



**MISSOURI STATE
THESPIANS**

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

**Missouri Thespians
JR Conference Guide**

**January 11, 2019
Kansas City Marriott
Downtown**

Registration

The cost of this year's conference registration is \$50 for students. Each school that has an active Thespian Troupe will be charged a \$15 attendance fee. Any school that does not have an active troupe will be charged \$35. Additional Troupe Directors and Chaperones are \$25.

Registration Deadlines: Registration Opens September 10th

Nov. 1st - Applications for JR Thespian Stipend are due.

Nov. 19th – Last possible date to make changes to your Conference Registration. After this date, NO CHANGES will be accepted, and NO REFUNDS will be made. This deadline includes complete registration for Individual Events, and submitting hotel reservations.

Nov. 26th – MST should have received all paperwork. Paperwork includes a copy of each delegate's Health/Consent forms (adult and student), Administrator Permission Form, or any other item that you need to send.

Dec 15th – All payments due! If conference fees are not paid you will incur a late fee. If your hotel rooms are not paid, your reservation will be cancelled.

Hotel Reservations

Hotel rooms at the conference hotel will be \$141.36 per room per night. Reservations can be made online at <https://book.passkey.com/event/49790775/owner/587/home> or by calling 1-877-303-0104. You can email rsotack@kcmarriott.com for questions or assistance. Reservations must be made by Nov. 19th! Please note that when booking online the taxes will still be shown on your invoice, but they can be removed later with a tax exempt letter. Please plan for the above price. Payment for hotel rooms will be made directly to the hotel and must be received by Dec. 15.

Car/Bus Parking

Anyone who has booked rooms at the conference hotel will have SELF-PARK parking billed at 50% off the regular rate. If you valet it will be full price. The hotel parking garage will only accommodate cars (6'6" clearance). All Busses and Large vans will require a permit from the city to park. (This does not include drop off/pick up) Please visit https://compasskc.kcmo.org/EnerGov_Prod/SelfService#/home to request your permit. Click Fee Estimator. Permit Type: Parking-Commercial Zone. App Date: today. Fill out other info requested. Zone Location: Near KC Marriott Downtown. THIS MUST BE DONE IN ADVANCE!

Meals

Included in the cost of your registration, each delegate will receive lunch on Friday afternoon in the conference dining area. You have the option to purchase additional meal tickets for Friday dinner for \$20 per person.

Substitute Delegates

As part of your registration we offer a place for you to include 2 substitute delegates. These are 2 students that are not registered to attend the conference with your troupe, but could attend if one of your registered delegates drops after registration closes. There are NO REFUNDS OR CHANGES allowed after Nov. 19th; however, if you register substitute delegates in advance we will allow you to swap students without penalty. You are not required to register substitute delegates, but it is HIGHLY recommended. You never know what might happen between Nov. 19 and Jan 10, and having substitute delegates protects you from having to pay for a student that cannot go at the last minute by replacing them.

JR Thespian Stipend

The Missouri State Thespians offer a stipend each year to one 8th grade boy and one 8th grade girl from an active JR Thespian Troupe to attend the High School Conference the following year. For full details on this opportunity, please visit the Awards & Grants page of the MST website. Applications are due by Nov. 1st!

Individual Events

The Individual Events are intended to be an educational program that offers conference delegates the opportunity to receive constructive feedback on prepared theatrical material and technical designs. The goal for participating students is to find their talent, strengths, and weaknesses, while growing as theatre artists.

The complete 2019 IES rules and specifics for every performance category are available on our website at <http://www.mo-thespians.com/individual-events>. All performance pieces must be on the list of shows that have been approved by publishers/playwrights for royalty free event performances.

Performers can choose from:

Solo Musical	Monologue
Duet Musical	Duet Acting
Group Musical	Group Acting

Each school can register once per category; however, each student may only be entered in one event. All participants must be card carrying members of the International Thespian Society and registered for the entire conference. There is a \$5 entry fee per event (so the entry fee is \$5 for Solo Musical with one entrant and also \$5 for Group Musical, which can have up to 16 participants). All participants are required to wear all black for their performance.

Time slots will be limited. All IE registrations will be taken based on completed conference registration order (title of piece must be included), and a waitlist will be formed when all slots are filled. You will be contacted by the Event Chairperson regarding all registrations. You will apply for this event as part of your State Conference registration. If we do not receive the title of your performance piece by the time registration closes your entry will be dropped. If you perform a piece other than what was submitted, the tab room will disqualify you.

Who Should I Contact?

If you have a question about any of these events please contact the board member in charge.

Registration - Jennifer Forrest James missouristatethespians@gmail.com

Website and Registration - Lorie O'Leary loleary@fz.k12.mo.us

Invoices – Brad Rackers brad.rackers@lsr7.net

Hotel Reservations – Debbie Corbin debra.poor.corbin@gmail.com

Junior Thespian Conference – Angie Hetz ahetz@parkwayschools.net

Individual Events – Theresa Nigus tnigus@fz.k12.mo.us

Workshops – Lara Corvera lcorvera@psdr3.org

This is a draft copy of the schedule and subject to change at any time.

1	Middle School
9-9:30	Registration
9:30-10am	Welcome Session
10-10:15am	Get to Know You Activity STO Elects?
10:15-10:45am	One-Act: TBA
11-11:30am	Lunch
11:45-12:45pm	● MS Workshop 1 ● Technical Playground
1-1:30pm	MS IEs (participants & audience)
1:45-2:45pm	MS Workshop 2
3-4pm	MS Workshop 3
4:15-5:15pm	MS Workshop 4
5:20-6pm	Closing Ceremony

Registration Deadline Checklist

Items to submit before November 1

- Any Applications for JR Thespian Stipend

Items to submit before November 19

- Hotel Reservation/ Rooming List
- Completed Online Registration – no changes or refunds after this date!

Items to submit before Thanksgiving Break (received by Nov 26)

- Paperwork Packet (see below for what to include in packet)
- Submit to Jennifer Forrest James at 419 Sorrento Dr. Ballwin, MO 63021

Submit before Dec. 15

- All hotel payments must be received by Marriott before Dec. 15 or your rooms will be cancelled!
- All conference payments must be received by Missouri State Thespians or you will incur a late fee!

Paperwork Packet Checklist

Before you go on Thanksgiving break you need to mail your paperwork!

What should this packet include?

- Consent Forms for all registered adults, students **and** substitute delegates **copied front to back** and doubled checked for signatures and info
- Administrator Approval Form
- Payment to Missouri State Thespians for Conference Fees
- hotel rooms will be paid to the Marriott

Suggested Registration Timeline

Late Aug/Early Sept – Meet with students to determine who is interested in attending. Give them an estimated cost breakdown, find out if any are interested in individual events, and give them a copy of the consent/health form (double-sided) and the student conduct guidelines. Set a deadline to return the form to you (possibly with a down payment).

Late Sept/Early Oct – Collect signed forms and money. This should give you a list of students committed to attending. If you have students who do not make the deadline, you can include them as substitute delegates. Decide who will be participating in individual events. Give them a copy of the rules for that event. Set a deadline for selecting IE titles, and any final payments. Submit any applications for JR Thespian Stipend.

Late Oct/Early Nov – Register for the conference. Submit invoices to your financial office. Make copies of all consent/health forms. Decide which students will be sharing hotel rooms. You should aim to do all of these things before Nov. 10.

Registration closes Nov 19th and no changes or refunds will be made after this date! This includes submitting IE titles, and submitting hotel rooming lists.

All paperwork & payment should be mailed before you leave for Thanksgiving break!

All hotel payments must be received by Marriott before Dec. 15 or your rooms will be cancelled!