

Preparing for the Festival DTM EXPO

Festival 57, February 4-8, 2025

Region IV - Southeast

Design, Technology, and Management (DTM) Expo will be an in-person event but will include digitally submitted projects from students. All students will be asked to submit their work for entry into the expo via a Google Site. In addition, we will ask students to bring a physical display to the festival to share with everyone. We will provide a table for the displays, and electricity to as many students as we are able.

Checklist to participate in the DTM Expo:

1) REGISTER FOR THE (whole) FESTIVAL

Each student must be individually registered for the Festival as a whole. Please, check with your school about how this works for you and your program

2) REGISTER FOR DTM EXPO at the Festival:

Click the REGISTER FOR DTM link on the KCACTF region 4 DTM page, and fill out all of your registered for the festival. If you are submitting multiple projects, then EACH project needs to be registered separately.

3) CREATE YOUR GOOGLE SITE:

Please read this entire document for details on how to show your work through a google site, which will be submitted in the google form below by the submission deadline. Details can be found above and with the google site tutorial videos on the DTM page.

4) SUBMIT YOUR GOOGLE SITE:

Click the SUBMIT MATERIALS LINK and fill out the information including the link to your project's google site. Please be sure that you have put your site's settings at "public" so that it is viewable by everyone that needs to.

5) CREATE YOUR PHYSICAL DISPLAY:

In addition to your google site, you will prepare a physical display for the Festival. This may include physical props, costumes, models, examples, Renderings, Plots, Research, Pictures, etc.

For Stage Managers, it can be your physical Production Bibles/Prompt Books. You will bring your physical display to the festival when you arrive and set up on Tuesday, **February 4, 2025**.

6) QUESTIONS? Feel free to email the coordinators with any questions. We will hold a Zoom Question/Answer session in late fall 2024, and possible one in mid-January 2025.

Some Tips for your Digital and Physical Displays:

Check out the video tutorials posted on the main DTM page. Details for DESIGNERS AND ALLIED TECHNOLOGY are below. Details for STAGE MANAGERS are on page 4.

Digital Submissions are due by midnight on Monday, January 20th, 2025

DESIGNERS, ALLIED DESIGN AND TECHNOLOGY

Project materials that have proven most useful include combinations of the following:

production photographs	a design statement	research images
preliminary sketches	white/color models	color sketches
design bibles	drafting	storyboards
costume plates/swatches	costume plot	tracking sheets
cue synopses		

This is in no way meant to be a definitive list. Choose a combination of the above or use this as an inspiration for what materials best show off your work. Choose elements that best articulate and document the conceptual approach, process, and the production.

All submissions MUST include:

- *Student's name
- *student's discipline title
- *event/play/piece title with playwright's name
- *and other designers/collaborators clearly labeled with an easy-to-read font
- *A design statement somewhere in your materials

DO NOT INCLUDE: the name of your school on your Google Site, and try to remove as much as you can from your other documents.

Design Categories

Costume Designers

should include examples of some process work such as preliminary sketches, or paperwork along with sketches (swatches) and realized work should include production photo(s).

Scenic Designers

should include examples of some process work such as preliminary sketches, ground plans, or final renderings and/or models. Realized work should include production photo(s).

Lighting Designers

should include a plot, associated paperwork and the process you used to arrive at your design choices. Realized work should include production photo(s).

Sound Designers

should include clearly identifiable links or digital files with selected cues plus organizational/paper work such as sound plot and sound system design. Please include your process for arriving at your design choices. Realized work should include production photo(s).

Projections and Media Designers

should include process work (documentation, organizational paperwork) as well as artistic product (sketches, images of created materials, and production photos, when appropriate)

Allied Design & Technology Category

Production & Shop Managers should include work that gives a thorough presentation of the scope and complexity of the project.

Technical Directors, Master Electricians, and Sound Engineers should include examples of drafting and associated paperwork.²

Costume Technologists, Craft Artisans, and Hair and Makeup Artisans should include photos of the project worn by a model, or on a dress form, or wig stand and detailed process photos of the interior and exterior of each project.

Prop Artisans and Scenic Artists should include detailed process photos of each project. The project samples should reflect the range of technical challenges that you can solve and provide details on the process and the finished quality of the project. Realized work should include production photo(s).

STAGE MANAGERS

Students will present a stage management project comprised of materials which clearly tell the story of the process, evolution, rehearsal, and realization of the project. A team of theatre stage management respondents will serve as selection panelists and respond to the projects. Stage Managers may include work that gives a thorough presentation of the scope and complexity of the project they stage-managed.

Supporting materials that have proven most useful include combinations of the following:

call script	blocking notation	script analysis	actor/character breakdown
performance & production reports	checklists	calendars	
rehearsal schedule	daily schedule	tech schedule	
sign-in sheets	callboard materials	contact form	emergency contact form

Production Photos or Rehearsal Photos

This is in no way meant to be a definitive list. Choose elements that best articulate and document the conceptual approach, process, and the production. If showing a call script and/or blocking notation, please include 3-4 pages as a single PDF. Choose pages that show off your strongest work.

All submissions **MUST** include:

*Student's name

*student's discipline title

*event/play/piece title with playwright's name

*and other designers/collaborators clearly labeled with an easy-to-read font

* A letter of intent (AKA Cover Letter) including: a brief statement of your view of the "stage manager's approach" that includes the following information: a brief statement about how you approach stage management, why you wish to participate in the regional festival, and your future goals as a stage manager.

DO NOT INCLUDE: the name of your school on your Google Site, and try to remove as much as you can from your other documents.