

## **For the teacher: UTA THEATRE ARTS SCHOLARSHIP SCREENING PRESENTATIONS**

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### **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)

### **THE PRESENTATION**

Each student auditioning has TWO minutes to present themselves in front of the college representatives.

- 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)

### **THE 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](mailto:theatrearts@utahtheatreassociation.org).

- Presentation limits:
  - No more than 12 slides (including one title/headshot slide and one resume slide)
  - 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, 2017 to the email address above.

### **VERIFICATION/RECOMMENDATION**

Each theatre teacher **must** sign the attached Verification/Recommendation form, **Make a PDF of it**, and email it to Glen Carpenter (see address below). ***If this form is not received, students from your school will not receive an interview time slot.***

### **RESUMES (This is NEW!!!)**

Teachers, along with the verification form, please email a PDF of each student's headshot and resume to [theatrearts@utahtheatreassociation.org](mailto:theatrearts@utahtheatreassociation.org) Please send as an attachment (and we suggest sending a Zip file with all of the files enclosed) This email must be received by

**DECEMBER 13, 2017. STUDENTS SHOULD NOT SEND IN THEIR OWN RESUMES.**

**\*\*\*Next Year, all audition information will be submitted online.\*\*\***

Any questions should be sent to either Glen Carpenter or Erin McGuire at  
[theatrearts@utahtheatreassociation.org](mailto:theatrearts@utahtheatreassociation.org)

# **Teacher Checklist for Theatre Arts Scholarship Screening Presentations**

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## **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
- ◇ **\*\*\*NEW\*\*\* I HAVE MADE A PDF OF ALL STUDENTS' HEADSHOTS AND RESUMES AND HAVE EMAILED THEM AND THE VERIFICATION FORM TO [theatrearts@utahtheatreassociation.org](mailto:theatrearts@utahtheatreassociation.org) BY DECEMBER 13TH**

## **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.

## **DESIGN UTAH TECHNICAL THEATRE DISPLAY COMPETITION**

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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 be registered in the Theatre Arts Scholarship Screenings to compete in Design Utah.

- 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 DAVIS CONFERENCE CENTER, FRIDAY AND SATURDAY. ALL DISPLAYS MUST BE REMOVED BY SATURDAY AFTERNOON.**
- 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.

## For the Student: Creating 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.

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? 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 is TWO MINUTES. **\*\*\* (NEW)\*\*\* PLEASE LIST YOUR AREA OF EMPHASIS ON YOUR COVER PAGE. (IE....CHARLIE BROWN STAGE MANAGER AND THEATRE EDUCATION) ALSO, INCLUDE YOUR RESUME AS A SLIDE.**
2. Presentation is everything! You're selling yourself to the college you want to attend, why do they want you for their program? What soft skills or leadership skills do you offer?
3. Start the first slide with your headshot, name and school– we need to know who you are – then include your resume, and then go on with your presentation: When building your presentation, use examples of your work **process**. Try to use sketches or designs from the basic to the finished. For example, for set design show the steps from original sketches, to construction and 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, show your skills.

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.
- ◇ **\*\*\*NEW\*\*\* I HAVE GIVEN MY TEACHER A PDF OF MY RESUME AND HEADSHOT SO IT CAN BE EMAILED IN BY DECEMBER 13TH**
- ◇ 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.
- ◇ **\*\*\*NEW\*\*\* I WILL MAKE TIME TO VISIT ALL COLLEGES THAT HAVE SHOWN INTEREST IN ME (EVEN IF THEY ARE NOT MY FIRST CHOICE)**

**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.
- ◇ **\*\*\*NEW\*\*\* I WILL MAKE TIME DURING CALLBACKS TO EXPLAIN MY DISPLAY TO COLLEGES THAT ARE INTERESTED IN ME**

## For the Student: THEATER ARTS 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 online to create a professional looking resume.*

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: email and cell numbers are required.
3. 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 and 3 above can be smaller print. Your experience (number 4) 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.*

4. 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
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5. *If you still have room on the page, add special talents, awards, positions etc.*
6. 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**.

## For the Student: 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 this request 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.
- **\*\*\*NEW\*\*\* Teachers will email a pdf of a professional resume and headshot for each auditionee with signed verification form as one entire packet to the theatre arts audition coordinator (Glen Carpenter).**
- The audition coordinator will send confirmation within 48 hours of receiving resume packet.
- The audition coordinator will assign theatre arts audition scholarship screening times and publish the list on the UTA website.
- Students will audition Thursday afternoon 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).
- **\*\*\*NEW\*\*\* On Saturday morning, Students will meet the Theatre Arts Coordinators at the display area, students will be give a list of colleges that would like to see each student. Students will go and meet with each college and return the initialed sheet to the UTA Registration Booth to receive the “Callback Chat” Button.**
- 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, 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! \*\*\*NEW\*\*\*We strongly suggest you talk to every college that calls you back, not just your first choice!**

**For the Teacher: 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"/>	_____

I will email a PDF of all my student's Resumes and Headshots along with this form to : [theatrearts@utahtheatreassociation.org](mailto:theatrearts@utahtheatreassociation.org). (TEACHERS DO NOT ALLOW STUDENTS TO EMAIL 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.