



INDIANA
THESPIANS

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

*Request for Quotes
Indiana Thespians
Regional Conference Sites*

The Indiana Thespians is seeking quotes from candidate venues for six sites for our Regional Conference sites in 2022. Though this is nearly a year 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 Regional Conference

The Indiana Thespians Regional Conference is a one-day event, held on several Saturdays in the fall in different locations throughout the state. During this event, approximately six schools are allowed 45 minutes to set up, perform, and strike a play of their choosing. A workshop session is held, candidate schools make presentations for our Honor Troupe Program, and an awards ceremony is held at the conclusion of the day.

Dates

We are looking for six sites for these conferences. They need not all happen on the same weekend. In fact, it is better if they are somewhat spread out because it allows schools flexibility in the Regional they attend. Typically the earliest Regional happens in late October, with most happening in November, and the latest one happening the first weekend in December.

General Schedule

Below is a general schedule that we would follow for six competing schools.

Time	Event
8:00-8:30	Registration
8:30-9:00	Welcome/Introduction of Judges
9:00-9:45	Play #1
9:45 - 10:30	Play #2
10:30-11:15	Play #3
11:15-12:15 PM	Lunch
12:15-1:00	Play #4
1:00-1:45	Play #5
1:45-2:30	Play #6
2:30-3:30	Workshops
3:30-4:00	Awards/Closing

Play Competition

Each competing school has 45 minutes to set up, perform, and strike their set. Three judges, provided by the host, will complete rubrics provided by Indiana Thespians to rank the schools to determine which will advance to the State Conference. After each play, the judges will do a brief (no more than 10 minutes) talk back to the company of the show at the front of the audience. Other schools may choose to move in and listen to the talkback. The purpose of the talkback is to allow everyone the opportunity to learn how the play was received by the judges and what improvements the judges felt would benefit the production. This is a learning experience for all.

Space Requirements

The following are requirements in order to run our regional conferences efficiently.

Auditorium

The majority of our events take place in this space: opening ceremonies, the play competition, and closing ceremonies.

- Capacity of 300 minimum is required; because we have several of these conferences throughout the state, rarely will there be more than 300 in attendance at any one location
- Prefer a loading dock that schools can easily unload set pieces off of trucks and into the building, but this is not required. Access for load in is a must.
- A podium and microphone should be available for opening ceremonies and the awards at the end of the day

- Handheld wireless mics (minimum of two) should be available for introducing shows throughout the weekend
- One long table with table skirt (venue-embossed skirts are acceptable) for awards at the end of the day
- Access to as many lavalier microphones as possible for those who are in the play competitions
- 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 backstage to load in two to three shows at a time; this will allow schools to start on time and for the conference to stay on time overall
- Technical support consultations before the conference for each competing school
- Technical support instruction/personnel during the conference for the technical crew from each school as they perform

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 adult and student leaders at the conference.

- Registration Table
 - A long table in the lobby of the theatre where schools check in
- Play Judges' Room
 - This room should be as near the Auditorium as possible
 - There are 3 judges who will need a place to store personal items during the day
 - 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
 - Water and snacks should be available as needed for the judges
- State Thespian Officer Office
 - This should be large enough for 4-8 people to store personal items and to meet and discuss state and conference business
 - This room should be near the auditorium
 - This should be a room where food and drink are allowed to be consumed
- Adult Hospitality Room
 - Capacity of no more than 15
 - We typically offer light refreshments in this space for the adults to take a brief break in the afternoon
 - This room should be as near the Auditorium as possible

Workshop Spaces

We host workshop sessions in the afternoon. ***The host school is generally responsible for securing workshop presenters. In the case of colleges and universities, one of the perks of hosting is having a chance to entice students to consider attending your school.***

- If you assume an average workshop participant capacity of 30, you will want to have between 5 -10 workshops available, depending on the number of delegates attending.

- The room needs for the workshops will be based on what topics are being presented.
- It is also good to have presenters who will allow delegates to observe, even if the presenter can only work with a limited number of students.
- Close to the auditorium facility is preferred
- Indiana Thespians will offer one workshop on preparing Individual Events for the State Conference.

Judges

Each regional location needs three qualified judges for the play competition. You will work with Indiana Thespians to secure qualified theatre professionals to serve as judges. There is a stipend that will be paid based on the number of plays judged.

- Judges should have either a degree in theatre or extensive performing arts background
- Judges should not be connected with any of the competing schools (Indiana Thespians can assist with this)
- Judges should understand the unique nature of secondary theatre productions
- Indiana Thespians can help with securing these judges

Food Service

Lunch service is necessary, but Indiana Thespians will work with each individual host and determine the best option in each situation. Many colleges and universities are under a food service contract that we must abide by. In the case of a high school host, a pre-arranged amount is given per registered delegate for whatever costs are incurred, including food. Whatever food service is determined will be agreed upon by both the host and Indiana Thespians.

- We will need to have accommodations for delegates who have dietary restrictions.
- Utilizing in-house cafeteria-style lines is acceptable.
- Catering food in from a local restaurant is acceptable.

Additionally, we offer refreshments in the hospitality room in the afternoon for the Troupe Directors and chaperones. ***This is provided by the host and may come out of the funds allocated to that host.***

What the host will provide

- Space as outlined in this document
- Technical support & technicians for the play competitions (before and during event)
- Lunch for all delegates
- Refreshments for the adult hospitality room in the afternoon
- Three judges for the play competition (Indiana Thespians is available to offer assistance if requested well in advance)
- Water and snacks as needed for the judges' room
- Coverage of any costs for facility usage.

What Indiana Thespians will provide:

- All awards
- State Thespian Officers (STOs) to introduce plays and participate in the opening and closing events
- All event registrations and materials
- At least one member of the Indiana Thespians Adult Executive Board to oversee the event
- Contracts for the judges to complete the day of the conference
- Payment of food costs for colleges/universities or a per registered delegate fee for high school hosts
- Payment to the judges
- Ballots for the judges
- Ballots for the Honor Troupe presentations

Submitting a Quote

If you are interested in hosting, please fill out the Quote Page and email it to rpalasz@indianathespians.org.

Questions should be directed to Regional and State Conference Co-Chairs Corrine Reed (creed@indianathespians.org) and Steve Pruitt (spruitt@indianathespians.org).



**INDIANA
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AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

*Proposal to Host
Regional Conference Sites*

If you are interested in hosting one of our Regional Conferences, 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? Offering a few options will help us best schedule our locations.

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 Regional Conference according to the specifications and any exceptions listed above. Additionally, any costs for hosting will be borne by our program, and not Indiana Thespians.

Contact Signature

Date

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

Supervisor Signature

Date

Supervisor Printed Name

Title