



Student Technical, Creative, and Stage Management Award Helpful Hints Guide

About Nomination Categories: Students will not self-select which category they are applying for- the preliminary judges that review the applications will decide which category the application falls under if the application becomes a nomination.

Please Note: If a student has done multiple things for a production, we ask that they submit for each of these things individually. Please do not submit applications that are focused on more than one area of design or creativity. For example, if a student choreographed the show but was also the costume designer, we ask that that student only submit an application for their choreography OR their costume design OR that they submit **two full applications** detailing the specifics of each project. Students often wear multiple hats for their productions, and these awards are meant to focus in depth on individual accomplishments rather than overall capabilities.

Nomination Announcement: All HSMTA nominations are announced via a live video that will air on Tuesday, April 22nd 2025. The list of nominees will also be available on the Orpheum's website on the HSMTA page after the live video announcement has aired.

What to expect if nominated

Once nominated, expect to receive an email from your teacher with information about an initial meeting you'll need to attend on Thursday, May 1st as well as how to register yourself as a nominee. If you are nominated and do not receive this information from your teacher by the day after nominations are announced, please ask them to forward you what they have received. The introductory meeting will help you better understand the portfolio review process and will help determine the time of your individual interview.

Nominees will present their portfolios at a TBD time on May 10th or 11th. Each nominee is given a 15 minute time slot to give their presentation and for the judges to ask questions and look over any materials provided by the nominee. The presentation to the judges should detail the work you did for the show. Be prepared to be specific and show examples when possible. Don't be afraid to get creative in how you present your information- the sky is the limit and the more information you present to the judges, the more they have to consider when making decisions about award recipients. You will be able to share audio and visuals on a large screen if you choose and you can bring any finished products that have been created as long as you are able to individually carry them into the interview.

Examples of work to save/create/have with you for your submission materials and/or subsequent nomination presentation:

Stage Management: prompt book, calling script, cast list, cast contact info sheet, prop tracking lists, rehearsal reports, run sheets, rehearsal and performance schedules, etc.

Lighting Design: Lighting plots, production photos, marked scripts with cues, research images and materials, preliminary sketches, color palettes, etc.

Costume Design: Research images and materials, preliminary sketches, fabric swatches, production photos of final products, finished costume pieces, etc.

Sound Design: Preliminary research, sound plots, mic plots, video footage or demo reel, etc.

Scenic Design: Research images, preliminary sketches, scenic models, production photos, ground plans, color palettes etc.

Props Design: Research images, preliminary sketches, process photos, final photos, finished prop pieces

Wig/Hair/Makeup Design: Research images, preliminary sketches, process photos, final photos, makeup plots, actual wig samples, etc.

Direction or Assistant Direction- Research materials, notes taken in rehearsal, blocking notes, video or audio clips

Choreography- Video snippets of rehearsal, video snippets of final products, staging and choreography notes, spacing sheets

Artistic design of any kind- Photos of progress throughout the creation process, research materials, finished products, etc.

The above listed design and creative areas are merely examples of contributions that can be considered for a technical or creative achievement nomination. There are a multitude of ways that you can contribute creatively or technically to your show, so don't be confined by the more conventional categories listed above- feel free to submit an application for any outstanding work that you feel is worthy of consideration. And remember, your application is only as strong as the materials you submit. Our review panel will not have seen your show in person, so they will need examples of what you created to help bring your work to life.