



**INDIANA
THESPIANS**

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

*Request for Quotes
Indiana Thespians
State Conference 2023*

The Indiana Thespians is seeking quotes from candidate venues for its 2023 State Conference. Though this is over a year and a half away, we want to secure sites for our events in order to give everyone enough notice.

About Indiana Thespians

The Indiana Thespians is the state-level organization of the Educational Theatre Association (EdTA). As the Indiana Thespians, we offer educational theatre experience for troupes of the International Thespian Society, another branch of the EdTA. This occurs in the form of a student leadership retreat, one-day Regional Thespian Conferences, and a three-day State Conference.

About the State Conference

The Indiana Thespians State Conference is a three-day event. During that time we host a play competition, individual acting, technical, design, and film competitions; a Tech Challenge--an event testing the mettle of student technicians; college scholarship auditions; Indiana Thespians scholarship auditions, and a host of workshops. We also offer colleges and vendors the opportunity to have booths set up to talk about their specialties with students and teachers alike.

Due to the comprehensive nature of our conference, we have many needs, which are detailed in this document.

Dates

The dates are dependent on the IMEA Conference and the ISSMA events in the state. Our target date is January 20-22, 2023.

Space Requirements

The following requirements are necessary in order to run our conference efficiently.

Auditorium

The majority of our events take place in this space: opening ceremonies, awards (which are given throughout the weekend), our play competition, and closing ceremonies.

- Capacity of 1200 minimum is required
- Prefer a loading dock that schools can easily unload set pieces off of trucks and into the building
- A podium and microphone is needed for opening ceremonies, awards Saturday night, and awards Sunday morning. We also need access to a projector and screen at times.

- Handheld wireless mics (minimum of two) should be available for introducing shows throughout the weekend
- Two long tables with table skirts (venue-embossed skirts are acceptable) for awards on Friday night, Saturday night, and Sunday morning
- Access to as many lavalier microphones as possible for those who are in the play competitions; some schools like to use them, while others do not.
- A general use or repertory light plot is recommended, with warm and cool systems that can be broken up to light individual areas of the stage; this will easily accommodate all of our shows

Space for Colleges and Vendors

We host about 20-30 colleges and theatre vendors during the conference. The college representatives are available to talk about opportunities for theatre in higher education, and the vendors are available to sell items or talk about services that they provide.

Rooms for Operating the Conference

In order for us to run the conference effectively, there are a few spaces that we will need for the adults and students who run the conference.

- Conference Office
 - Should be large enough for 20 or so people; while we don't always have that many people in there, we have supplies and materials for the conference
 - Needs to be near the auditorium; in the past, a classroom or other auxiliary room has worked well
 - This should be a room where food and drink are allowed to be consumed
- Student Thespian Officer Office
 - This should be large enough for 15-20 people
 - Our current STO's meet with those who are applying for the next term, so there could be up to 20 people in that room at once
 - This room should be near the auditorium as well, since the STO's are often on stage introducing shows and making other announcements
 - This room should be as close to the Conference Office as possible
 - This should be a room where food and drink are allowed to be consumed
- Play Judges' Room
 - This room should be as near the Auditorium as possible
 - There are 5 judges
 - The room should be equipped with tables and chairs for the judges to use as they complete their paperwork throughout the conference
 - This should be a room where food and drink are allowed to be consumed

Workshop Spaces

We host workshop sessions throughout the weekend. Each session will have about 5-6 different workshops running at the same time, with up to 12 needed at certain times of the conference.

Requirements for the rooms:

- Capacity of 30 or more (some workshop presenters will allow any number of people to observe, even if the presenter can only work with a limited number of participants)
- Close to the auditorium facility is preferred

- One or two rooms should have flooring that is good for dancing and/or movement workshops
- We sometimes have presenters that wish to do technical theatre workshops that require special equipment such as scenic painting, costuming, and lighting design. These types of workshops will require specialized rooms.
- Rooms that can be used multiple times throughout the weekend by various workshop presenters
- On Friday evening (about 7:30-10 PM), Saturday morning (about 8-10 and 10-noon) and Saturday evening (about 7:30-10 PM), we will need about 5 such rooms
- On Saturday afternoon (about 1-5:30; we run several different rounds of workshops), we will need about 12 rooms
- These should NOT overlap with the Individual Events rooms, as that event occurs during workshop sessions

Thespy Rooms

Part of our conference is hosting the state level of the International Thespian Excellence Awards (Thespys). These are individual acting and technical events. The Thespys are run throughout the weekend. For this part of our conference, our space needs are:

- 5 rooms available for use at the same time (one is the tabulation room)
- These rooms should be available from Friday evening through Saturday evening
- Each room can be the size of a standard classroom; the only people in the room are participants, coaches, and the judges
- While these rooms should be as close to the Auditorium as possible, due to the constant flow of people moving in and out, it is acceptable for there to be a short distance; in the past we have had these held in the building next door to the theatre building.
- 3-5 warmup rooms for students to practice in before their competition
- Keeping the rooms from being right next door to each other is ideal, as our students are great at projection, and we do not want to disrupt other events!

Thespian Scholarship Auditions/College Auditions

Another part of our conference is our Thespian Scholarship and College Auditions. The former event takes place Friday evening, and the latter on Saturday morning. Thus, the same space can be used for both. In the past, a tiered classroom space has worked very well for this event. However basic requirements for this space include:

- Space for about 45-50 adjudicators to sit and be somewhat spread out
- Have a space in the front of the room for the student to perform
- Have easy access for the students to enter and exit
- Be close to bathroom facilities for the adjudicators; we take 1-2 breaks and the closer they are to the facilities, the more quickly we can resume our work
- Be a space where food and drink are allowed; we offer refreshments for the adjudicators

Food Service -- We can outsource this if needed.

As part of our conference schedule, we provide lunch and dinner on Saturday. We also provide box lunches for some of our workers, such as our Tech Challenge staff.

- Utilizing cafeteria-style lines is acceptable

- We will work with the host on a system for tabulating how many meals are consumed to ensure accurate payment
- We will need to have accommodations for delegates who have dietary restrictions.

Additionally, we offer refreshments during the conference for the Indiana Thespians conference staff.

- Light snacks (meat/cheese tray, cookies, veggie trays) are good during Friday night and Saturday afternoon/evening, along with coffee, tea, and water
 - This is served in the conference office and hospitality rooms
 - Conference office serves about 15, the hospitality rooms serves about 50
- On Saturday morning, a light breakfast tray (danish/donuts) are good, along with coffee, tea, and water
 - This is served in the conference office and hospitality rooms
 - Conference office serves about 15, the hospitality rooms serves about 50

Parking

Most of the attending delegates will arrive in standard and mini school buses. The judges, guest artists, and workshop presenters will arrive in automobiles. While the buses do not need to park in the immediate Auditorium area, parking should be within easy walking distance for the bus drivers after dropping off the students.

Large Group Activity Space

Traditionally on Saturday evening there is a large group activity for the students and adult chaperones while the directors meet together in a separate room. We may need a large space for such an activity. Activity options include such things as: a dance, improv, karaoke, or a scavenger hunt. This would be determined together by Indiana Thespians and the conference host based on current needs and facilities available.

Costs

We understand that an event of this magnitude requires a significant amount of resources, from stagehands to food service, to utilities. As a not-for-profit, we strive to keep costs low for our members. As you submit a proposal, we ask that you also quote us for items that Indiana Thespians would need to pay for. Some venues have lower costs because they use our event as an opportunity to showcase their program for prospective students. Our goal is to find the best fit both in terms of accommodations as well as price.

Submitting a Quote

If you are interested in hosting, please fill out the Quote Page along with a quote of costs that Indiana Thespians would incur and email it to rpalasz@indianathespians.org. **We would like to secure our location as soon as possible.**

Questions should be directed to Ray Palasz at rpalasz@indianathespians.org.



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***Proposal to Host
Indiana Thespians
State Conference***

If you are interested in hosting our State Conference, please fill out this form, and submit a quote for any costs that Indiana Thespians would be charged for bringing our event to your location. Proposals should be emailed to rpalasz@indianathespians.org.

Venue Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

What date(s) are you able to host?

If there are items in the specifications that you are **UNABLE** to provide, please note them below. It may not disqualify you from hosting, but it will help us know what to expect.

By signing below, I affirm that our venue is able to host a State Conference according to the specifications and any exceptions listed above.

Contact Signature Date

By signing below, I, the supervisor of the contact listed above, affirm that our venue is able to host a State Conference according to the specifications and any exceptions listed above.

Supervisor Signature Date

Supervisor Printed Name Title