

JUDGE INSTRUCTIONS

We are very pleased to have you judging at the MIFA District Theatre Festival. The following is a summary of some of the rules and procedures for the festival:

Timing: Each school is allowed 45 minutes to set-up, perform, and strike the stage. The definitions of the offstage area are included in the original material sent to each school. The actual timing of each production will be done by two staff persons. We will make automatic deductions for time violations. Your point totals should reflect your scoring of the play without consideration of any time infraction.

Ballot Comments: Ballots for each production are included. Extras are available, if necessary. Participants welcome your written comments. In the available space, try to offer comments that help explain your score. For example, if you will award a 6 for "Stage Mechanics" the comments should reflect many constructive suggestions rather than all superlatives. The comments should be consistent with your scores. As a reference, on a ten point scale "superior" comments should equate to a 9-10 score in a category; "excellent" comments to a 7-8; and "acceptable" comments to a 6.

Ballot Scores: The MIFA festival system will advance to the regional level schools with overall ratings of I or II. The ratings are determined by a system that reflects the total point score per production of each of the three judges. No two schools can receive the same score from a particular judge in the system. The relationship of each total score to a rating can be approximated in the use of fifteen-point intervals to separate ratings, as follows:

100 - 85	I Rating
84 - 70	II Rating
69 - 55	III Rating

There is **NO LIMIT** on the number of schools per district that can advance. In some cases, several schools will proceed to the next level of the activity from a particular district, while in others perhaps only one or two will advance. It is your responsibility to determine the overall merit of the productions at your particular district.

Ballot Completion: Make comments during the productions or immediately after each show. **Write comments on all parts of the ballot.** Tear off the white sheet and give it to the festival representative who will take it to the director of the show. THEN, put points on the yellow sheet, which is also given to the festival coordinator. You will keep the pink sheet, which will also include points, as a reference for your comments.

Lighting and Staging: Each school is expected to work in the pre-arranged lighting and stage areas represented on the forms initially sent to them. Copies of the material are in your envelopes. Schools may bring extra technical equipment to enhance a production. Some scenery may be used, but is to be judged within the limitations of a traveling show.

Room: A special judge's room has been reserved for your use. Feel free to go there between plays. No students or coaches are to be in this room.

SEE REVERSE SIDE

Positions in the Auditorium: Please distribute yourselves in different locations in the auditorium. It is suggested that you change locations for different plays.

The Staging Area: You will probably want to look over the facilities before the festival starts. Feel free to go backstage.

Oral Comments: If a school and its director desires, each judge will give oral comments on each play five minutes after its performance. To facilitate an oral critique, after each production and prior to the oral critique, you must individually turn in a copy of your completed ballot (yellow copy) to the Festival Director. The pink copy of the ballot is for your personal reference. After turning in the pointed ballot, go directly to the critique room. The cast, crew, and faculty advisor of the production will meet you there. We encourage a free exchange of ideas. Please discuss each of the criteria on the regular judging form, as well as whatever you may want to add. Make certain your comments reflect your written evaluation. It is frustrating for a school to hear superlatives in the oral critique and then discover its score is 60. Make your oral comments consistent with your written evaluation.

Individual Awards: After each critique, you will return to the judge's room to make your decisions on individual awards. Both technicians and performers are eligible to receive excellent and superior awards. To save on deliberation, if two of three judges believe an award should be given, the majority prevails. Each school should receive some recognition, if possible. Any school, which receives a maximum score in a category from all three judges, must receive a superior. Once your decisions are reached, provide the Festival Director with a written summary of your selections and go to the auditorium for the next show. Following the determination of awards for the last show, you'll have an additional 15 minutes to review all individual awards in case you may wish to present any additional honors (previous awards you have determined to give may not be altered at this time). For the Awards Assembly, select a judge to present certificates to the recipients and speak to the contestants on behalf of the judges.

Thanks for your help today.