

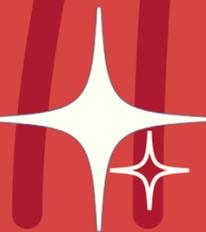


# AYTC Training Day Presentation

Etiquette • Awards • Documentation



Micaela Amelio & Enza Ritacco



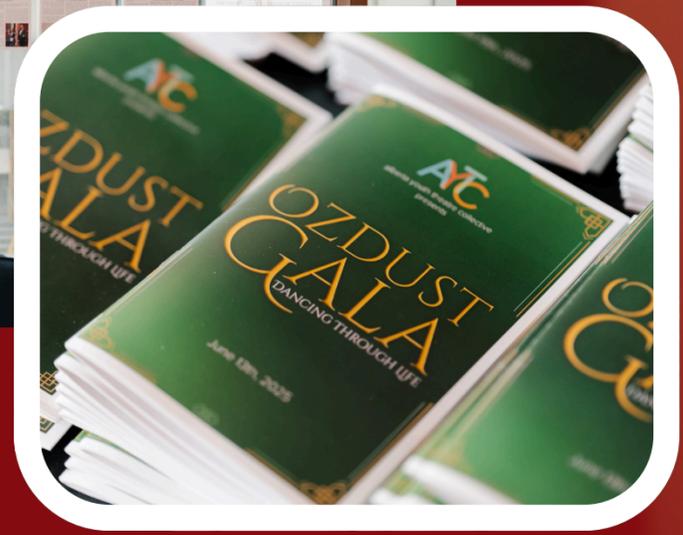
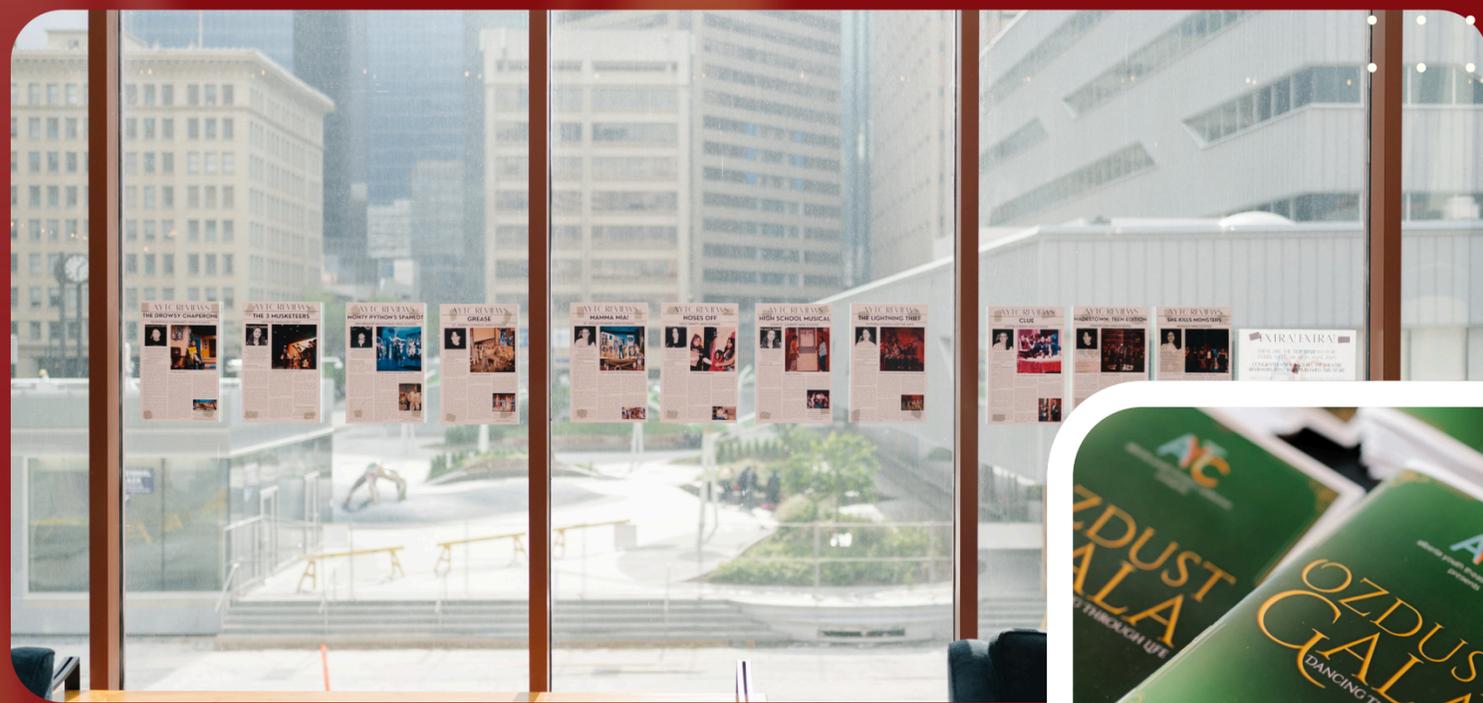


Micaela –  
Treasurer and Teacher/Board Liaison

Enza –  
Vice-President of the Board

# About Us





# Updates this year:



New expectations/procedures document for all AYTC students, teachers and board members



Gala falls a little later in June due to labour disruption and Citadel Availability (June 19th)



Slight changes to award categories and star allocations



Updated documentation process!



# Expectations and Procedures



- ✓ 2 reviewers attend EACH show and submit their review + star allocations
- Shows on Wednesday/Thursday:  
Submission due Sunday @12pm (noon)  
Shows on Friday/Saturday:  
Submission due Tuesday @5pm
- ✓ 20 stars for PERFORMANCE and 20 stars for TECH/BACKSTAGE
- ✓ Updated support structure for missed shows/submission



# Attendance Expectations



Reviewers are responsible for their transportation and attendance at assigned shows



Sign in upon arrival! Late sign in can affect reviewer and/or team points.



Can't attend a show? Secure an alternate from your team or another AYTC Reviewer via Discord Chat



Please communicate expected show wrap up with parents/guardians of rides.



If a reviewer is unable to secure an alternate to attend their assigned show, they will be marked as absent.





If a school offered AYTC extra tickets above the required for AYTC Night, the board will be assigning these tickets lottery style! Available reviewers will be asked to submit their names and those selected will be informed. When you attend on a lottery ticket, you *may* submit a review for a chance at being published (and reviewer points), however, you will not be submitting any star allocations. Reviews are not

# Extra Tickets: Lottery!



*Note: should you fail to attend a show that you have secured a lottery ticket to, you will no longer be allowed to enter future lotteries.*

Active participation during pre and post show discussions is always highly encouraged.



# Theatre Etiquette

Quick reminders on being a strong, active and respectful audience member:

Arrive EARLY with all materials such as; notebook, pen/pencil, water bottle, etc.

\*Phones will not be allowed for notes

Prepare pre and post show questions for the mentor as well as cast and crew.

Turn off all devices and no talking for the duration of the performance.

Check your seat for your belongings and pick up any garbage you (or others) may have left behind





# Support Structure

If a reviewer fails to fulfill the responsibilities and expectations, the following will occur:



First warning:

- Documented communication
- Conversation with reviewer + lead teacher
- Reviewer decides to continue or step down



Second Occurrence:

Documented communication  
The lead teacher will meet with program leadership to evaluate team's eligibility for awards



If a team fails to fulfill responsibilities for any of the remaining shows or chooses to disband, their school production will no longer be eligible for awards.



All productions and review team members are still welcome to attend, perform and be celebrated at the AYTC Gala regardless of award eligibility.

*Note: A second occurrence from the same reviewer within a team is equivalent to two individual members within the team incurring an absence/no submission/code of conduct breach.*



After bringing awards to AYTC for the first time last year, we have made a few adjustments to this upcoming year:

- Scaled participation in the program
- Updated descriptions and breakdowns (found in your binder)
- Removed: Production Management
- Added: Choreography and Orchestra
- Star allocation is now 40 STARS – 20 for Performance categories and 20 for Tech/Backstage
- Updated Documentation for award eligibility

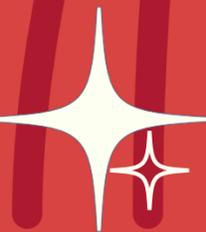


# Award Updates





**Any questions before  
we move on to  
documentation???**



# AYTC Documentation Process



alberta youth theatre collective



**Purpose:** Support teachers/directors in guiding student-led teams through AYTC documentation for award nominations

**Importance:** Documentation fosters learning, professionalism, and strengthens award submissions

**Teams Covered:** Set & Props, Lighting, Sound, Stage Management, Costume, Hair & Make-Up, Marketing, Choreography, Featured Artistry, Orchestra

# Set & Prop Team

## Documentation Focus

---

### Key Documentation Areas

- Team & Process
  - ✓ Role assignments, expectations, deadlines
  - ✓ Collaboration notes with other departments
- Timeline & Schedules
  - ✓ Build, paint, sourcing, technical rehearsal timelines
- Budget Tracking (if your team aids in this area)
  - ✓ Receipts, spending summaries, borrowed items, wish list vs reality
- Reflections & Learning
  - ✓ Challenges & solutions
  - ✓ Skills developed: sawing, painting, drafting, teamwork



# Lighting & Sound Documentation Focus

---

## Key Documentation Areas

- Design Concept & Research
- Plot, Paperwork & Technical Drawings
- Cue Sheets & Script Integration
  - ✓ Master Lighting Cue list
- Rehearsal & Tech Notes

## Key Documentation Areas

- Sound Design Concept
- Cue Sheets & Script Integration
  - ✓ Master Sound Cue list with:
    - ✓ Notes from tech week



# Stage Management

## Documentation Process

### Key Documentation Areas

- Production binder with contacts, schedules, responsibilities, safety protocols
- Prompt book & calling script with cues, blocking, scene breakdowns, spike tape diagrams
- Communication logs
  - ✓ meetings, messages, reminders to maintain accountability
- Tech week/run documentation
  - ✓ Cue timings, Shift plots, Performance notes
- Prop & costume tracking (preset lists, quick-change plans, emergency kits)
- Backstage management (backstage etiquette)
- Leadership & team organization with clear roles and meeting documentation
- End-of-show wrap-up
  - ✓ strike plans, inventory, reflections

# Costume Documentation Process

---



## Key Documentation Areas

- **Research & Design**
  - ✓ period research, mood boards, character styles
- **Costume plots detailing each actor's outfits & accessories**
- **Sourcing**
  - ✓ buying, borrowing, renting with budget tracking (if this team is responsible for this)
- **Construction & alterations**
  - ✓ sewing, repairing, creating costume pieces
- **Fittings & adjustments with actor comfort in mind**
- **Organization & maintenance during rehearsal and performances**
- **Quick-change planning & practice**
- **Makeup & hair coordination for cohesive character looks**
- **Budget management & reporting (if this team is responsible for this)**

# Hair & Make-Up

## Documentation Process

### Key Documentation Areas

- Research & Design
- Create inspiration boards, color palettes, and style references
- Make character-specific hair/makeup design sheets
- Meet with the director and costume team to ensure a unified visual design
- Character Breakdown & Planning
- Create a detailed list of every character's hair and makeup needs
- Train actors who will be applying their own makeup
- Scheduling & Organization
- Product & Tools Management
- Create an inventory of

# Marketing

## Documentation Process

### Key Documentation Areas

- Branding & visual identity
  - ✓ logos, posters, social media graphics
- Social media management
  - ✓ content planning, engagement, event promotion
- Content creation
  - ✓ promo videos, newsletters, press releases
- Advertising
- Ticket sales management & audience engagement strategies
- Event planning
  - ✓ opening nights, talkbacks, photo booths

# Choreography

## Documentation Process

### Key Documentation Areas

- Choreography Design & Creative Vision
- Document initial ideas, Pinterest boards, movement inspirations, or references used
- Teaching & Rehearsal Leadership
- Blocking & Integration With Technical Elements.
- Choreography Notation & Record-Keeping
- Rehearsal Management & Notes

# Featured Artistry

## Documentation Process

Any **specialized performance or creative contribution** in a theatre production that goes beyond the general ensemble or principal acting roles.

- These artists provide **distinct, skill-based, or standout creative elements** that significantly enhance the storytelling, atmosphere, or visual/aesthetic impact of the show.
- Featured Artistry highlights **individual or small-group talents** that play a unique role within the production and deserve separate recognition.

**Documentation for this category is for any elements such as but not limited to:**

- **Artists who perform a specialized skill or discipline, such as:**
  - ✓ Tap dancers
  - ✓ Acrobats / gymnasts
  - ✓ Pointe or trained dancers
  - ✓ Martial artists / stage combat specialists
  - ✓ Beatboxers
  - ✓ Spoken-word or rap performers
  - ✓ Vocal soloists outside principal roles (e.g., featured riffs, vocal lines)
- **Specialty Movement or Skills**
  - ✓ Shadow work / silhouette choreography (*could also be within the Choreography category*)
  - ✓ Stylized movement sequences
  - ✓ ASL performers integrated into choreography or scenes
- **Artistic Design Contributions by Students**
  - ✓ Onstage live art (painting, chalk art, projection art)
  - ✓ Puppetry
  - ✓ Mask work
  - ✓ Specialty costume/prop artistry demonstrated *during* performance
  - ✓ Creation of a Giant Set Piece (car, larger than life tree, etc)

# Orchestra / Live Band

## Documentation Process

- Musical Preparation & Score Study
  - ✓ Learn and rehearse all music required for the production.
- Rehearsal Participation & Coordination
  - ✓ Attend sitz probes, music rehearsals, and tech rehearsals.
  - ✓ Adjust playing to match the vocalists' needs (key changes, tempo adjustments, breaths).
- Cue Awareness & Live Timing
  - ✓ Track conductor cues, stage action, and dialogue for precise musical entrances.
  - ✓ Maintain consistent tempos that align with choreography and acting beats.
  - ✓ Handle unexpected moments during live performances (missed lines, tempo shifts, extended pauses).
- Leadership Roles Within the Orchestra
  - If the orchestra is *student-led*, some musicians take on leadership positions:
    - ✓ Section Leaders
    - ✓ Tune their section
    - ✓ Lead warm-ups
    - ✓ Student Conductor / Assistant Conductor
- Documentation Responsibilities
  - ✓ Maintain a musician reflection journal
  - ✓ Photograph rehearsals and sitz probes
  - ✓ Record short clips (if permitted) showing progress from first read to final performance
- Professionalism & Performance Readiness
- Live Performance Execution
- Post-Show Responsibilities

# Best Practices for Documentation

---

- Organized, clear, accessible documentation
- Digital collaboration tools
- Regular updates and reflections
- Student leadership and accountability
- Encourage regular, consistent record-keeping across teams
- Foster collaboration and communication between departments
- Use templates and checklists to guide documentation
- Set clear deadlines aligned with production milestones
- Emphasize reflective practice to build learning and growth
- Help students see documentation as a professional skill



Questions

?

?

Answers

?