



You and members of your high school play cast will be attending the 2018 State Play Production Contest. Congratulations!

This letter includes information designed to assist you in planning for the contest.

**Cast/Crew Photo.** Make sure to have your cast/crew photo uploaded on your entry form. This photo will be used in the State Championship Program. \*\*Uploading works best if you use Chrome as your browser. File type: jpeg File size: 5 mb limit.

**Director:** Debra Velder, NSAA, [dvelder@nsaahome.org](mailto:dvelder@nsaahome.org),

**Managers:** Ben Ries – [benries@npsne.org](mailto:benries@npsne.org)  
Taryn Retzlaff – [tarynretzlaff@npsne.org](mailto:tarynretzlaff@npsne.org)  
Brad Hoelsing – [bradhoelsing@wausaschools.org](mailto:bradhoelsing@wausaschools.org)  
Traci Jeffrey and Rachel Reiser – [sports@visitnorfolkne.com](mailto:sports@visitnorfolkne.com)

**Site:** Johnny Carson Theatre, 801 Riverside Blvd, Norfolk, Nebraska

**Schedule:** All assignments were done by draw in the NSAA office.  
Time listed is the play's performance time (**not set-up**).

### **State Qualifiers Walk-Through**

Directors will have the opportunity to walk through Johnny Carson Theatre and look at stage dimensions, sound, and lighting. **PRIOR ARRANGEMENTS MUST BE MADE** by contacting the amazing Taryn Retzlaff at [tarynretzlaff@npsne.org](mailto:tarynretzlaff@npsne.org) if you plan to take advantage of the walk-through opportunity at the following times:

Tuesday, December 4 for Classes D1 and D2 – 7:00 p.m.-8:00 p.m.  
Wednesday, December 5 for Classes C1 and C2 – 7:00 p.m.-8:00 p.m.  
Thursday, December 6 for Class A and B – 7:00 p.m.-8:00 p.m.

**Registration.** Schools must be registered at the state contest by the school supervisor.

### **Contestants' and Directors' Admission.**

Cast members, tech crew and directors listed in the State Championship program will be permitted admission. Upon arrival, you will be greeted in the lobby by an assigned host that will assist you with your needs and escort you to the cast/crew area. A hand stamp that is good for admission to the performances within the class which you are competing will be provided by your host.

**Administrator Admission.** School administrators representing your school will be provided free admission to the plays within the class you are competing. Please provide those name(s) to [dvelder@nsaahome.org](mailto:dvelder@nsaahome.org) which will be included on a pass list to be located at the box office. **Bus drivers are not provided free admission.**

**Admissions.** \$7.00 for adults, \$5.00 for students (K-12). Admissions are for each session. All spectators will enter at the front entrance of the Johnny Carson Theatre. Spectators will be permitted to enter, exit and re-enter the theatre during the session for which they have paid. Spectators must exit the theatre at the conclusion of the Awards Presentation. Spectators will need to purchase a ticket for each session they wish to attend. No food or drink items are to be brought into the Johnny Carson Theatre. A “cry” room is available upon request.

**No one will be admitted into the theater once the performance begins. The theater will be cleared at the conclusion of the awards ceremony in each class.**

### 2018 NSAA State Schedule

*Building will open at 7:00 a.m. each day.*

Wednesday, December 5, 2018

	Class D2		Class D1
8:30 a.m.	Dist. D2-5 qualifier	2:15 p.m.	Dist. D1-2 qualifier
9:15 a.m.	Dist. D2-3 qualifier	3:00 p.m.	Dist. D1-1 qualifier
10:00 a.m.	Dist. D2-1 qualifier	3:45 p.m.	Dist. D1-6 qualifier
10:45 a.m.	Dist. D2-6 qualifier	4:30 p.m.	Dist. D1-3 qualifier
11:30 a.m.	Dist. D2-2 qualifier	5:15 p.m.	Dist. D1-5 qualifier
12:15 p.m.	Dist. D2-4 qualifier	6:00 p.m.	Dist. D1-4 qualifier

Thursday, December 6, 2018

	Class C2		Class C1
8:30 a.m.	Dist. C2-4 qualifier	2:15 p.m.	Dist. C1-3 qualifier
9:15 a.m.	Dist. C2-1 qualifier	3:00 p.m.	Dist. C1-1 qualifier
10:00 a.m.	Dist. C2-5 qualifier	3:45 p.m.	Dist. C1-2 qualifier
10:45 a.m.	Dist. C2-3 qualifier	4:30 p.m.	Dist. C1-6 qualifier
11:30 a.m.	Dist. C2-6 qualifier	5:15 p.m.	Dist. C1-4 qualifier
12:15 p.m.	Dist. C2-2 qualifier	6:00 p.m.	Dist. C1-5 qualifier

Friday, December 7, 2018

	Class B		Class A
8:30 a.m.	Dist. B-1 qualifier	2:15 p.m.	Dist. A-3 runner-up
9:15 a.m.	Dist. B-6 qualifier	3:00 p.m.	Dist. A-2 champ
10:00 a.m.	Dist. B-4 qualifier	3:45 p.m.	Dist. A-2 runner-up
10:45 a.m.	Dist. B-5 qualifier	4:30 p.m.	Dist. A-1 champ
11:30 a.m.	Dist. B-2 qualifier	5:15 p.m.	Dist. A-3 champ
12:15 p.m.	Dist. B-3 qualifier	6:00 p.m.	Dist. A-1 runner-up

#### **Contest Procedure.**

1. Three judges will judge plays and there will be no finals.
2. There will be NO oral critiques.
3. Awards will be presented immediately following the session.

**Weapons.** *(The NSAA and Norfolk Public Schools have the right to deny any item in the form of a weapon which has not been previously approved.)*

If your performance utilizes any item in the form of a weapon:

1. Contact the Norfolk High School, [tarynretzlaff@npsne.org](mailto:tarynretzlaff@npsne.org) prior to arrival at the Johnny Carson Theatre with a complete description of the weapon.
2. The weapon must be packaged and delivered to the designate at check-in.
3. The package which contains the weapon must be clearly identified with the school and director's name.
4. The package which contains the weapon will be taken by tournament staff backstage.
5. The school will request the package from the back stage crew.
6. At the completion of the performance, the weapon will be re-packaged and will exit the building with the school's tech crew back stage in the loading process.

### **Props and Equipment.**

1. Schools are responsible for providing their own props and equipment (i.e. power strips, sound system)
2. Props are to be removed immediately following the performance.
3. The flying of live actors, props or scenery in any format will not be allowed.
4. Glitter and/or confetti will not be allowed in the facility.
6. A rigging technician will be provided.

### **Make-Up Area.**

1. MAKE-UP WILL BE CONFINED TO THE SMALL GYM AREA.
2. Boys and Girls locker rooms are available.
3. Shower facilities are available.
4. Schools are responsible for their own valuables and for general clean-up.
5. The concession area bathrooms are **NOT** to be used as changing/make-up areas.
6. The use of aerosol sprays are restricted to the designated area at Door 15 outside of the small gym.

### **Lighting Booth.**

1. If needed, schools will be assisted by a technician to run the lights.
2. Participating schools will be allowed to have **two** individuals in the booth.
3. That person is to report to the booth 15 minutes prior to the school's scheduled performance time—NO EARLIER.
4. Available Equipment: 2 follow spots

### **Sound Booth**

Available Equipment: 1 5-Disc CD Player, 1 Mixing Console and Main P.A. amp/speakers  
Both a computer and tablet can hook up to the system. A computer connection would be preferable to an iPad, etc. Both connections would need to be wired into the system and not wireless!

**NOTE: There is communications from all booths to backstage.**

**Loading/Unloading. Please check in with Contest Management before parking trucks and trailers at loading dock and before unloading.**

Equipment vehicles will **unload and reload** theatre props, etc., at the loading dock located on Walnut Street.

Please adhere to the attached Loading Dock Schedule and do not block an entrance.

### **Parking.**

Buses/vans will drop students off at the front entrance (801 Riverside Blvd.) to Johnny Carson Theatre for check in with their assigned host. Vehicles must then exit to the East Parking Lot immediately.

Buses/Equipment vehicles wishing to park for an extended period of time will be instructed to park at the Kings' Entertainment Center on the east side of Riverside Blvd., across from Norfolk High School. General admission parking is available in the East Parking Lot located on the east side of Norfolk High School. The street address is 801 Riverside Blvd., which can be reached by following N. 4<sup>th</sup> St., which becomes Riverside Blvd.

Over-flow parking is available at lots on the east side of Riverside Blvd. near the tennis court and King's Entertainment Center.

The east parking lot is handicap accessible.

### **Support Help.**

There will be a deck-hand/technical assistant on the stage to guide you in the use of the facilities. They will not help you with your own production's scenery or equipment.

Doorkeepers will be available, as well as signs that will indicate, "PLAY IN PROGRESS--DO NOT ENTER."

### **Awards.**

1. A trophy will be presented to the champion and runner-up play in each class.

2. Medals may be awarded to the outstanding male and female performer in each class.

*Procedure for determining outstanding performance recognition: In determining outstanding performers, each judge may nominate up to three individuals in each cast. Judges are not obligated to nominate performers if you do not feel there are cast members worthy of a nomination. At the conclusion of the session, the judges will be provided with a list of outstanding performers that received a nomination from each judge. Independently, each judge will rank the performers on this list. Each performer that receives three nominations will receive an Outstanding Performer Certificate and will be asked to come onto the stage. The male performer and female performer with the lowest rank will each be recognized for their outstanding performance with a gold medal.*

3. A special award will be given to the director of the school winning the contest in each class.

4. A certificate will be awarded to one student tech crew in each class that exemplifies outstanding cooperation, technical skill, organization and neatness as evaluated by the back stage crew.

Attached is the rubric to be used in evaluating the student tech crews.

5. The Awards Ceremony will be televised/webcast.

### **Ballots.**

Paper ballots will be utilized. After the awards ceremony, ballots will be available for coaches to pick-up.

**T-Shirts & Programs.** State Contest t-shirts and programs can be purchased at Custom Sports booth in the Johnny Carson Theatre Lobby.

**Concessions.** A concession stand will be available at Norfolk High School. No concessions stand items will be allowed in any part of the Johnny Carson Theatre. Concessions are expected to be consumed in the student lobby located near the concession stand.

### **Restrooms.**

Available in the lobby of the Johnny Carson Theatre, the concession stand lobby area and a family restroom is also available in the concession stand lobby area.

**Cast & Crew Area.** A gymnasium located between the concession stand and locker rooms will serve as an area for casts when not in the theatre. The entire gym is available for participating schools and must be exited following each session. The gym will be supervised; however, schools will be responsible for their valuables. Schools are asked to remove their items from their assigned area in a timely manner.

**Webcasting.**

News Channel Nebraska TV35 (NCN35) is arranging to air live those school performances that have received permission to do so.

A copy of the correspondence granting your school permission to have your production aired must be provided to the NSAA no later than **Tuesday, December 4** so that plans can be finalized to spotlight your students on NCN35 .

**Videotaping.**

A school may only video tape their school's performance. An area in the upper seating has been designated for this purpose. You will be responsible for your needs, i.e. extension cords, power strips, etc. Please instruct any individual that plans to video tape your school's performance that they will need to do this from the upper seating area.

**Service Animals.** Norfolk High Schools policy in regard to service animals is included in this transmission.

**Callam Photography**

The NSAA has arranged to have a photographer in attendance at the State Play Production Contest to take a professional photo of your cast. Cast shall be in costume. Schools shall indicate if they wish to have their photos taken before or after their performance on the enclosed form.

The photographer will also photograph the champion and runner-up cast on stage at the conclusion of the awards ceremonies.

**Reimbursement to School**

Activities Director shall access this form via their AD login page. Scroll down to the bottom section labeled "Other Forms." Click on Other Forms to open that section, and then click on the link for "Reimbursement Forms for State Championships." This will open a screen that will allow you to complete reimbursement forms for any activity for which you have qualified for State. Once you've submitted a reimbursement form, this screen is also where you will be able to see your submission.

Schools are responsible for their own valuables.

Best of luck at the State Play Production Contest!

Nebraska School Activities Association

State Play Production Awards Script

The Nebraska School Activities Association presents 10 individual championship medals to the championship cast and 10 individual runner-up medals to the runner-up cast. We are asking that you identify the 10 individuals in your cast to receive these medals if your school should finish champion or runner-up. After these individuals are called up on stage and presented their medals, the remainder of your cast will be asked up on the stage to receive the respective trophy for your school.

School \_\_\_\_\_

Director \_\_\_\_\_

The following cast members will receive medals:

Name	(Pronunciation)
1. _____	( _____ )
2. _____	( _____ )
3. _____	( _____ )
4. _____	( _____ )
5. _____	( _____ )
6. _____	( _____ )
7. _____	( _____ )
8. _____	( _____ )
9. _____	( _____ )
10. _____	( _____ )

**Please present this form to the theatre supervisors.**

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

**STATE PLAY PRODUCTION LOADING & UNLOADING SCHEDULE**

Walnut Street Entrance (south side of Norfolk High School)

**Wednesday, December 5**

Class D2				Class D1			
Unload	Set-up	Performance	Reload	Unload	Set-up	Performance	Reload
7:45 am	8:15 am	8:30 am	9:00 am	1:15 pm	1:45 pm	2:15 pm	2:45 pm
8:00 am	9:00 am	9:15 am	9:45 am	2:00 pm	2:30 pm	3:00 pm	3:30 pm
8:45 am	9:45 am	10:00 am	10:30 am	2:45 pm	3:15 pm	3:45 pm	4:15 pm
9:30 am	10:30 am	10:45 am	11:15 am	3:30 pm	4:00 pm	4:30 pm	5:00 pm
10:15 am	11:15 am	11:30 am	12:00 pm	4:15 pm	4:45 pm	5:15 pm	5:45 pm
11:00 am	12:00 pm	12:15 pm	12:45 pm	5:00 pm	5:30 pm	6:00 pm	

**Thursday, December 6**

Class C2				Class C1			
Unload	Set-up	Performance	Reload	Unload	Set-up	Performance	Reload
7:45 am	8:15 am	8:30 am	9:00 am	1:15 pm	1:45 pm	2:15 pm	2:45 pm
8:00 am	9:00 am	9:15 am	9:45 am	2:00 pm	2:30 pm	3:00 pm	3:30 pm
8:45 am	9:45 am	10:00 am	10:30 am	2:45 pm	3:15 pm	3:45 pm	4:15 pm
9:30 am	10:30 am	10:45 am	11:15 am	3:30 pm	4:00 pm	4:30 pm	5:00 pm
10:15 am	11:15 am	11:30 am	12:00 pm	4:15 pm	4:45 pm	5:15 pm	5:45 pm
11:00 am	12:00 pm	12:15 pm	12:45 pm	5:00 pm	5:30 pm	6:00 pm	

**Friday, December 7**

Class B				Class A			
Unload	Set-up	Performance	Reload	Unload	Set-up	Performance	Reload
7:45 am	8:15 am	8:30 am	9:00 am	1:15 pm	1:45 pm	2:15 pm	2:45 pm
8:00 am	9:00 am	9:15 am	9:45 am	2:00 pm	2:30 pm	3:00 p.m.	3:30 pm
8:45 am	9:45 am	10:00 am	10:30 am	2:45 pm	3:15 pm	3:45 p.m.	4:15 pm
9:30 am	10:30 am	10:45 am	11:15 am	3:30 pm	4:00 pm	4:30 p.m.	5:00 pm
10:15 am	11:15 am	11:30 am	12:00 pm	4:15 pm	4:45 pm	5:15 p.m.	5:45 pm
11:00 am	12:00 pm	12:15 pm	12:45 pm	5:00 pm	5:30 pm	6:00 p.m.	



Service Animals  
Norfolk Public Schools Policy No. 1260, Article 1

Individuals with a disability shall be permitted to use a service animal on school premises as and to the extent provided by law.

#### 1. Definition of Service Animal

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are in certain circumstances entitled to similar treatment.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks that a service dog may perform to meet this definition include:

- Navigation: assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting: alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Protection: providing non-violent protection or rescue work,
- Pulling: pulling a wheelchair,
- Seizure: assisting an individual during a seizure,
- Allergens: alerting individuals to the presence of allergens,
- Retrieving: retrieving items such as medicine or the telephone,
- Physical support: providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Interrupting behaviors: helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Work or tasks that are excluded from meeting the definition are:

- Guard dogs: the crime deterrent effects of an animal's presence and
- Companion dogs: the provision of emotional support, well-being, comfort, or companionship.

#### 2. Permit Presence of Service Animals

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal in training. The individual may not be required to pay an extra fee for the service animal to attend events for which a fee is charged.

Service animals may be excluded from school premises if:

- a. The service animal is out of control and the service animal's handler does not take effective action to control it;
- b. The service animal is not housebroken; or
- c. The presence of the service animal poses a direct threat to the health or safety of others. To determine whether a "direct threat" exists, an "individualized assessment" is to be made to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

#### 3. Control of the Service Animal.

The service animal must be under the control of its handler. In most cases, the dog must have a harness, leash, or other tether. The service animal does not need to be on a leash, however, if the handler is unable because of a disability to use a leash. A leash is also not required if it would interfere with the service animal's safe, effective performance of work or tasks. If either of the leash exceptions applies the service animal must be under the handler's control via voice control, signals, or other effective means.

#### 4. Responsibility for Care or Supervision.

The school district is not responsible for the care or supervision of the service animal. The individual with the service animal shall be liable for any damage done to the premises or facilities or to any person by such animal.

#### 5. Inquiries.

When addressing a service animal matter, staff shall not ask about the nature or extent of the person's disability.

Staff may not ask questions about the dog's qualifications as a service animal when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability. Examples include where the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

Where it is not readily apparent that the dog qualifies as a service animal, staff may ask if the dog's presence is required because of a disability and what work or task the dog has been trained to perform. Staff may not require documentation, such as proof that the dog has been certified, trained, or licensed as a service animal.

Legal Reference: Americans with Disabilities Act of 1990 (ADA), 28 CFR §28.104 and §35.136; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Neb. Rev. Stat. §§20-126.01 and 20-127





Directors:

The Norfolk Area Visitors Bureau, Norfolk Area Sports Council, and Norfolk Public Schools are pleased to be your hosts for the Nebraska School Activities Association Play Production Championships.

This year's championships will be held at Johnny Carson Theatre on Dec. 5-6-7, 2018.

The properties listed below are corporate sponsors of the Norfolk area Sports Council and are preferred.

**Please visit our website and click on the Sponsors link: [www.sportsinnorfolk.com](http://www.sportsinnorfolk.com).**

- Norfolk Lodge & Suites, 4200 W. Norfolk Ave, 402-379-3833
- Holiday Inn Express, 920 S. 20<sup>th</sup> St., 402-379-1524
- Hampton Inn, 904 S. 20<sup>th</sup> St., 402-379-3585
- Rodeway Inn, 2206 Market Lane, 402-371-9779

Additional properties include:

- Norfolk Country Inn, 1201 S. 13<sup>th</sup> St., 402-371-4430
- New Victorian Inn, 1001 Omaha Ave., 402-379-3035
- Super 8, Jct. Hwy 81/Omaha Ave., 402-379-2220
- Eco Lux Inn, 1909 Krenzien Dr., 402-371-7157
- Comfort Ridge Inn & suites, Madison, NE, 402-454-2102

The Norfolk Area Visitors Bureau is available for assistance as needed during the office hours of 8 a.m. until 5 p.m. Monday through Friday. We can be reached at (402) 371-2932 or by email: [Sports@VisitNorfolkNE.com](mailto:Sports@VisitNorfolkNE.com).

Thank you.



The Norfolk Area Visitors Bureau, Norfolk Area Sports Council, Norfolk Public Schools and the City of Norfolk are pleased to be your hosts for the Nebraska School Activities Association Play Production Championships.

We are pleased to announce that this year's awards' ceremonies for all six classes will be televised live on News

Channel Nebraska TV. Check your local listing for your local NCN channel with your cable provider.

Viewers not able to view live TV coverage can watch livestream coverage. Livestream coverage is available at this website: [www.ncnsportsnow.com](http://www.ncnsportsnow.com).

Live coverage will begin at the conclusion of each class's sixth performance in Class B, C1, C2, D1 and D2. The Class A coverage will begin at the conclusion of its fourth performance. A complete schedule is available on the NSAA's website: [www.nsaahome.org](http://www.nsaahome.org).

News Channel Nebraska will cover any plays that copyright permit (based on availability), scheduled to be determined.

Johnny Carson Theatre, on the campus of Norfolk Senior High School, will be hosting the 2017, 2018 and 2019 championships.

The Norfolk Area Visitors Bureau is available for assistance as needed during the office hours of 8 a.m. until 5 p.m. Monday through Friday. We can be reached at (402) 371-2932 or by email: [sports@visitnorfolkne.com](mailto:sports@visitnorfolkne.com).

Best of luck.