



alberta youth theatre collective

# LEAD REVIEWER SESSION

# AYTC HISTORY

- **AYTC used to be called Cappies, which is an international organization started in 1999.**
- **Cappies was the high school review and award organization running in Edmonton from around 2008, until 2020.**
- **In 2021, we decided that we wanted to develop our own, local program that met the needs and wants of our schools.**
- **AYTC was formed as a new organization to uplift youth theatre, foster a deeper appreciation for the performing arts, and offer meaningful opportunities for young creatives across Edmonton and surrounding areas.**
- **Our mission is to support and celebrate youth both on stage and behind the scenes—and to build a community where young people can thrive as performers, creators, audience members, and future arts leaders.**



**Who has been a Lead  
Reviewer before?**

**Any advice for new LR's?**

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# What is a Lead Reviewer?

- **The “Captain” of the Reviewer team**
- **Help out their fellow review team with scheduling changes, review writing & nomination questions, and support their teammates in anyway they can!**
- **Also a huge supporter and cheerleader for all other students in AYTC including other AYTC reviewers, and those performing and working backstage in all school productions**

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# Responsibilities

- **Training Day**
  - Ensure all teammates who had to miss today are caught up on all sessions, expectations, and procedures
- **Show Assignments**
  - Make sure your teammates know which shows they are attending; date, time, location etc. and show up on time!
  - You are **NOT** responsible to get your teammates to the show; but check in with them about how they are getting there
- **Review & Nomination Submissions**
  - Ensure your team submits their reviews and nominations on time. Points are awarded to your team for punctuality (but more on that later)
- **Checking in with your AYTC Teacher**
  - Always being in communication with your AYTC teacher about assignments, and any other logistics for your team

# Scheduling Conflicts

- You are MY point of contact- I only want to hear from you!
  - Student can't make their assigned show?
    - 1. Help them find a replacement within your team
    - 2. If you can't find someone on your team, help them find another AYTC reviewer from a different school
    - 3. If both these options do not work: Do you have a friend, co-star, enemy, etc. that can step in and be a butt in a seat? This person is HIGHLY encouraged to submit nominations, with your assistance in how to submit them
    - 4. Exhausted all these options? Let's talk!

# Team Misses a Show or Submission Deadline?

- **First Warning Issued**

- An individual may be subject to a warning due to absence from assigned show, not submitting review/star allocation or code of conduct breach.
- A formal warning will be issued in writing by the Teacher/Board Liaison to the Lead Teacher, Lead Reviewer, Reviewer in question and the Executive Director.
- This line of communication will be documented.

- **Following the issuing of the first warning:**

- A conversation is held between the Teacher/Board Liaison with the reviewer and Lead Teacher to determine how AYTC can provide support and make adjustments if needed.
- After the formal warning and follow up conversation, the reviewer may choose to continue or step down, allowing an alternate to take over for the season.

- **If the reviewer should choose to step down (or continues to miss expectations):**

- The AYTC Lead Teacher will seek a replacement within the school, and may be in contact with you about finding a new replacement.

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# Team Misses a Show or Submission Deadline?

- **In the event of a team receiving two absences/no submissions/code of conduct breaches, the following will occur:**
  - The AYTC Lead Teacher will meet with program leadership to evaluate the 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.**

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

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# Reviewer Recognition

- **AWARDS**

- **Top Reviewer:** Top Reviewer is characterized by a combination of quality and quantity of reviews. Along with their helpfulness and engagement with other AYTC reviewers, they often write prolific, detailed and insightful reviews, and actively participate in discussions, making their opinions valuable to other users. Students receive 1 individual point if a review is sent in on time, and an extra point if they are published in the Journal for any show.
- **Top Reviewer Team:** The AYTC award for Top Review team is awarded to a school's reviewer team who exemplified professional level review writing, punctuality and accountability as a whole, and points are rewarded for reviews being submitted on time, as well as being published in the Edmonton Journal. 1 point per review is awarded to the team if a review is sent in on time, and an extra point, or points are awarded should a student or students from your school be published in the Edmonton Journal.
- **Most Valuable Reviewer (MVR):** The Most Valuable Reviewer or MVR for short, is awarded to the student who exemplifies leadership, responsibility, and commitment. The MVR brings enthusiasm for being a reviewer for AYTC, and is a team player, and supporter of all students across all AYTC schools. They are always supporting their teammates throughout the year, bring insightful contributions to all discussions at the season shows, and their energy and enthusiasm for theatre and AYTC are palpable. On top of writing intuitive reviews for shows, they bring a level of professionalism to the group. This award is chosen by the AYTC Executive Director.

- **RAFFLE**

- Individual reviewers with perfect attendance, on-time submissions, and professionalism throughout the program season may be entered into a surprise raffle. Winners will be announced at the Gala.

# DISCORD LINK



I will invite you to a private Lead  
Reviewer Channel on here

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