



# BROADWAY DALLAS

HSMTA

## 2023/2024 TECH AWARD HANDBOOK

Updated 8/14/2023

Broadway Dallas  
Education and Community Partnerships  
BROADWAYDALLAS.ORG

*\*All information included in this handbook is subject to change with or without notice to participants. \**

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## INTRODUCTION

### **ABOUT US**

Broadway Dallas, formerly Dallas Summer Musicals, is the preeminent nonprofit presenter of Broadway theatre in North Texas. Broadway Dallas produces, presents, and promotes excellence in live musical theatre with year-round performances for diverse audiences of all ages, impacting the lives of children and families through community outreach and education and enriching the cultural landscape of Dallas/Fort Worth, North Texas and the Southwest Region.

### **HIGH SCHOOL MUSICAL THEATRE AWARDS HISTORY**

Graciously founded by Leah & Jerry Fullenwider, Broadway Dallas launched the High School Musical Theatre Awards in 2011 with an inaugural group of 33 High Schools. Over the past 13 years Broadway Dallas HSMTA has evolved into a statewide network (and beyond)!

### **ABOUT THE PROGRAM**

The Broadway Dallas High School Musical Theatre Awards aim to inspire and honor excellence in high school musical theatre, and to recognize the importance of musical theatre and arts education within the North Texas community. This regional program culminates at the Music Hall with an awards ceremony, modeled after the Tony Awards®, to recognize outstanding musical theatre productions, students, and educators and award more than \$60,000 in scholarship funds to help students achieve their educational goals and professional dreams. In addition, the winners of the Outstanding Lead Performer award have the opportunity to participate in the National High School Musical Theatre Awards® (Jimmy Awards) in New York City.

The Broadway Dallas HSMTA Program has the following goals:

- To visibly and powerfully impact area high school students and educators, their school communities, and their families by encouraging and recognizing student excellence in musical theatre productions.
- Support high school musical theatre programs by providing educational opportunities and constructive feedback
- Advocate for the importance of musical theatre arts education in high schools
- Build a high school musical theatre community throughout North Texas
- Develop musical theatre audiences of tomorrow

### **HOW IT WORKS**

Schools are invited to register for the program each fall. Once a school is registered, students and teachers receive exclusive access to a catalogue of learning opportunities, including:

- **Adjudication** – a team of performing arts professionals attend your musical to provide written feedback in all areas of design, performance, direction, tech, musical direction, choreography, and more.
- **Awards** – your musical will be considered for various awards as a part of the adjudication process.
- **Ceremony** – join us for the annual Tony Awards®-style celebration featuring student performances, awards, scholarships and much more.
- **The Jimmy Awards** – winners of the Outstanding Lead Performer award will go on to compete at the Broadway League’s Jimmy Awards in NYC (all expenses paid).
- **Scholarships** – each year Broadway Dallas distributes more than \$60,000 in scholarship funds to HSMTA participants to help them achieve their educational goals and professional dreams.

- **Showcases** – students are invited to participate in these educational opportunities that'll help them gain audition experience by performing for local directors, producers, playwrights, and casting directors.
- **Show Tickets** – be notified when free or discounted tickets to Broadway touring shows are available.

#### PROGRAM PARTNERS

# THE National High School Musical Theatre Awards JIMMY AWARDS®

The Broadway Dallas High School Musical Theatre Awards is an official regional award program of The National High School Musical Theatre Awards (Jimmy Awards).



BDO is the official accounting partner of the Broadway Dallas High School Musical Theatre Awards.

## **BROADWAY DALLAS RECOGNITION, VALUES, AND COMMITMENTS STATEMENT**

Broadway Dallas recognizes that existing systems, including portions of its own, grant privilege and access unequally due to systemic racism and prejudice ingrained in our society. These systems continue to have disproportionate negative consequences on historically underrepresented communities, including BIPOC, LGBTQ+, and many others.

Broadway Dallas values equity, diversity, inclusion, and access and commits to ensuring those values are fully reflected and upheld in Broadway Dallas' public-facing programming as well as internal processes and policies.

As a leader in its field and a vital part of the community, Broadway Dallas will:

1. affirm the dignity of historically underrepresented communities and
2. continuously work in partnership with these communities to ensure their equitable inclusion in the nonprofit organization's work.

This commitment extends to Broadway Dallas' partners who shall be like-minded nonprofit, civic and other entities and individuals that share these values and support Broadway Dallas' mission. Broadway Dallas will not waiver in our support for what is right and fair for our employees, artists, community, and our nation.

### **What this means for HSMTA**

- We ask each school to provide a detailed budget in order to help inform our adjudicators on each individual school's available resources.
- We use a tiered system that allows for lower income schools and underfunded programs to participate at low to no cost.
- Adjudicators are required to take an anti-bias training course.
- We host annual Showcases, offer free Headshots, and resume assistance to help students prepare to enter the workforce as theatre makers and creators.

## SCENIC DESIGN

### **ELIGIBILITY**

The Broadway Dallas HSMTA program seeks to recognize student achievement in scenic design. Student designers must meet the following criteria to be eligible:

1. Design and execute a fully realized set for a musical production that will be adjudicated in the Broadway Dallas HSMTA Award program of the same year.
2. Student designer must be a 9th-12th grade student enrolled at the school presenting the production. Schools may be considered if a faculty member is the designer, but no outside contractors will be accepted.
3. No more than 30% of the scenery or props may be rented, purchased as final product, or borrowed.
4. A student crew MUST be responsible for at least 50% of the construction labor to be considered eligible in this category.

The production adjudication and portfolio presentation scores will be combined to determine the winner in this category.

### Schools Are Not Eligible If

Productions that use a professional scenic designer (someone other than a district faculty member and/or student) are ineligible for the Outstanding Scenic Design category. Schools that rent, purchase as final product, or borrow more than 30% of their scenery or props are ineligible for the Outstanding Scenic Design category. Any outside design concepts included in the show must also be included in the 30%. Students MUST be involved in at least 50% of the design/construction labor to be considered eligible in this category.

### Portfolio Requirements

Scenic Design Portfolios should include:

1. Scale Model
    - a. Physical or digital scale model or rendering of the set

or

    - b. 3 different views of an integral set piece (ex: house, a large stair case, a moving piece, etc)
- Both options must include:
- Includes at least one human figure to show scale.
  - Title block included with:
    - Musical title
    - Author(s)/Composer(s)
    - Performance dates and facility
    - Scale
    - Designer's name(s)
2. A digital portfolio of support materials including:
    - a. A design statement describing the design concept as it relates to the themes of the show. Include research, such as given circumstances, genre, setting, artistic and practical needs that impact design choices, sources of inspiration for style and color palette.
    - b. Budget requirements, logistics, and other considerations.

- c. Images of the build process
  - d. A full stage photo of every unique scene change or “look”.
3. A three-to-five-minute live ZOOM presentation summarizing the design and execution process. Judges will have up to 5 minutes to ask questions or engage in discussion following the presentation. In addition to a portfolio summary and model sharing, the presentation may include:
  - a. Process to determine concept and key collaborations.
  - b. Challenges that had to be overcome and adjustments that were made.
  - c. Safety considerations.
  - d. Process to execute design.

### **IMPORTANT DATES**

Digital Portfolio and Model (either digital or physical) Due Date  
ALL Zoom Interviews

Friday March 15, 2024  
Saturday March 23, 2024

## **LIGHTING DESIGN**

### **ELIGIBILITY**

The Broadway Dallas HSMTA program seeks to recognize student achievement in lighting design. Student designers must meet the following criteria to be eligible:

1. Design and execute a lighting design for a musical production that will be adjudicated in the Broadway Dallas HSMTA Award program of the same year.
2. Student designer must be a 9th-12th grade student enrolled at the school presenting the production. Schools may be considered if a faculty member is the designer. But no outside contractors will be accepted.
3. A student crew **MUST** be responsible for at least 50% of the construction labor to be considered eligible in this category.

The production adjudication and portfolio presentation scores will be combined to determine the winner in this category.

### **Schools Are Not Eligible If**

Productions that use a professional lighting designer (someone other than a district faculty member and/or student) are ineligible for the Outstanding Lighting Design category. Students **MUST** be involved in at least 50% of the design/construction labor to be considered eligible in this category.

### **Portfolio Requirements**

Lighting Design Portfolios should include:

1. Light Plot
  - a. Physical or digital light plot. Can be done by hand, on vectorworks, sketchup, canva, etc.
  - b. Includes lighting instruments, dimmers, hookups, data for rigging lights (at least 5 instruments).
  - c. Title block included with:
    - i. Musical title
    - ii. Author(s)/Composer(s)
    - iii. Performance dates and facility
    - iv. Designer’s name(s)
2. A digital portfolio of support materials including:



- a. A design statement describing the design concept as it relates to the themes of the show. – Include any research, such as given circumstances, genre, setting, artistic and practical needs that impact design choices, sources of inspiration for style and color palette.
  - b. Budget requirements, logistics, and other considerations.
  - c. A full stage photo of a minimum of 2 unique lighting changes or “looks”
3. A three-to-five-minute live ZOOM presentation summarizing the design and execution process. Judges will have up to 5 minutes to ask questions or engage in discussion following the presentation. In addition to a portfolio summary and model sharing, the presentation may include:
- a. Process to determine concept and key collaborations.
  - b. Challenges that had to be overcome and adjustments that were made.
  - c. Safety considerations.
  - d. Process to execute design.

### **IMPORTANT DATES**

Digital Portfolio and Model (either digital or physical) due date  
Zoom Interviews

Friday March 15, 2024  
Saturday March 23, 2024

### **COSTUME DESIGN**

#### **ELIGIBILITY**

The Broadway Dallas HSMTA program seeks to recognize student achievement in costume design. Student designers must meet the following criteria to be eligible:

1. Design and execute fully realized costumes for a musical production that will be adjudicated in the Broadway Dallas HSMTA Award program of the same year.
2. Student designer must be a 9th-12th grade student enrolled at the school presenting the production. Schools may be considered if a faculty member is the designer. But no outside contractors will be accepted.
3. No more than 30% of the costumes may be rented, purchased as final product, or borrowed.
4. A student crew **MUST** be responsible for at least 50% of the construction labor to be considered eligible in this category.

The production adjudication and portfolio presentation scores will be combined to determine the winner in this category.

#### **Schools Are Not Eligible If**

Productions that use a professional costume designer (someone other than a district faculty member and/or student) are ineligible for the Outstanding Costume Design category. Students **MUST** be involved in at least 50% of the design/construction labor to be considered eligible in this category and no more than 30% of the costumes can be bought or rented.

#### **Portfolio Requirements**

Costume Design Portfolios should include:

1. Costume Renderings
  - a. Five costume renderings included.
  - b. Renderings are digital or hand-drawn, detailed, at least 8 inches tall, and full color.
  - c. Renderings presented in a portfolio or on a display board.
  - d. Title block included with each rendering, specifying:



- i. Musical title
    - ii. Author(s)/Composer(s)
    - iii. Performance dates and facility
    - iv. Character’s name, act, and scene
    - v. Designer’s name
  - e. Template or traced character forms are used if needed.
  - f. Renderings represent different characters or costume changes for one character.
2. Digital Portfolio of Support Materials
- a. A design statement describing the design concept and its relation to the themes of the show.
  - b. Research included on given circumstances, genre, setting, and artistic/practical needs impacting design choices.
  - c. Sources of inspiration for style and color palette.
  - d. Budget requirements, logistics, and other considerations are detailed.
  - e. Costume plot for chosen 5 characters.
  - f. Shows costume changes and indicates when they occur.
  - g. Images of final products and/or production photos of costumes in use for 5 chosen characters/Looks.
3. LIVE ZOOM PRESENTATION (3-5 MINUTES)
- a. Summarizes the design and execution process.
  - b. Presentation prepared for a portfolio summary and model sharing.
  - c. Includes discussion on:
  - d. Process to determine concept including influence of the script and director.
  - e. Challenges and adjustments made during the process.
  - f. Considerations to unify all design elements in the show (set, lights, costumes, etc.).
  - g. Safety considerations.
  - h. Process to execute the design.
  - i. Prepared for up to 5 minutes of questions or discussion following the presentation.

**IMPORTANT DATES**

Digital Portfolio and Model (either digital or physical) due date  
Zoom Interviews

Friday March 15, 2024  
Saturday March 23, 2024

**SOUND DESIGN**

**ELIGIBILITY**

The Broadway Dallas HSMTA program seeks to recognize student achievement in sound design. Student designers must meet the following criteria to be eligible:

1. Design and execute a fully realized sound design for a musical production that will be adjudicated in the Broadway Dallas HSMTA Award program of the same year.
2. Student designer must be a 9th-12th grade student enrolled at the school presenting the production. Schools may be considered if a faculty member is the designer. But no outside contractors will be accepted.
3. A student crew MUST be responsible for at least 70% of the mics, sound board, and mixing to be considered eligible in this category.

The production adjudication and portfolio presentation scores will be combined to determine the winner in this category.

### Schools Are Not Eligible If

Productions that use a professional sound designer (someone other than a district faculty member and/or student) are ineligible for the Outstanding Sound Design category. Students MUST be involved in at least 70% of the mic tracking, sound board, and mixing to be considered eligible.

### Portfolio Requirements

Sound Design Portfolios should include:

1. Digital Portfolio of Support Materials
  - a. Design statement describing the design concept and its relation to the themes of the show.
  - b. Research included on given circumstances, genre, setting, and artistic/practical needs impacting design choices.
  - c. Sources of inspiration for style and color palette.
  - d. Budget requirements and other considerations.
  - e. Mic Sheet.
  - f. Mic Plot.
  - g. Images of equipment used and wiring. A design statement describing the design concept and its relation to the themes of the show.
  - h. Optional: Added Sound Bites
2. Live ZOOM Presentation (3-5 minutes)
  - a. Summarizes the design and execution process.
  - b. Presentation prepared for a portfolio summary and model sharing
  - c. Includes discussion on:
    - d. Process to determine concept including influence of the script and director.
    - e. Challenges and adjustments made during the process.
    - f. Considerations to unify all design elements in the show (set, lights, costumes, etc.).
    - g. Safety considerations.
    - h. Process to execute the design.
  - i. Prepared for up to 5 minutes of questions or discussion following the presentation.

### **IMPORTANT DATES**

Digital Portfolio and Model (either digital or physical) due date  
Zoom Interviews

Friday March 15, 2024  
Saturday March 23, 2024

### **STAGE MANAGEMENT**

#### **ELIGIBILITY**

The Broadway Dallas HSMTA program seeks to recognize student achievement in stage management. Student stage managers must meet the following criteria to be eligible:

1. Stage Manager from pre-production to post-production for a musical production that will be adjudicated in the Broadway Dallas HSMTA Award program of the same year.
2. Student stage manager must be a 9th-12th grade student enrolled at the school presenting the production. Schools may be considered if a faculty member is assisting the student. But no outside contractors will be accepted.

The production adjudication and portfolio presentation scores will be combined to determine the winner in this category.

#### Schools Are Not Eligible If

Productions that use a professional stage manager (someone other than a district faculty member and/or student) are ineligible for the Outstanding Stage Management category.

#### **Portfolio Requirements**

Stage Management Portfolios should include:

1. Digital or Physical Portfolio of Support Materials
  - a. Bulleted list of duties performed as stage manager (rehearsal, performances, outside work).
  - b. Two pictures of prompt book pages with blocking notation and technical cues.
  - c. A photo of students working with equipment.
  - d. Two-minute video of Stage Manager calling show.
  - e. Additional production documents (if available): Props list, costume change plot, rehearsal calendar, call sheets, rehearsal reports, scene change assignments, line notes, mic assignments.
  - f.
2. Live ZOOM Presentation (3-5 minutes)
  - a. Presentation prepared for a portfolio summary and Discussion
  - b. Includes:
    - i. Challenges and adjustments made.
    - ii. Unification considerations for all design elements and logistics (set, lights, costumes, etc.).
    - iii. Safety considerations.
    - iv. Prepared for up to 5 minutes of questions or discussion.

#### **IMPORTANT DATES**

Digital Portfolio and Model (either digital or physical) due date  
Zoom Interviews

Friday March 15, 2024  
Saturday March 23, 2024

## **PORTFOLIO PREP SESSIONS**

If students are seeking assistance in putting together their portfolios, Broadway Dallas will host multiple virtual prep sessions aimed at answering any questions the students have and ensuring that student designers have all necessary documents.

| <b>Date</b>                | <b>Event</b>                                 |
|----------------------------|--|
| Thursday, November 9, 2023 | Fall Prep Session – Open to all Categories   |
| Monday, December 4, 2023   | Winter Prep Session – Open to all Categories |
| Monday, January 22, 2024   | Stage Management Prep Session                |
| Monday, January 29, 2024   | Winter Prep Session – Open to all Categories |
| Sunday, February 11, 2024  | Spring Prep Session – Open to all Categories |
| Friday, March 15, 2024     | Digital Portfolios and Model Due             |
| Saturday, March 23, 2024   | Zoom Interviews                              |

## **CONTACT INFORMATION**

Questions? Comments? Need more information? Please contact us at [awards@dallassummermusicals.org](mailto:awards@dallassummermusicals.org). You can also reach out to Broadway Dallas' Education & Community Partnerships staff directly using the contact information below. We are always happy to hear from you!

### **BROADWAY DALLAS EDUCATION & COMMUNITY PARTNERSHIPS STAFF**

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