

THSSDL STATE TOURNAMENT PREPARATION GUIDE

The State Tournament of the Tennessee High School Speech and Drama League will rotate each year from District I to District V.

- I. Two years prior to hosting a State Tournament (at the April meeting), the potential host district will indicate to the THSSDL Board their desire to host the State Tournament.
- II. At the September meeting one and a half years prior to the tournament, the potential host district must indicate the site, location, dates, and other preliminary information.
- III. At the April meeting one year prior to hosting the state tournament, the host district will tender an official invitation to the THSSDL Board, provide complete information about the host site and give indication that the guidelines can be met
- IV. At the September meeting of the THSSDL Board prior to April State Tournament, the host site will provide the following:
 - A. A map of the host site indicating competition locations
 - B. List of hotel accommodations with rates and deadlines
 - C. Diagrams of performing areas for One-Act Play and Interpreters Theatre

This information will be made available to all schools in the Spring Newsletter

The following guidelines have been established for prospective host districts to determine their availability to serve as host for the State Tournament and to serve as a guide in helping to prepare for it. These guidelines are established in conjunction with the Constitution, By-Laws, and Tournament Manual of the Tennessee High School Speech and Drama League.

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Fact Sheet

The State Tournament at a Glance

- 350-500 student contestants.
- 100-150 adult coaches, judges, chaperones.
- 50-70 schools.
- 100-125 hotel rooms.

Thursday:

- Facilities for THSSDL Board meeting and dinner.

Friday:

- One-Act Play requires one theatre and two dressing rooms.
- Interpreters' Theatre requires two performances areas and two holding rooms for props and set pieces.
- 15-20 competition rooms for debate.

Saturday:

- Approximately 61 competition rooms.
- One assembly area for 500-600 people.
- Food for coaches, judges, and officials. Food availability for contestants.

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Friday Rooms

Debate:

- 15-20 rooms for debate. Competition to begin after school.
- Tab room for debate.
- Assembly area for postings and announcements. (classroom or lobby area)

Interpreter's Theatre:

- Three performance areas:
 1. 15' x 15' performance area is preferable
 2. Adequate audience space
 3. General lighting
- Holding Room for each area.
- The spaces above need to be available from 12:00 p.m. until 5:00 p.m.
- Performance area for Interp. Theatre Finals
 1. Should seat at least 200 in the audience
 2. Same requirements as preliminary rounds
 3. Available from 6:00 p.m. to 9:30 p.m.

Note: Often the One-act Theatre space is used for Interp. Theatre finals.

One-Act Play:

- One Theatre
 1. A crossover area on the stage space.
 2. General lighting with access to a light board is mandatory
 3. Sound system (if possible)
 4. Separate male and female dressing room space
 5. Holding area for set and props
 6. Available from 7 a.m. until 6 p.m. (or 9:30 p.m. if being used for the finals of Interpreters' Theatre)

Note: Host school should not provide props or set pieces.

Registration Area:

- Available from 10:00 a.m. until 4:00 p.m.
- 1 large table, 2 small tables
- 5 chairs

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Hospitality Area:

Suitable for food for One-Act judges, debate judges, THSSDL personnel with work assignments on Friday. If the debate area is far from the one-act and interp theatre areas, you might want to set up a second hospitality area to accommodate one of the groups.

THSSDL Work Area:

One regular classroom

Saturday Rooms

- 42 rooms for individual events
- 10-20 rooms for debate elimination rounds
- 2-3 rooms for Congress

Note: When choosing rooms for specific events, consider the space and the needs of the event. For example, science labs do not work well for duet acting because the furniture cannot be moved; however, they are great for TV News.

- Extemp prep area
- TV prep area

Note: If the area is large enough (room for 42 students to prepare and two draw areas) the prep areas may be combined.

Assembly Area:

- Available for opening assembly and awards ceremony
- Equipped with sound system
- Tables for trophies and a podium

Tab Rooms:

- Individual Events Tab
 1. 6-8 large tables
 2. 15-20 chairs
 3. Accessible to high-speed copier
 4. Copy paper
- Debate Tab
 1. 3 large tables
 2. 10 chairs
 3. Accessible to high-speed copier

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Other Workspaces:

- Registration Area
 1. Available from 7:00 a.m. to 9:00 a.m.
 2. 1 large table, 2 small tables
 3. 5 chairs
- Ballot Check In
 1. Hallway space close to tab room
 2. 1 table and 3 chairs
- THSSDL Work Room near IE Tab Room
- Vendor Space with tables and chairs (Discuss with Executive Director)

Hospitality Areas:

- Student Lounge and Concession Area
- Coach/ Judge's Lounge to accommodate 100-150 people.

Personnel

Local Judges:

- Independent judges for individual events and debate (as many as possible)
- 5 One-Act judges
- 9-12 Interp. Theatre judges

Custodian:

- Miscellaneous housekeeping duties (toilet paper, spills, etc.)

Hospitality and Concession:

- Set up food (and sell in concession area)
- Maintain the food areas, replenishing food and cleaning

Note: The host is responsible for supplying this, but all proceeds go to the host

One-Act Coordinator:

- Supervise load-in

Interp. Theatre:

- Supervise load-in

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Registration Help:

- General information

Substitute Teacher for Faculty Coordinator:

- If necessary

Runners:

- Ballots, errands, etc.

Board Meeting:

- Arrange dinner (THSSDL will pay)
- Selection location
 - A. Thursday from 6:00 to midnight
 - B. Room and seating for 16-18 people

Tournament Food

Friday

- Donuts and coffee/juice for 5 One-Act judges, One-Act personnel (3) and Tournament Officials with assigned responsibilities.
- Light lunch for same as above plus interp judges depending on their starting time.
- Dinner for same as above plus debate judges and personnel. Debaters will also need access to dinner.

Saturday

Coaches and Judges

- Breakfast, lunch and snacks for 100-150 people
- Remember to take food to the tab room and congress officials who must stay in their areas

Students

- Food for purchase
- Breakfast-donuts, juice, milk, coffee
- Lunch-pizza, sandwiches, nachos, candy, chips, drinks, etc.
- Snacks during the day

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Note: These are just suggestions. Some places have connections with different fast-food establishments or college campuses may have a food court area

Suggestions for items needed in hospitality area

- Cups, napkins, plates, forks, knives
- Coffee pots
- Serving utensils
- Refrigerators
- Microwaves/ovens
- Coolers
- Ice

Miscellaneous:

- Welcome letter from principal/administrator
- Display trophies for awards assembly
- Markers and paper for postings
- Paper for copiers
- Talk to District from previous year for ideas and support
- Pencils/pencil sharpener
- Grocery bags for stuffing school's critiques (for paper ballots)
- Internet Access (for online ballots)
- Folders for school packets

Information for Communicator:

- Initial hotel info (Fall Board Meeting)
- Updated hotel info (February)
- One-Act and Interp Theatre Specifications (Fall Board Meeting)
- Suggested Schedule (March 1)