



89th Annual New England Drama Festival

Co-hosted by Norwood & Attleboro High Schools

April 20-22, 2017 – Norwood High School, 245 Nichols Street, Norwood MA 02062

Norwood Host Director: John Quinn, Norwood High School, email: ejohnquinn@yahoo.com

Registration & Scheduling Coordinator: Pete Tarsi, Attleboro High School, email: nedf2017@nedrama.org

CONGRATULATIONS!

This will be a festival focused on the celebration of theatre. Please urge your theatre students to take in and learn as much as they can while at the same time enjoying themselves in a safe environment. Festival can be a truly rewarding experience for all who attend. It is an opportunity for theatre students to grow as actors and technicians, as well as an opportunity for us to grow as directors.

Many states now have student forums at festivals. There will be student forums at this festival. Each director is asked to divide his/her own students up equally among 12 where they will discuss the shows with kindred spirits from the other companies. Each director will be provided with colored stickers to be applied to student nametags to assign forums. It is important that you put some thought into how to split your students up PRIOR arriving at festival, in order to expedite the process. Our hope is that you can help us to accomplish a more even distribution of students in various discussion groups than if we were to randomly assign your students to groups. We urge you to distribute your students by title (techie/actor) as well as personality (outgoing/quiet) so that we may achieve mixed groupings of students. Directors can also consider compatibility of students in these assignments.

Students are more than welcome to dress for the banquet and closing ceremonies on Saturday. Please pass this on to your students.

Forms need to be returned as soon as possible even if they are incomplete. Corrections can be sent later but we need the basics now. We are testing online registration through Google forms this year. Along with the email where you received this packet, you should find a link to some shared documents that you can fill out. A program page template can be downloaded from www.nedrama.org. Follow the Registration Instructions on the website. Open these forms on a computer, fill them in and Email them to nedf2017@nedrama.org.

Following is a list of packet contents:

1. This Cover letter
2. Tentative Schedule
3. Lodging Information
4. Meal Plan Information
5. Workshops & Other Meetings Information
6. How Does This Festival Work?
7. Student Forum Participation Guidelines
8. Theatre Etiquette
9. Our School & Ticket Information
10. Directions to the Festival Site

Other Included Documents (In a separate document)

- Lighting Plots
- Sound Board Layout
- Plan Drawing of Theatre

Forms downloaded from nedrama.org or via a Google Form link shared with you See online Registration Instructions.

- Personnel / Nametag list Form
- Registration Form
- Content Notification Form
- Special Needs Form
- Publicity Form
- Program Page

Forms to bring to festival registration

- Medical Consent Forms (one per student)
- Photocopy of publisher permission to perform
- Performance Approval Form



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Tentative Schedule

THURSDAY, 4/20/2017	
9:00a	Tech: A
10:00a	Tech: B
11:00a	Tech: C
12:00n	Tech: D
12:30p	Lunch
1:00p	Tech: E
2:00p	Director Meeting
2:00p	Student Introductory Forums
2:30p	OPENING CEREMONY
3:00p	SHOW #1
4:00p	SHOW #2
5:00p	Student & Director Forums
5:30p	Dinner
5:45p	Tech: F
7:00p	SHOW #3
8:00p	SHOW #4
9:00p	Student & Director Forums
9:30p	Entertainment / Social Time
10:00p	End of day

FRIDAY, 4/21/2017	
7:45a	Tech: G
8:00a	NEDC Business Meeting
8:00a	Breakfast
8:45a	Tech: H
10:00a	SHOW #5
11:00a	SHOW #6
12:00n	Student & Director Forums
12:30p	Lunch
12:45p	Tech: I
1:00p	Workshop 1
1:45p	Tech: J
2:00p	Workshop 2
3:00p	SHOW #7
4:00p	SHOW #8
5:00p	Student & Director Forums
5:30p	Dinner
5:45p	Tech: K
7:00p	SHOW #9
8:00p	SHOW #10
9:00p	Student & Director Forums
9:30p	Entertainment / Social Time
10:30p	End of day

Please note that the schedule is tightly packed due to all the tech rehearsals that need to occur. Remember that they are strictly 50 minutes long. Also, we will be flexible with schools whose tech rehearsals occur during meal times—we don't want the kids to miss meals! The tightness of the schedule may be alleviated if nearby schools can tech earlier in the week. If something like that happens, this tentative schedule will be adjusted accordingly.

The scheduling coordinator will work with schools to assemble the best possible performance schedule, balancing genres, set size, and show running times to help the flow of the day. We will strive to schedule shorter schools in the second slot of a block to allow for catch-up time. Though we understand travel conflicts (nearer schools will probably perform earlier), any flexibility regarding when you're willing to perform would be appreciated. Thank you.

SATURDAY, 4/22/2017	
8:00a	Breakfast
8:00a	NEDC Open Meeting for all directors
8:00a	Student Congress Meeting
8:30a	Tech: L
10:00a	SHOW #11
11:00a	SHOW #12
12:00n	Student & Director Forums
12:30p	Banquet
2:00p	Closing Ceremony
3:00p	Festival Ends



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Lodging Information

Norwood is part of the Metro-Boston area, about 14 miles southwest of Boston. It is easily accessible to the city via public transportation. Our festival occurs only days after the Boston Marathon, so many tourists are in the area during this time of year. Because of these factors, these hotel rates are the best available for large blocks of rooms.

Also, when reserving blocks of rooms, data from previous festivals was used to approximate the number of rooms needed. Though *several* schools traveling with 60+ people is not anticipated, it could happen and would impact the availability of reserved rooms. If something like this makes booking difficult—especially for the states ending their festivals later—please contact Pete Tarsi for a list of other local hotels.

All hotels have blocked off rooms containing either two large beds or one large bed with a pull-out sofa bed large enough for two people. One hotel even bragged about the comfort of their sofa beds!

Rooms are available at the following hotels under the event name “New England Drama Festival.”

Holiday Inn Express Norwood

\$129/room per night (includes breakfast)

(781) 769-0060

about 3 miles from Norwood High School

Holiday Inn Dedham

\$125/room per night (does not include breakfast)

(781) 329-1000

about 4 miles from Norwood High School

Comfort Inn Randolph

\$129/room per night (includes breakfast)

(781) 961-1000

about 10 miles from Norwood High School

Once you’ve made your reservations, please contact Pete Tarsi about where you are staying. Thank you.



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Meal Plan Information

Norwood Food Service is catering the event, which includes seven meals. The cost for the meal plan is **\$70 per person**. Checks/Money Orders should be made out to “Norwood Food Service,” and cash is also accepted. If possible, it would be easier for them if check/money order payments were by school rather than by individual.

Contact **Eli Norris**, Norwood Food Service, at elijah.norris@compass-usa.com for specific meal plan questions.

THURSDAY, APRIL 20th

Pizza Party Lunch

Variety of Freshly Made Pizzas, Calzones, Flatbreads, Garden Salad

SONO Bar Dinner

Seasoned Beef or Chicken in your choice of Soft or Hard Tacos, Nachos, or Taco Bowl, served with Rice, Corn, Lettuce, Tomato, Cheese, Guacamole, Sour Cream, Salsa (Black Bean & Refried Bean options available for vegetarian/vegan dietary choices.)

FRIDAY, APRIL 21st

Sunrise Sampler Breakfast

Scrambled Eggs, Sausage, Home Fries, French Toast, Strawberry Topping, Maple Syrup

Deli & Salad Bar Lunch

Made to order Caesar Salad & Deli Bar & 5 Foot Sub. Hummus, egg salad & tuna salad also available

Chinese Buffet Dinner

Sweet & Sour Chicken, Fried Rice, Vegetable Lo Mein, Vegetable Egg Rolls, Pork Dumplings, Fortune Cookies, Vegetable Sushi

SATURDAY, APRIL 22nd

Express Breakfast

Variety of Breakfast Sandwiches Including Sausage/Bacon, Egg & Cheese, Yogurt Parfaits, Fruit

Italian Pasta Dinner Banquet

A continental a la carte breakfast will be available for purchase on Thursday morning.
Snacks and beverages will be available for cash purchase throughout the event.



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Workshops

We expect each student to attend workshop sessions. You will receive a variety of workshop tickets at registration which you can divide up among your students, but there will be a workshop ticket swap table. Workshops will be varied among acting, technical, and other theatrical interests.

NEDC Open Meeting

8am Saturday

There will be an **open meeting** of the New England Drama Council on Saturday morning at 8am. **All directors** are invited. The purpose of this meeting will be to discuss ways to improve the festival for next year.

Student Congress Meeting

8am Saturday

Each school should select 2 students to attend the student congress meeting. The purpose of this meeting will be to discuss ways to improve the festival for next year. Representatives from next year's festival will be at the meeting taking notes. They will then report to the New England Drama Council at the above mentioned Open Meeting.

NEDC Business Meeting

8am Friday

This meeting is for Council members only. Its purpose is to take care of the mundane aspects of keeping festivals running into the future.



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How Does This Festival Work

This is a three day festival running from Thursday, April 20th through Saturday, April 22nd. Upon your arrival on Thursday, you will be greeted by your student hosts. The job of your hosts is to guide you through the festival and to answer or find an answer to any questions you may have.

Your host will:

- Welcome you and show you where to park.
- Arrange for a group photo upon your arrival.
- Escort you to registration where you will receive a Welcome Packet of nametags, other materials and information.
- Take you on a tour of Norwood High School.
- Show you to your Home Base room.
- Stay with you throughout the festival while you are at the school.
- Escort you to the load-in area prior to your technical rehearsal and introduce the load-in host.
- Escort you to the load-in area and green room prior to your performance.
- Escort you to the theatre for the opening ceremony
- Be your friend

Technical Rehearsal: Please plan to arrive at least 20 minutes prior to your technical rehearsal or the opening ceremony, whichever comes first. Just prior to your tech, your host will escort you to the load-in area and introduce you to the load-in host. The load-in host will show you where you may prepare your set and answer any questions you may have about your tech. Feel free to ask any questions before your tech.

When the stage is ready you will be ushered into the wings and introduced to the host stage manager and the other host techies. You will be given colored spike tape which you must return at the end of your tech. Do not use other colors of spike tape on the festival stage. The host stage manager will review tech procedures to insure a mutual understanding.

You will "own" the theater for a period of 50 minutes for a technical rehearsal. You may use this time any way you wish. A tech timekeeper will help keep you aware of the time remaining. The host tech crew will be on hand to guide you through the use and operation of our equipment. They will also help, at your request, with load-in and load-out. Otherwise, they will stay out of your way as much as possible.

Schedule: We will not know the final schedule until we receive information from you and all other participants. We try to mix shows on the basis of size of set, style of performance, and running time. A final schedule will be emailed to you as soon as we have all necessary information.

Green Room: The Green Room will be provided with dressing areas, tables and lighted makeup mirrors. Please do not use your Home Base room as a makeup room. The Green Room will be yours to use during the hour prior to your performance. This room must be cleared of your belongings prior to your performance so that the next cast may use it. We will provide a lockable room where you may stow your belongings until the end of the performance block.

Performance Sessions: We expect all students to attend all performances unless they are preparing during the hour prior to their own performance. Immediately following your performance, you will strike your set to a location determined by the host stage manager.

Non Curtain Call: Before the next performance, your company will be ushered to a side entrance to the theatre and welcomed back into the theatre by the Master(s) of Ceremonies.

Commendations: Each company will be asked to write a commendation for the third show following theirs. The last 3 companies to perform will write for first 3 performances. Look for a chart in the Welcome Packet you receive at Registration.



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Each director should copy the next 3 pages and distribute them to the participating students & any attending adults. The director should then review these pages with the students so that they will know what to expect and what will be expected of them.

Student Forum Participant Guidelines

Student forums will be held after each block of shows. Room assignments will be explained at the opening of the festival. This information will be posted in the lobby and at the registration desk. Stickers will be provided to directors at registration and applied to student name tags. These stickers will determine forum assignments.

Student Forum Purpose

The purpose of Student Forums at the NEDC Drama Festival is to give students the opportunity to exchange ideas and to ask questions relating to the productions they have just seen. This is intended to be an educational experience for all. Each group will be comprised of students from all production companies.

Student Forum Expectations

- Make a few notes regarding each show either during or immediately after each production.
- Be prepared to comment on or question some specific aspect of each production.
- This is not a forum for negative criticism. Be sensitive to your fellow thespian's feelings.
- Avoid the "mutual admiration society" where the only things said are glossy, shallow compliments. If compliments are to be given, make them specific.
- Discuss character development.
- Discuss script interpretation.
- Discuss the design choices, the implementation of the Set, Lighting & Sound.
- Discuss the rehearsal process.
- Explore the choices made by the production company.
- Ask questions.



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Theatre Etiquette

As theatre educators, our roles are many fold. Two of these are inspiring students to be better performers and technicians and to be better audience members. We spend much of our time teaching production aspects of theatre; festival is a wonderful opportunity to educate our students to be a good audience.

Many of our students spend all of their time in the theatre either on or back stage. Because of this they may need more education than we think to be good audience members. With this in mind, we requests that the following points be reviewed with all students coming to festival. We also ask that you share this with any adults, parents, or chaperones who will be attending.

- Theatre is an illusion. Any disturbance that takes an audience member out of that illusion is detrimental both to the performance and to its impact. Frankly, our students on stage may be so focused that the disturbance may not impact them, but it will certainly affect the audience's impression of the piece.
- The theatre experience is very different from a sporting event or a video watched at home. Conversation, even whispered, is rude and distracting. Hooting, hollering, cheering, and whistling are not appropriate. In fact, the only two appropriate responses are laughter and applause. Theatre is an art form, not a basketball game.
- Certain distractions should not be brought into the theatre. These include such items as ringing, vibrating, texting cell phones, laser pointers, beepers, beeping watches, and food or drink, even in closed containers. Any illuminated screen is very distracting. Please also remind your students of the echoing effect of cellophane wrappers from throat lozenges and candies. Unwrap them before the lights go down.
- We are guests in someone else's theatre. Stepping on or over seats and putting one's feet up show disrespect for our hosts and their theatre.
- In any waiting time, i.e., before a show, the audience needs to keep the noise down to a level of quiet conversation. This will enable schools to prepare for performance and a level of decorum to be established in the theatre. Cheers, chants, "the wave," and other assorted "half time" activities are inappropriate.

The vast majority of students who attend festival show a wonderful enthusiasm for theatre, while at the same time showing a respect for the craft. Most students who act inappropriately do so out of ignorance of appropriate behavior. As directors and teachers it is our responsibility to educate our students. We hope this document will be a starting point for your discussion with your students.

Dress for the Closing & Banquet

Typically, guests dress up for the banquet and closing ceremonies. It'll be fun.



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While Visiting Our School

Some areas may be marked as **Out Of Bounds**. As hosts, we make this request of you: **Please do not go into any areas other than those specifically used for festival activities**. Please do not attempt to use any computers. We reserve the right to take the name of any student that does so, and we will turn the matter over to that school's director or representative or administration.

Please help us insure that this will be a carefree, positive weekend.

We may be able to make provisions for securing your **valuables** during your performance. You may put them into our care as you prepare yourselves in the green room. We can lock the valuables up, and have an adult on duty to ensure safety. Otherwise, we ask that you take care of your belongings as wisely as possible. We suggest that festival participants bring enough money to the festival for the snack bar or for souvenirs such as T-Shirts, and that they keep such money on their person. We will also provide a locker for each company near its home base room.

Smoking is not permitted in the building or on the grounds at Norwood High School.

Participants receive **nametags** upon arrival. Participants are required to wear these nametags at all times except during their performance: it is your pass to the plays and your meal ticket. It is also the way we get to know one another.

Ticket Information

Tickets will be available at the door. There should be plenty of room for family and friends, so please invite them to come support you! Pricing will be as follows:

Any Block of 2 Shows: **\$6**

Thursday, 4 Shows: **\$10**

Friday, 6 Shows: **\$15**

Saturday, 2 Shows: **\$6**

Full Festival Ticket, 12 Shows: **\$25**



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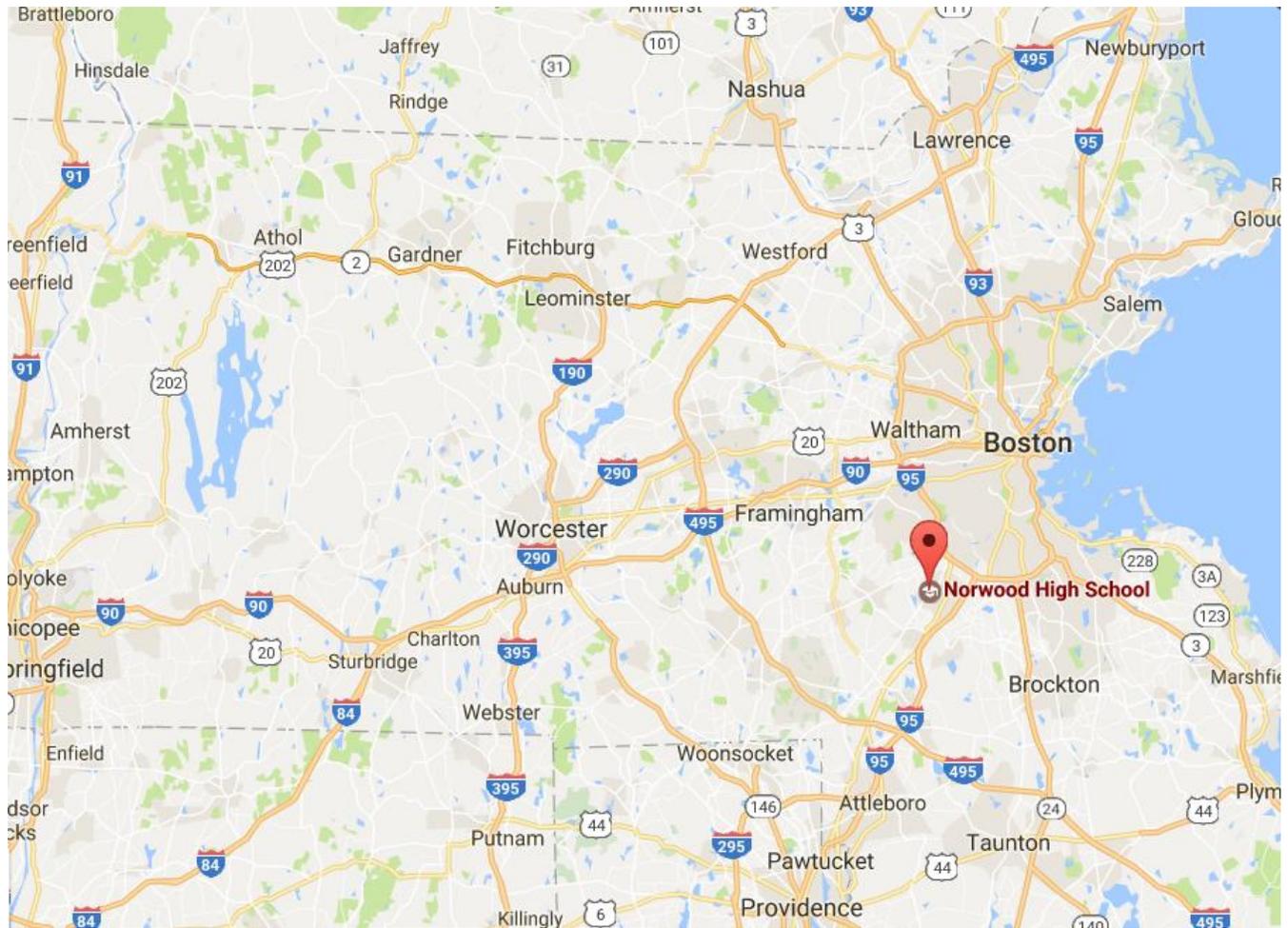
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Directions to Norwood High School

Norwood High School is easily accessible from Interstate 95 and U.S. Route 1.



From Maine: Take I-95 South into Massachusetts and around Boston*

From New Hampshire: Take either I-93 South or U.S. Route 3 South to I-95 South*

From Vermont: Take I-89 South to I-93 South to I-95 South*
OR Take I-91 South to I-90 East to I-95 South*

From Rhode Island & S.E. Connecticut: Take I-95 North into Massachusetts**

From Central & Western Connecticut: Take I-84 East to I-90 East to I-95 South*



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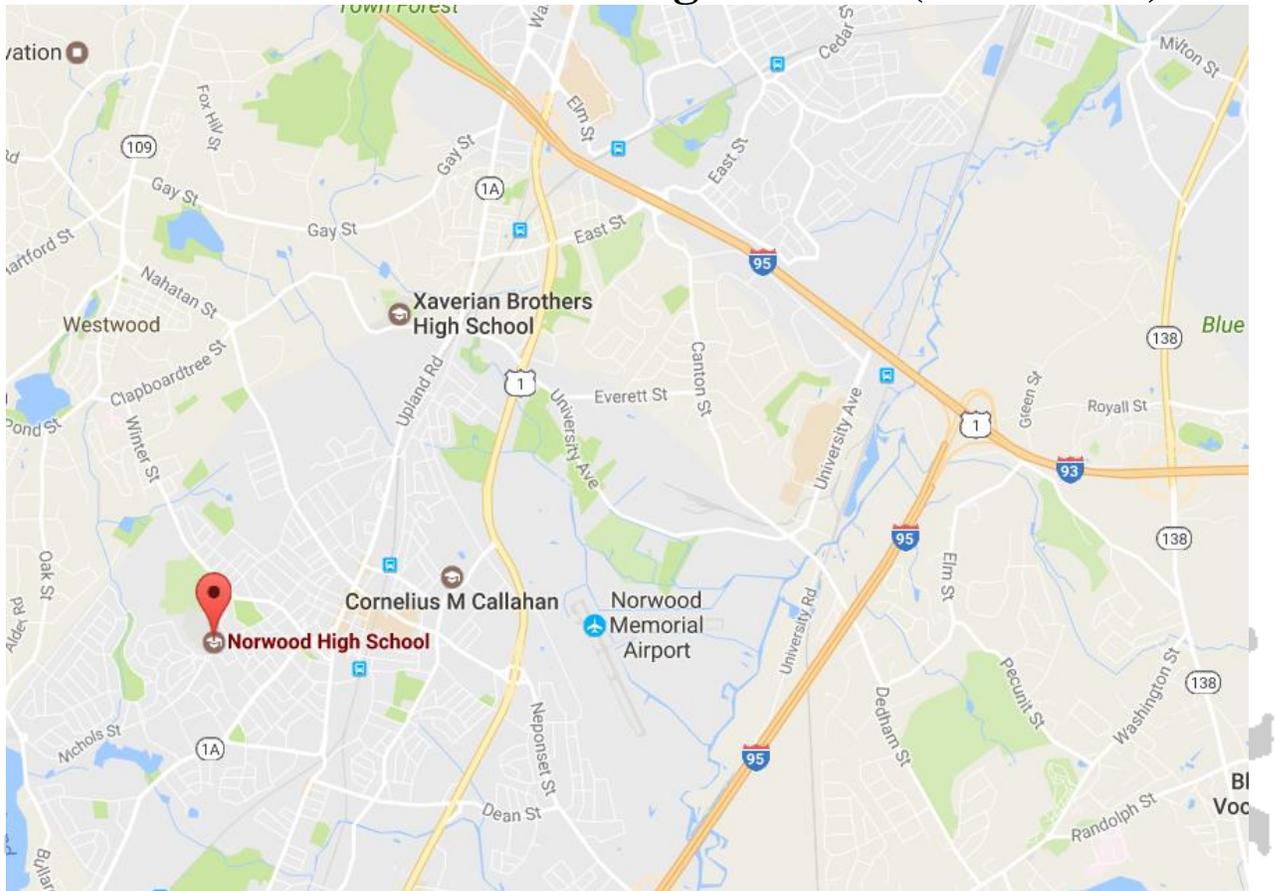
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Directions to Norwood High School (continued)



***From I-95 South**

- Take Exit 16B and merge onto MA-109 W / High St.
- In 2.0 miles, turn left onto Pond St.
- In 0.7 miles, turn left onto Clapboardtree St.
- In 0.2 miles, turn right onto Winter St.
- In 1.2 miles, slight right onto Shattuck Park Rd.
- In 0.2 miles, turn right at the first cross street onto Nicholas St.
- In 0.2 miles, Norwood High School will be on the right.

****From I-95 North**

- Take exit 11B to merge onto Neponset St. toward Norwood
- In 1.8 miles, enter the traffic circle and take the second exit onto Nahatan St.
- In 1.2 miles, turn left onto Nichols St.
- In 0.7 miles, Norwood High School will be on the right



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Norwood High School Technical Information

Along with this packet, you will receive an extremely detailed PDF with all the technical information for the Norwood High School Performing Arts Center. The packet includes:

Ground Plan Diagram
Stage Dimensions Diagram
CL Cross-Section Diagram
Light Plot Diagram
Front Light Areas Diagram
Side & Down Light Areas Diagram
Wash Light Areas Diagram
Magic Sheets
Channel Hookups
Instrument Schedule

The document is 30 pages long and contains everything you need.

If you have further questions about lighting and sound, please direct them to the Technical Direction, **Rob Strano**, at rstranolighting@gmail.com.