



Chaparral UIL OAP Contest Information Conference 5A, Region II, Area 2



Chaparral Bobcat Drama welcomes you to this Area competition and hope that this contest will be an enjoyable, productive, educational and successful contest for all participants.

All important information needed for the contest can be found below. If you have questions about the contest, feel free to contact Travis. For questions related to the contest site, contact Chad.

Contest Date: April 9th-10th, 2025

Contest Site: Chaparral High School Auditorium
4400 Chaparral Rd
Killeen, TX 76542
School phone: 254-336-2447

Travis Poe: Contest Manager

713-299-4872 cell
Poetut1985@gmail.com

Chad Moore: CHS Technical Director

817-401-6517
Chad.moore@killeenisd.org

Samantha Dunaway: CHS Theatre Director

817-401-6530
Samantha.dunaway@killeenisd.org

Morganne Davies: Director of Fine Arts

917-519-2611
Morganne.davies@killeenisd.org

Contest Day:

- The Directors' Meeting will begin at 9:00 AM in the theater in the upper level.
- The Contest will begin at 10:00 AM

Participants: Reg. 3, Area 2, 5A Bi-District A (Districts 13 and 14)
Reg. 3, Area 2, 5A Bi-District B (Districts 15 and 16)

Performance order: (shows will perform back-to-back with critiques after the last show, before awards.)

Order of Performance was determined by a blind draw with "A" being the title that comes first alphabetically (disregarding articles) and "B" – second and "C" – third.

Contest: April 10, 2025

1st Show: Bi-Dist B, Title B 10:00 AM	4th Show: Bi-Dist B, Title A 12:45 PM
2nd Show: Bi-Dist B, Title C 10:55 AM	5th Show: Bi-Dist A, Title A 1:40 PM
3rd Show: Bi-Dist A, Title C 11:50 AM	6th Show: Bi-Dist A, Title B 2:35 PM

Rehearsals: April 9, 2025 – Rehearsal schedule will be set up according to distance traveled to Chaparral.

1. 9:00 AM	4. 12:45 PM	Schools will have one hour to move on stage, set up, record
2. 10:15 AM	5. 2:00 PM	light and set sound cues, spike, run opening/closing.
3. 11:30 AM	6. 3:15 PM	At the end of the hour, schools will strike to the shop.

Full disclosure of the entire set is required.

The Adjudicators: Bios can be found at TTAO.org

Please send a copy of your script to each judge noting all deletions and adaptations the day following your Bi-District contest.

***DO NOT SEND "SIGNATURE REQUIRED."* This will slow down the delivery process. Please insert the form addressed to the adjudicators found in this packet with your scripts.**

Adjudicator Mailing addresses:

<u>Phillip Taylor:</u>	1305 Webberville Road, Austin TX, 78721
<u>Mandy Epley:</u>	431 Wentworth, Spring Branch TX, 78070
<u>Scott Schumann:</u>	125 Lady Bug Road, San Marcos TX, 78666

ELIGIBILITY OF STUDENTS: Update any changes to your company in Speechwire by 3:00 pm the day following your Bi-District contest. This will declare the eligibility of your company members and be used for program copy.

Speechwire.com

Day of the Contest

Arrive at least 20 minutes ahead of your assigned rehearsal time. Please call or text Travis when you have arrived. Pull your bus and/or truck into the loading dock area which is located at the back of the theatre under the big black CHS letters (Door 28) in the Faculty Parking Lot. The loading dock is ground level and not elevated. (Look for the tall fly loft.) After unloading, park vehicles in the student parking lot in front of the Auditorium. Do not knock on loading doors or back doors. We will raise the loading dock door when we are finished with the school ahead of you. Please have your paperwork ready for submitting prior to your rehearsal so that we can get you unloaded and prepared to move on stage.

Before you start, the CM will go over specifics with you and your students about the space. Chaparral technicians will escort your crew to the booth for lighting and sound. We will also discuss the process for your performance, and during your rehearsal, you must show us the opening and closing of your show. After your rehearsal, you will store your items in the shop.

Things you must bring with you to your rehearsal:

1. All correspondence from UIL approving scenic items, special properties or clarifications.
2. Written evidence of paid royalty.
3. Publisher's approval to produce a one-act, scenes from a long play or uninterrupted selection of text. (not required of plays in public domain.)
4. League approval to produce a one-act, scenes from a long play or uninterrupted selection of text not found on the approved lists of plays. (Not required of plays in public domain, unless it is an adaptation.)
5. A signed "Community Standards and Copyright Compliance Form and dated for Area. (Found under Resources and Forms of the UIL Theatre website page.)
[COMMUNITY STANDARDS.pdf](#)
6. A clearly marked "Integrity Script" reflecting the performance text, adaptation and live music cues. (This is in addition to the scripts provided to the adjudicators.)
7. Signed Substitution Form, if needed, for any replacement or change within the company.
8. Entry Fee Check

LIGHTING AND SOUND:

There will be someone available to help with the light & sound boards. Please see tech specs regarding the boards.

DRESSING ROOMS:

Each school will be assigned a holding room for the day of the contest. You are allowed to have food and drinks in your room, but please clean your spaces by the end of the day. DO NOT mess with any of the artwork in the rooms and if you need to move anything, take a picture first so you can put everything back where it was before you leave. Please and Thank You.

REST ROOMS:

You will need to use the restrooms located in the side hallway of the auditorium.

AUDIENCE MEMBERS:

Audience members are welcome at Chaparral HS to watch performances. All audience members will enter from the Auditorium entrance in the back of the school where student parking is located. (Door 25)

ADMISSION FOR THE DAY IS \$10.00 – CASH OR CASH APP ONLY. PLEASE INFORM YOUR STUDENTS' FAMILY MEMBERS, FRIENDS AND FANS THAT ADMISSION IS CHARGED.

There will be no late-seating.

SETTING AND STRIKING:

Each school's set pieces will be stored in the shop behind the stage. Squares will be marked. Space is limited, so some pieces may need to go to the school's assigned dressing room.

The UIL set is located Stage Right. Prior to your 7-minute set up, each school will be permitted to move its personal set pieces and props to a line along the deck's upstage wall. We ask that you please move all items in a timely manner. Once you've moved all needed items to the stage deck, your 7-minute set up will then begin.

For strike, companies will move the UIL set pieces back to the assigned storage areas on SR. All personal set pieces and props will be moved out the bay door at USR and to the loading dock. Once the time has stopped, each school will immediately load-out to their utility truck, trailer or bus. Once loaded, a host will return the company to their assigned dressing room.

The last school will only need to strike to the loading dock and then return the assigned dressing room in preparation for critiques and awards.

CRITIQUES:

Critiques will occur after all performances have been held, but before the awards ceremony.

After the final performance-

- Adjudicators will complete their ballots and award selections and submit them to the CM for ranking tabulation.
- Adjudicators shall then draw for critique assignments. Simultaneous critiques will occur. Since the adjudicators are not aware of which schools are advancing, they will critique each assigned show as though it is not the last performance for each school.
- Critique length will be determined at the directors' meeting.
- At the conclusion of the critiques, judges will verify their respective rankings on the master ballot are correct.
- Then the awards ceremony will commence.

MISCELLANEOUS:

There will be at least two house-timers and the backstage stage manager/timekeeper documenting the running time. The stage manager will also time the set and strike.

The site crew will be responsible for flying in the upstage black or cyc and legs. (This will not count as a part of your 7-minute set.)

If you have any questions about the contest, please feel free to call Travis at 713-299.4872 or poetut1985@gmail.com. If I don't answer my cell, please leave a message. Questions in regard to the theater, should be addressed to Chad - 817-401-6517 Chad.moore@killeenisd.org

Looking forward to working with you and your students.

Break-a-Leg! - Travis

Technical Information for CHS Auditorium

Theatre House: Auditorium (Proscenium stage) seats 1246 audience members – lower and upper house sections.

Stage: The use of particulates such as powder, flour, glitter, small confetti, etc. are forbidden in district facilities. Should you have costumes that have glitter or you have questions, please don't hesitate to ask. Any spilled water or liquids must be thoroughly cleaned up in the seven-minute strike time.

Approximate Dimensions: Found in this packet.

- There is ample backstage space left and right, but if using the upstage black traveler or cyclorama, you may want to use the shop as a crossover. Please plan for more crossover time if using these upstage curtains.
- Electrical outlets are available on stage left, right and back wall.

UIL Unit Set:

This will be spread out offstage right. Other personal set/props will come on stage from stage right for set up – this allows easy shop access for load-in and out from the stage. We will provide a full unit set including flats, platforms, ramps, steps, doors, windows and pylons.

Curtains – These are operated by the counterweight fly system with a full fly loft – Chaparral personnel ONLY will operate this. You may pull your own legs and travelers via curtain pulleys but NO counterweight fly system operation.

The curtains go in this order from down to upstage:

- The grand drape (black) - We will discuss if you want this opened or closed for setup/strike, the beginning/opening, and the closing/ending of your show. You will need to have someone who can open and close the grand drape.
- 1st leg (black) - these travel with a pulley system into location **individually**.
- 2nd leg (black) - these travel **with a pulley system** into location **individually**.
- 3rd leg (black) - these travel **with a pulley system** into location **individually**.
- A mid-stage traveler (black) - this can be used as you back traveler to make the space smaller if wanted.
- 4th leg (black) - these travel **with a pulley system** into location **individually**.
- A back traveler (black)
- A cyclorama (white) – goes behind the back traveler. Can use both back traveler and Cyc to make the Cyc smaller.

Make sure you spike your curtain positions during your Rehearsal and let the S.M. know which curtains you plan on using.

Lighting:

We use 15 areas with Down Right being area 1. We will have CYC lights which are LED with red, blue, green, amber.

- The light board is a Strand Neo.
- Areas 1-10 are in front of the mid-traveler where 11-15 are behind it.
- The light board is located in the back of house booth. The booth is open.

Sound:

If using the house sound system, we provide a 3.5mm (aux) cable to play external devices like an iPod, Computer, or iPhone. (see power point for picture)

- We provide a 128 channel mixer.
- The sound board is located in the back of the house. The booth is open.
- Schools are NOT allowed to change the sound board settings. **You will run your sound manually, with no recording cues.**

Headsets:

Headsets are located backstage right and backstage left, and three are in the booth for communication. During your Rehearsal, there will be a headset in the house so the Director can speak to their crew.

INVOICE

Conf. 5A, Region II, Area 2

One-Act Play

Entry Fee

\$900.00

Make Check Payable to:

Chaparral Bobcat Drama

4400 Chaparral Rd

Killeen, TX 76542

(Bring the check to your rehearsal.)

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Killeen Independent School District

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see Instructions) ▶ **Independent School District**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
200 North WS Young Drive

6 City, state, and ZIP code
Killeen, TX 76543

7 List account number(s) here (optional)

Requester's name and address (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.

Social security number

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or

Employer identification number

7	4	-	6	0	0	1	5	0	5
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Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶ *Melanie Jones* Date ▶ _____

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Greetings Adjudicator!

You will be judging a production of this script at the following contest:

Conf. 5A, Region II, Area 2
at Chaparral High School in Killeen on April 10.

4400 Chaparral Rd
Killeen, TX 76542

Travis Poe: Contest Manager

713-299-4872 cell

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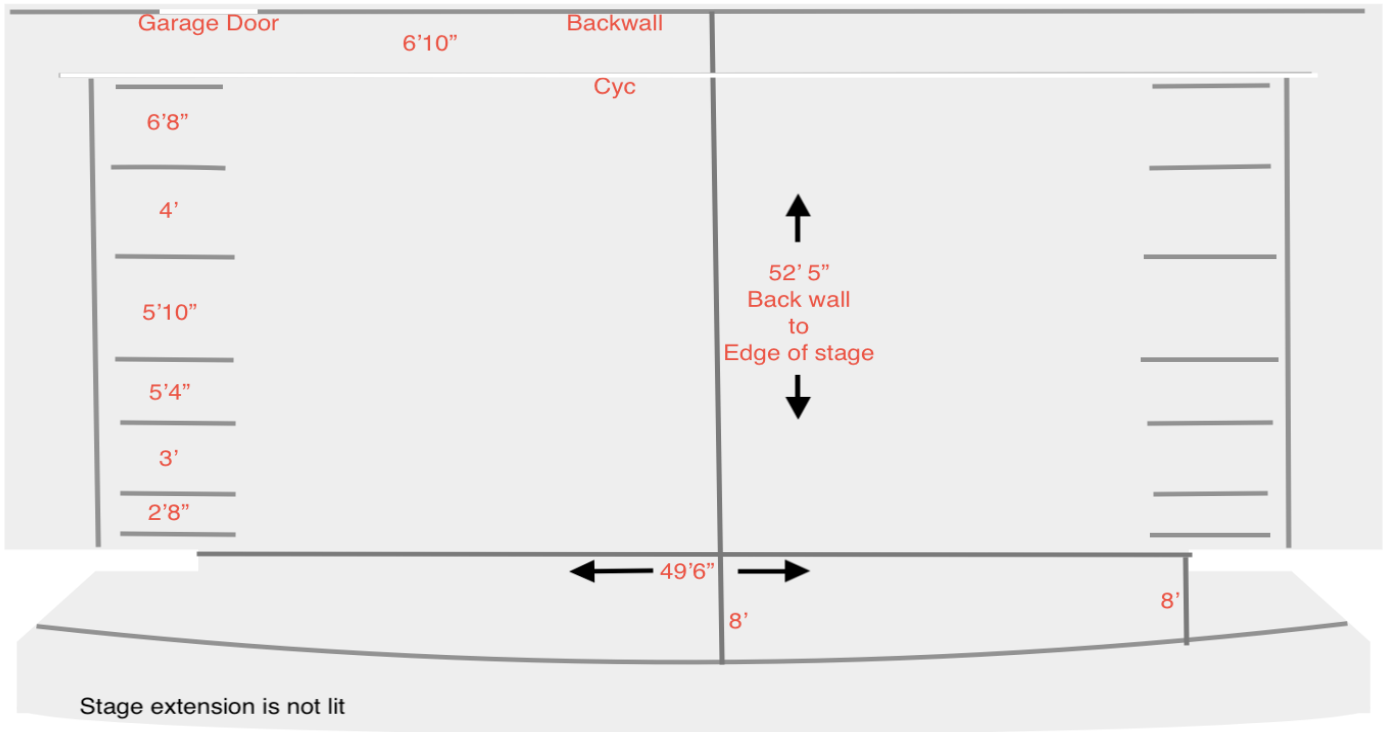
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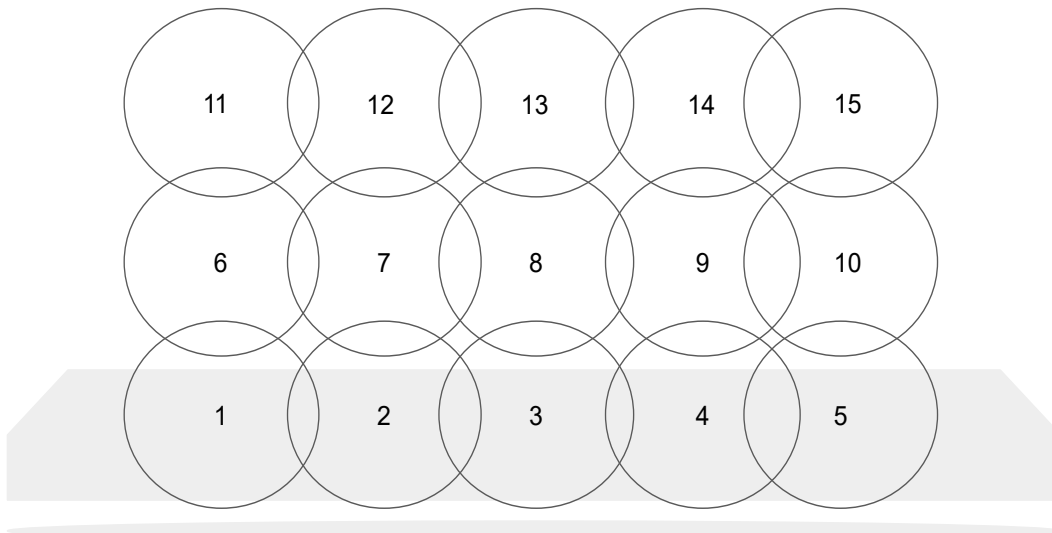
817-401-6530

Samantha.dunaway@killeenisd.org



CHS UIL Lighting Areas

Chaparral High School - KISD



There are also stage Cyc lights which can mix colors of your preference All lights are LED so mixing can be difficult at times.

