



To Utah Theatre Association Conference Participant:

Welcome to the 2018 *Utah Theatre Association* Conference! We hope that this information will be all you need to register and prepare and help you understand what is available for your students to participate in during the Conference. Please read carefully!

Registration paperwork and submissions will be done online! Our website, www.utahtheatreassociation.org, has all this information to help you register and has all conference forms and materials as well as a guide to local lodging. Please note that registration and payment must be submitted by NOVEMBER 30, 2017. Paying with a credit card can be done over the phone, but a 3.5% + \$.15 finance charge will be added to your total amount.

The 2018 Conference will be held on January 18-20, 2018 at the Davis Conference Center in Layton, Utah and Center Point Legacy Theatre in Centerville, UT. This year's conference theme is "**Drama-Con**". Registration and check-in will begin at 12:30 p.m. on Thursday, January 18th in the Main Lobby of the Davis Conference Center. The first conference event will begin at 2:30 p.m. in the Conference Center. You will receive a guide for the online schedule, badge, t-shirt and production ticket for each participant in your group at registration.

Please note: There will be play productions offered at local schools that will involve traveling. If you are sharing a bus with another school, please coordinate the groups with your production preferences and note on your registration forms which schools are together so that we can do our best to assign you to the same productions.

For you teachers who would like to attend the conference but cannot come for the entire weekend, we have a one-day registration option available. We are making some workshops available to adults only – teachers, student teachers, chaperones, etc. These workshops will be a great opportunity for you to take classes with adults, get to know other teachers, and get away from your students. They will also give you curriculum ideas and help you learn how to teach theatre concepts, etc. to your students. Attendance at the Teacher Master Class is highly encouraged for all educators at the conference and is necessary to qualify for full licensure points.

The following information will be found online for you to complete and submit for registration:

- Group registration form. If you are attending the conference with a group of students, please fill out the group registration form online. Please do not fill out individual registration for your students, but rather collect their payment and submit them together on the group form. Please note the cost of conference fees listed on the registration form: Students \$90.00, Chaperones \$45.00 (up to 2 teachers bringing students are free).
- Individual registration form. If you are attending the conference on your own, or if you have individual students attending the conference without you, please use the individual registration form. Educators can register for the entire conference or for one-day only. Please note the cost in conference fees listed on the registration form: Students \$90.00, Solo-Educators \$90.00 for full conference and \$40.00 for an Educator one-day registration.
- Please direct any questions you may have about registration to Kristi Curtis at registration@utahtheatreassociation.org or 801-402-8068. **Registration forms and payments are due NOVEMBER 30, 2017.** Registrations submitted after this date **MUST** include an additional \$25.00 late fee per person. No registrations (including additions to your original registration) will be accepted at all after December 14, 2017. There are no refunds for registration costs.

The information and forms for the following opportunities will be available on the website.

- Student playwriting contest information. Remind your student playwrights that scripts are due to Wendy Oltmanns of Viewmont High School (801-540-2557) and must be emailed by December 8, 2017 to be considered for the Utah Young Playwrights Festival and Staged Readings at the conference: playwriting@utahtheatreassociation.org.
- Acting Scholarship Screening Auditions. Fill out the appropriate form regarding your selected auditioners and prepare your students for their resumes and auditions. Please note information about the Callback Chat that the colleges/universities have requested. Direct all questions and please send all acting scholarship audition materials to Andy Hunsaker of Spanish Fork High School (801-494-7548) or acting@utahtheatreassociation.org. Postmark deadline for student resumes and teacher verification form is DECEMBER 13, 2017.
- Theatre Arts Scholarship Screening Presentations. Fill out the appropriate form for your theatre arts presenters and help them prepare their electronic portfolios and presentations. Please note information about the Callback Chat that the colleges/universities have requested. Direct all questions and send all technical theatre scholarship materials to Glen Carpenter at Stansbury High School (435-882-2479 ext 4510) or theatrearts@utahtheatreassociation.org. Postmark deadline for student resumes and teacher verification form is DECEMBER 13, 2017.
- UTA Theatre Student of the Year. If you are nominating a student for this award, you will submit WITH your registration online. Please remember to fill out the pronunciation guide for those names that may be difficult to pronounce so that we ensure their names will be read correctly.
- Open Jar Institute Pyramid Audition. If you have a musical theatre student who wants to audition for a chance to attend NYC workshops taught by Broadway professionals, have them follow the directions on the handout and register for auditions on the Open Jar website.
- A basic schedule of events for the conference.

There are some changes this year for you to be aware of as you plan for the conference:

- ****We will not be hosting a student lunch.** Due to increased prices in catering we are unable to provide a lunch for the students this year. Please plan accordingly. There will be a small meal provided for the teachers.
- Our theme is very exciting and unique. Two new activities are unique to this year's conference.
 1. Button Exchange
 - We're having a button exchange for students to collect as many buttons as they can. They can be earned, awarded and traded. Some of these buttons will be for events they are a part of (ie. Costume contest, Student of the Year, Playwriting Festival, etc.) and some they will be able to purchase at the Scene Shoppe. We'd also love the schools to be involved by creating their own unique buttons. Then students can trade buttons with students from other schools. It's a great way to bond and get to know other theatre students. There are many companies that create these buttons for very cheap. A list of these companies will be posted on our website. We ask that the buttons be small so they can fit on the lanyards we will provide. If you have any questions, please contact us at info@utahtheatreassociation.org.
 2. Costume Contest
 - Comic-Cons are famous for their cosplay events. Theatre plays right in to that as we often create amazing costumes. This is a great opportunity for your students to spotlight characters they've played or costumes they have designed or created. If students would like to participate in this activity they can wear the costume on the first day (Thursday) and sign up at registration. Rules and instructions will be found on the website.

We are excited for this year's conference and are anxious to have you and your students attend. If you have any further questions, please refer to our "Contact Us" on our website for the appropriate board member listed and you will be contacted as quickly as possible. For help with registration or online support, contact Richie Uminski. You will also be able to find a hotel lodging list. Make sure to schedule your hotels as soon as possible!

Once we process your registration and payments, you will be receiving a detailed confirmation letter regarding the conference and a more detailed schedule in January via email.

Guest Artists and bios for this year's conference will be announced on the website as well so make sure you check it out!

Thank you!

Kristi Curtis

Utah Theatre Association Registration Coordinator

Lindsey McKinnon

Utah Theatre Association Conference Administrator

UTA Conference Checklist

Use the following list to ensure you're remembering everything and hitting all the deadlines.

Depending on your school group's circumstances and interest some of the items may not apply to you and your group.

- Fill out the registration forms online. This will include total numbers of people attending, total fee amounts, t-shirt numbers and sizes, production preferences, and names of all registrants. Have all the information ready when you begin filling out the form. Online payment is an option but will be charged a 3.15% + \$.15 processing charge.
- Gather student fees to pay for the UTA conference.
- Reserve hotel rooms if staying overnight in Layton.
- Request busing from your school district.
- Proofread and edit-work any plays being submitted for the Utah Young Playwrights Festival.
- Work with students interested in auditioning for Acting Scholarship Screenings.
- Work with students interested in presenting themselves at the Theatre Arts Scholarship Screenings.
- Email students' plays to playwrighting@utahtheatreassociation.org by December 8, 2017.
- Wait for email confirmation for receipt of plays (submitted to you within 24 hours of receiving them).
- Ensure payment is made either by check or credit card (see registration form online for more info about paying online).
- Nominate Theatre Student of the Year with registration.
- Send all Acting Scholarship Screening resumes and verification form together to Andy Hunsaker by DECEMBER 13, 2017
- Send all Theatre Arts Scholarship Screening resumes and verification form together to Glen Carpenter by DECEMBER 13, 2017
- Wait for email confirmation for receipt of registration and resumes (submitted to you within 48 hours of receiving them).
- Work with Theatre Arts Scholarship Screening students on their electronic portfolio.
- Submit the electronic portfolio for any Theatre Arts Scholarship Screening students by December 13, 2016 to theatrearts@utahtheatreassociation.org.
- Watch for detailed confirmation letter, maps, etc. in January.
- Send Thespian/Drama Club officers to the Conference Prep Party on January 17, 2018.
- Get ready to come to the conference with your group!