

# **VIRGINIA THESPIANS**

## **Sponsor and Chaperone Guidelines**

For the protection and safety of all sponsors and the Virginia Thespian Society, the following guidelines will be strictly enforced. We can not expect students to abide by rules that the sponsors do not model themselves. Sponsors need to review all rules and regulations with their students paying particular attention to the new jobs of the security bolunteers and building managers. Sponsors need to emphasize the expectation that respect be shown to all adults and university property and facilities.

### **ALCOHOL/DRUGS**

Sponsors or chaperones being in possession of, consuming, or under the influence of drugs or alcohol at any time during the conference is not allowed.

### **SAFETY**

The "buddy system" is recommended; even for sponsors. Sponsors must remain in conference areas only. Other parts of the buildings and campus are off limits. Parking lots are off limits except during arrival and departure times.

### **CURFEW**

Sponsors are expected to enforce curfew and hotel rules. All delegates (students and adults alike) will be in their assigned rooms prior to the curfew listed in the conference program. All music, lights, etc., must be off by the listed time in the program. Sponsors are reminded that the behavior of the individual reflects on the organization as a whole and that people other than Thespians will be staying in the hotels.

### **HOTEL ROOMS**

Visiting rooms of the opposite sex is prohibited at all times unless the sponsor, or chaperone is present. Only sponsors and chaperones may have phone service.

### **EMERGENCIES**

Each school is to provide hotel security/main desk with a list of delegates and the rooms in which they will be staying. This same information will be required at the registration desk for the conference along with the hotel phone number.

## **PROPERTY DAMAGE**

Sponsors will be responsible to the Virginia State Thespian Society and/or the hotel for damages to their hotel rooms or property and university facilities and property. The hotel will bill the delegate, the parents, and/or the school for any damage fees not collected at the time of check out. The Virginia Thespian Society will bill troupes that do not provide an adult to help with security and facility supervision. The university will bill the Virginia Thespian Society for damages which will be charged to individual schools.

## **ROOM CHECK**

Immediately following the curfew each night of the conference, all sponsors and chaperones must physically check each room of all delegates.

## **CAMPUS REGULATIONS**

There will be no eating or drinking in the theatres, workshop and lecture areas. These are allowed in those areas with drink machines and trash cans. Anyone displaying posters or flyers to advertise plays is responsible for removing them before leaving campus.

## **SMOKING**

No smoking will be permitted on the grounds or in the buildings at the conference.

## **TELEPHONE**

You may use the pay phones on campus.

## **LOST OR STOLEN ARTICLES**

The conference committee cannot accept responsibility for these items. All items found may be turned in to the Registration Desk, the Virginia Thespian Boutique, or the State Director, Nancy Curtis.

## **BADGES**

All conference participants including sponsors must wear their conference badges **EASILY VISIBLE TO ALL AT ALL TIMES** to be included in any conference activity (including dances). This is interpreted to mean that the badge will be worn on the upper chest area outside the top layer of clothing. (Is this specific enough?) Badges will be issued at registration. The badge is also your admission to meals. Keep track of it. If your badge is lost, you may purchase a replacement at the registration desk for \$3.00. **NO MORE EXCUSES!**

## **THEATRE**

1. The taking of flash pictures is not allowed at any time during a production.
2. No radios or recording equipment, including video cassettes, with or without headsets are permitted in the audience. Turn off all cell phones, including game programs, when entering the theatre.
3. Stay awake and pay attention to performances like you expect your students to do. Model appropriate theatre etiquette.
4. Audience members are not to sit with their feet on the backs of the seats in front of them
5. No gum, candy, food, drinks, etc. is permitted in the theatre.
6. No one is to enter or exit the theatre during a performance.

## **ATTENDANCE OF CONFERENCE EVENTS**

All conference participants including Sponsors are to participate in all available conference activities. When productions are in progress, you are expected to be in a theatre. When workshops are in progress, you are expected to be in a workshop. When there is an all conference event, all participants including sponsors are expected to be in attendance. There will be sponsors and chaperones patrolling the campus. All sponsors and chaperones are requested to question any delegate not in a conference event. If one of your students is found not attending a conference event, he/she will be escorted to a holding room where he/she must remain until you or one of your chaperones comes to get him/her. This will also result in the student being placed on probation. Further violations may result in dismissal from the conference. Keep in mind that the sponsors' meeting room is a place for sponsors to relax for a while, but not for an entire day. Be available to your students and monitor their participation.

## **CONFERENCE PERFORMANCE PARTICIPATION**

Sponsors with performing troupes need to be aware that what may be "normal" for performances at your local school may not be standard procedure for this conference. Speeches before productions should be limited to the facility instructions, not a synopsis, or history of the show. Curtain calls are for cast only, not directors, and end immediately after the curtain call.

## **VIOLATIONS**

Delegates violating rules and regulations of the conference will be required to meet with their sponsor or chaperone and with the State Board of Area Representatives at 8:00 the next morning. Violations may cause non-participation of the school in the conference's festival activities (i.e. technical or performance) until meeting with the Board of Area Representatives. Delegates are required to surrender their conference badge, on demand, to a sponsor or chaperone. This badge may be returned pending the finding of the area board. A delegate placed on probation and subsequently having another violation may be dismissed from the conference, without refund, and sent home by the best available means with all expense for this being paid by the parent or guardian. A large number of violations (whether individual or group) may also result in a school not being allowed to attend the Virginia State Thespian Conference in the next school year. Sponsors who can not commit to fulfill their role as sponsor will be asked not to return to the Virginia State Thespian Conference next school year.

## **FEES**

**No refunds of fees will be made.** You may submit a replacement student for a \$5.00 change fee.

## **SIGNATURES**

I have read, understand, and agree to abide by the Virginia State Thespian Conference Rules and Regulations.

Sponsor Signature: \_\_\_\_\_

Sponsor Name: (please print) \_\_\_\_\_

School: \_\_\_\_\_