



Conference AAAAAA

Region II One-Act Play Contest

Conference AAAAAA One-Act Play Director(s),

Congratulations on your advancement to the Region Contest!

I am pleased to provide the following information regarding your UIL One-Act Play contest that will be held on Friday & Saturday, April 25 & 26, at University High School in Waco, Texas. Information regarding the event can be found in this handbook.

The UIL and Waco ISD want your experience to be a memorable and enjoyable time for the contest and urge you to review the information carefully to familiarize yourself with the schedule and share the information with your campus supporters and administration. We have scheduled the order of rehearsal and performance per the State UIL Director instructions. Please be on time for your load-in, as we will be running on a very coordinated schedule for the contest.

The specific schedule can be found within the handbook. Please remind your parents, administration, and spectators that admission is \$10.00 at the door for general admission, and they must abide by all UIL policies and guidelines regarding entry and exit at the contest. The house will open 10 minutes prior to the start of the first play and open again following each performance.

If you have any questions regarding lighting or technical aspects of the contest, please review the attached information or contact the Region Site Host, Ms. Katy Davis (Theatre Director, University HS) at kathryn.davis@wacoisd.org. We look forward to hosting your companies and wish you a wonderful performance on the day.

Larry Carpenter – *Director of Fine Arts*, Waco ISD
One-Act Play Contest Manager
Region II-6A
larry.carpenter@wacoisd.org
254-715-2140 (Cell), 254-755-9475 (Office)



Conference AAAAAA

Region II One-Act Play Contest

Contest Date: Friday & Saturday, April 25 & 26, 2025

Host Site: University High School

Waco ISD, 3201 S. New Road,

Waco, TX 76706

Contest Manager/Site Information:

Larry Carpenter, Director of Fine Arts

Waco ISD

501 Franklin Ave.

Waco, TX 76701

Cell: 254-715-2140

Office: 254-755-9475

Email: larry.carpenter@wacoisd.org

District Host Information:

Katy Davis, Director

University High School

3201 S. New Road

Waco, TX 76706

Cell: 915-433-5970

Office: 254-756-1843

Email: kathryn.davis@wacoisd.org

Adjudicator Panel Information:

Larry Balfe–8524 Highway 6N, #106, Houston, TX 77095

Cleo House-Keller–610 Spring Creek Dr., Nacogdoches, TX 75965

Mellissa Marlowe–109 Irongate Rd., San Antonio, TX 78213

<https://www.uil texas.org/theatre/regional-meet-information>

Send a copy of your script to each judge **the day immediately following your Area Contest.**

Entry Fee:

The entry fee per school for this contest is \$900.00. Checks should be made payable to **Waco Independent School District** (Waco ISD) and should be requested, processed, and **brought to the Contest Manager at the beginning of your official rehearsal.** An invoice and W9 are included in this packet. POs not accepted. PLEASE **DO NOT FORWARD CHECKS TO THE PURCHASING DEPARTMENT PRIOR TO CONTEST.**

Load In/Load Out:

Companies will arrive **20 minutes prior** to their assigned rehearsal time. This schedule will allow us enough time to consistently load in schools as others are rehearsing/performing in the PAC. Please leave early enough from your home campus or hotel to arrive on time to load in so that we may keep the schedule flowing for the day. UHAUL/Transport vehicles may back into the loading area near the PAC during the Arrival/Load in time. Your host will await you at the load in site. Please leave enough room for two vehicles in the load in/out area. Once unloaded, we ask that your driver park the vehicle/bus at the ***furthest corner of the parking lot*** to allow for patron traffic.

PLEASE NOTE: At the conclusion of each show, the company will **strike to the hall** through the shop. Once official time is complete, you should then load completely out.

Rehearsals:**

	School	Arrival/ Load In	Rehearsal Time
1	School 1	9:10 a.m.	9:30 - 10:30
2	School 2	10:25 a.m.	10:45 - 11:45
3	School 3	11:55 a.m.	12:15 - 1:15
4	School 4	1:10 p.m.	1:30 - 2:30
5	School 5	2:25 p.m.	2:45 - 3:45
6	School 6	3:40 p.m.	4:00 - 5:00

****Rehearsal determined by proximity of the schools to University HS-shortest distance to farthest distance.** This procedure is in effort to be considerate of budget constraints and travel concerns. Information will be updated as Area results are known.

Performance Order*:**

Area 1, School A -
Area 2, School B -
Area 1, School C -
Area 2, School A -
Area 2, School C -
Area 1, School B -

*****Performance order is determined by a blind draw in accordance with UIL rules.*****

Documentation:

Complete the Region Contestant Entry Information in Speechwire within 24 hours of the State opening the window. (No later than April 15). **Please SCAN and SEND via email all documentation to the Contest Manager by April 15.** Bring your integrity script and entry fee to your official rehearsal.

- Any correspondence from the League approving scenic items, special properties, etc.
- Written evidence of royalty payment*
- Publisher's approval to produce a one-act, continuous, uninterrupted segment, or scenes from a long play for contest*

- If the play is not on one of the approved lists, written evidence that you have received League permission.
- A signed “Community Standards and Copyright Compliance Form.”
- A clearly marked "Integrity Script" reflecting the performance text and music cues. (this is in addition to the script or scripts provided to adjudicators.)

The Integrity Script is a complete, published play script which specifically and clearly reflects the performance at that level of competition: a) The exact portions of the total script to be used. (Highlighted in Yellow) b) Deletion of all dialogue and business not to be used. Make it clear that you are cutting but light enough that a reader can look at the material that has been eliminated. (Strike-through) c) Any adaptations approved by the League and/or the publisher shall also be indicated.

* Items 2, and 3 are not required for plays in the public domain. **All other docs due by April 15.**

Directors’ Meeting:

The Directors’ Meeting will be held in the P-1120 on Saturday, April 26, 2025 @ 9:30 a.m.. The meeting will be a quick opportunity for adjudicators and directors to meet, discuss final questions, etc., and prepare for performances for the day.

The agenda will be as follows:

- General Introductions
- Adjudicators’ Message to the directors
- Announcement of Alternate company procedures
- Discussion of feedback regarding the contest/adjudicators
- Any special needs that have not been considered.
- Any last minute questions, answers, concerns
- All-Star Crew Awards

First Curtain: 10:30 a.m. Shows run back-to-back.

Lighting:

The light plot will include 15 areas as noted in the One-Act Play Handbook. There is also a cyclorama with color washes. The color washes are only in the upstage area. Companies will only be able to record cues during their official rehearsal unless you provide a completed cue sheet to Katy Davis by April 15. If there are questions about the lighting, please do not hesitate to contact the host, Katy Davis, at the email above.

Although a blue wash is requested for safe entry of actors to the stage, it **SHALL NOT** be programmed into your show’s lighting cues. Please practice getting into places in blue during rehearsal.

Set & Storage:

The basic UIL set will be at the contest. Company storage areas are located in the upstage area.

Awards:

Our Panel Chairperson / Adjudicator will award the “standard” bill of individual awards at the conclusion of the Area contest including:

- Eight (8) Area Honorable Mention All-Star Cast Members
- Eight (8) Area All-Star Cast Members
- Two (2) Best Performers

The trio of adjudicators will select the following:

- Two (2) Advancing Plays to the UIL One-Act Play State Meet
- One (1) Alternate Play to the UIL One-Act Play State Meet

Directors will decide whether or not to announce the alternate school at the Directors’ Meeting. If an announcement is made, it will follow the announcement of the two advancing plays. If an announcement is not made, the Contest Manager will inform the director(s) of the alternate school’s company following the award ceremony.

We will have additional medals for All-Star Crew and one (1) Outstanding Technical Performance plaque (which will not count toward any UIL point totals). They will be awarded as part of the awards ceremony. Procedures for All-Star Crew selections will be discussed at the Directors’ Meeting.

PLEASE NOTE: At the completion of the final show, the critic judges will require a recess to complete ranks and select individual awards. Please be prepared to be seated in the auditorium 30 minutes following the final performance. CM will get a message to directors regarding where to sit in the auditorium once the random draw for critiques is complete.

Critiques will follow the final performance and run simultaneously in the auditorium. Adjudicators will be assigned critiques based on a blind draw occurring at the end of the final show. Adjudicators will deliver critiques based on the order of performance of the shows they draw.

The awards will follow the conclusion of all critiques.

Admission:

General admission tickets will be sold at the auditorium box office for \$10.00 per patron either by cash or credit card with a nominal service charge. School administrators and school board members need only show their school ID at the door to gain admission. One ID = One Admission (not entire families); please make sure your administration is aware of this policy. The general admission ticket will grant admission for ALL shows.. Please note that UIL rules

highly discourage the entry of late spectators once a show has begun. If you need to exit the auditorium, or are not present when a show begins, you (or your spectators) must wait until the current show is completed before being granted admission for the next show. As such, please ask patrons to arrive a minimum of 15 minutes prior to the approximate start of each show. **Shows will run back-to-back.**

Audience Etiquette and Responsibilities:

Per UIL rules, no photography, video, noise-making, or communication devices are permitted to be used in the theatre during a performance. Please remind all theatergoers coming to support your company that they also represent the school/campus and must abide by the UIL rules concerning One-Act Play competition and sportsmanship.

Adjudicator Critiques:

As the UIL One-Act Play contest is an educational event, our critic judges, who represent the Texas Theatre Adjudicators & Officials (TTAO) organization, will critique designated companies per the UIL rules. All cast, crew, and directors are **expected** to attend and learn from the adjudicators during critique. Any questions may be directed to the contest manager regarding critiques. Please inform the adjudicator if you are taking notes on an electronic device. Otherwise, no electronic devices open during critiques, please. No critique may be recorded.

If you have students who are not able to attend the critique due to another UIL conflict, please email the contest manager immediately so he may note the absence for the adjudicators. Additionally, please complete the form here:

<https://www.uiltexas.org/machform/view.php?id=1010466>

Map & Directions:

From Interstate 35, traveling south (from DFW area):

- Take the NEW ROAD exit
- Turn LEFT onto S. NEW ROAD cross under the I-35 overpass
- Follow approximately .5 miles to N. OLD ROBINSON ROAD
- Turn RIGHT onto N. OLD ROBINSON ROAD
- You will see University High School on the RIGHT and the turn-in for the AUDITORIUM is approximately 100 yards on the right.

From Interstate 35, traveling north (from Austin area):

- Take Exit 331 towards NEW ROAD
- Turn RIGHT onto S. NEW ROAD
- Follow approximately .5 miles to N. OLD ROBINSON ROAD
- Turn RIGHT onto N. OLD ROBINSON ROAD
- You will see University High School on the RIGHT and the turn-in for the AUDITORIUM is approximately 100 yards on the right.

From Highway 6, traveling north (from Houston area):

- Take exit off Highway 6/Loop 340 toward OLD ROBINSON ROAD
- Turn RIGHT onto OLD ROBINSON ROAD
- Follow approximately .2 miles to University High School on the Left
- You will see University High School on the LEFT and the turn-in for the AUDITORIUM is directly in front of the AUDITORIUM.

The University High School Auditorium is clearly marked by large lettering on the side of the building (**AUDITORIUM**) and is easily seen from Old Robinson Road. Should you have any issues locating the building, please call the Contest Manager (number listed above).

Scripts:

Send your scripts **directly** to your adjudicators. Addresses are above. Please **DO NOT** require a signature upon delivery—that only slows the delivery process. Please make sure to indicate (on a sticky note) the Contest, Day, and Location (i.e. Region II-6A, Saturday, April 26, University High School – Waco).

Here's to a great contest!

Regards,

Larry Carpenter

Larry Carpenter
Director of Fine Arts
Waco ISD

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Waco Independent School District	
	2	Business name/disregarded entity name, if different from above.	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	
	5	Address (number, street, and apt. or suite no.). See instructions. 501 Franklin Avenue	Requester's name and address (optional)
	6	City, state, and ZIP code Waco, Texas 76701	
	7	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Michelle Jisk</i>	Date <i>4-7-25</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Additional Stage Information

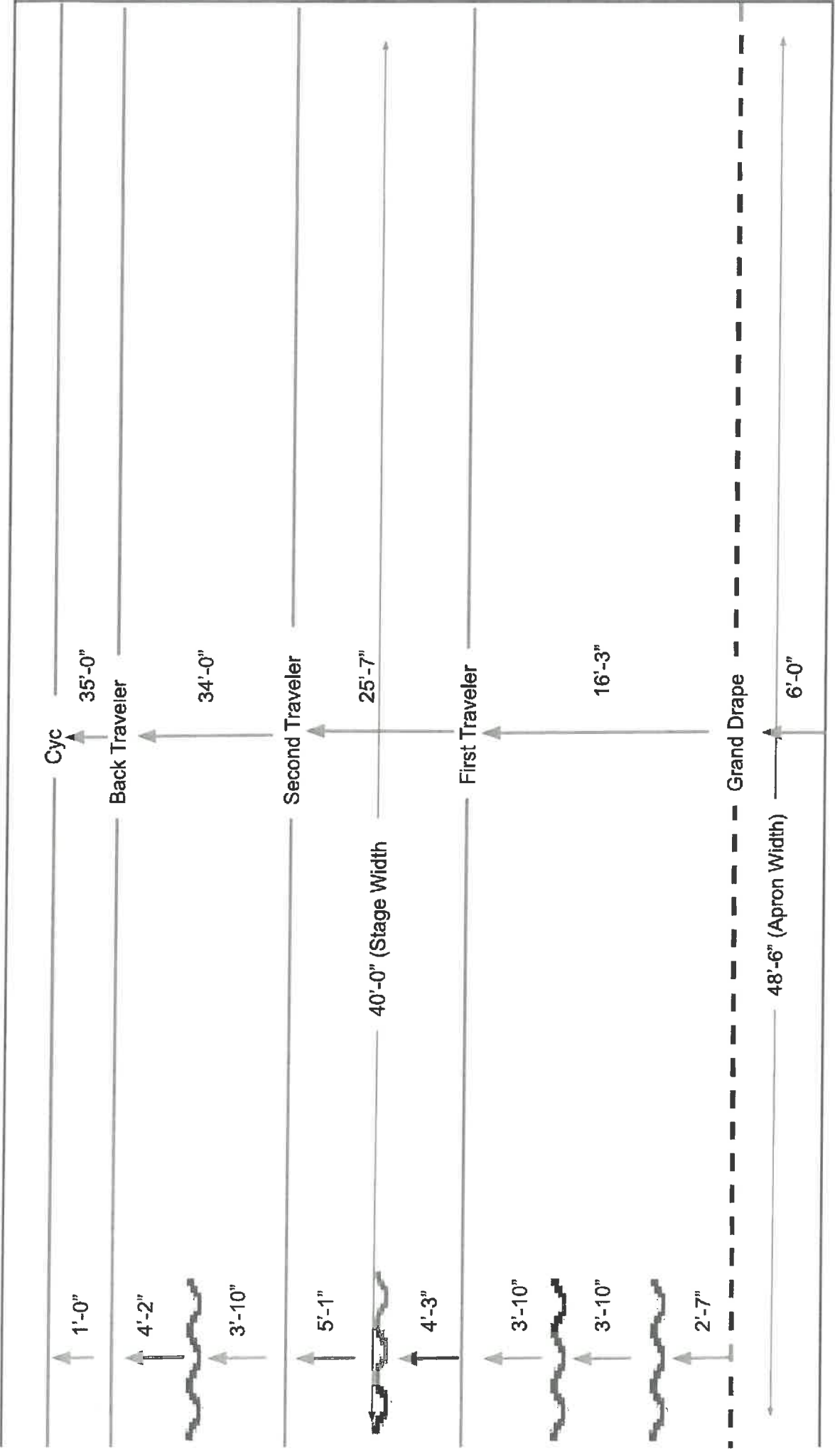
Backstage from Cyc to back wall is about 8'-0"

SR Wings measure about 2'-0"

SL Wings measure about 10'-0"

There are 4 headset hook ups onstage and 2 headset hook ups in the booth

There will be 6'-0" x 6'-0" boxes for each school's props and set pieces along the back wall of the stage



Additional Lighting Information

All areas are programmed into sliders

We have LED Red, Blue, Green, White, Amber Washes programmed into sliders (channels 201-220)

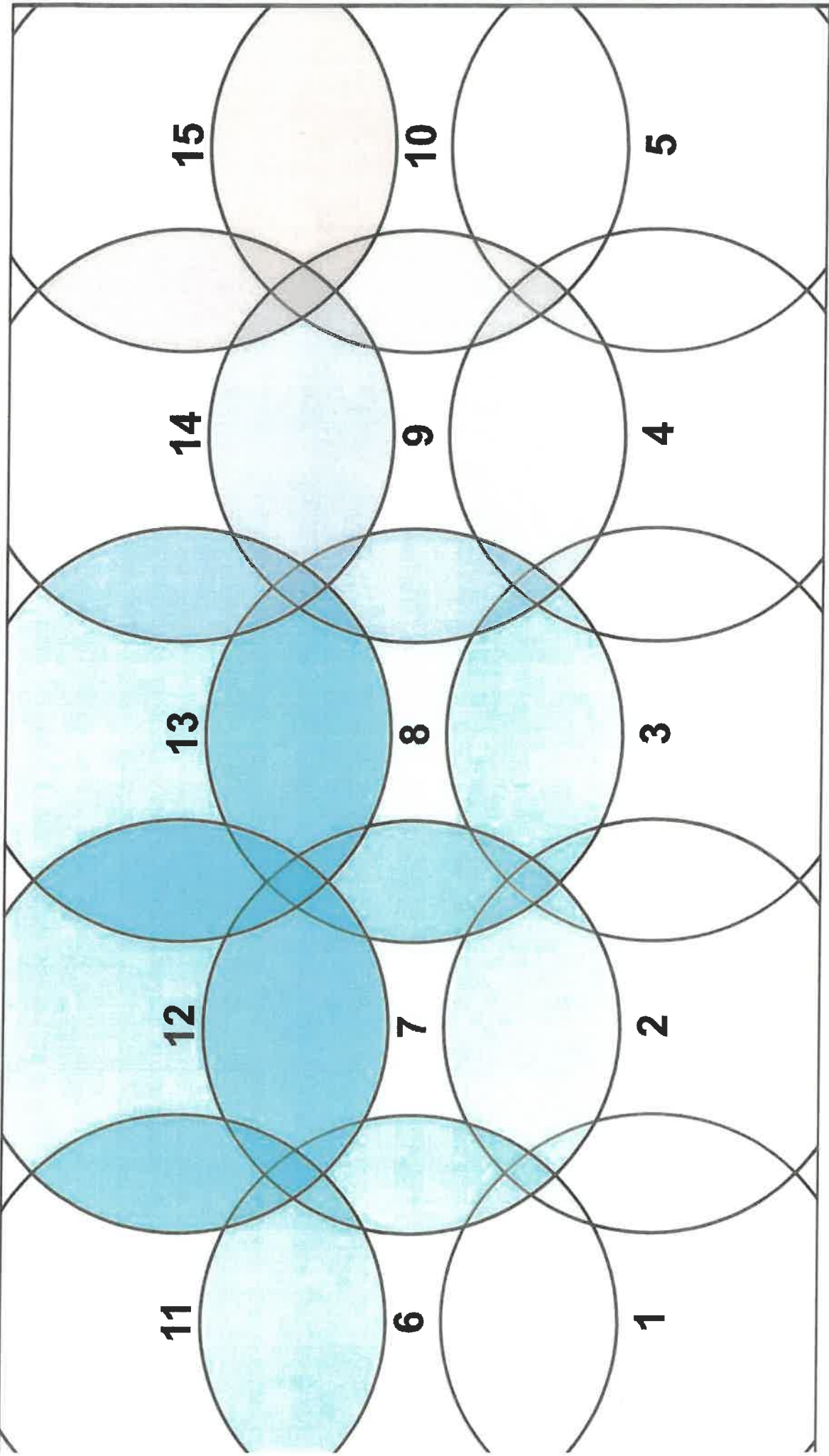
We have LED Red, Blue, Green, White, Amber Cyc Lights programmed into sliders (channels 401-414)

House lights are on a slider

Work lights are on a slider

ROS lights are on a slider

If you want UHS personnel to program your cues, your list must be sent to Katy Davis at kathryn.davis@wacoisd.org by Thursday before 5:00pm.



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