will **be limited to two**.

**Double casting**
If a show is double-cast, directors must select one cast to be adjudicated.

**LOGO USAGE AND RECOGNITION**
Participating schools must give the Proctors High School Musical Theatre Awards 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.

**SPECIAL AWARDS**

These awards are selected during rehearsal week by students and then chosen by director, choreographer, and music director. Recipients will be selected from students representing participating schools.

- **Rising Star:** winner will receive a scholarship to the 2027 Collaborative Academy for Theatrical Training.
- **Dance Excellence:** winner will receive a scholarship to the 2027-28 Broadway Master Class Series.
- **Spirit of Theatre:** recipient selected from students representing the 2027 HSMTA participating schools.

# ADJUDICATION PROCESS

Three members of the adjudicator panel will attend a 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. Outstanding Musical category will consist of three tiers based on musical production budget. Up to three schools will be nominated within each tier.

**BUDGET TIERS**

Budget tiers are based solely on schools' production budget. Each year, budgets change, and so do ranges. Listed below are the 2026 budget tiers:

**2026 BUDGET TIERS**

| | |
|---|---|
| TIER A | $18,000–26,000 |
| TIER B | $9,000–17,000 |
| TIER C | $0–8,000 |

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

**Excluded from budget**: salaries or stipends for standard instructional or administrative roles (e.g., director, producer, music director, choreographer, and/or tech director).

**Included in budget**: sets, costumes, props, lighting, sound, royalties, orchestra, design services, marketing, or any additional contracted artistic or technical staff hired specifically for the show.

## OUTSTANDING LEAD PERFORMER

All students eligible for Outstanding Lead Performer award will be adjudicated three times. The first adjudication will take place when judges attend the school production performance, including scoring them in their principal role.

The Top 20 will be called back for a second adjudication to determine the top 10 Outstanding Lead Performer nominees. The third and final adjudication will happen on the night of the ceremony following a medley performance. For Jimmy Awards purposes, finalist 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 2027 awards.

**THE FOLLOWING WILL BE ANNOUNCED**

- OUTSTANDING ENSEMBLE
- OUTSTANDING CHOREOGRAPHY
- OUTSTANDING MUSICAL
- OUTSTANDING SUPPORTING PERFORMER
- OUTSTANDING FEATURED PERFORMER
- TOP 20 LEAD PERFORMERS

## HSMTA CONFIDENTIALITY

All HSMTA adjudication materials — including scores, rubrics, notes, and submission files — are confidential and used solely for official evaluation. These documents are not shared with students, families, or other school personnel. Results are final and not subject to review or release.

## NOMINATIONS

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

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 ten lead performers will be announced the following Monday.

**IF A SCHOOL IS UNABLE TO COMMIT TO PERFORMING FOR OUTSTANDING MUSICAL, THEY MUST FORFEIT THEIR NOMINATION, AND THE NEXT ELIGIBLE SCHOOL WILL BE SELECTED IN THEIR PLACE.**

**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 performance to evaluate their triple threat. The scores from the callbacks will then determine the top 10 performers (five female roles and five male roles)

All students who want to be considered for Outstanding Lead Performer must submit:
- resumé
- professional headshot
- topic response essay

Students must portray a character from the NHSMTA® qualifying roles to be eligible for a Best Actor or Best Actress nomination as The Jimmys.

# SUBMISSION AND MATERIALS

The following materials are required for participation, no exceptions. Materials needed are broken down into three categories, pre-adjudication, adjudication, and ceremony. All materials will be submitted via Microsoft Forms or Google Drive. All material must be submitted by due dates. **FAILURE TO SUBMIT NECESSARY MATERIALS WILL RESULT IN DISQUALIFICATION OF SCHOOL AND STUDENT OR INABILITY TO PERFORM AT THE CEREMONY.**

**PRE-ADJUDICATION MATERIALS: Due Sept.-Dec.**
- Registration form: intent to participate and request of adjudication.**
- School and production information: this will be shared with judges.**
- Signed license agreement
- Optional: appeals for qualifying roles and shows

**ADJUDICATION MATERIALS: Due Jan.-Feb.**
- Cast, crew, orchestra information: this will determine eligibility for awards.
- Budget tier information: this will determine budget tiers.

**CEREMONY MATERIALS (materials Indicated with ** are only required of spotlight school):**
- Outstanding Musical nominee information and music submission
  - Production number
  - Mic assignments
  - Set piece information
  - Number of students
  - Orchestrations
- Callback and Outstanding Lead information
  - Music for the most prominent song from Outstanding Lead Performer's role
  - One up-beat or one ballad (32 bars)
  - Resume
  - Headshot
- Representatives**
- Production and nominee photos**
- Award acceptance information

**PHOTOS**

It is mandatory that each participating high school 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 file "Your school's name-cast/crew/orchestra photo"
- Three production photos.
  - Title file "Your school's name-Name of production title"
- One (1) production photo of each nominated featured performer
  - Title file "Your school's name-Character name"
- One (1) production photo of each nominated supporting performer
  - Title file "Your school's name-Character name"
- Three (3) production photos of each nominated lead performer
  - Title file "Your school's name-Character name"

**Outstanding Lead Performer photos is a NHSMTA requirement. Failure to submit photos means your school/nominees will not be represented. Additional photos from rehearsals are also welcome for us to show to the ceremony.**

**MUSIC SUBMISSION**

Each fully participating school 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 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 book (flute, clarinet, alto/tenor saxophone)
- Trumpet
- Trombone
- Percussion
- Bass

**Required orchestrations for Outstanding Lead Performer**: piano-conductor score from nominated role (full song)

*Outstanding Lead Performer medleys will be piano only. Please provide music for the most prominent song from Outstanding Lead Performer's role. This will be the song they will sing for their callback and at the ceremony in May. Music director and director will choose cuts for each nominee.*

# AWARD CEREMONY PARTICIPATION

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

**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, Supporting, or Featured 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 that are nominated in any of the following award categories: Outstanding Lead Performer, Outstanding Featured Performer, and Outstanding Supporting Performer.*

**Outstanding Musical Nominees**
It is mandatory that each school nominated for Outstanding Musical (up to nine schools, three in each budget tier) performs 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). We limit the number of students in musical numbers due to space and safety requirements. Schools cannot add students to your number without consideration and request in writing to the program manager and consideration of equity among all schools.

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 ceremony.

**Outstanding Lead Medleys**
It is mandatory that the Outstanding Lead Performer nominees 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 ceremony. Cuts for these medleys will be selected by the music director and approved by the director.

**Student Orchestra**
As part of the Proctors High School Musical Theatre Awards, selected students will have the unique opportunity to collaborate with professional musicians in a live pit orchestra. This hands-on experience allows young performers to sharpen their musical skills, gain real-world rehearsal and performance insight, and be an essential part of a fully produced awards show celebrating the region's top high school talent.

Students from each participating school are eligible to audition for the student orchestra for Proctors High School Musical Theatre Awards.

**Audition Requirements**:

- Submit a 32-bar cut of a piece from your participating school show. If your school does not have an orchestra or you are not part of it, please play something from a musical of your choice.
- Resume
- Teacher letter of recommendation

**Available Parts:**

- Flute
- Clarinet
- Alto/Tenor Saxophone
- Trumpet
- Trombone
- Auxiliary Percussion

**Auditions: Jan. 11-Mar. 12, 2027**

## NEW!! Backstage Assistance

Four students from participating schools will be able to assist with the 2027 ceremony. Selected students will have the opportunity to be part of the backstage crew, working in lighting, sound, and stage management for the ceremony. Students chosen for this opportunity must be available to attend all rehearsals and day of the ceremony.

**Requirements:**

- Students must be in grades 11 or 12
- Resume
- Letter of recommendation

**Applications accepted Jan. 11-April 12, 2027**

**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 schedule before contacting 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 of the following:

- Outstanding Musical Winners
- Outstanding Lead Performer Winners
- Outstanding Supporting Performer Winners
- Outstanding Featured Performer Winner
- Outstanding Ensemble Winner
- Outstanding Choreography Winner
- Backstage Excellence Winner
- Special Award Winners

# STUDENT DIGITAL AND CELL PHONE GUIDELINES

At the Collaborative School of the Arts, we want every student to feel safe, focused and supported — both in person and online. These guidelines help everyone stay respectful, responsible and ready to create.

**Cell Phones During Programs**

- Phones must stay silenced and put away during classes, rehearsals, and performances.
- You may use your phone only during breaks or if a staff member gives permission.
- No recording rehearsals, backstage areas, or other students without staff approval.
- No posting rehearsal clips or photos of other students without permission.

**Communication With Staff**

- If a staff member needs to contact you about a CSOA program, a CSOA staff member will always be copied on the message.
- Staff will not text, call, or DM you from personal accounts.
- If you need help or have a question, reach out through CSOA email or program channels.

**Social Media Expectations**

- Be kind and respectful online — bullying, exclusion, or inappropriate digital behavior is not tolerated.
- Group chats should stay positive and supportive.
- Do not share rehearsal content, backstage photos, or other students' images without permission.
- Staff cannot follow, friend, or message students on personal social media.

**After the Program**

- Once a program ends, staff will not continue personal communication.
- Any future messages must be through CSOA channels and for CSOA-related reasons only.

# IMPORTANT DATES 2026–27

**Monday, Sept. 14 – Monday, Nov. 30**
School application open

**Wednesday, Oct. 14 – Thursday, Dec. 17**
Adjudicator application open

**DUE Friday, Dec. 18**

- Participation fee
- School and production information
- Signed copy of licensing agreement
- *Optional*: Appeals for qualifying roles and shows

**Monday, Jan. 11**
5:30 p.m. Adjudicator training
Student orchestra auditions and backstage assistance applications open

**Wednesday, Jan. 13**
5:30 p.m. Mandatory in person informational participation meeting at Proctors

**DUE Friday, Feb. 5**

- Cast, crew, and orchestra information
- Budget tier information

**Friday, Feb. 19-Sunday, Apr. 4**
HSMTA Ceremony Pre-Sale
School performances adjudication period
Each participating school must submit all orchestrations no later than 1 week after their school's performance OR 24 hours after nominations are announced if nominated. ***

**DUE Friday, March 12**
Opening/Closing Orchestrations
Student Orchestra auditions close

**Tuesday, April 6**
12 p.m. Tickets on sale to schools
3:30 p.m. Nominations announced – (group categories, supporting, featured, top 20 lead performers)
Outstanding Musical nominee information/music and Outstanding Lead music due — **NO EXCEPTIONS due to strict orchestration schedules. Unfortunately, if music is not received by this date, schools will be unable to perform in the ceremony**

**Friday, April 9**
Callback and Outstanding Lead information

**Wednesday, April 14**
4-6:30 p.m. Student orchestra rehearsal at Proctors

**DUE Friday, April 16**
- Representative and award acceptance information due
- Production photos

**Saturday, April 17**
10 a.m.-1:30 p.m. Callbacks for Outstanding Lead performers at Proctors

**Monday, April 19**
3:30 p.m. Outstanding Lead Performer nominations announced

**Wednesday, April 28**
4 p.m. Virtual Outstanding Leads meeting

**Friday, April 30**
Outstanding Musical and Lead arrangements due

**Saturday, May 1-Friday, May 7**
Rehearsals for ceremony — detailed schedule coming soon

**Saturday, May 8**
7 p.m. HSMTA ceremony on the MainStage at Proctors

**Wednesday, May 12**
3 p.m. Jimmy Awards recording and materials due

**June TBD**
Jimmy Awards in NYC

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