

in the theatre all are welcome

46TH ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL

Teacher/Sponsor Checklist

Did you remember to?

- [Become an ITA member?](#)
- [Make your hotel reservations?](#)
- [Sign up to be a production respondent?](#)
- [Plan transportation arrangements?](#)

By September 24

Submit Your Full-Length or Showcase Production Application

If participating in the Full-Length and Showcase selection process, mark your calendar to:

- Submit School Registration, Medical/Media Release Forms, and payment by October 15, 2021
- All participants in the production under consideration do not have to be registered by this time. Cast and crew members may be added if the production is chosen for Festival.
- Be available Saturday, November 20, 2021 between 1:00 pm – 5:00 pm, to receive a call from the Festival Play Selection Committee regarding your Production entry.
- Attend the Production Director and Technical Director meeting at Illinois State University on December 5, 2021.

By October 22

Sign up to Present a Workshop

Complete the School Registration

Registration is often full before October 22.

- Submit the online [School Registration Form](#)
- When completing this form, you will have the option to purchase meal tickets. These tickets must be purchased in advance. The \$18.30 ticket provides each participant lunch for both Friday & Saturday. See the meals section on the Festival website for more information.
- Submit the [Principal Acknowledgment Form](#)
- Submit the [Medical/Media Release Forms](#) (for all participants (students & sponsors))
- Submit the [List of Participants Form](#) (all names must match your medical/media release forms and numbers you provided when submitting the online school registration form)
- Submit Full Payment (one single check or purchase order)

Last Day to Request a Refund

Less a \$13.00 per person processing fee.

By November 5

Nominate Your Administrator for the [IHSTF Administrator Support Award](#)

By November 17

Complete the College Audition Process

Once we hit capacity, the link will close.

The college auditions application will be sent to the sponsor via email after the school has completed their school registration process.

- Submit the online [College Auditions Application & Payment](#) (credit card only within the form)
- Submit the online [Audition Resume Form](#) and/or the [Technical Interview Resume Form](#)
If you submit the resume form you are not considered registered. We will only accept your resume submission if you have submitted the online Auditions Application.

By December 10

Send Photos for Use in the Sideshow

Email to exhibits@ihstf.org. Accepted formats: .jpg, .bmp, .gif, .tiff

Pre-Register for Tech Olympics

Available mid-September on the website.

By December 17

Check the Website for the Preliminary Festival Schedule

Check the Website for the College/University Audition Times

Check your Email for the December School Info Flyer

Provides new information before your arrival.