

ACT
THE ALABAMA CONFERENCE OF THEATRE
MANUALS OF OPERATION

These Manuals of Operations were initially prepared by the 1991-92
Board of the Alabama Theatre League
And
The 1996-97 Board, Divisional Chairs and Executive Director of
The Alabama Conference of Theatre and Speech
with revisions by subsequent ACT officers.

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Revised: 2012 by

2012 ACT Board
Sue Ellen Gerrells, ACT Executive Director

ACT
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MANUALS OF OPERATION

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CONSTITUTION AND BY-LAWS
OF THE ALABAMA CONFERENCE OF THEATRE

PREAMBLE

The purpose of the Alabama Conference of Theatre is to promote, strengthen, and sustain theatre in Alabama through a network of theatre artists.

ARTICLE I

The name of the corporation shall be the Alabama Conference of Theatre.

ARTICLE II

The corporation shall not afford pecuniary gain incidentally or otherwise to any person by reason of membership therein.

ARTICLE III

The duration of the corporation shall be perpetual.

ARTICLE IV

The location of the registered office of the corporation shall be in the City of Montevallo, State of Alabama.

ARTICLE V

The names and addresses of the incorporators are:

Guin R. Clifton, Montevallo, AL 35115

William T. Chichester, 114 Tuscaloosa Circle, Montevallo, AL 35115

Eugene R. Jackson, 363 Azalea Road, M-22, Mobile, AL 36609

Marty P. Bruner, 206 Morgan Avenue, Mobile, AL 36609

Betty S. Noel, PO Box 638, Fort Payne, AL 35967

Jack Mann, 427 Hillwood Drive, Birmingham, AL 35209

M.J. Zakrzewski, 513 Madison Avenue, Suite 224, Montgomery, AL 36104

ARTICLE VI

The members of the corporation shall have no personal liability for the corporation obligations.

ARTICLE VII

The corporation shall have no capital stock or shares.

ARTICLE VIII

In the event of dissolution, all of the assets of this cooperation shall be distributed by the Board of Directors to some other similar non-profit organization or public charity exempt from payment of federal income tax under the provisions of Section 501 (C) (3) of the United States Internal Revenue Code.

ARTICLE IX

The corporation shall have all the power granted to it by the provision of the Alabama Nonprofit Corporation Act and all Act Amendatory and supplementary thereto.

BY-LAWS

1. DEFINITION

The “Conference” when used below, refers to the Alabama Conference of Theatre.

2. MEMBERSHIP

Membership in this Conference shall be open to individuals and to organizations operating within the State of Alabama. There shall be the following types of membership:

1. Individual
2. Life
3. Student (a person enrolled in an educational institution)
4. Organizational—Theatre groups, businesses, arts councils, department of colleges or universities, public or private schools, and other such organizations involved with theatre or speech arts. Each organizational membership shall be limited to one (1) vote.
5. Honorary, bestowed by majority vote of the Board of Directors.

3. DUES

Annual dues shall be established by the Board of Directors for all types of memberships.

4. MEETINGS

A. There shall be an Annual Convention of the Conference each year at a time and place selected by the Conference at a previous Business Meeting, or in default of such selection, as selected by the President. During each Annual Convention, opportunity shall be provided for a Business Meeting for action on the Board of Directors’ program, election of officers, and such other matters as may be brought before the meeting. The membership present at the Annual Business Meeting shall constitute a quorum.

B. There shall be minimum of one meeting of the Board of Directors each year to be held at a time and place selected by the President. A majority of the membership of the Board of Directors shall constitute a quorum for any Board of Directors meeting.

C. All committee and division meetings of the Conference shall be held at times and places as directed by the Committee and Division Chairs. A majority of the committee members shall constitute a quorum for any committee meeting of the Conference.

D. Special emergency meetings of the Conference membership may be called by the President, the Vice-President, or by a majority of the Board of Directors, upon two weeks written notice to the membership, specifying the time, place, and agenda for such meetings. Twenty-five percent of the voting membership in good standing shall constitute a quorum for such special emergency meetings.

- E. At all meetings any voting member shall have the privilege of speaking and of offering motions, subject to time limitations imposed by the presiding officer or by vote of the meeting.
- F. Voting by proxy and cumulative voting shall be prohibited in any conference voting.
- G. All meeting of the Conference, its Board of directors, its divisions, and its committees shall be conducted in accordance with the most recent edition of Robert’s Rules of Order in all cases to which they are not inconsistent with these by-laws and any special rules of order the organization may adopt.
- H. In cases of emergency, where time is of the essence, or when it is otherwise impractical, voting may be done by email or by other electronic means established by the Board of Directors. In order for the vote to be certified, the President and Secretary must verify the identity of each member casting an electronic vote and ensure they are members in good standing. A simple majority of the current membership of the association or the Board of Directors, depending on the type of vote, is needed for an item to pass.

5. ELECTIVE POWERS

The Conference shall have the following officers elected by a majority of members present at the Business meeting held in conjunction with the Annual Convention:

- A. A President who shall be the chief elected officer of the Conference and who shall serve for a term of one year.
- B. A Vice-President who shall serve a term of one year and shall succeed to the Presidency.
- C. A Secretary elected in odd numbered years for a term of two years. In the event the Vice-Presidency should become vacant during the year, the Secretary shall automatically succeed to the Vice-Presidency.
- D. A Treasurer elected in even numbered years for a term of two years.
- E. A Board of directors composed as follows:
 - 1. Elected officers
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Immediate Past President
 - 2. Division Representation

Two representatives, Chair and Vice-Chair, elected from each of the following divisions: children’s, secondary, college and university, community, and professional. These members shall serve for a term of one year, with the Vice-Chair succeeding the Chair to give continuity within each division.
 - 3. The executive Director of the Alabama State Council on the Arts or his/her chosen representative shall be an exofficio member of this board.

6. EXECUTIVE COMMITTEE

The executive Committee shall “consist of the four elected officers of the Corporation and the immediate Past president. The Executive Committee shall act for, and have the power of, the Board of Directors in the interim between Board of Directors meetings. Any action taken under this authority must be reported to the full Board of Directors at its next meeting. This committee shall meet at the call of the President.

7. DUTIES

A. The President

1. Preside over all meetings of the Conference
2. Serve as Chair of the Board of Directors and preside over these meetings
3. Appoint committees
4. Appoint a parliamentarian to serve during each business meeting
5. If elected in the concluding year of a term of the State Representative to the Southeastern Theatre Conference, to serve a three-year term in that capacity, commencing immediately upon election.”

Rationale: The Southeastern Theatre Conference has recommended this change from a two to a three year term. A longer term would provide consistency in the liaison between the state and regional organizations by allowing longer service after an initial learning period. Since neither organization provides financial support for attendance at board meetings or at the conventions, however, and additional year would make financial demands on the holder of the position which should be recognized.

6. Represent the Conference in business and other dealings with other Organizations.
7. Perform such other duties as pertain to the office of President

B. The Vice-President

1. Assist the President, and perform the President’s duties in case of the President’s disability or absence.
2. Serve as Chair of the program Committee for the Fall Summit
3. Perform such other duties as pertain to the office of Vice-President

C. The Secretary

1. Serve as secretary to the Conference and to the Board of Directors and prepare agenda for their meetings
2. Notify all members of the Conference of special and annual meetings and record the proceedings thereof
3. Keep and file all records in the corporate record book
4. Perform such other duties as are customary to the office of Secretary

D. The Treasurer

1. Collect and have custody of the funds of the conference.
2. Keep, or cause to be kept, full and accurate records of receipts and disbursements in books belonging to the Conference.
3. Deposit, or cause to be deposited, all monies and assets in the name of and to the credit of the conference.
4. Disburse, or cause to be disbursed, such funds and render to the Conference at the Annual Business Meeting a full written report of Transactions of the Treasurer and of the financial condition of the Conference. Perform such other duties as are customary to office of Treasurer.

E. Division Chairs

1. Furnish leadership for the division which they represent
2. Stimulate and develop interest in their respective areas
3. File reports of the work of their divisions annually

F. The Board of Directors

1. Meet annually, or as called by the President, to receive and act upon reports from officers and committees. Non-attendance at Board Meetings is grounds for dismissal.
2. Prepare and present to the Annual Business Meeting a program for the ensuing year.
3. Manage, direct, control, and administer the property, affairs, and business of the Conference.

8. STANDING COMMITTEES

- A. Standing committees shall have continuing existence and shall consist of one member from each division where membership exists. Their members shall be appointed by the President for terms of one year. Unless otherwise designated, Chairs will be designated by the President and are expected to report at each Annual Convention. The standing committees of the Conference are:

1. Nominating Committee
2. Honors Committee, chaired by the Immediate Past President

- B. Ad hoc committees as needed may be appointed by the President for terms appropriate to their functions.

9. FISCAL YEAR

The fiscal year of the Conference shall be July 1-June 30. Annual dues shall be delinquent if not paid before December 31 of the fiscal year.

10. FUNDS

The funds of this Conference shall be deposited in such bank as the Treasurer shall select and may be withdrawn by check signed by the Treasurer. In the event of absence, death, or disability of the Treasurer, the President shall have authority to sign for the disbursements of funds.

11. AMENDMENTS

- A. The Constitution and the Articles of Incorporation may be revised by a two-thirds vote at any Annual Business Meeting, providing the proposed revision has been submitted in writing to the membership at least one month prior to the meeting at which the vote is to be taken.

- B. The By-Laws may be changed or amended by a majority vote at any Annual Business Meeting, providing the proposed change or amendment has been submitted in writing to the membership at least once month prior to the meeting at which the vote is to be taken.

ACT Calendar of Events/Activity Evaluation

Since its inception, ACT has enjoyed broad-based support in Alabama, serving more than seventy-six organizational members comprising over 2000 Alabama Theatre professionals, educators, artists and students. The Board of ACT meets quarterly for review of annual budgets and financial reports and strategic planning. The President's responsibilities include the supervision of grant distribution and project committees. Each year ACT holds three conventions/festivals reflecting a wide variety of theatrical activities available to members and public alike. The following is a listing of annual ACT events and services:

1. ACT Fall Summit

(Late-August)

The Summit includes ACT's annual meeting, election of officers, and continues the early traditions of the Alabama Theatre League by providing a relaxed venue in which all divisions share innovations in theatre production and discuss relevant issues in statewide theatre programs. Each Division holds a "Break Out" session to discuss relevant topics then reconvene to discuss issues relevant to all. Non-members are encouraged to attend but only members in good standing are eligible to vote.

2. The Southeastern Theatre Conference Screening Auditions

(Mid to late October)

Held in conjunction with the ACT College/University Festival, Alabama actors at the college and community level must pass this screening process in order to audition at the regional level for permanent or seasonal employment. Between 200-220 students and non-professionals regularly attend these auditions.

3. The College University Festival

(mid to late October)

Held in conjunction with the SETC State Screening Auditions, this event brings the college and university division together to network, socialize and conduct workshops.

4. ACT Community Theatre Festival

(September-Early December)

An annual Community Theatre State Festival is held with adjudicated productions being chosen to advance to the Southeastern Theatre Conference to represent Alabama. ACT complies with the rules of the American Association of Community Theatre (AACTFest) the national organization. If no festival is held due, ACT can provide on-site adjudication for Alabama Community Theatres wishing to compete in the Southeastern Theatre Conference Community Theatre Festival. These adjudicators are appointed by the ACT Board and attend all performances entering the Festival. Adjudicators present verbal critiques and provide written comments in which the competing theatre is given a "Recommended" or "Not Recommended" rating.

5. Walter Trumbauer Secondary School Theatre District Competitions

(First Two Saturdays of November)

Six District Competitions are held prior to the State Competition in December. The Trumbauer Festival features acting and technical competitive events, and our Secondary School One Act Play Competition. Of the 70 schools that regularly participate, an estimated 2000 secondary students participate at the District level.

6. Walter Trumbauer Secondary School Theatre Festival State Competition

(Early December)

Our biggest event of the year, the State Trumbauer Festival, recognizes excellence in secondary school educators and students through awards and certificates. The winners of the One Act Play Competition represent Alabama in the Southeastern Theatre Conference Secondary School Festival. An estimated 1700 students participate at the state level.

7. ACT Secondary School Scholarship Screening Auditions

(Late November/Early December in Conjunction with the Trumbauer State Secondary Festival)

Provides students with an opportunity to audition and interview for Alabama colleges and universities in a central venue. Also prepares students for the world of professional auditions. Between 90-120 regularly participate.

8. Presentation of ACT Annual Awards: Theatre Hall of Fame Award, Honoring Past Pioneers in Alabama Theatre; and the Marian Gallaway Award, For Contributions To Theatre In Alabama; and the Secondary Teacher of the Year Award

(Late November/Early December in Conjunction with the Trumbauer State Secondary Festival)

Recognizes outstanding artists and educators at all levels of our organization. A list of past recipients is at the end of this manual.

9. The Southeastern Theatre Conference

(Early March)

The Alabama Conference of Theatre is a member of SETC and many of its members and officers regularly attend their annual conference as a representative of Alabama Theatre programs. ACT appoints a State Representative to act as a liaison between the two organizations. Duties of the State Representative are outlined in this manual.

ALABAMA CONFERENCE OF THEATRE

MANUAL OF OPERATIONS

ACT Executive Director

The ACT Executive Director serves as a liaison between the different factions of the organization.

General

1. Holds regular business hours as stated by the Board.
2. Maintains checking account for the organization.
3. Sends receipts and records all expenditures.
4. Attends all Board meetings, emergency meetings, and committee meetings if necessary.
5. Writes grants by stated deadline of the State Council on the Arts.
6. Completes reports for all grants by the stated deadline of the State Council on the Arts.
7. Provides copies of financial statement for Fall Summit and all Board Meetings.
8. Updates ACT Website and Facebook page.

Fall Summit

1. Compiles and sends out publicity for the Summit.
2. Arranges catering.
3. Works with Vice President to secure location.

College/University Festival

1. Works with Division Chair on catering and general scheduling.
2. Provides publicity for event.
3. Assists with travel arrangements for adjudicators, guests, and invited artists.

ACT Scholarship Screening Auditions

1. Compiles and sends out publicity, rules, and registration by late August.
2. Oversees online registrations.
3. Copies forms for each participating college and university.
4. Provides call back sheets and signs for event.

SETC Screening Auditions

1. Assists with travel arrangements for adjudicators.
2. Provides or arranges for food for adjudicators and other assistants during event.
3. Copies on-site forms and assists with other procedures as needed during the event.

Walter Trumbauer Festival

1. Posts all initial information concerning Festival on ACT website (www.alabamaconferenceoftheatre.org)
2. Works with Festival Chair to up-date Festival Manual.
3. Sends out detailed information via website by late August.
4. Sends instructions to District Chairs, who THEN send information to schools in their district.
5. Provides trophies, medals, and other awards for District and State Festivals.
6. Coordinates State Festival program printing and delivers to Festival.
7. Performs general accounting for Festival.
8. Purchases trophies and delivers them to State Festival.
9. Secures five one act judges (for from out-of-state) for state festival.
10. Provides transportation, lodging, and meals for five one act judges (four from out-of-state) for One Act Play Festival.
11. Puts together, or causes to be put together, judges packets.
12. Works Information Desk during State Festival.
13. Oversees one act judging deliberations.
14. Assists with Awards Ceremony.
15. Provides budget allowance for District Chairs and School going to SETC.
16. Follows up with District Chairs on receipts for budget allowance.
17. Provides Marian Gallaway and Hall of Fame Awards for banquet.

Manual of Operations ACT President

1. It is the President's duty to call and preside over all ACT Board meetings beginning with board meeting at the fall convention. This includes setting date, time, place, and agenda items for future meetings throughout the President's term. Typically ACT has three Board meetings a year: in September; at the end of convention (most recently in October); and in January. Other meetings may be called when issues require action by the Board.
2. Appointments: The President should familiarize him/herself with the ACT Constitution and By-Laws. The procedure for appointments and use of standing and ad hoc committees is clearly outlined in the constitution and By-Laws. In the past, the College and University division and Secondary School division have been well supported and elects their own representative to the board. Beyond these areas, the President is often forced to appoint board members on a "willingness to serve" basis for the Community Theatre, Theatre for Youth, and Professional Theatre divisions.
3. ACT is patterned after SETC, making it is a good idea for the President to become familiar with SETC procedures and modes of operation.
4. Communication is key to making things within the organization run smoothly. Making sure that the Board is informed of issues concerning ACT is essential.
5. Important ACT events that the President should be aware of:
 - Fall Summit- The President should help the President Elect with Convention and workshop planning as necessary.
 - Community Theatre Festival - This event is usually in the fall. AACT sends a representative and the Executive Director and Division Chair run the festival. ACT pays for adjudicators and their reasonable expenses.
 - SETC sends a representative to one of ACT's festivals. The President needs to find out from SETC who this is and, with Executive Director, make local arrangements to house and entertain this person. In the past ACT has paid for this person's housing only. SETC pays travel and food.
 - ACT Secondary School Scholarship Screening Audition - This event is coordinated by the College and University Division and is held in conjunction with the Trumbauer State Festival. The President should confer with the College and University Division on scholarship criteria and procedures making sure they are in accordance with the goals of the ACT Board.
 - State College/University Festival- This is a function of the College and University division, and should have an on-site Chair that is appointed from this division. This festival is usually held in conjunction with the SETC State Screening Auditions.

- SETC State Screening Auditions – These are the preliminary auditions for the general SETC Spring Auditions. Recently the Board has agreed that these are to be held in a central location in mid-November. As outlined in the Constitution, the President needs to appoint an Auditions Chair who handles the particulars of this event.
 - Walter Trumbauer Festival – The Secondary School Division’s District Trumbauer Competitions are held in early November, with the State Festival held in early December. The President should work with the Secondary School Division Chair to determine the time and place for this function, as well as be aware of the adjudication needs for this event.
 - SETC Convention – The SETC Convention is held every year during the first weekend of March. There is a State meeting during SETC for which the President is expected to have an agenda and preside over. Also, there are Community and Secondary School Festivals that take place during SETC to which the President should lend support both before and during the Convention.
6. Generating new ideas and services is something every President may wish to implement. If the President has an idea which is worthy of development, it is important to present it to the Board early in the year so that action can be taken in a tiExecutive Directory fashion.
 7. Perform for the organization such other duties as are customary to the office of President.

Manual of Operations
ACT Immediate Past President

1. Serve on the board for one year following the end of his or her term as President.
2. Attends all Board meetings.
3. Represent ACT at any events as directed by the President.
4. Chair the Honors Committee
 - a. Theatre Hall of Fame, honoring past pioneers.
 - b. Marian Gallaway Award for contributions to theatre in Alabama

Manual of Operations
ACT Vice President

1. Attends all ACT Board Meetings.
2. The Vice President takes on the responsibilities of the President in his her absence.
3. The Vice President coordinates the Fall Summit, securing spaces, scheduling workshops and working closely with the ACT Executive Director, to ensure a smooth event.

The Annual ACT Fall Summit:

- Serves as an opportunity for Alabama theatre artists to enjoy fellowship together: share discoveries, new ideas, and collaborate on issues of common concern.
- Serves as an opportunity to share information and come to consensus on vital issues concerning educational theatre in Alabama secondary, college, and university institutions, as well as other theatre genres.
- Serves as an opportunity for all to share new concepts and empowering tools.
- Serves as the annual business meeting for ACT, including election of officers.

Manual of Operations
ACT Treasurer

The following the duties are specified in the ACT by-laws:

The Treasurer will:

1. Collect and have custody of the funds of the organization; keep, or cause to be kept, full and accurate records of receipts and disbursements in books belonging to the organization.
2. Deposit, or cause to be deposited, all monies and assets in the name of and to the credit of the organization.
3. Disburse, or cause to be disbursed, such funds and render to the organization at the annual meeting a full written report of all transactions of the Treasurer and of the financial condition of the organization.
4. Execute, together with the President and the Secretary, all contract entered into the organization; and
5. Perform for the organization such other duties as are customary to the office of Treasurer.

The duties in #5 are not specified in the by-laws, but typically include the following matters:

1. Attend, as a member of the Board of Directors, all ACT Board meetings.
2. Explain and comment on any notable income or expenditures shown in the formal financial report made to the board.
3. Report on festival income and expenses at the January board meeting and, if requested, at the annual business meeting at the Fall Summit.
4. Cause to be paid SETC organizational membership dues upon receipt of a bill from the Alabama State Representative. (NOTE: There have been problems in communication between the State Rep. and the Treasurer. If the annual renewal form has not been received by mid-November, past practice has been to send payment to the Central Office of SETC .)

Manual of Operations
ACT Secretary

1. Serve as secretary to the Conference and to the Board of Directors and prepare agenda for their meetings.
2. Notify all members of the Conference of special and annual meetings and record the proceedings thereof.
3. Keep and file all records in the corporate record book.
4. Perform such other duties as are customary to the office of Secretary.
5. Attend, as a member of the Board of Directors, all ACT Board meetings.

Manual of Operations
Auditions Coordinator-SETC State Screening Audition

SAMPLE SETC SCREENING AUDITIONS LETTER

The University of Alabama at Birmingham School of Arts and Humanities
Office of the Dean
205/934-2290
Telex 888826 UAB BHM

September 23, 1991

MEMORANDUM

TO: Department Chairs and Others Responsible for Theatre Activities in Alabama

FROM: Ward Haubauer, State Auditions Coordinator, ACT

RE: State Screening Auditions for Southeastern Theatre Conference Regional Auditions

You know, I think, that the annual SETC Spring Auditions will be held this year in Orlando, Florida on Thursday, Friday, and Saturday, March 5-7, 1992. You should have received a mailing about the convention and auditions from SETC already. If you have not, or if you need additional information about the convention or the regional auditions, please contact:

Ms. Marian Smith, Executive Director
Southeastern Theatre Conference, Inc.
506 Stirling Street
Greensboro, North Carolina 27412-5001 (919) 272-3645

Any non-professional (see SETC information sheet for definition) actor, singer, or actor/singer who seeks on of the available slots must qualify through a state screening audition. Dancers-only and technicians do not participate in state screenings.

The Alabama screening auditions will be held on Saturday, Nov. 16, 1991, at the University of Alabama at Birmingham. This year they are not a part of the annual ACT Convention. Enclosed are forms and rules/information sheets for you to copy and distribute to your qualified students and others. Only you have copies—they are not mailed to individual auditionees—so please see that they are publicized and made readily available.

Also enclosed is a sample evaluation form to be used by the adjudicators.

Since you will be asked to sign each person's form, please check it carefully for accuracy and completeness so as to reduce the return rate and to speed processing. Please note that your signature does not constitute an endorsement of the auditionee's competence, only the accuracy of the information submitted.

It is essential to our state, our institutions, and our auditionees that the auditions run smoothly. Please see that your auditionees are fully informed, prompt, and well prepared.

Bring questions or problems about the state auditions only to me quickly at:

Ward Haubauer, 301 Humanities Building, University of Alabama at Birmingham

Birmingham, Alabama 35294-4370. Phone: 934-2290 o 822-6746 h

D. Ward Haarbauer, State Auditions Coordinator, ACT

SAMPLE ANNOUNCEMENT

Please Note: Fees have changed since 1991. Please call for current fees before making new forms.

SOUTHEASTERN THEATRE CONFERENCE REGIONAL AUDITIONS

DATE: November 16, 1991

TIME: All auditionees must attend a mandatory briefing session at
8:45 a.m.

PLACE: Hulsey Center fro the Arts and Humanities University of Alabama
at Birmingham
13 Street and 10 Avenue S.

Check-in will be held in the third floor lobby.

PROCEDURE: Obtain appropriate forms from a college or university theatre.
Prepare application packet consisting of:

1. 1991 State Screening Auditions Registration Form
2. Appropriate payment by separate certified check or money order made out to ACT.
3. SETC 1992 Convention Pre-Registration Form
4. SETC Non-Professional Actor Audition Application
5. Certified check or money order for \$40.00 (for students) or \$80.00 (for adult nonprofessionals) made out to SOUTHEASTERN THEATRE CONFERENCE – returned to auditionee by mail after the auditions if NOT approved for the regional auditions.

The SETC Non-Professional Actor Audition Form lists an incorrect amount for adult fees. The correct amount is \$80.00.

6. Self-addressed, stamped business envelope with \$0.52 postage affixed.

7. Self-addressed, stamped postcard for acknowledgment Of receipt of packet and assignment of audition number.

Mail packet postmarked no later than November 4 to:
Dr. D. Ward Haarbauer, State Auditions Coordinator ACT
301 Humanities Building
University of Alabama at Birmingham
Birmingham, AL 35294-4370

NOTES: Walk-ins will not be accepted at this site. No packet postmarked beyond November 4 will be accepted.

Auditionees must be at least 18 years of age as of the audition date.

Because the auditions are not being held this year in conjunction with the ACT convention, no hotel accommodations have been arranged. There will be No workshops, social activities, or other events held as part of this program. Auditionees may watch the entire auditions or may take advantage of the cultural and shopping opportunities in the area. There are many motels and restaurants nearby.

Following the SETC Audition Guidelines: Prepare an audition piece lasting no more than 60 seconds if acting or singing only, or 90 seconds if both acting and singing—the time to include initial statement of name and assigned audition number.

A chair will be available for use, as will a piano and accompanist. Music must be in the correct key; the pianist will not transpose. Taped accompaniment and a capella singing are NOT acceptable.

Check in on-site BEFORE 8:30 a.m. on November 16. A warm-up space will be available after 8:00 a.m.

Arrive on time prepared to audition and prepared to stay until at least mid-afternoon. Audition numbers will be assigned AS PACKETS ARE RECEIVED and will be announced by the return postcard. Regrettably, NO SPECIAL CONSIDERATIONS CAN BE GIVEN TO AUDITIONEES WHO TRAVEL LONG DISTANCES OR WHO HAVE PERFROMANCE COMMITMENTS THAT EVENING.

ACT will forward packets for all approved auditionees and alternates, if applicable, to SETC. Alternates not being elevated to auditionee level will

ultimately have their packets returned to them.

ACT will return packets to unapproved auditionees shortly after auditions.

Adjudicators' evaluation sheets may be picked up after the selection process is complete or will be mailed after the auditions.

Adjudicators' will conduct a general critique after completion of the auditions—all auditionees are encourages to attend this session

Insofar as possible, incomplete forms and forms with other irregularities will be returned for correction, but incomplete or improper packets which cannot be corrected by reasonable staff effort will lead to disqualification.

Adjudicators will not see auditionees' application forms or resumes until after the selection process is completed.

Neither dancers-only nor technical personnel may participate in the state auditions. These auditinonees should submit their applications directly to SETC.

Direct all questions about the auditions procedure to:

Dr. Ward Haarbauer, State Auditions Coordinator
ACT
301 Humanities Building
University of Alabama 35294-4370
934-2290 or 822-6746 h

CHECKLIST

ACT 1991 SETC SCREENING AUDITONS

Attaching this checklist to the form of the registration packet WITH A PAPER CLIP will speed processing, but it is being provided for the benefit of the auditionee. The following items constitute a complete packet:

1991 State Screening Auditions Registration Form

1992 SETC Convention Pre-Registration Form

1992 SETC Non-Professional Actor Audition Application

Certified check or money order for audition fees and, if applicable,
ACT membership made out to ACT

Certified Check or money order for appropriate SETC fees made
out to Southeastern Theatre Conference

Business size size self-addressed envelope with \$0.52 postage
affixed

Stamped, Self-addressed postcard for audition number assignment

PACKET MUST BE POSTMARKED NO LATER THAN NOVEMBER 4, 1991.

INCOMPLETE OR INACCURATELY COMPLETED FORMS MAY DISQUALIFY YOU
FROM AUDITIONING.

Manual of Operations
ACT College and University Division Chair

1. Attend all Board meetings whether in person or electronically.
2. Be a member of the Alabama Conference of Theatre with dues paid in full.
3. Attend the ACT Fall Summit and chair the College/University break-out session and report back to members.
4. Attend, schedule, and chair the College/University Fair/scholarship auditions as part of the Trumbauer Festival.
5. Make sure there's a CD player available.
6. Select and secure adjudicators for scholarship audition and then send info to Executive Director so that she can contact them to make further arrangements.
7. Provide adjudicators a criteria rubric for auditions.
8. Contact facilities coordinator of the host school and help to set up space for audition.
9. Be familiar with rules of auditions listed under the Secondary division on the ACT website
10. Send Call for Interest and Advertise for the Festival. Send out preliminary information to Master College List 4-6 weeks before Festival.
11. Establish a deadline for Colleges committing to attending (ideally, a week before Festival).
12. Put together food/lodging information and send out information to Master College List about audition info, lodging, food (ideally before the Fall Summit).
13. Coordinate student workers at host school to assist in whatever is needed in order to make auditions run smoothly.
14. Attend, schedule, and chair the Southeastern Theatre Conference Pre-screening auditions-- College/University Fall Festival.
15. Host venue when available or help secure venue at another location.
16. Help choose a Vice Chair for the following year.
17. Work hand in hand with the SETC Auditions Coordinator to help schedule auditions, registrations, find accompanist, find adjudicators (when needed).
18. Find lodging and block out rooms.
19. Secure workshop instructors and/or keynote speakers for Fall Festival (when applicable).
20. Send out emails about workshops and/or keynote speakers to Master College List.
21. Assists Vice Chair in questionnaires, surveys, or other means of gauging the effect of both Trumbauer and the SETC Pre-screening/College/University Fall Festival each year.

Manual of Operations
ACT College and University Division Vice Chair

1. Attends all Board meetings.
2. Assists College and University Division Chair in duties listed above.
3. Works with Executive Director in publicizing the Secondary School Scholarship Screening Auditions.
4. Runs the Scholarship Screening Auditions at the event.
5. Serves as Division Chair in the following year.

High School Screening Audition Program Format

What you will need:

A Stage area

A timer, possible one of your students attending the festival.

A Stopwatch

A cassette/CD player

A small table

A chair

5-8 Banquet size tables

Packets for each college containing

1 copy of each auditionee application for every college screening students, plus three to additional for other personnel of unforeseen circumstances.

1 copy of call back sheets for every college screening students

Chairs for each auditionee, the college adjudicators and spectators

Room Set Up

Small table up stage with a cassette/CD player.

A single chair on stage for actor use as required

It was suggested that the colleges be moved to mid-house, to assist in seeing and hearing actors. If that is the case, actors would be seated in front of college adjudicators. Each of the auditionee chairs should have the actors name and number attached.

The colleges have been able to get by with two representatives on each banquet sized table. In the past there have been 10-15 colleges represented.

Generally Friday has a substantial spectator crowd but has varied depending on weather, seminars presented and general conference attendance. The room has been closed during the auditions, no traffic in and out during the auditions. A short break is useful if the process will go over 1 hour.

The Process

Students are given 90 seconds to present material. Selection is up to the student. It can be one monologue over the entire time, two contrasting monologues or a monologue and a song. Initial information packet gives guidelines. What ever format is chosen it is limited to 90 seconds.

One student is asked to take the stage with student's #2 waiting in the wings.

When student #1 finishes they return to their seats and #3 take their place in the wings. Once #3 is in place and #1 sat down #2 begins. And so forth.

Timer after the name and number begins once the monologue starts has been given. Students are asked to state their name and number prior to beginning and again prior to leaving the stage.

Time is called if 90 second limit is reached

Spectators are asked to hold their applause. This is not a performance.

A five minute break is placed between 15 and 20 students to allow movement in and out of the room and allow for a drink/restroom visit by judges.

Once the auditions are complete the students are excused while the colleges compile their call back lists. The lists are delivered to the person conducting the session.

Call back lists are posted in a common area out side of the audition room once all lists are collected. Students are then able to visit with specific colleges at the College Fair.

College Fair

This event was begun to reduce the rush of students back into the audition room. It intended to become a bit hurried and stressful for both students and College representatives.

You will need

A large Space

A table for each college

3-4 chairs at each table

Electric connection for some colleges.

If this is in a commons area with additional seating it would work better. Students are then able to relax and wait for college representatives to become available.

In a common area or foyer each college was given a table on which to place displays and/or literature as well as visit with both students called back and other students interested in their programs. This gave all students a chance to get information about varies programs even if not called back.

Colleges were able to spend more time with individuals called back as the fair was scheduled further into the afternoon. Prior years high schools were anxious to leave once the auditions were over and students rushed to get information and leave.

Many colleges completed the interviews and left literature for students to review and/or pick up. If the room is secure displays can be left for the next day's auditions.

Manual of Operations

ACT Secondary School State Chairperson (Secondary Division Chair)

1. Oversees procedures for District and State Competitions. Handles grievances and interprets rules of the Walter Trumbauer Festival.
2. Assigns committees and supervises committee personnel.
3. Assists Executive Director and Committees in scheduling the State Festival.

ACT Secondary School State Vice Chairperson (Secondary Division Vice Chair)

1. Coordinates and assigns judges for individual events and Studio Theatre Performance event.
2. Assists State Chairperson as needed.
3. Serves as State Chairperson during following year.

Trumbauer Secondary Festival Procedures/Responsibilities

District Chair Duties

1. Provides site for district competition
2. Sends personal letters informing their schools of their competition
3. Provides maps to competition site and related information about facility.
4. Provides stage and technical information of facility
5. Assigns all judges for district competitions from judges provision sheets, and available are personnel.
6. Types a complete District Festival program
7. Sends information provided by Executive Director (rules. Etc) to all participating schools AS THEY SIGN UP FOR DISTRICT COMPETITION.
8. Follows all rules of the Festival during District Competition.
9. Fills out certificates and gives them, along with judge's comments to teachers THE DAY OF DISTRICT FESTIVAL.
10. Gives information provided by Executive Director to all schools passed on to state.
11. THE MONDAY AFTER DISTRICT COMPETITION sends Executive Director a copy of District program, judges tally sheets, and the names and categories of all students and plays going to State.
12. Sends Executive Director receipts for expenses reimbursement.
13. Confers with and assists State Chair on any grievance procedures.

State Festival Site Coordinator

1. Provides maps and lodging information to Executive Director and the One-Act Festival Committee Chair.
2. Provides stage and light plot to Executive Director and the One-Act Festival Committee Chair.
3. Provides Festival site with required rooms and stage.
4. Works with State Chair in securing needed space and crew.
5. Provides student assistants as Stage Managers, runners, etc.

State Festival Committees

One –Act Play Festival

1. Before of end of preceeding academic year (in May), makes contact with Host for preliminary planning. Obtains all information on stage and technical support and sends copies to Executive Director, who will send with District Chair packets.
2. Answers questions of all participating schools in the One Act Festival.
3. Assures that all procedures are within the rules of the One-Act Festival concerning technical assistance, time limitations, etc.

4. Provides Technical Director for all hours of Festival, who works with crews and other personnel provided by Host and competing schools. Provides Stage Manager (if none can be provided by Host).
5. Provides Announcer and Timer for all hours of Festival.

Adjudication Procedures

1. Assigns an Adjudication official to train and assist One-Act Play Judges.
2. Approves Individual Events judge assignments
3. Holds judges training sessions
4. Trouble shoots and ACT as a liaison between participating instructors, adjudicators and Trumbauer officials.
5. When questions concerning rulings cannot be solved, calls emergency meeting with Trumbauer officials BEFORE trophies are assigned.
6. Reviews judges tally sheets as they are turned in and addresses questions BEFORE judges are dismissed. Assures conformity with stated regulations and judges' comments, i.e., disqualifications cannot be based on unstated regulations or simply at the discretion of the judge.
7. Confers with and assists State Chair in grievance procedures after Festival, if needed.

Individual Events Competition Procedures

1. If allowed by Host, puts up signs (provided by Executive Director or Host Facility) at each room used.
2. Picks up jam boxes from Executive Director that morning and puts them in musical events rooms.
3. Checks each room for needed supplies—jam boxes for musical events, podiums for interpretative events, etc.
4. Provides runners to assist judges, provide additional supplies, etc.
5. Takes down signs, puts rooms back in order and returns jam boxes to Tally Room once Individual Events competition is over. All materials must be returned directly to Executive Director or State Chairperson.

Hospitality

1. Coordinates catering for judges' breakfast, lunch for judges and sponsors, and refreshments throughout day if needed.
2. Confers with Executive Director on cost of above.
3. Provides hostesses for all hour of festival.
4. Cleans area upon departure.

Tally Room

1. Assigns at least five assistants to write certificates, make copies and generally aid the process of readying certificates.
2. Divides certificates by school and puts them in envelopes provided by Executive Director.

Awards Ceremony

1. Decorates, set up tables and makes the stage ready once the One-Act Festival has ended.
2. Sets up trophies according to specifications provided by Executive Director.
3. Helps Executive Director in giving out trophies.

Trumbauer Schedule for All Procedures of Festival

Deadline:

May	Initial Announcement of Trumbauer on ACT website.
August-early September	Trumbauer Registration information sent by Central Office. Online Registration opens.
October	Deadline for District Registrations are two weeks prior to competition. Central Office sends Trophies and other Awards and State Festival information for their participating schools to District Chairs.
November	*All District Competitions must occur one of first two weekends in November. District Chairs distribute invoices and information about State Festival to those passed on. Complete District Reports with Programs and receipts are due in Central Office THE MONDAY AFTER DISTRICT COMPETITION. Executive Director orders trophies for State Festival.
November 20	All registration and monies for State Competition must be received. Judges provision sheets are due.
November 24	Judges assigned for State Festival
November 26	State Program due at Printers Certificates and Ballot Packets readied

DAY OF STATE FESTIVAL

PLEASE NOTE:

1. Information not received by District Chairs by two weeks prior to competition will not be allowed to participate.
2. Information not received in the Central Office from the District Chairs by the deadline will be excluded from the program.

3. Judge provision forms not provided by the deadline at either District or State Festival level will result in an invoice of \$150 which, if not paid by the day of the Festival means that school's exclusion from the competition.
4. Monies not received by the State Festival on the day will result in that school's exclusion from the Festival.

Manual of Operations

ACT Community Theatre Division Chair

1. Attends all Board Meetings, reporting on the Division activities to the Board.
2. Serves as Community Theatre Festival Chair. Oversees procedures for Community Festival. Handles grievances and interprets rules of the Festival, using the AACTFest Handbook.
3. Assigns committees and supervises committee personnel.
4. Assists Executive Director and Committees in scheduling the State Festival.

ACT Community Theatre Division Vice Chair

1. Attends all Board Meetings.
2. Serves as Community Theatre Festival Vice Chair.
3. In the absence of the Community Division Chair, assumes all duties as described above.
4. Becomes the Division Chair in the following year.

Procedures for Organizing a State Festival

Areas of responsibility:

FESTIVAL CHAIR AND/OR EXECUTIVE DIRECTOR:

- Secures Host Facility for Festival
- Contacts prospective participants
- Sends out participation forms and collects completed forms from participating companies.
- Collects festival fees
- Sends necessary fees and paperwork to Executive Director.
- Other duties as described below.

HOST FACILITIES:

- Provides facility at no cost to ACT.
- Sends Festival Chair the technical specifications of the theatre for distribution to participants

HOST GROUP PROVIDES:

- Technical Director who is familiar with all the facilities' technical aspects and can provide assistance to participating groups onstage.
- Light Plot/Sound Techs to assist participating groups during festival
- Stage Manager
- Asst. Stage Manager
- Time Keepers –
 - 3 needed
 - attend mandatory company meeting, adjudicators' orientation session, and all productions

OTHER AREAS of responsibility that need to be covered by either the Executive Director, Festival Chair, or Host Theatre:

HOSPITALITY

- Adjudicators' Host -- (This person should be neutral and not have a direct affiliation with a participating production)
 - Attends Adjudicators' Orientation meeting
 - Escorts judges back and forth between theatre and adjudication room
 - Maintains refreshments in adjudicator room
 - Serves as liaison between festival chair and adjudicators
- Host for each participating group—
- Attends theatre orientation session

- Attends rehearsal and performance of their group
- Serves as liaison between groups and festival chair

ADJUDICATORS

- Secures three (two local and one out-of-state) judges.
- Draws up contracts (Executive Director)
- Pays \$100 honorarium (Executive Director)
- Provides travel reimbursement and lodging (Executive Director)
- Provides schedules, festival passes, and other information as needed.

AWARDS

- ACT will provide a trophy for the winner and certificates/and or medals for other awards the adjudicators choose to give.
- ACT will provide \$800 check to EACH OF 2 winners to advance to SETC.

BOX OFFICE/FRONT OF HOUSE (IN PAST):

- Festival passes were issued that provided admission to all workshops, performances, adjudications, and the awards reception. Cost: \$25 per person/ \$15 for students (K-12.).
- ACT PROVIDED these passes for sale.
- Single show admissions were available at the door for \$15 per show per person and \$10 per show per student (K-12).
- Producing groups will be given a complimentary festival pass for each person pre-registered with their production (cast/crew/directors).

HOTEL: Secure a festival rate with a local hotel and provide information to host and ACT for publicity.

PROGRAM

PUBLICITY

- The ACT Community Theatre database, media contacts, and photographs from the previous festival.
- A quote for publication
- A brief description of the festival
- Festival guidelines handout
- Sample schedule from last year
- Executive Director will post Festival information on the ACT Facebook page and on the ACT web site.
- Host Theatre will include the festival in their season brochures as well as send information to their media contacts.

RECEPTION (IN PAST: Cost of food/drink split between ACT and Host)

- Planning
- Serving
- Cleanup

REGISTRATION:

- Create participation packets including festival badges and programs for participating groups.
- Set up a greeting area
- Check in groups and distribute participant packets.

SCHEDULE

WORKSHOPS

TALENT COMPETITION

SILENT AUCTION

IF NO STATE FESTIVAL IS HELD, ACT follows the following Adjudication Procedures:

Adjudicators for on-site adjudication of Alabama Community Theatres seeking participation in SETC Community Theatre Festival are recommended by the ACT Board or Community Theatre Chair. ACT will provide a \$100 honorarium and meals. In rare cases, ACT pays for lodging although every effort is made to appoint judges from areas near the theatre being visited. It is understood that the host theatre pays all other expenses of the adjudicators.

Adjudicators attend all productions entered in the Festival and choose one production of merit to represent Alabama in the Southeastern Theatre Conference Community Theatre Festival. Recommended theatres must meet all criteria for both the ACT and SETC Festivals. In instances where only one Alabama Community Theatre enters the Festival, adjudicators may recommend that theatre or, if the production does not fulfill the criteria of a regional level production, no production from Alabama will be sent that year.

Executive Directorine: All plays must be viewed and critiqued by February 1 in order to meet the SETC stated deadline. Adjudicators should report their decision to the Central Office by February 1 and it will then be faxed to SETC.

Adjudication Process: Adjudicators must provide a verbal critique to the cast and crew of the production unless otherwise requested by the Director. In this case a private critique may be given. WITHIN TWO WEEKS of the verbal critique a written response must be sent to the ACT

Executive Director, who after making a copy for our files will send on to the Production Director. Forms are provided by ACT. A cover letter is also a nice gesture. At the end of the Response Form adjudicators must note whether or not the production has been recommended as a finalist for the SETC Festival. A final decision on who will represent Alabama at the Festival will be made by FEBRUARY 1 from all entries. ALL ENTRIES SHOULD BE INFORMED OF THE ADJUDICATORS DECISION BY FEBRUARY 1. Once production has been chosen, or a decision to send no entry has been made, the Central Office should be notified by February 1 in order to get all information in to the SETC Office.

Grievances: Grievances will be referred back to the adjudicators who should then bring them to the ACT President. The Central Office Executive Director will not argue adjudicators' decisions nor personally handle any related grievance process, though she will serve as mediator if requested.

ACT Community Theatre Festival

Adjudicators Written Response Form for if No Festival is held

If desired, you may also use your own format on your computer provided you address all below.

TITLE OF PRODUCTION:

PRODUCING THEATRE:

ORIGINAL SCRIPT:

DIRECTOR:

COSTUME DESIGNER:

SCENIC DESIGNER:

LIGHTING DESIGNER:

CHOREOGRAPHER:

SOUND DESIGN:

TECHNICAL DESIGNER:

MUSICAL DIRECTOR:

NAME(S) OF RESPONDENT(S):

SIGNATURE(S) OF RESPONDENT(S):

DATE OF PERFORMANCE RESPONSE : _____

DATE OF WRITTEN RESPONSE: _____

SPECIFIC RESPONSES TO THE PRODUCTION

I. CHOICE OF PLAY:

II. DIRECTION:

III. ACTING (You may comment on specific performers in this space):

DESIGN ELEMENTS:

V. TECHNICAL ELEMENTS:

IV. FESTIVAL RECOMMENDATION:

_____ Recommended as an SETC Community Theatre Festival Festival
Finalist

Please Note: Final Decision Will Be Made In December

_____ Not Recommended for SETC Community Theatre Festival

Manual of Operations
SETC State Representative
(Excerpted from Southeastern Theatre Conference Bylaws)

Part 1. Policy from Higher Authority

42By-Laws: Article III Board of Directors

Section 1. The Board of Directors shall be composed of:

1. the five elected officers of the Corporation;
2. the immediate past President;
3. a Divisional Chair from each of the five divisions to be appointed by the President upon the recommendation of the respective division, and each to serve a term of three years; with the College and University Division, Children's Theatre Division and Secondary School Division Chairs appointed in even numbered year and The Community Theatre Division and Professional Theatre Division Chairs in odd numbered years
4. one State Representative each from Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, said representative to be appointed annually by the President upon the recommendation of the theatre organization in the respective state which solicits membership from all people actively interested in theatre (including specifically all those represented by the several Divisions of this Corporation). In the event that no such organization exist in one or more of these states, or that the organization, upon proper notification, fails to nominate a Representative, that seat on the Board of Directors may be filled by Presidential appointment of a resident of the state in question, but a Representative so appointed shall have no vote. All such state organizations must be organizational members and all nominees for State Representative must be individual members of this Corporation at time of their nomination and throughout their tenure in office.

Section 2. The Board of Directors shall be the administrative, policy making and planning body of the Corporation. It shall be the ultimate authority when the Corporation is not meeting.

Article VII- Duties of State Representatives shall:

1. Provide liaison between the Board of Directors and groups, agencies, and organizations within respective state to encourage development of common aims and purposes.
2. Provide leadership through encouraging membership in this Corporation and assisting in the formation and strengthening of state groups and organizations.
3. Provide leadership in publicizing state activities by submission of information to Southern Theatre and other publications.
4. File written reports on the dates requested by the Administrative Vice-President

Article IX- Meetings

Section 1. There shall be an annual convention of members at a time and place fixed by the Board of Directors or by a majority vote at any annual convention. At this convention, an opportunity shall be provided for having a business meeting for consideration of business of the Corporation, for action on the Board of Directors' programs for the ensuing years and for hearing and considering reports of committees. One per cent of the membership present by registration at a convention shall constitute a quorum at a business meeting.

Section 2. The Board of Directors shall meet regularly each year at annual conventions and in the early fall. Other meetings of the Board of Directors may be called by the President whenever he or she deems necessary. A majority of the membership of the Board of Directors shall constitute a quorum.

Rules of the Association:

Rule 1.10. State Representatives.

**SETC requests that each state's elected representative be maintained as a member of the Board of the state organization.

Part II. Regulations from this Constituency

NA

Part III. Operating Procedures

State Representative should:

1. Annually send a list of new state officers, divisional officers, committee chairs, award recipients, and contest/festival winners at the conclusion of the annual state convention.
2. Ensure that the state's annual organizational dues have been paid to SETC in order to protect the state's voting prerogatives and representative with SETC.

3. Assist the State President in planning the state meeting held during the SETC spring convention.
4. Ensure that the state's interests are represented in each year's convention programming by soliciting and submitting at least two programs annually to the President-Elect.
5. Ensure that the state's interest are represented and voiced at SETC Board meetings.
6. Meet with other State Representatives before the fall and spring Board meetings to discuss common goals, interests, and problems.
7. Orient the next State Representative to the operations and procedures of SETC and supply that person with an updated manual of operations.

ALABAMA CONFERENCE of THEATRE AWARDS

THEATRE HALL OF FAME AWARD: Honoring Pioneers in Alabama Theatre

1978	--	Telfair B. Peet, Auburn University
1979	--	Bill Ozier, Birmingham Actor's Theatre
1980	--	Walter and Willilee Trumbauer, University of Montevallo
1981	--	Guy Downey, Birmingham and Marian Gallaway, University of Alabama
1984	--	T. Earle Johnson, Tuscaloosa
1985	--	Saunders Walker, Tuskegee
1988	--	Florence Pass, Ensley High School
1989	--	Irving Stern, Birmingham Jewish Community Theatre
1990	--	Lois Garren, Auburn University
1992	--	Hugh Moore, Jefferson County Schools
1993	--	James Hatcher, Birmingham Town and Gown Theatre
1994	--	Jim Rye, Birmingham Children's Theatre
1995	--	David Dye, Troy University
1996	--	A. Cleveland Harrison, Auburn University
1997	--	Allen Bales, University of Alabama
1998	--	Newton Neely, University of Montevallo
1999	--	Harold L. Hunt, Samford University
2000	--	Arnold Powell, Birmingham Southern College, Birmingham Festival Theatre
2001	--	Charles Harbour, University of Montevallo
2002	--	R. Eugene Jackson, University of South Alabama
2003	--	Bob. G. Smith, University of Mobile
2004	--	Ward Haarbauer, University of Alabama, Birmingham
2005	--	Randy Marsh - Alabama School of Fine Arts
2008	--	Julia Matson, Birmingham Southern College
2009	--	Michael P. Howley, Alabama State University
2010	--	Ann M. Everett, Northeast Alabama Community College
2011	--	William Shanks, Birmingham Community Theatre

MARIAN GALLAWAY AWARD: For Contributions to Theatre in Alabama

1977	--	James Hatcher, Birmingham Town and Gown Theatre
1978	--	W. T. Chichester, University of Montevallo
1979	--	Arnold Powell, Birmingham Southern College
1980	--	Father Anthony Zoghby, Mobile Theatre Guild
1981	--	Allen Bales, University of Alabama
1984	--	Dorothy Schwartz Outstanding Educator Award
1985	--	Winton and Carolyn Bount, Montgomery
1988	--	David Dye, Troy University
1989	--	Martin Platt, Birmingham Repertory Theatre
1990	--	Charles Harbour, University of Montevallo
1991	--	Ward Haarbauer, University of Alabama at Birmingham
1993	--	John Ross, University of Alabama
1994	--	Victor Fitchner, Jefferson County Schools
1995	--	Michael McKee, Mobile Theatre Guild
1996	--	Newton Neely, University of Montevallo
1997	--	Frank R. Trechsel, Jr., Birmingham Festival Theatre
1998	--	Sandra Taylor, Hoover High School
1999	--	Ed Williams, University of Alabama
2000	--	Ron Harris, Lee High School Magnet
2001	--	Martha Haarbauer, The Seasoned Performers
2002	--	Kent Thompson, Alabama Shakespeare Festival
2003	--	Carl Stewart, Terrific New Theatre
2004	--	Michael P. Howley, Alabama State University
2005	--	Martha P. Summey, Altamont School
2008	--	Jesse Bates, Alabama School of Fine Arts
2009	--	Chris Rich, Troy University
2010	--	Will York, University of Alabama, Birmingham
2011	--	Kristy Meanor, Wetumpka Depot Players

Dorothy Schwartz Outstanding Educator Award

1993	--	Julia Matson, Birmingham Public Schools
1994	--	Hal McIntosh, Hewitt-Trussville High School, Trussville
1995	--	Laura Wilson Roberts, UMS-Wright Preparatory School, Mobile
1996	--	Anita SExecutive Directorley, Hillcrest High School, Tuscaloosa
1997	--	Ron Harris, Lee High School, Huntsville
1999	--	Vic Fichtner, Jefferson County Schools
2000	--	Roy Hudson, Shades Valley High School
2001	--	Suzanne Mann, Crestline Elementary School
2002	--	Donnie Bryan, Bradshaw High School
2003	--	Flynn Murphy, Lee High School (Montgomery)
2004	--	Barton Dwayne Craft, Bob Jones High School
2005	--	Jesse Bates, Alabama School of the Fine Arts

Secondary Theater Teacher of the Year

2008	--	Jesse Tilton, Spain Park High School
2009	--	Connie Voight, The Randolph School
2010	--	Pat Yates, Mountain Brook High School
2011	--	Pat Putman, Corner High School