2019-2020 Spotlight Awards – Nashville High School Musical Theatre Awards

PARTICIPATION GUIDE

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ABOUT THE SPOTLIGHT AWARDS PROGRAM

The Spotlight Awards program is an education initiative which celebrates and supports the educational value, artistry, and community of high school theatre programs while developing confidence, creativity, and collaboration among high school students in Tennessee. The Spotlight Awards strives to embody a spirit of camaraderie and celebration for the arts.

Program Overview
Each participating high school registers their school’s musical for review by an adjudication team of arts professionals who will provide feedback for the performance. Each reviewer submits a completed rubric with comments regarding all aspects of the production within a few weeks after the performance. Teachers and students use these insights to make their next show even stronger. Outstanding nominees in each category are announced in April. In May, as a culmination of the program, all participants attend the Spotlight Awards Ceremony at TPAC, an annual showcase celebrating the outstanding achievements of participating high school musical theatre productions and students.

Throughout the season, students and directors will be invited to participate in learning opportunities in connection to the performing arts. These opportunities may include but are not limited to: discounted tickets when available to TPAC Education performances and workshops; performance opportunities; workshops with industry professionals; and professional development for educators.

Program Goals

- To celebrate, support and advocate for high school theatre education by recognizing excellence in area high school theatre productions
- To provide high quality educational experiences in dance, theatre, and music for students, directors, and school arts programs
- To build confidence, creativity and collaboration in students participating in the arts in our community
- To engage local families and community members in a celebration of theatre
- To grow and develop theatre audiences and arts advocates in Tennessee by building a high school theatre community

The Spotlight Awards program is Nashville’s regional awards program affiliated with the National High School Musical Theatre Awards (NHSMTA) (also known as the Jimmy™ Awards, named in honor of James M. Nederlander, legendary Broadway theatre owner and producer). The Jimmy™ Award for Best Performance by an Actress and Best Performance by an Actor is awarded annually to two grand prize winners selected from a group of student performers representing participating professional theatres. For more information on the Jimmy Awards, visit: www.jimmyawards.com
PARTICIPATION REQUIREMENTS

The Spotlight Awards are open to high schools in Tennessee producing musical theatre productions. To be eligible for participation, a school must meet the following criteria.

Affiliation and Location
Participating schools must be located in Tennessee and may not participate in another Jimmy Awards regional awards program during the same school year. Schools should be within 2 hours drive from TPAC, with the cut-off travel time being 2 hours and 10 minutes.

Production Date and Type
The high school production must take place between October 31, 2019 and April 18, 2020. Participation may be limited based on performances happening in High-Volume Weekends. The high school production must be included on The Jimmy Awards list of Qualifying Shows. For a full listing of the Qualifying Shows, visit www.jimmyawards.com.

Rights and Royalties
The Tennessee Performing Arts Center and Lipscomb University expect all participating schools to acquire the necessary rights and royalties for their musical during the school year. TPAC will request an extension to your contract from the licensing houses for the purposes of performance at the awards ceremony.

Spotlight Kickoff Event at Lipscomb University
All participating schools are expected to attend the Spotlight Kickoff Event at Lipscomb University on September 14, 2019. This event will be an all-day experience including workshops for students, professional development opportunities for teachers, and a mandatory School Orientation meeting for directors.

The School Orientation meeting is required for new and returning schools to discuss program procedures, updates and answer questions. If the director is not available to attend, another adult representative from the school must attend in their absence. Schools that are not represented at the mandatory meeting are ineligible from participation in the Spotlight Awards.

Expectations
Schools are expected to respect the program and its goals, demonstrating this throughout the process. Schools that do not demonstrate respect for the Spotlight Awards program and its goals will not be accepted into the program the following year.

Schools are expected to participate in the Spotlight Kickoff Event at Lipscomb University on September 14, 2019 and the Awards Ceremony at TPAC on May 16, 2020. Any schools that choose not to attend one or both of these events will be placed on probation the following year.

Time Commitment
The Spotlight Awards administration knows that many hours of hard work go into preparing a high school musical theatre production. The program does not wish to create additional work for directors and teachers, but instead hopes to provide visibility for the work that is already being produced. During the school year, there is little additional time commitment required of the directors/teachers other than communicating pertinent information. However, if your show or students are selected to perform at the Awards Ceremony, it may require additional time committed to brushing-up, staging or performance rehearsals.
REGISTRATION

Registration is open August 12-16, 2019 and can be submitted online at www.lipscomb.edu. A director of the high school production should submit the online application. Applications are accepted on a first-come, first-served basis.

Registration is not confirmed until all pertinent information is provided, and payment has been made. This means applicants will need to know show titles and dates for the registration to be confirmed.

Contact
Each school will need to identify a primary contact for the program. This contact must have access to phone and email and be able to serve as the liaison between the Spotlight Awards and participating school.

Performance Selection
The Spotlight Awards only accepts 1 musical submission per school, per year. If a school is presenting multiple shows during a school year, they will select which one to submit for judging at the time of registration. If a school has multiple casts performing the musical, the school must select one cast to be adjudicated and eligible for awards.

Application Fee
A $300 application fee is required by August 30, 2019 to participate in the program. A school will not be considered a participant until this payment is received.

Participating schools are given 40 spots for students and teachers to attend the workshops at Lipscomb on September 14, as well as 40 comp tickets to the ceremony at TPAC. Additionally, the application fee may cover other opportunities for schools throughout the year.

Important Dates and Deadlines
Applications Open – August 12-16, 2019
Payment and Roster Due for Kickoff Event – August 30, 2019
Kickoff Event and School Orientation – September 14, 2019
Adjudicator Training at Lipscomb University – October 5, 2019
Performance Window – October 31, 2019 - April 18, 2020
Nominee Announcement – April 24, 2020
Outstanding Lead Nominees Audition Session – May 2-3, 2020
Spotlight Awards Ceremony – May 16, 2020

Spotlight Awards Ceremony at TPAC, May 16, 2020
10:00-12:00 Outstanding Lead Nominees Rehearsal
1:30-2:15 Sound Check – Outstanding Lead Finalists
2:15-5:30 Sound Check – Outstanding Musical nominees, 10 minutes each
6:00-6:15 All schools arrive and are seated
6:20 School Welcome
6:30 Doors open to the public
7:00-10:00 Awards Ceremony
PARTICIPATING SCHOOL OPPORTUNITIES

Throughout the season, participants will be invited to participate in additional learning opportunities in connection to the performing arts such as master classes and workshops with industry professionals, technical workshops and shadowing, Professional Development for teachers, discounted tickets, and more.

Many of these opportunities will be shared with schools during the year as they become available. Below are some of the opportunities available to our participants.

School Ticket Exchange
Participating schools are invited to participate in a ticket exchange program, encouraging students and teachers to see other productions and to lend support to their peers. All directors who indicate interest in participating in the ticket exchange on their application will receive a list of other participating schools’ production dates and contact information mid-October via email. The number of tickets to be exchanged between schools will be determined by the teachers and schools involved. Reservations will be made between schools and not through the Spotlight Awards administration.

Student TechShop and Tech Shadowing
Technical students will join TPAC Tech staff for a day of interactive workshops exploring the technical side of theatre and portfolio creation.

The Spotlight Awards administration will select up to 10 students from the Student TechShop attendees to shadow in technical roles during the tech rehearsal and awards ceremony in May. Shadow positions include stage management, lighting design, sound design, and more.

Outstanding Lead Nominees – Closing Performance
All participating schools will have at least 1 Outstanding Lead Nominee (no more than 3 per school). These nominees will include the top 15 scored students in the Outstanding Lead Actor category, and the top 15 students scored in the Outstanding Lead Actress category. Additionally, 10 more spots in each category will be filled by wild card selections from each of the remaining schools.

The complete group of 50 Outstanding Lead Nominees will be invited to participate in workshops at TPAC on May 2, and audition for a panel of judges, as well as perform in the Closing Number at the Awards Ceremony on May 16.

Previews and Discounts to Local Performances
Throughout the season, Spotlight administrators will share discounts and preview opportunities for Broadway tours and local professional theatre companies.

Social Media Representative
Participating schools have the option of providing a Social Media Representative for their production to boost the excitement for their schools’ musical and the Spotlight Awards program events by posting, tagging, liking, sharing, and more! These Representatives will also have access to the Spotlight Awards Instagram account for 1 week during the year to showcase their school. This position can be faculty, parents or students, and are required to attend an online meeting on September 17 at 4:00 p.m. with TPAC’s Social Media Manager. At the end of the year, the school that was most active on social media by promoting their participation in the Spotlight Awards will be presented with the Social Star Award on April 24, which allows the winning school to film a TPAC TV segment about their theater department.
HONORS AWARDED

Participating schools will have their musical reviewed by a panel of adjudicators. Based on the adjudicators’ comments and scores, schools and individuals will be nominated in specific categories to be recognized and honored at the awards ceremony at TPAC on Saturday, May 16, 2020. Participation in the Spotlight Awards program does not guarantee receipt of any nominations or awards.

**Award Categories for 2019-2020:**

<table>
<thead>
<tr>
<th>School Awards</th>
<th>Individual Awards</th>
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</thead>
<tbody>
<tr>
<td>• Outstanding Vocals</td>
<td>• Outstanding Male Dancer</td>
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<tr>
<td>• Outstanding Ensemble</td>
<td>• Outstanding Female Dancer</td>
</tr>
<tr>
<td>• Outstanding Costume Design</td>
<td>• Outstanding Male Soloist</td>
</tr>
<tr>
<td>• Outstanding Hair and Makeup Design</td>
<td>• Outstanding Female Soloist</td>
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<tr>
<td>• Outstanding Lighting Design</td>
<td>• Outstanding Ensemble Actor</td>
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<td>• Outstanding Set Design</td>
<td>• Outstanding Ensemble Actress</td>
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<tr>
<td>• Outstanding Orchestra</td>
<td>• Outstanding Supporting Actor</td>
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<td>• Outstanding Sound Design</td>
<td>• Outstanding Supporting Actress</td>
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<tr>
<td>• Outstanding Technical Execution</td>
<td>• Outstanding Comedic Actor</td>
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<tr>
<td>• Outstanding Design Concept</td>
<td>• Outstanding Comedic Actress</td>
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<tr>
<td>• Outstanding Choreography</td>
<td>• Outstanding Dramatic Actor</td>
</tr>
<tr>
<td>• Outstanding Music Direction</td>
<td>• Outstanding Dramatic Actress</td>
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<tr>
<td>• Outstanding Direction</td>
<td>• Outstanding Technical Achievement</td>
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<tr>
<td>• Outstanding Musical *</td>
<td>• Outstanding Lead Actor**</td>
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<tr>
<td>All-Star Cast</td>
<td>• Outstanding Lead Actress **</td>
</tr>
<tr>
<td>All-Star Crew</td>
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* 10 Nominees in the Outstanding Musical category are invited to perform at the Spotlight Awards Ceremony.

** 50 Outstanding Lead Nominees are invited to perform the Closing Number at the Awards Ceremony. The 6 Outstanding Lead Finalists will perform solos at the Spotlight Awards Ceremony.

**Nominee Announcement**

Nominees for all awards (excluding All-Star Cast and Crew) will be announced on April 24, 2020. The All-Star Cast and Crew will not be announced until the Awards Ceremony.

**Eligibility**

Eligibility is at the discretion of the Spotlight Awards administration, which reserves the right to amend rules as necessary to maintain a fair process.

**Gender Identity**

Although we are currently limited by the gender naming standards used on Broadway and by the National High School Musical Theatre Awards, the Spotlight Awards program is committed to honoring our students by identifying them in the way with which they are most comfortable within our existing parameters. In order to do that, we ask for teachers to help by letting us know which category (Actor or Actress) is most appropriate when your students are being evaluated. Awards are nominated based on the gender identity of the student, not the gender of the character.
AWARD RUBRIC OVERVIEW

In the theater, we tell stories.

The Spotlight Awards adjudicatars will review the storytelling abilities put to work in each production. We are looking for a tale well told, by your production team, your ensemble, and your individual performers.

We want to see how well you use the elements of theater to tell the story you have chosen:

- How well does your company understand the story they are telling? How clearly do they relate that story and its themes to the audience?
- How passionately do your actors embody their characters and express their journey through this story?
- How do your actors use performance the skills of musical theater (singing, dancing, and acting) to enhance the story?
- How collaborative was your company in presenting a unified concept for the audience to engage with?
- How did you showcase the unique talents and resources that only your school has in order to advance the story and concept you created?
- How creatively did your company transfer the story from page to the stage?
- How does your storytelling create a memorable experience, creating emotion and change in your audience?

**Rubric Scoring**

Each rubric is comprised of elements to be rated on a 1-10 rating scale and includes detailed descriptions of each scoring range. An overarching look at what we are looking for in each scoring range is below.

<table>
<thead>
<tr>
<th>DEVELOPING (1-2)</th>
<th>PROFICIENT (3-5)</th>
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<tbody>
<tr>
<td>• Presented the story practically, so that the events logically transpired but without impact to the characters. At times the effort to improve skills supersedes the story.</td>
<td>• Created a layered story with clear, evolving characters through a practical approach with moments of creativity evident.</td>
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<td>• All technical elements served the basic requirements outlined in the script, but there is no evidence of collaboration with other areas to present a unified concept.</td>
<td>• An attempt was made to present a unified concept with input from all technical and performance components.</td>
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<tr>
<td>• The musical selection was not appropriate or did not showcase the school’s talents and resources, and produced few engaging moments of musical theater.</td>
<td>• The musical selection rarely showcased the school’s unique talents and resources, producing some interesting elements of musical theater but with obvious missed opportunities.</td>
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<th>SKILLED (6-8)</th>
<th>ADVANCED (9-10)</th>
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<tr>
<td>• Strong storytelling with solid, believable characters and a creative approach.</td>
<td>• Masterful storytelling with authentic, emotion-driven characters and a meaningful, memorable and unique approach.</td>
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<tr>
<td>• A clear vision of the concept for the production was carried out with some evidence of creative collaborations from technical and performance areas.</td>
<td>• A clear, focused vision of the concept for the production was fully integrated with creative collaboration from each technical and performance area to ensure design consistency and advance nuanced themes.</td>
</tr>
<tr>
<td>• The musical selection was appropriate and showcased some of the diverse talents of the school’s performers and technicians, producing mostly strong elements of musical theater.</td>
<td>• The musical selection was appropriate and showcased the diverse talents of the school’s performers and technicians, producing elements of quality musical theater.</td>
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AWARD ELIGIBILITY AND REQUIREMENTS

School Production and Design Awards
- We encourage participating schools to use readily available school resources, faculty and students. The use of a professional/guest artist may disqualify the school from that category. See specific award requirements for more information.
- All School award scores are a combination score of design/storytelling interpretation (out of 10 points possible) added to execution of the element (out of 10 points possible).

Outstanding Orchestra
The orchestra must consist of at least 75% students and/or faculty. Schools using more than 25% professional/guest musicians are not eligible. Schools using tracks are not eligible.

Outstanding Costume Design
Design must be created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible. At least 60% of the costumes must be newly designed/created or changed from previous use versus pulled from stock/rented. Schools that rent, purchase as final product, or borrow more than 40% of their costumes are not eligible. Volunteers may help construct/build costumes.

Outstanding Hair and Makeup Design
Designs must be created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible. Volunteers may help apply makeup for the performance.

Outstanding Lighting Design
Designs must be created by students and/or faculty at the school. Schools using a professional/guest designer or professional/guest lighting crew during the performance are not eligible. Volunteers may run this element during the performance.

Outstanding Sound Design
Designs must be created by students and/or faculty at the school. Schools using a professional/guest designer or professional/guest sound crew during the performance are not eligible. Volunteers may run this element during the performance.

Outstanding Set Design
Designs must be created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible. At least 60% of the set must be new or changed from previous use. Schools that rent, purchase as final product, or borrow more than 40% of their scenery and props are not eligible. Volunteers may help construct/build scenery and props.

Outstanding Design Concept
Design concept must be created by students and/or faculty at the school. Schools using a professional/guest designer are not eligible.

Outstanding Choreography
Choreography must be created by students and/or faculty at the school. Schools using a professional/guest choreographer are not eligible.

Outstanding Music Direction
Schools using live music accompaniment or tracks are both eligible for this award. Schools using a professional/guest musical director are not eligible.
AWARD ELIGIBILITY AND REQUIREMENTS (CONTINUED)

School Production - Combined Score Awards

Outstanding Technical Execution
Scores for this award category are combined execution scores from Outstanding Lighting Design, Outstanding Sound Design, and Outstanding Set Design. Includes the quality of technical implementation, including but not limited to the flow and execution of the stage crew, lighting execution and technical effects, sound mixing and microphones, projection, etc. The technical run crew must consist of 90% students and/or faculty. Schools using more than 10% professional/guest technicians are not eligible.

Outstanding Direction
This category combines scores from evaluation categories – Direction Concept, Staging and Movement, Pacing and Preparedness, Character Coaching and Ensemble Work, and Overall Experience. Schools using a professional/guest director are not eligible.

Outstanding Musical
This category combines scores from 6 award categories, listed below. The 10 nominees in the Outstanding Musical category will perform a production number during the awards ceremony.

- Outstanding Direction
- Outstanding Music Direction
- Outstanding Vocals
- Outstanding Ensemble
- Outstanding Design Concept
- Outstanding Technical Execution

Teacher Nominated Individual Awards

All-Star Crew
The All-Star Crew will include 2 students from each school who are nominated by their teachers. Teachers will nominate students deserving of this honor based on their hard work, team spirit, and leadership skills.

Outstanding Technical Achievement
This award is intended to recognize a student who has given their time and talent in a backstage capacity (i.e. stage manager, deck/set crew, board operator, dresser) or design field (i.e. lighting, scenic, costume) for their current year’s musical. This award is presented based on teacher nominations. To recommend a student for this award, teachers should submit a 1-page letter of recommendation discussing the student’s contribution to the production and to the school’s musical theatre program overall. Letters must be submitted by April 15.

Award criteria includes:
- Teacher recommendation, including at least 3 ways the musical theatre program benefits from the crew member
- Teacher recommendation, including at least 1 specific way the crew member contributed to this year’s musical (the musical that is entered into the Spotlight Awards)
- Consideration of the school technical execution scores and percentage of student-run technical elements in your musical
Performance-based Individual Awards
- Eligible performers must be registered in grades 9-12.
- Roles performed by a professional/guest actor are not eligible.
- Faculty members and K-8 students are not eligible for acting awards but may perform in the musical.
- Students are nominated based on their gender identity, not the gender of the character role.
- If a school presents a co-production or shares performers with another school, students may only be nominated for their role in one musical production.
- If a school has multiple casts performing the musical, the school must select one cast to be adjudicated and eligible for awards.

Additional Criteria for Classifying Lead, Supporting and Ensemble Awards
- **Lead Roles** include at least one solo song, appearances in more than one scene with spoken dialogue, and appear in both or all acts.
  - Can be nominated for Outstanding Comedic Actor and Actress, Outstanding Dramatic Actor and Actress, Outstanding Soloist, Outstanding Dancer
  - Additionally, Lead Roles that are on the Jimmy Awards list of Qualifying Roles will be scored in the Outstanding Lead Actor or Actress category
- **Supporting Roles** are scripted, named characters with either spoken or sung dialogue which help drive the action of the play forward.
  - Can be nominated for Outstanding Supporting Actor and Actress, Outstanding Comedic Actor and Actress, Outstanding Dramatic Actor and Actress, Outstanding Soloist, Outstanding Dancer
- **Ensemble Roles** are named or unnamed characters with less than 5 lines of spoken or sung dialogue.
  - Can be nominated for Outstanding Ensemble Actor and Actress, Outstanding Soloist and Outstanding Dancer

All-Star Cast
The All-Star Cast will include 2 students from each school nominated by adjudicators. These students will be nominated based on their standout performance, and can be given to lead, supporting, or ensemble roles.

Outstanding Lead Actor and Outstanding Lead Actress
Outstanding Lead Actor and Outstanding Lead Actress nominations must be based on the National High School Musical Theatre Awards Qualifying Roles list. To view the full list, visit [www.jimmyawards.com](http://www.jimmyawards.com).

Scores from adjudicators will determine the top 15 nominees for each of these 2 categories. Additionally, the 20 remaining spots will be filled by wild card selections from each of the remaining schools, for a total of 50 Nominees. Nominees will attend an audition session for a panel of Spotlight administrators and professional theatre artists. Through two rounds of auditions, the Outstanding Lead Nominees will be narrowed down to 3 Finalists in each category that will perform a solo at the Awards Ceremony. To determine the final award recipients, the adjudicator score will count for 80% of the final score and the audition panel will provide the remaining 20% of the score.
ADJUDICATION

Adjudicators will evaluate how well a school is meeting or exceeding their own potential based on that school’s unique resources and challenges, regardless of budget or size of the production. **Different teams of reviewers attend each production, meaning that each school is evaluated independently of other school productions.** Adjudicators are asked not to compare schools, but to provide valuable feedback in hopes of celebrating the achievements of each production and offering insights for strengthening future shows.

Community instead of competition

Schools are not directly competing against each other, but rather challenging themselves to continually grow and create the best possible work they can in their circumstances. The Spotlight Awards program works to create a spirit of community and growth among high school theatre programs. Our ceremony is based on the Tony Awards, acknowledging nominees as well as award recipients, and celebrating the overall arts happening in our community. We hope that each school will cultivate the arts community by supporting each other during the year, as well as at the ceremony.

About our adjudicators

Our adjudicators are volunteers with substantial education, experience and passion for the performing arts. Among their ranks are teachers, theatre critics, seasoned performers, directors, choreographers, arts administrators, teaching artists, and musical theatre aficionados. All adjudicators have been trained in musical theatre as well as by the Spotlight Awards administrators. The Spotlight Awards administration makes every effort to send adjudicators skilled in various areas of theatre production to each school and to rotate the pool so that the same adjudicators do not attend shows at the same school in consecutive years. In addition to adjudicators, at least one Spotlight Award administrator will attend each school’s performance.

Spotlight Awards Adjudicators will have:

- A degree in a relevant field (music, theatre, dance, etc.);
- And/or extensive work experience in one of those disciplines on a professional or academic basis;
- And/or are professional artists or educators with knowledge of the American musical theatre canon;
- And/or demonstrated experience in or knowledge of musical theatre.

Conflict of Interest

Adjudicators are required to alert the Spotlight Awards administrators immediately if there is a conflict of interest with a participating school. Adjudicators having a relationship, either professional or personal, with a particular school are not assigned to evaluate that school’s production.

Performance Tickets

Up to 8 complimentary tickets should be placed at will call for the adjudicators and program administrators for Opening Night of your performance. Tickets should be listed under the name Jimmy Ward. These tickets will be used by adjudicators and their guests, Spotlight Awards administrators, and/or Lipscomb students. In the event that tickets are needed for a different date, we will provide you with the adjusted ticket needs as soon as possible. Please remember to respect the anonymity of the adjudicators. Do not provide preferential treatment. Seating on aisles or towards the rear of the theatre are preferred.

Anonymity

The Spotlight Awards strongly recommend schools allow the adjudicators to attend performances anonymously, so they can fairly evaluate the production without lobbying from cast members’ families and friends or other school representatives. Adjudicators should not receive preferential seating, treatment or gifts of any kind. Schools may be disqualified for providing special treatment. It is also encouraged that directors do not alert students to which performance the adjudicators will be attending.
**Questions for the Director**
After the show closes, adjudicators may have questions about who an actor or stagehand was, or who designed something, etc. If so, you will hear from Spotlight administration with those questions. Please answer them as quickly as possible so that ballots and feedback can be completed. Adjudicators will NOT stay after the performance to speak to school representatives.

**Feedback**
Each adjudicator is asked to focus their feedback in a positive way, with the goal of encouraging and growing the arts in our community in mind. Adjudicator feedback is meant to serve as an educational tool, for teachers and students to use these insights to make their next show even stronger.

Adjudicators have 1 week to turn in their ballots to the Spotlight administrators. Every effort will be made for each school to receive their feedback within 2 weeks of their performance close. Adjudicator feedback is shared with schools in two parts, ballot scoring range information and written feedback. (We do not share individual scores with schools or nominees, just as the Tony Awards do not share the numbers of votes each nominee gets.) It is up to the discretion of the director to share any or all feedback with their students.

Adjudication feedback is at the discretion of the Spotlight Awards administration, which reserves the right to amend rules as necessary to maintain a fair process.

**Confidentiality**
Adjudicator feedback is submitted through a secure online form. Adjudicators will not provide oral critiques following the performance, nor should teachers or students expect to speak to the adjudicators at all. Adjudicators are not allowed to discuss the results, evaluations, scores, or feedback with anyone other than Spotlight Awards administrators in any format. This includes, but is not limited to: faculty, staff and students from a participating high school, other adjudicators, colleagues, social media networks, etc.

**Determining Nominees**
In order to determine all nominations and the eventual recipients of each award, The Spotlight Awards administration considers all eligible candidates with a fresh perspective and thoroughly reviews the Adjudicator feedback, scoring and mandatory support material.

Criteria and Tools used for nominations:
- Ballots submitted by adjudicators, including rubric scores, comments, and adjudicator nominations
- Required forms and support material (photos, posters, programs) submitted by the school
- Experience and accumulated musical theatre knowledge of The Spotlight Awards administration, which will acknowledge the disparity of production requirements between shows and recognize the level of difficulty in mounting certain works

The Spotlight Awards administration brings a variety of factors into consideration in reaching their decisions regarding nominations. In some cases, this may lead to the office overriding the Adjudicators, but this is only done when deemed necessary. All decisions of The Spotlight Awards administrators are final.

All questions or comments about adjudication should be directed to Spotlight Awards administration – not to adjudicators.
SPOTLIGHT KICKOFF EVENT AND WORKSHOPS AT LIPSCOMB UNIVERSITY

The Spotlight Kickoff Event and Workshops are designed to be a community celebration of arts education that acknowledges high school musical theatre and provides educational experiences in an effort to continually build confidence, creativity and collaboration in students participating in the arts in our community.

Time and Place
The Spotlight Kickoff Event will take place September 14, 2019, 9:00 AM - 4:00 PM at Lipscomb University.

Preparation
All attendees will attend the Musical Theatre Masterclass workshop and select three additional sessions to attend. Students should select workshop preferences ahead of time, but also have alternates in mind in case their first choice is full. Workshops are filled at a first-come/first-served basis and will close when they have reached the maximum number of students.

Some workshops ask students to bring sheet music, a prepared monologue, etc. if they want to participate in the master class. This is not required, and some students may just want to watch. We suggest that students interested in auditioning for colleges and professional shows take advantage of this training.

Campus Navigation
Signs and student guides will be present to help participants navigate the campus, and printed maps with locations noted will be available at morning registration. There will be 10 minutes between workshops for traveling between the locations. A campus map can be found here - http://www.lipscomb.edu/uploads/14890.pdf

Workshop Offerings
Workshops offered include topics such as Musical Theatre Masterclass, Broadway Dance Call, Voicing Shakespeare, Dialects, Stage Combat, Monologue workshop, Scene Study, TV/Film Cold Reading Workshop, Design/Tech, Sound 101, and more. Additional information with specific workshop offerings will be provided. Professional Development Opportunities will also be available for teachers throughout the day.

The School Orientation meeting is required for new and returning schools to discuss program procedures, updates and answer questions. If the director is not available to attend, another adult representative from the school must attend in their absence. Schools that are not represented at the mandatory meeting are ineligible from participation in the Spotlight Awards.

Attire
Participants should dress comfortably, as many workshops include movement or tech work that will require them to move freely.

Meals
Meals are not provided for participants, but there are several options available to you during the day.

Food trucks will be available for your convenience during the lunch break. Other lunch options include bringing lunch with you, ordering food delivery, or going off-site to eat. If you go off campus for lunch, know that traffic is heavy in the area, so allow extra time for travel.
SPOTLIGHT AWARDS CEREMONY AT TPAC

The Nashville High School Musical Theatre Awards Ceremony is a community celebration of local arts education that acknowledges outstanding achievement and artistry in high school musical theatre and provides an opportunity for students to share their art with each other.

Time and Place
The Spotlight Awards Ceremony will take place May 16, 2020, 7:00-10:00 pm in TPAC’s Jackson Hall (505 Deaderick Street, Nashville).

Arrival
All participating school groups will need to arrive prior to the opening of the house doors. Schools are asked to by 6:00 p.m. to be seated and go over instructions for the evening. Doors will open to the public at 6:30 p.m.

Awards Ceremony Attire
The Nashville High School Musical Theatre Awards is a red-carpet-style event based on the Tony Awards. The dress for this event is formal.

Transportation
Bus parking around TPAC will be provided for those bringing school buses. Cars will need to find parking in one of the lots downtown but be aware that many lots do have parking costs. Plan ahead for your parking if you are coming in cars – and remind parents of this as well.

Ticketing
Per your registration, each participating school will be given 40 comp tickets to the Awards Ceremony. Additional tickets will need to be purchased and may be located in a different section than your comp tickets. Additional tickets can be purchased at www.tpac.org once tickets are on sale.

Seating
All participating schools and nominees will be seated in an assigned location on the orchestra level of Jackson Hall, separate from the rest of the audience. Nominees will be seated near the aisles in Jackson Hall to provide an easier transition to the stage and may be separate from the rest of their school. Additional audience members will be seated in the remainder of the house (tier, loge and balcony).

Award Presentation
The Nashville High School Musical Theatre Awards will present both school and individual awards and will acknowledge both students and teachers. The full outline of the ceremony and award presentations will be provided as we get closer to the ceremony.
PERFORMANCES DURING THE CEREMONY

The performance space on Jackson Hall stage is 44'w by 32'depth. All performances entrances will be from Stage Right, and after performance all exit Stage Left.

School Performances
The 10 nominees in the Outstanding Musical category will perform a 3-minute production number. Start thinking of which number best showcases your production and how to remount it on TPAC’s stage.

Outstanding Lead Actor and Actress Finalists
The 6 Outstanding Lead Finalists will each perform a solo from their nominated role during the awards ceremony. Solos should be 32 bars (approximately 1.5-2 minutes in length).

Closing Number Performance
The 50 Outstanding Lead Nominees are invited to perform the closing number of the Awards Ceremony with the Host of the event. Nominees will be given tracks and lyrics to the closing number at the audition session on May 2 and will attend a rehearsal on May 16 from 10:00-12:00 at TPAC. Nominees that are unable to attend the rehearsal on May 16 will not perform in the ceremony.

Costumes and Props
Costume accessories and hand-held props that can be easily transported and kept by the student in their seat may be utilized to suggest character, time, and place if needed. There are no dressing rooms available for changing into costumes. Directors should consider the formal dress of the evening when preparing for performances. Students may need to add tights to their dress or take off shoes for dance numbers.

Sound Check
All those performing at the awards ceremony are required to attend sound check. Sound checks for Outstanding Lead Actor and Actress Finalists will take place from 1:30-2:15 p.m. Sound checks for Outstanding Musical will be 10 minutes per school during the time frame of 2:15-5:30 p.m. Sound check time slots will be assigned the first week of May.

Technical Elements
No scenic elements will be allowed for the performance. All performances will take place on a bare stage. A lighting “look” will be created for your performance by a TPAC lighting designer.

Microphones
Up to 10 handheld mics will be provided to students when they line up backstage Right. These microphones will be returned to a stagehand Stage Left when exiting. There will also be four "shotgun" microphones on the downstage edge of the stage. Soloists should be blocked to stand as far downstage and in front of the shotgun mics in the event a handheld mic goes out.

Accompaniment
A piano will be available on stage (Upstage Left) for your use and will not be moved during the event. Schools may choose to supply a musical track, provide their own accompanist, or to pay an additional fee to use the Spotlight in-house accompanist. School-provided accompanists will need to be present for sound checks as well as for the ceremony.

Schools that elect to use the Spotlight in-house accompanist are required to hold at least 1 rehearsal with the accompanist at their school prior to the Awards Ceremony for a $150/hour fee. The in-house accompanist will be present at the sound checks and ceremony for no additional cost to the school.
DOCUMENT SUBMISSIONS

Licensing Information
The Tennessee Performing Arts Center and Lipscomb University expect all participating schools to acquire the necessary rights and royalties for their musical during the school year. Schools are required to submit a copy of their licensing agreement to TPAC no later than December 6.

Waivers and Media Releases
Each school is required to submit media releases via email to TPAC by April 15. This includes individual releases for everyone involved with your show, as well as an overall school release. Anyone who may be in your photographs or on stage for the ceremony is required to turn in a waiver. Additional waivers will be required for submission to the Broadway League by the Outstanding Lead Actor and Actress award recipients.

Attendance Count and Rosters
Attendance and rosters are needed for multiple aspects, including planning workshop sessions, ticketing and seating, and award acceptance. It is imperative that schools provide the most accurate information possible in regard to attendance counts and rosters.
- Workshop attendance counts/rosters are due August 30 and should be emailed to Lipscomb University.
- Final Awards Ceremony attendance counts are due on May 1 and should be emailed to TPAC.

Production Detail Form
Each school will need to submit this form no later than 1 week prior to their show opening. This form will be shared with adjudicators and provides detailed show information such as eligibility for awards, show title, etc., but also includes supplementary information on your production such as resources available, director’s notes, and rationale of artistic choices. Production Detail Forms should be submitted using the online form - https://www.surveymonkey.com/r/ProductionDetail2020

OLA Audition Information Form
Nominees for all awards (excluding All-Star Cast and Crew) will be announced on April 24, 2020. The 50 Outstanding Lead Nominees must submit the OLA Audition Information Form no later than April 28, 2020. https://www.surveymonkey.com/r/OLANomAuditionInfo

Nominee Acceptance Form
Nominees for all awards (excluding All-Star Cast and Crew) will be announced on April 24, 2020. All nominees will be acknowledged on stage during the ceremony. After the announcement, schools must submit the Nominee Acceptance Form with this information no later than May 1, 2020. Nominee Acceptance Forms should be submitted using the online form - https://www.surveymonkey.com/r/NomineeAcceptance2020

Performance Information Form
Performance Information Forms will be submitted by the 10 School Nominees for Outstanding Musical, as well as by each of the 6 Outstanding Lead Finalists individually. This form is due by May 8, and should be submitted using the online form - https://www.surveymonkey.com/r/CeremonyPerformance2020

Transportation and Arrival Form
As the ceremony nears, additional information will be required such as transportation, arrival and additional performance details. This information will be due via online form no later than May 8 - https://www.surveymonkey.com/r/Transport-Arrival-2020

*Failure to submit all required items may result in disqualification from nominations.
MEDIA SUBMISSIONS

During the course of the year the Spotlight Awards administrators may need to photograph/video students, faculty, and other staff and volunteers involved with your production. Please be aware that participation in this program gives full rights and permissions to the Nashville High School Musical Theatre Awards, Lipscomb University, and the Tennessee Performing Arts Center for the use of such video and photos. Additionally, participating school’s names, students’ names and/or images may be used in press releases associated with the program.

Cast Photo
Each participating school must submit a high-resolution group photo including cast, crew, and student musicians. This photo should be taken in costume and on the production set to best represent your school and its performance. The photo must be in a .jpg format, horizontal, at least 300 dpi (preferable 600 dpi) and submitted via Google Drive. Photos must be received no later than April 15, no exceptions.

Candid Photos
Spotlight Administration will select 2-3 photos from each school from their posts on the Spotlight Awards Instagram page during the school year to be included in the Intermission Slide Show at the Ceremony. To ensure your inclusion in the slide show, make sure you have a Social Media Representative that posts on the page.

Show Poster
Each school has the option of providing their show poster by email to TPAC for use on social media. Posters are due at least 1 week prior to your performance to be shared on the Spotlight Awards Instagram page.

Show Program
Each school should send pages from their show program by opening night. Programs are used to verify titles, spelling, names, etc., and should also include the logos and blurb below. Although not required, it is strongly encouraged that show programs include headshots of actors to assist in nominations. Please create a PDF version that includes any notes on pronunciation or spelling that the Spotlight Awards administrators may need. Email this PDF to TPAC.

Program Ad and Logo Usage
Each participating school is required to include the following logo and blurb in their performance program. A copy of the logo can be sent to you electronically on request. Please ensure that you are using the current logo and blurb when creating your program.

*Failure to submit all required items may result in disqualification from nominations.*
## SPOTLIGHT AWARDS FORMS AND MEDIA SUBMISSIONS - CHECKLIST

**DUE BY AUGUST 30**

- [ ] Final Kickoff Event Attendance Count and Roster  *(Email to Lipscomb)*
- [ ] $300 Payment for participation in the program *(to Lipscomb)*

**DUE BY DECEMBER 6**

- [ ] Copy of show license  *(Bring a copy to School Orientation or Email to TPAC)*

**DUE AT LEAST 1 WEEK PRIOR TO YOUR SHOW OPENING**

- [ ] Production Detail Form *(Online Form - https://www.surveymonkey.com/r/ProductionDetail2020)*
- [ ] Adjudicator tickets (8) at will call for opening night under “Jimmy Ward”
- [ ] (Optional) Show Poster  *(Email to TPAC)*

**DUE BY APRIL 15**

- [ ] Cast Photo  *(Google Drive Upload)*
- [ ] School Media Release (1 per school)  *(Email to TPAC)*
- [ ] Individual Media Releases (1 per person who may be photographed/videoed during your production process or the awards ceremony - students, adult volunteers, faculty, paid artists)  *(Email to TPAC)*
- [ ] Show Program (including Spotlight Awards blurb/logo) and pronunciation notes  *(Email TPAC)*
- [ ] (Optional) Teacher recommendation letters for Outstanding Technical Achievement due

**DUE BY APRIL 28** *(Outstanding Lead Actor and Actress Nominees Only)*

- [ ] OLA Audition Information Form *(Online - https://www.surveymonkey.com/r/OLANomAuditionInfo)*

**DUE BY MAY 1**

- [ ] Final Awards Ceremony ticket count  *(Email to TPAC)*
- [ ] Nominee Acceptance Form  *(Online Form - https://www.surveymonkey.com/r/NomineeAcceptance2020)*

**DUE BY MAY 8**

- [ ] Transportation and Arrival Form  *(Online - https://www.surveymonkey.com/r/Transport-Arrival-2020)*
- [ ] (10 Outstanding Musical Nominees and 6 Outstanding Lead Finalists Only) Performance Information Form  *(Online Form - https://www.surveymonkey.com/r/CeremonyPerformance2020)*

*Failure to submit all required items may result in disqualification from nominations.*