



2020-2021 CAPA Marquee Awards

**STUDENT HANDBOOK**  
for Best Actor/Actress in a  
Leading Role-Eligible Performers

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## About the CAPA Marquee Awards

The CAPA Marquee Awards celebrates the accomplishments of area high school teachers and students by recognizing achievements in productions by participating Columbus area high schools. To participate, schools register to have their productions reviewed by a qualified team of adjudicators, who then provide directors with valuable feedback. During the spring, CAPA will present an Awards showcase to recognize the outstanding achievements of high school productions and students. Modeled after the Tony Awards®, the showcase features outstanding performances from participating high schools and celebrates their enthusiasm, dedication, and talent while encouraging participating schools to grow and continue improving their programs.

### Purpose

The CAPA Marquee Awards and Awards Showcase are designed to **celebrate, support, and advocate** for high school musical theatre education throughout the central Ohio community.

### Goals

1. To recognize, honor, and encourage excellence in high school musical theatre through a constructive review process of nominated productions by qualified adjudicators;
2. To deliver educational workshops and advancement in dance, voice, acting, and stagecraft for high school students locally, regionally, and nationally;
3. To offer professional development and networking opportunities for students, directors, and school programs;
4. To give students an opportunity to perform on a CAPA stage;
5. To create positive attention for theatre arts and music departments at local schools and school districts; and
6. To showcase the importance of theatre arts education in our schools.

## About Columbus Association for the Performing Arts (CAPA)

Columbus Association for the Performing Arts (CAPA) aims to present and produce artistic programming of the highest quality to serve and educate diverse audiences and feature renowned artists of all cultures; operate and maintain world-class performance venues; strengthen our arts communities by providing facilities for resident companies, and through partnership and collaboration, support those organizations; and bolster the economy of the community we serve.

### Best Actor/Actress in a Leading Role Eligibility

To be eligible to participate in this category, performers must be nominated by their school's CAPA Marquee Awards coordinator and must have played a National High School Musical Theatre Awards® (NHSMTA®)-recognized leading role in their school's production. For this reason, only students who play a NHSMTA®-recognized leading role in their high school's production will be eligible for the Best Actor/Actress in a Leading Role categories. Please visit our website for the complete list of NHSMTA®-recognized leading roles.

Due to the nature of the award, the Best Actor/Actress in a Leading Role nominees and winners will be determined by both a **production** and **audition score**. Eligible students will receive a score from the three adjudicators that attend their school's production. The adjudicated score will count as 65% of the total score.

Additionally, eligible students will be required to complete a song audition. Participation in the song audition is mandatory to be eligible as a nominee for Best Actor/Actress in a Leading Role. The *audition score* will count as 35% of the total score. The combined *production* and *audition* score will determine the nominees and the winners in this category.

## Actor / Actress

For the purposes of the CAPA Marquee Awards and the Jimmy Awards®, students are adjudicated in the category corresponding to their gender identification, not the gender of the role they are playing. *(For example, a female-identifying student recognized for a performance in the role of “Tevye” from FIDDLER ON THE ROOF will be nominated in the Best Actress in a Leading Role category).*

## Non-Binary Performers

Non-binary students will be nominated in the category that reflects how the role was written or originally performed. *(For example, a non-binary student recognized for performance of the leading role of “Tevye” for FIDDLER ON THE ROOF will be nominated in the Best Actor in a Leading Role category because the role was originally written for and played by a male-identifying performer).*

## Evaluation Criteria for Adjudicated Musical Production Performance

Adjudicators will evaluate students on the execution of the following performance elements displayed within the production:

### Acting

- **Believability:** relationship with other characters; motivation; consistency; commitment to role
- **Characterization:** presence of clear and distinctive vocal and physical choices to create a dynamic and compelling character
- **Interpretation:** presence of active objectives and goals

### Singing

- **Accuracy:** pitch; rhythm; intonation
- **Tone:** quality; resonance
- **Diction:** articulation; vowel shapes; appropriate use of consonants
- **Technique:** breath support; posture; placement; phrasing

### Movement & Dancing

- **Choreography:** footwork; body position; energy; precision; rhythm/tempo
- **Physical Choices:** artistic expression within choreography; intention; facial expressions; gestures
- **Execution:** preparedness; natural integration of blocking; motivation of movement; confidence

### Stage Presence

- **Energy:** control over nerves; focused energy; ability to be seen and heard
- **Adaptability:** the ability to “think on feet” and stay in the moment; flexibility to accommodate present circumstances
- **Presence:** fully engaged and present in the world created; strong understanding of role in the greater story

## Song Audition

CAPA Marquee Award students who are performing in a NHSMTA®-eligible leading role in the 2020-2021 CAPA Marquee Awards season and wish to be considered for a nomination for Best Actor/Actress in a Leading Role are required to complete a song audition.

- Students should select an audition song (ballad or up-tempo) from the 2021 Jimmy Awards® Qualifying Shows list. Please visit our website for the complete list.
- ***The song may not be from the same musical as your CAPA Marquee Awards-eligible role.***
- The song should not exceed 2 minutes. If the song is longer than 2 minutes, appropriate cuts must be made. *You may be issued a score penalty if the song goes over time allotted.*

### Song Audition Option 1

On **Saturday, March 20**, CAPA Marquee Award students who are eligible may sign up for a 15-minute individual time slot to have their audition professionally recorded by CAPA.

- Students are required to sign up for a 15-minute audition slot through the CAPA Marquee website beginning on March 1. ***Sign-ups will remain open until NOON on Monday, March 15.***
- Students will enter the building with a mask on. They will only be permitted to remove their mask once they are in position in our large studio and at least 10 feet away from the videographer and the accompanist both of whom will be wearing masks.
- Students should bring clearly marked sheet music that includes the piano accompaniment *in the correct key* for the accompanist. Students are not permitted to sing acapella.
- During the scheduled time slot, performers will have the opportunity to sing through their song once with the accompanist, and then perform it with CAPA recording. Due to time constraints, performers will not have the opportunity to record multiple takes.

### Song Audition Option 2

Students who are unable to attend the song audition recording session on March 20, may instead self-submit a video audition. Submission can be made through the CAPA Marquee Awards website beginning on March 1. **All self-submissions must be received by 5pm on March 20.** *Late submissions will not be accepted.*

- You must submit your audition using the link on our website.
- No edited, multi-shot videos will be accepted. Your audition must be filmed as one continuous take.
- You must follow all the rules outlined on the **Filming Guidelines** document on pages 8-9. *Note: Failure to follow any of these guidelines may result in disqualification.*
- Please remember that we must be able to clearly hear both you and the accompaniment in your video. Students are not permitted to sing acapella. Singing acapella in your video will result in disqualification.
- Please also remember that we must be able to clearly see you in the video, so the panelist can evaluate your acting and movement, in addition to your singing.

## Evaluation Criteria for Song Audition

Adjudicators will evaluate students on the execution of the following elements for the song audition:

### Singing/Vocal Technique

- Enunciation, Diction, Intonation
- Breath control, support
- Quality of Tone

### Acting/Character Development

- Clear given circumstances and song environment established
- Portrayal is believable, truthful
- Character arc, discovery

### Movement

- Specific physical details and choices utilized
- Ease and freedom of movement
- Appropriate posture

### Overall Presentation

- Appropriate energy and focus
- Ownership of the material
- Commitment
- Professionalism
- If audition is self-submitted, adequate video and sound quality.

## Required Participation Forms

Each student eligible for Best Actor/Actress in a Leading Role must complete and submit the following digital forms by **NOON on Friday, March 12**. All forms will be available on our website beginning March 1.

1. **20-21 Intent to Participate Form**
2. **20-21 Audition Form**
3. **20-21 Media Release & Virtual Learning Form**
4. **20-21 Emergency Medical & Consent Form**

The **20-21 Intent to Participate Form** must be submitted to acknowledge eligibility and to accept the terms and conditions of the program spelled out on our website. If a student is unable to participate or does not wish to participate in the program, they *will not* be eligible to be nominated for Best Actor/Actress in a Leading Role, although they may still be eligible to participate in the overall Awards program as a member of their school's ensemble, opening/closing number, and/or Best Musical Production number if nominated.

The **20-21 Audition Form** must be submitted to provide information about your song selection and how you will be submitting your audition.

The **20-21 Media Release & Virtual Learning Form** and the **20-21 Emergency Medical & Consent Form** is required for all BA/BA in a Leading Role-eligible performers. The electronic signature of the performer's parent/guardian is required on both forms if the performer is under the age of 18.

*Note: If you already submitted the 20-21 Media Release & Virtual Learning Form for a previous workshop or activity this school year, you are not required to submit it again.*

## **Song Audition Prep Workshop**

On **Saturday, February 27** from **10:30am-12:30pm**, CAPA Marquee Award students who are performing in a NHSMTA®-eligible leading role during the 2020-2021 CAPA Marquee Awards season and plan to participate in the Song Audition are invited to attend a Song Audition Prep Session on Zoom. Each eligible student must sign up in order to attend. Sign-ups will be available on our website starting Monday, February 8. *While participation is not mandatory, it is strongly encouraged.*

## **Nomination Notification**

On **Thursday, April 22** at **3pm**, CAPA will announce the nominees for each award on our website.

## **CAPA Marquee Awards Showcase Rehearsals**

Final nominees for Best Actor/Actress in a Leading Role will be required to participate in the CAPA Marquee Awards Showcase. If a student is unable to participate or does not wish to participate in the Showcase, they *will not* be eligible to be nominated for the award for Best Actor/Actress in a Leading Role. Rehearsals for the 2021 CAPA Marquee Awards are currently scheduled from 4-9pm on May 10-14, 10am-5pm on May 15, and 4-10pm on May 16. A detailed schedule including all call times and locations will be provided in spring 2021. The Best Actor/Actress in a Leading Role nominees need to be available for the entire rehearsal period.

*Please note: There are no excused absences permitted for the entirety of the rehearsal period. Attendance at all required rehearsals is mandatory for participation in the 2021 CAPA Marquee Awards and the 2021 Jimmy Awards.*

*Due to COVID-19, all rehearsal and performance dates are subject-to-change.*

## **Performance Opportunities**

Best Actor/Actress in a Leading Role nominees may be asked to participate in a variety of Showcase numbers. These numbers may include:

### **Opening Number**

Nominees for Best Actor/Actress in a Leading Role will perform in the Opening Number along with the Best Actor/Actress in a Supporting Role nominees and two student representatives from each CAPA Marquee Awards school.

### **Closing Number**

Nominees for Best Actor/Actress in a Leading Role will perform in the Closing Number along with the Best Actor/Actress in a Supporting Role nominees and two student representatives from each CAPA Marquee Awards school.

### **Best Musical Production Numbers**

Each of the five (5) high schools receiving nominations for Best Musical Production will be invited to perform one (1) five-minute ensemble production number from their show during the 2021 Marquee Awards.

### **Best Actor in a Leading Role Number & Best Actress in a Leading Role Number**

The five Best Actor in a Leading Role nominees and the five Best Actress in a Leading Role nominees will perform an excerpt of a song from their leading role during the Best Actor and Best Actress number at the 2021 CAPA Marquee Awards.

**Song Selection & Submissions for Number:** Final song selection and arrangement will be determined by the CAPA Marquee Awards Director and Music Director. Your high school musical director will submit the required song selection with full orchestrations for the selected piece on your behalf.

## **Attire**

**Panel Audition:** Please wear clothing appropriate for a musical theatre audition.

**Showcase Rehearsals:** Please wear clothing that allows for a full range of movement. If you wear a dress or a skirt, you must have tights on underneath. No dancing in jeans will be permitted. Footwear must be worn and must be closed-toed and closed-heeled and appropriate to dance in. Tennis shoes, or character/jazz shoes are preferred. Dancing in sandals, flipflops, socks, or bare feet will not be permitted in our facilities.

### **Showcase Performance—Opening/Closing Number**

**Male-Identifying Performers:** Black pants (no jeans), a solid, colorful shirt (no black or white), black shoes. Tie optional. **Footwear:** Black tennis, black character, or black dress shoes for men. All footwear must be closed-heeled and closed-toed and appropriate to dance in.

**Female-Identifying Performers:** Black pants (no jeans) or black skirt and a solid, colorful top (no black or white) OR a solid colored dress or jumper (black is permitted if wearing a dress or jumper). If a skirt or dress is worn, nude or black tights must be worn. **Footwear:** Black tennis shoes, black or nude character, jazz, or dress shoes with no heel or a low heel (2 inches or less). All footwear must be closed-heeled and closed-toed and appropriate to dance in.

**Non-Binary Performers:** Select from any of the above attire and footwear options.

### **Showcase Performance—Best Musical Production Number**

Students performing as part of the Best Musical Production numbers will wear costumes decided on by their productions' directors.

### **Showcase Performance—Best Actor/Actress in a Leading Role Number**

Students performing in the Best Actor/Actress Lead Number should plan to wear either a character costume or "red-carpet" attire. *Note: Makeup, costume, and wig assistance will not be provided by CAPA.*



## CAPA Marquee Awards Showcase

The winners of Best Actor/Actress in a Leading Role will be announced live at the CAPA Marquee Awards Showcase currently schedule for Monday, May 17 at 7:30 pm at the Ohio Theatre.

### Winners of Best Actor/Actress in a Leading Role

After nominations are announced, the nominees for Best Actor/Actress in a Leading Role will receive an email containing specific information on all the required documents for participation in the 2021 Jimmy Awards®.

At a date and time to be determined, the winner of Best Actor in a Leading Role and Best Actress in a Leading Role will be required to report to the Ohio Theatre to record the required interview and audition for participation in the 2021 Jimmy Awards®. At this meeting, winners will also be responsible for turning in all required documents for the 2021 Jimmy Awards®, including their resume, required essay, bio, music submissions for their two audition pieces, medical information form, and their release/waiver form and parental release form.

### The National High School Musical Theatre Awards®.

The Jimmy Awards® / The National High School Musical Theatre Awards® (NHSMTA®) program impacts more than 140,000 students who participate in high school musical theatre competitions sponsored by presenters of Touring Broadway productions throughout the United States. Presented by the Broadway League Foundation, the program invites two winners from each of these regional ceremonies to participate in a theatre intensive including coaching and rehearsals with Broadway professionals in preparation for a one-night-only talent showcase. The program has been the catalyst for more than \$4,000,000 in educational scholarships. For more information, please visit [www.JimmyAwards.com](http://www.JimmyAwards.com).

In 2021, the two CAPA Marquee Awards student nominees will join top musical theatre students from across the country for a *remote* theatre intensive where they will experience private coaching, master classes and rehearsals in preparation for a special showcase performance and the chance to compete for scholarships and the national title. **These students must be fully available and conflict-free for rehearsals at the Ohio Theatre from June 20-July 1, 2021.**

**The virtual 2021 Jimmy Awards® will be broadcast on Thursday, July 15, 2021 at 7:30pm. All Jimmy nominees must be available for a pre-ceremony and post-ceremony event.** Details will be communicated as they are available.

### Important Dates to Remember

February 8	Signups open for the Best Actor/Actress Song Audition Prep Session
February 27	Best Actor/Actress Song Audition Prep Session, Zoom, 10:30am-12:30pm
March 1	Best Actor/Actress Song Audition sign-ups open at NOON on CAPA Marquee Awards website
March 12	All participation forms must be received
March 15	Best Actor/Actress in a Leading Role Audition sign-ups close at NOON on CAPA Marquee Awards website
March 20	Best Actor/Actress Song Audition in-person filming, Ohio Theatre, 10 am-5pm. <i>By 5pm, all self-submitted song auditions must be received.</i>
April 22	Nominees for Best Actor/Actress in a Leading Role announced on website, 3 pm

May 10-May 14	Awards Showcase Rehearsals, Ohio Theatre, 4-9 pm
May 15	Awards Showcase Rehearsal, Ohio Theatre, 10am-5 pm
May 16	Awards Showcase Rehearsal, Ohio Theatre, 4-10pm
May 17	Awards Showcase, Ohio Theatre, 4:30-10:30 pm
June 20-July 1	Remote theatrical intensive for the 2021 Jimmy Awards®
July 15	The 2021 Jimmy Awards®, 7:30 pm

## Filming Guidelines and Best Practices

### When choosing where you film:

- Choose a location that is as quiet as possible, free from intrusive background noise, and other people talking.
- Choose a background that's fairly neutral, so you are what stands out! And, do not stand in front of a window as this can throw off the exposure of the clip you've filmed.
- Try to ensure that the source of light in the room is in front and not behind you.

### Filming requirements:

- The most important thing when filming is to ensure that the you are in frame and positioned correctly. We need to see enough of your body to evaluate your movement, so be sure to film with that in mind. You also want to make sure that whatever device you are recording on is positioned at your eye level, so your head is not tilted too far up or too far down.
- Use a proper camera and microphone to film your audition if you have access to one. However, if you haven't - feel free to use an iPhone, other reasonably modern smartphone, or your computer camera. If it can film in 1080p, then that's even better.
- If you've got access to a tripod, using it would help keep your clip nice and steady when you're filming. If you haven't got one, make sure you hold your device as still as possible or get a family member to shoot it for you.
- **AUDIO IS KEY.**
- We must be able to hear both the piano accompaniment and your vocals, so make sure you practice and adjust levels accordingly. Remember: you are not permitted to sing acapella.
- **CHECK YOUR AUDIO LEVEL.** Please make sure you don't overwhelm the recording at your loudest moment. The easiest way to check is to listen to your recording to see if it ever sounds distorted.
- **Videos must be shot in one, complete take and are not permitted to be edited. Edited videos or videos that are not shot in one complete take will result in disqualification.**

### Order of your audition:

#### I. SLATE YOUR PIECE

Before you sing, you must slate your piece. Remember: the purpose of the slate is to provide the necessary information about your audition AND to show your personality!

Please DO NOT provide any information in your slate except what is listed below.

#### Your slate must include in this order:

1. Your First and Last Name
2. Your High School (*DO NOT include your grade or age*)
3. The Name of the Song
4. The Title of the Musical

*Example: Hi, my name is Amy Handra, and I attend Amelia High School. I will be singing "Not a Day Goes By" from Merrily We Roll Along.*

## II. TRANSITION

After your slate, take a moment to transition into your character.

## III. BEGIN SONG

Either have the live accompanist begin playing or if your accompaniment is recorded, have someone else begin playing it for you. (DO NOT begin the accompaniment yourself!)

## IV. PERFORM SONG

## V. TRANSITION

Hold the last acting moment of the song for a long moment or two. Then, transition back into yourself.

## VI. OUTRO

Say "thank you" and repeat your first and last name. *Example: Thank you, I am Amy Handra.*

### How to Submit:

- Please label the video files with your first and last name and the initials of your high school. *Example: Amy Handra, AHS*
- Please upload your files by using the Dropbox link found on the Best Actor/Actress Page on our Website.
- Please upload the highest quality possible. 1080p is great.
- Please submit your video as a .mp4 or .mov file.

### Things that could result in not being able to properly adjudicate your video audition:

- Excessive background noise
- Unclear, muffled audio
- Accompaniment or voice unable to be heard
- Unable to see enough of your body to evaluate movement
- Unable to see your face clearly enough to evaluate expression

### Things that will result in disqualification:

- You do not submit the video by the deadline (5pm on March 20)
- You submit a video that is not shot in one take.
- You do not slate your piece. (We must know who you are and which high school you are from in order to evaluate your audition.)
- You do not label the file correctly. It must be labelled using your first and last name and your school initials.
- You do not follow the time restrictions. (Songs should be no longer than 2 minutes total, plus the additional time to complete your slate and your outro, so videos should not be longer than a total of 3 minutes.)