

UTA THEATRE ARTS SCHOLARSHIP SCREENING PRESENTATIONS

WHO MAY AUDITION?

Selected graduating seniors who are planning on majoring in Theatre Arts in a College/University setting and who are recommended by their Drama Teacher. Students who are interested in majoring in any non-acting theatre area should interview: stage managers, dramaturgs, educators, designers, technicians, playwrights, etc.

HOW MANY MAY AUDITION?

- 1-5 registered UTA students = 1 may audition
- 6-15 registered UTA students = 2 may audition
- 16-30 registered UTA students = 3 may audition
- 31 and up registered UTA students = 4 may audition (CAP)

Each school also can nominate up to 4 alternates (YOU MUST RANK THEM IN ORDER), if time is available they will be added to the schedule.

TIME LIMIT

Each student auditioning has TWO minutes to present themselves as a candidate for the colleges.

- Two minutes will be given each student to present him/herself to the panel of interviewers. This is a time for the student to sell his/her abilities, personality, and talents rather than a review of his/her portfolio.
- There will be a chance to talk to the colleges individually during the Callback/chat time. Each college will post a list at 9:00 on Friday. (read instructions on callback/chat sheet for more info)

ELECTRONIC PORTFOLIO

Each student will need to email an electronic portfolio as a **POWERPOINT**. Please do not submit as any other program. Submit files to theatrearts@utahtheatreassociation.org.

- Presentation limits:
 - No more than 11 slides (including title)
 - Title should have name, school and picture
 - No sound or video files
 - Total presentation limit 10 MB
- This file must be submitted on or before December 13, 2016 to the email address above.

VERIFICATION/RECOMMENDATION

Each theatre teacher **must** sign the attached Verification/Recommendation form and send it to Glen Carpenter (see address below) along with all student resumes. ***If this form is not received, students from your school will not receive an interview time slot. RESUMES FOR ALL STUDENTS (INCLUDING ALTERNATES) MUST BE INCLUDED IN THE PACKET, STUDENTS SHOULD NOT SEND IN THEIR OWN RESUMES.***

RESUMES*

Each student presenting must have twenty-five (25) resumes/headshots submitted to:

**UTA Theatre Arts Scholarship Screening
Glen Carpenter
5300 N. Aberdeen Lane
Stansbury Park, UT 84074**

These must be postmarked by **NOVEMBER 23, 2016**

Any questions should be directed to Glen Carpenter at: theatrearts@utahtheatreassociation.org.

*See Resume Instruction form

DESIGN UTAH TECHNICAL THEATRE DISPLAY COMPETITION

In addition, if your student(s) would like to participate in the Design Utah Display Competition (and they are in no way expected or required to do so) please follow these guidelines:

The Design Utah Display Competition is a place for your student to display their work and talents to prospective college/university representatives and to try to earn the \$1,000 Oasis StageWerks cash scholarship. If your student do not have the means or materials to provide a thorough, complete, interesting display then please do not have him/her enter the display competition.

Please indicate on the verification/recommendation form if your student(s) will be entering a Design Utah Display.

- Students must prepare a display that demonstrates their skill, competency, and experience within their chosen field of Theatre Arts.
- Displays are to be on view Friday of the conference.
- **DISPLAYS WILL BE SET UP IN THE DIXIE CENTER ON FRIDAY ONLY!!**
- Students will be assigned a 4'x4' space in which to set up their display. They will be assigned a space only – no table or such will be provided.
- Access to power outlets, secure wall hangings or other amenities cannot be guaranteed and should not be expected.
- Portfolios may be part of the display, BUT ARE NOT REQUIRED.

Please direct any questions to Glen Carpenter at theatrearts@utahtheatreassociation.org.

Teacher Checklist for Theatre Arts Scholarship Screening Presentations

Prior to submission of resumes for all students (including any alternates)

- ◇ I have provided each student a copy of the instructions and student checklist for the Theatre Arts Scholarship Screening Interview, resume and Callback Chat
- ◇ I have signed the verification form and checked for correct spelling.
- ◇ I have proof read all student resumes for typos, any grammatical errors, remembering that professionalism is everything
- ◇ I have made sure that all resumes and photographs are copied properly. **(Resume on top, hole punched on left side of resume.)**
- ◇ I have mailed 25 copies of each student's resume and headshot ON TIME, on or before November 23, 2016.

Prior to December 13th and before conference:

- ◇ I have previewed each student's PowerPoint portfolio
- ◇ I have watched each student's two minute presentation
- ◇ I have reminded each student participating in Design Utah of the size of their assigned floor space (4x4 foot square) and that they must provide their own table, power cords and signs. (Power and walls NOT guaranteed!)
- ◇ I have previewed each student's display and checked that it fits the parameters described above.

How To Create your Theatre Arts Portfolio

If you are attempting to build a career in the world of theater, a strong educational and work background coupled with a well-developed resume might be all you need to achieve the job of your dreams. If you are interested in presenting yourself at the Theatre Arts Scholarship Screening Interviews then you must first create a professional theatre resume and submit twenty-five (25) copies of your resume and headshot by the postmark deadline.

Once your resume is complete and your teacher has recommended you for screening interviews, you will need to put together your portfolio:

1. When creating a portfolio, decide what your focus is. Are you a Stage Manager, Lighting Designer, Costumer, Sound Designer, Educator, Dramaturg, Playwright? The list is endless. If you are looking to focus on more than one area, split them into separate sections in your portfolio, but remember the limit on your presentation.
2. Presentation is everything! You're selling yourself to the college you want to attend, why do they want you for their program?
3. Start the first slide with your headshot, name and school- we need to know who you are - then go on with your presentation: When building your presentation, use examples of your work. Try to use sketches or designs from the basic to the finished. For example, for set design show the steps from original sketches to the finished product. Show the colleges your process and how you helped to communicate the ideas of the director. Remember, this is not a scrapbook; you want the colleges to want you as a student.

The Educational Theatre Association website list the most important things to remember as:

- a.) Be specific. Describe your experiences in the most precise way possible, and use brand names (ETC Express 24/48 lighting console, AutoCAD drafting software) when listing the equipment you know how to use.
- b.) Be professional and be honest. Especially for students with limited experience, the temptation to lie or exaggerate can be strong. Resist it.
- c.) Make sure your portfolio starts and finishes strong. Lead off with a "wow" project, Include several other projects that show the range of skills, competency and expertise within a given field.

Student checklist for Theatre Arts Scholarship Screening Presentations

- ◇ I have created a professional resume using the guidelines provided in the information sheet.
 - ◇ I have included my ACT score, cumulative GPA, email and phone number on my resume.
 - ◇ My teacher has proofread my resume.
 - ◇ My teacher has signed the THEATRE ARTS SCHOLARSHIP SCREENING INTERVIEWS verification/recommendation form.
 - ◇ My name is spelled correctly on the verification form.
 - ◇ I have given 25 copies of my resume and headshot to my teacher in enough time for it to be mailed ON TIME.
 - ◇ I have created a professional PowerPoint portfolio highlighting my work and growth in my selected theatre arts field(s).
 - ◇ I have prepared and practiced for my teacher a two-minute presentation of my abilities, personality and talents.
 - ◇ I have briefly researched the theatre programs and campus life of several of the college and universities I will be presenting to, so that I can ask intelligent questions about their educational opportunities.
 - ◇ I have chosen (and will pack) a professional outfit for my presentation. (And I will practice good hygiene on the day of my presentation.)
 - ◇ I have thoroughly read through the instructions for the callback chat.
 - ◇ I have several extra copies of my headshot and resume to carry with me during the conference.

 - ◇ **If I am involved in the Design Utah Competition...**
 - ◇ I understand that the only thing provided for me is a 4x4 foot square of floor.
 - ◇ I will bring my own table, power cords and structures to set up my display.
 - ◇ I understand that neither walls nor power outlets are guaranteed.
 - ◇ I will clearly and politely mark what objects are fragile or not to be touched and I will provide instructions for interactive elements, such as, "Push this button to begin the slideshow," and so forth.
-

TECH/DESIGN RESUME Instruction Form

Resumes are the best way to represent yourself when you cannot be there. Follow this format and look at technical theatre, theatre design and stage management resume examples on line to create a professional looking resume.

Resumes should be one page only! Photocopy the headshot on the reverse to reduce bulk.

1. ALWAYS make sure your name is centered at the top of the page in LARGE easy-to-read type.
2. Make sure your contact information is correct and available under your name: address; phone/cell number; email address are all required
3. Make sure your personal statistics are correct: height; weight; eye and hair color; date-of-birth
4. Make sure your education is clear and correct: high school; coaches and teachers; GPA and ACT scores; other classes and courses, etc.

*In terms of formatting: points 2-4 above can be smaller print. Your experience (number 5) should be larger and VERY EASY TO READ. It is best to put your experiences in columns. ALWAYS start with your **most recent** experience first.*

5. List your theatre experience:
 - a. State the year of the experience in the first column.
 - b. State the title of the play in the second column.
 - c. State the position you held in the third column.
 - d. State the director in the fourth column.
 - e. State where you performed in the fifth column. Example:

2010 *The Rainmaker* Costume Designer D. Director Theatre/stage

6. *If you still have room on the page, add special talents, awards, positions etc.*
7. The MOST important information is your experience. Don't get too self-indulgent by adding so much information it takes effort to read. Make your resume as clean, clear and as easy to read as possible.

Technical theatre and design resumes are typically one-page documents, so be sure to make your information fit neatly on one page. It is wise to get resume paper – slightly heavier and thicker than regular copy paper – to print your resume and headshot on. Please avoid the temptation to use color or parchment! Keep it clean looking and professional.

8. Your headshot should be professional and printed or copied on the backside of your resume sheet. DO NOT STAPLE, TAPE OR GLUE your headshot to the back.

Theatre Arts Scholarship Screening Presentations & Callback Chat Protocol

PLEASE READ CAREFULLY

College representatives have expressed an interest in communicating with theatre arts scholarship screening candidates after presentations while still at the Utah Theatre Association Conference. In an effort to meet the needs of the college and universities, we will be trying out the following scholarship screening procedure at the upcoming conference:

- Students will register to audition as they have in the past. The number of auditionees is based on the number of registrants from any given school for the conference.
- Teachers will mail 25 professional quality (3-hole punched) resumes and headshots for each auditionee with signed verification form as one entire packet to the theatre arts audition coordinator (Glen Carpenter).
- The theatre arts audition coordinator will send confirmation within 48 hours of receiving resume packet.
- The theatre arts audition coordinator will assign theatre arts audition scholarship screening times and publish the list on the UTA website.
- Students will audition Thursday evening at their assigned time slot.
- Students will check in at the theatre arts audition scholarship screening location on campus ten minutes before the actual audition.
- Upon completing the audition, students will receive a Callback Chat form from the theatre arts audition coordinator (Glen Carpenter or Erin McGuire).
- On Friday morning, each college will post a list of candidates they would like to see individually for a Callback Chat.
- The student will take the Callback Chat form they received after the screening audition to each school (in the exhibitor area) that asked to see them.
- Students will go to each school in which their name was listed and say, "I'm Jane Doe. You asked to see me for the Callback Chat?"
- Colleges/universities will assign that student to come back at a specific time for a Callback Chat. This is an informal one-on-one time with the student; the student will not be asked to perform again, but will participate in an individual discussion with the college/university representative. The student should use his/her Callback Chat form to record the designated time(s) they are being called back to the college/university.
- At the designated time, the student returns to that college/university booth and will have an individual discussion with the representative.
- No scholarships will be offered at the conference or at the Callback Chat.
- Students should look for further correspondence by colleges/universities either by email, phone, or mail.
- If a student does not get called back to a college/university they are interested in, they can go around to that college/university table during lunch on Saturday to request a Callback Chat time. The student will then follow the same procedures as those who have been called back by a college/university. **DO YOUR RESEARCH; KNOW WHAT COLLEGES YOU WANT TO TALK TO IN ADVANCE OF THE THEATRE ARTS PRESENTATIONS!**
-

**Theatre Arts Scholarship Screening Presentations
Verification/Recommendation Form**

School _____

Teacher _____

Email _____

I verify that the following students are registered and paid participants of the UTA conference, and that they are graduating seniors with a strong intent to continue their education in Theatre. I recommend their talents and abilities as possible scholarship recipients.

Please check the box next to his/her name if your student(s) is entering the *Design Utah Display Competition*.

Students:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Student Alternates (ranked in order)

1	<input type="checkbox"/>	_____
2	<input type="checkbox"/>	_____
3	<input type="checkbox"/>	_____
4	<input type="checkbox"/>	_____

I have included twenty-five (25) resumes/headshots for each auditionee and alternate with this verification/recommendation form. (TEACHERS PLEASE DO NOT ALLOW STUDENTS TO MAIL RESUMES INDIVIDUALLY-ALL RESUMES FROM YOUR SCHOOL MUST COME TOGETHER)

Teacher Signature _____ Date _____

We will email confirmation to the school/teacher within 48 hours of receiving your resume packet. We will email you notice if alternates are accepted no later than December 5th.