



2022-2023 CAPA Marquee Awards

# PARTICIPANT HANDBOOK

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## About the CAPA Marquee Awards

The CAPA Marquee Awards celebrates the accomplishments of area high school students and teachers by recognizing achievements by participating central Ohio schools. To participate, schools register to have their production reviewed by a qualified team of adjudicators, who then provide the directors and students with valuable feedback. During the spring, CAPA presents an award showcase. 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. To learn more, please visit [www.capamarqueeawards.com](http://www.capamarqueeawards.com).

### 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.

### Diversity, Equity, Access & Inclusion

The CAPA Marquee Awards believe to enrich the artistic experience, educational theatre must make room on the stage, around the production table, in the orchestra, behind the scenes, and through the adjudication process for those with different backgrounds, sexual orientation, identification, cultures, and abilities. We believe that we are enriched by the unique perspective all people bring to the arts.

The CAPA Marquee Awards recognizes that there are cultural and systemic barriers that prevent complete inclusivity and equity. We are committed to identify those barriers and intentionally adapt our practices, demonstrate our efforts, and measure the results to promote inclusion and equity.

### 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.

# How to Participate

## Participant Eligibility

The CAPA Marquee Awards are open to all public, private, parochial, and charter schools producing high school musicals in central Ohio. To be eligible for participation for the 2022-2023 season, a school must meet the following criteria:

- **School Location**
  - High schools must be in Delaware, Fairfield, Franklin, Licking, Madison, Pickaway or Union counties to participate.
- **Production Dates**
  - High school productions must take place between October 13, 2022 and April 15, 2023.
  - There must be more than one (1) performance of each nominated production.
- **Production Types**
  - Schools must perform a published musical, operetta or revue (either currently held by a licensing house or in the public domain) presented with the approval or permission of the original creators, publishers, or their representatives.
  - Schools must produce one of the full-length musicals approved by the National High School Musical Theatre Awards. ([To view click here.](#))

## Application & Participation Fees

Applications will be available online at [www.capamarqueeawards.com](http://www.capamarqueeawards.com) starting at **NOON** on **Tuesday, August 16, 2022**, and will close at **NOON** on **Tuesday, August 23, 2022**. Schools will be chosen to participate according to several factors including performance dates, previous participation, diversity, equity, access & inclusion and adherence to deadlines during prior participation. Schools will be notified by **Tuesday, August 30, 2022** if they are selected to participate.

Once a school is accepted into the program, a \$150 participation fee is required. **Payments must be received no later than Friday, September 30, 2022.** Failure to pay the participation fee by **September 30** may result in removal/disqualification from the program.

## Tickets to Awards Showcase

In addition to the participation fee, the CAPA Marquee Awards requires each school to purchase 25 tickets to the Awards Showcase at the discounted student ticket price of \$15.00 each (\$375.00 total) *regardless of nominations*. **The required 25 tickets must be purchased and paid for by Friday, March 10, 2023.** *Failure to purchase and pay for tickets by this deadline may result in a school not being accepted back into the program in subsequent years.* ([To view ticket reservation form, click here.](#))

Schools may purchase additional tickets at the reduced student rate of \$15.00. Additional ticket requests will be processed on a first-come, first-served basis and are subject to availability.

\*\*Two (2) complimentary tickets will be available for the educator/director who organized their school's involvement with the CAPA Marquee Awards.

## Financial Assistance

We do not want a school's inability to pay to prevent participation in the program, so please contact us to discuss financial assistance options if your school is unable to pay.

## School Web Portal

The school web portal is a password protected page on our website where Marquee schools can submit required documents and forms, download the handbook and other important documents, and submit photos and videos through a dedicated Dropbox link. Only the school's primary contact person is authorized to use this portal.

Here are the instructions to access your School Portal:

1. If you are a returning school and already have an account, please use the login and password from last year.
2. If you are a new school, you will receive an email from "CAPA Marquee Awards" with information for how to complete your registration
3. Once you have completed your registration, visit [www.capamarqueeawards.com](http://www.capamarqueeawards.com).
4. Click 'log in' from the top right area of the website.
5. Once logged in you will have access to your school's portal content.

*Please note: To maintain the security of the web portal, the school's primary contact must agree not to share their login and password with anyone.*

## Rights and Permission

Proper production and musical rights must be attained to participate in the CAPA Marquee Awards/Jimmy Awards®.

If you make any changes to the production including changes to the structure, dialogue, lyrics, casting, music, characters, story, etc., you must receive written permission from the company that owns the production rights. Upon request, you must also be able to submit written proof of permitted changes. Failure to receive permission from the publishing company and/or provide written proof if requested, may result in disqualification from awards and/or the showcase.

**PLEASE NOTE:** If you choose to perform a musical licensed by Concord Theatricals and you receive a nomination for Best Musical Production or Best Actor/Actress in a Leading Role, we must receive permission from Concord Theatricals for your requested musical number(s) no later than Monday, May 1, 2023, in order for your production/students to perform the requested number(s) in the Showcase.

## Music Rentals

Each school should plan to retain copies of the full conductor's score and the libretto in the event they receive a nomination for Best Musical Production and/or a nomination for Best Actor/Actress in a Leading Role and are invited to perform at the CAPA Marquee Awards Showcase. Arrangements will be made by Columbus Association for the Performing Arts with all participating licensing houses for schools to retain their music rentals through the CAPA Marquee Awards at no additional cost.

## Group and Production Photos

All schools are required to submit the following photos by **Friday, April 21:**

1. One (1) high-resolution HORIZONTAL group photo including the cast, crew, and student orchestra.  
*This photo will be used as your school photo in the CAPA Marquee Showcase program.*  
**How to Name Photo:** Group Photo, Name of your High School  
**Example:** *Group Photo, Amelia High School*
2. At least three (3) but no more than ten (10) overall production photos  
**How to Name Photos:** Production Image 1-10, Name of your High School  
**Example:** *Production Image 1, Amelia High School*

3. Three (3) production photos of **each** performer nominated for Best Actor/Actress in a Leading Role. *This is a requirement of the Jimmy Awards®.*  
**How to Name Photos:** First Name and Last Name of Performer 1-3, Name of your High School  
**Example:** Amy Handra 1, Amelia High School

All photos must be JPG photos and at least 300 dpi (preferable 600 dpi) and will be uploaded using the Dropbox link on the school's web portal. *Please note: Most smart phones can capture a high-resolution photo; however, if the file size is less than 1 MB, the photo resolution will not be high enough.*

### **Performer Eligibility**

Only high school students in grades 9-12 are eligible to be nominated for individual performance and technical awards.

Schools that have co-productions and/or shared performers, schools that allow homeschool students, or schools that allow students from other high schools to participate in their productions are eligible to participate; however, a student may only be nominated for their role in one musical production. In the event a student is nominated for multiple roles, the role that receives the highest adjudicator score will receive a nomination.

### **A Note on Double-Casting**

If a school decides to double cast one or more roles, the school must select one set of cast members to be adjudicated. It will not be possible to adjudicate multiple students for the same role.

### **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 will be nominated in the Best Actress in a Leading Role category).*

If you decide to change the gender of any leading or supporting character in your production, you must provide written proof that permission to make that change was granted by the publishing company. Failure to receive permission from the publishing company and/or provide written proof if requested, may result in disqualification from awards and the showcase.

### **Non-Binary and Gender-Fluid Performers**

For the purposes of the CAPA Marquee Awards and the Jimmy Awards®, students identifying as non-binary or gender-fluid may choose to either select the category in which they wish to be adjudicated (regardless of the gender of the role) OR they may be adjudicated based on the gender of the role they played.

### **Assessment**

Teachers and students may be asked to complete printed or electronic surveys following certain program activities. CAPA may also request letters of support and testimonials. Surveys will evaluate participants' experiences and aid in the development of future program activities.

### **Primary and Secondary Contact**

Each school must identify a primary contact person on the online application form. The primary contact should have regular access to phone and email as all major correspondence regarding the program will be directed to this person. In addition, a secondary contact person must also be identified on the online registration form. This person must be an employee of the school and can be a teacher, administrator, support staff, etc. The secondary contact person may not be a parent or a student.

## Time Commitment

We know that many hours of hard work go into preparing a high school musical theatre production, especially in these unprecedented times. During the school year, we will do our best to limit the additional time commitment from teachers. However, due to the yearlong nature of the program, communication throughout the year is necessary. To ensure the program runs smoothly, it is important you submit requested information to CAPA staff within the allotted time. It is also critical that you communicate information from CAPA staff to students (and parents, when applicable) about master classes, workshops, auditions, the showcase.

## Publicity and Social Media

One of the goals of the CAPA Marquee Awards is to enhance visibility of participating high school musical theatre productions and drama programs. CAPA may post production photos and show information from participating high school musicals on the CAPA and CAPA Marquee Awards websites and social media accounts. CAPA may also share show information with local media personnel.

**We want to help promote your show!** Please submit your electronic posters, marketing materials, and ticketing information as soon as these items are available. And don't forget to tag us with your photos on social media using @MarqueeAwards and #MarqueeAwards.

All participating high schools are **required** to feature the 2022-2023 CAPA Marquee Awards **Participation Statement** and logo as a part of their printed or digital program books. Inclusion of this information serves as the school's endorsement of the program. A copy of the CAPA Marquee Awards **Participation Statement** is included on page 16. A word version of this document is also available in the school portal.

CAPA also encourages high schools to announce their participation and encourage ticket sales for the 2023 CAPA Marquee Awards Showcase in school newspapers, school/department websites, social media sites, and newsletters.

## Join the CAPA Marquee Awards Community!

Like and follow us on **Facebook** at <https://www.facebook.com/capamarqueeawards/>.

Check out our **Instagram** at <https://www.instagram.com/marqueeawards/>.

Follow our **TikTok** @CAPAColumbus

## Adjudication

CAPA has secured a team of performing arts professionals with backgrounds in music, theatre, dance, design, and related fields to serve as adjudicators for the CAPA Marquee Awards Program. This group will be required to attend a training session, as well as commit to being impartial and objective to each production.

## Evaluation Process

Three members of the adjudication panel will attend each production and will award points based on a set rubric. Adjudicators are responsible for evaluating how well each high school musical theatre production is meeting or exceeding its potential. The purpose of the evaluation process is to provide each school with educational feedback in the hopes of commending the notable achievements of each production and offering solutions to the aspects where productions could improve. Each production is evaluated against itself for consideration, rather than against all other school productions, charging schools to create the best possible work in their unique circumstance and environment.

### Adjudicator Tickets

CAPA will contact schools to confirm which performances the three adjudicators will attend. Once your adjudication dates are confirmed, you are required to reserve two (2) complimentary tickets for *each* adjudicator and 2 complimentary tickets for CAPA for a total of 8 complimentary tickets. All pairs of tickets should be held under the name “CAPA Marquee Awards.”

***Please note: The three adjudicators assigned to your production may or may not attend the same performance.***

### Feedback

Adjudicators will provide written feedback on performances by students in lead, supporting, and ensemble roles, as well as student orchestra, dance execution, technical execution, direction, and the overall production. Feedback is designed to function as an educational tool, not strictly a review or critique. CAPA will email adjudicator feedback to the primary contact teacher after award nominations are announced.

### Confidentiality

Feedback and scoring will be submitted through a secure online form. Adjudicators will not provide oral critiques following the performance, nor should schools expect to receive scores verbally. *Adjudicators must not discuss their opinions, evaluations, scores, or feedback with anyone, in any format.* This includes faculty, staff or students from participating high schools, other adjudicators, colleagues, reviewers, social media networks, etc. Please do not contact adjudicators with questions. All inquiries should be directed to [marqueeawards@capa.com](mailto:marqueeawards@capa.com).

### Scoring

Using a scoring rubric, adjudicators will rate performances and the overall production to designate awards for artistic excellence in each award category. Adjudicators will use a scoring rubric to rank how well the evaluation criteria are executed.

## **Evaluation Criteria**

Adjudicators will evaluate students and school productions on the execution of various performance and production elements including:

### **Acting**

- **Believability:** relationship with other characters; motivation; consistency; commitment to role
- **Voice & Diction:** projection; articulation; dialect execution (if applicable)
- **Interpretation:** presence of active objectives/goals; strong and appropriate vocal and physical choices; character development

### **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
- **Characterization:** artistic expression within choreography; intention; facial expressions; gestures
- **Staging:** preparedness; natural integration of blocking; motivation of movement



### 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

### Dance Execution

- **Knowledge of Choreography:** choreography is fully mastered and executed; there is no watching of others and full confidence on display
- **Technical Skills:** no technical errors and misalignments; mastery of the quality of movement and dance style
- **Tempo/Rhythm:** dancers follow the tempo, rhythm, and beat
- **Performance Skills:** dancers are focused and draw the audience in throughout their performance.

### Orchestra

- **Sound Production:** instruments are in tune within sections and across the orchestra; appropriate and professional tone production and style
- **Balance:** complete balance between orchestra and stage; sections within the orchestra are balanced with each other throughout the production
- **Accuracy and Style:** melodic and rhythmic accuracy
- **Professionalism:** students are dressed appropriately; are fully engaged and focused; demonstrate the ability to adjust to unexpected situations as needed

### Technical Execution

- **Transitions:** seamless technical movement from scene to scene
- **Timing:** cues are called and executed masterfully maintaining perfect timing
- **Technical Aspects:** all technical aspects of the show have been given careful consideration and are exceptional
- **Cohesion:** all technical aspects work together seamlessly, and the overall design and execution create an exceptional, technical production

### Direction

- **Interpretation:** communication of major ideas, themes, and emotions to the audience
- **Staging/Blocking:** seamless transitions between scenes and musical numbers; incorporation of stage pictures that contribute to and aid in the telling of the story
- **Coordination:** all elements of the production (set, costume, props, lights, performances, etc.) are inter-related, contribute to telling the story, serve the needs of script, and communicate the vision of the director
- **Utilization of Existing Resources:** the ability to turn the challenges of the school’s existing space and resources into assets through creativity, ingenuity, and resourcefulness

### Overall Production

- **Theatricality:** appropriateness of material for student performers; overall communication of major ideas, themes, and emotions to the audience through successful execution of score and book; the ability to capture the style and period of the piece
- **Cohesion:** all direction, performance, and design elements work together to create a seamless, impactful and entertaining production
- **Execution:** ability to overcome any unexpected obstacles; prepared and audience-ready; a spirit of teamwork is on display with team members who conduct themselves with a professional attitude
- **Utilization of Talent:** executed with enthusiasm, talent, and originality; demonstrates the diverse talents of the student population

## Award Categories

The CAPA Marquee Awards program gives participating schools and students the opportunity to win awards for artistic excellence in several categories. The awards categories for the 2022-2023 season include:

### Adjudicated Awards

- Best Musical Production
- Best Actor in a Leading Role
- Best Actress in a Leading Role
- Best Actor in a Supporting Role
- Best Actress in a Supporting Role
- Best Direction
- Outstanding Ensemble
- Outstanding Dance Execution
- Outstanding Student Orchestra
- Outstanding Technical Execution

### Teacher-nominated Awards

- Backstage Excellence Award

### Student-submitted Awards

- Outstanding Student Designer
- National Student Reporter

Nominees in all award categories will receive a nomination certificate. Winners in all award categories will receive two CAPA Marquee Awards trophies (1 for individual winner/theatre program and 1 for the school). All nominees and winners will receive special recognition at the Awards Showcase.

## Category Eligibility

### Best Musical Production

Five high school musical theatre productions will be recognized as nominees in this award category. The five nominees and one winner will be determined by adjudicator scores. High schools receiving nominations for Best Musical Production will be invited to perform a 5-minute number from their nominated musical at the Awards Showcase.

### Best Actor/Actress in a Leading Role

To be eligible to participate in The Jimmy Awards®, the Best Actor and Best Actress winners must have played a NHSMTA®-recognized leading role in their school's production. For this reason, only students playing a NHSMTA®-recognized leading role in their high school's production will be eligible for the CAPA Marquee Awards' Best Actor and/or Best Actress in a Leading Role.

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

Based on school production scores, we will announce our 20-30 semifinalists on Monday, April 17. The final number of semi-finalists will be based on the number of eligible roles we have this year.

Semifinalists will be invited to attend a panel audition on **Saturday, April 22** from **10am-3pm** at the Ohio Theatre. The panel audition will consist of a song and dance audition. The scores from the *panel audition*

will count as 35% of the total score and will be combined with semifinalists' production scores to determine our finalists and winners.

The ten finalists (5 actors and 5 actresses) receiving nominations for Best Actor and Best Actress in a Leading Role will be announced on **Monday, April 24** at **3pm** and will be invited to perform a solo from their nominated role at the Awards Showcase as part of the Best Actor and Best Actress numbers.

*Please note: Only registered high school students will be eligible to receive this award.*

### **Best Actor/Actress in a Supporting Role**

For purposes of this awards program, a supporting role will be classified as *a role below that of a leading role and above that of a bit or ensemble part. A performer in a supporting role must have both solo lines of dialogue and a musical solo during the musical production.* CAPA will create and provide a list of eligible roles for this category and each school will have the option of nominating up to three performers for Best Actor in a Supporting Role and Best Actress in a Supporting Role.

Ten student performers (5 actors and 5 actresses) will be recognized as nominees in this award category. Nominees and winners will be determined by adjudicator scores.

*Please note: Only registered high school students will be eligible to receive this award.*

### **Best Direction**

Five directors will be recognized as nominees in this award category. The nominees and winners will be determined by adjudicator scores.

### **Outstanding Ensemble**

Five ensembles will be recognized as nominees in this award category. The nominees and winners will be determined by adjudicator scores.

*Please note: At least 80% of the total ensemble must be high school students to be eligible for Outstanding Ensemble. No more than 20% of the total ensemble may consist of non-high school students.*

### **Outstanding Dance Execution**

Five high school musical theatre productions will be recognized as nominees in this award category. The nominees and winners will be determined by adjudicator scores.

*Please note: At least 80% of the total ensemble must be high school students to be eligible for an Outstanding Dance Execution. No more than 20% of the total ensemble may consist of non-high school students.*

### **Outstanding Student Orchestra**

Five student orchestras will be recognized as nominees in this award category. The nominees and winners will be determined by adjudicator scores.

*Please note: At least 60% of the total orchestra must be high school students to be eligible for Outstanding Student Orchestra. No more than 40% of the total orchestra may be adults and/or professionals. If the conductor plays with the orchestra, she/he is counted as an adult and/or professional musician, unless the conductor is a registered high school student.*

## **Outstanding Technical Execution**

Five productions will be recognized as nominees in this award category. The nominees and winner will be determined by adjudicator scores. If the school has a student stage manager, that student will also be individually recognized.

*Please note: At least 80% of the total technical run crew must be high school students to be eligible for Outstanding Technical Execution. No more than 20% of the total technical run crew may consist of non-high school students.*

## **Backstage Excellence Award**

Five backstage crews or group of students demonstrating excellence behind-the-scenes will be recognized as nominees in this award category. Teachers are responsible for nominating students for this award. Guidelines for nominating students for the Backstage Excellence Award are available on page 17. An adjudication panel will select the final nominees and winners in this category.

## **Outstanding Student Designer**

Five students demonstrating excellence in costume, hair & makeup, lighting, scenic, sound, and props design will be recognized as nominees in this award category. Students are responsible for applying for this award. The guidelines and application instructions for Outstanding Student Designer are available on page 18. An adjudication panel will select the final nominees and winners in this category.

## **National Student Reporter**

The National High School Musical Theatre Awards® is seeking two Student Reporters from around the country to travel to New York to cover the 2023 Jimmy Awards on social media on both the official Jimmy Awards channels and the student reporters' personal channels. One outstanding high school student at a participating CAPA Marquee Awards school will be nominated to represent central Ohio in the national competition. The guidelines and application instructions are available on page 19. An adjudication panel will select the winner in this category.

## **Award Notification**

**On Monday, April 17,** Best Performer in a Leading Role Semifinalists will be notified.

**At 3 pm on Thursday, April 20,** CAPA will announce the nominees for each award on our website.

**At 3pm on Monday, April 24,** CAPA will announce the Best Performer in a Leading Role finalists.

## **Awards Showcase**

**On Thursday, May 25 at 7:30 pm,** the CAPA Marquee Awards will present a Tony Awards®-inspired showcase at the Ohio Theatre honoring schools, students, and directors for artistic excellence in high school theatre. This event will be a tribute to the enthusiasm, dedication, and accomplishments of the area's vibrant high school theatre programs. Participants will have the opportunity to receive awards and perform on the Ohio Theatre stage as a part of the evening's program. Students, faculty, administrators, staff, and parents from participating high schools are encouraged to promote and attend the awards showcase.

## **Performance Opportunities**

The Awards Showcase gives students from all participating high schools the chance to perform at a professional venue and work with a team of theatre and music professionals.

Throughout the course of the evening, audiences will experience the following performances:

### **Opening & Closing Number**

Each participating school is required to select two student representatives to perform in the opening and closing numbers of the 2023 CAPA Marquee Awards. Student representatives should be ones without scheduling conflicts during mandatory rehearsals (see ‘CAPA Marquee Awards Rehearsals’). One student should sing soprano/alto and one should sing tenor/baritone/bass.

Additionally, semifinalists for Best Performer in a Leading Role will be invited to perform in the opening/closing numbers. The 10 finalists for Best Performer in a Leading Role will be required to perform in the opening and closing numbers.

### **Best Musical Production Nominees:**

Each of the five high schools receiving nominations for Best Musical Production will be invited to perform one 5-minute production number from their show during the 2023 Marquee Awards.

**Song Selection & Submissions:** After the nominations are announced, the directors from each nominated school must submit the three ranked production numbers they wish to perform along with the conductor score and libretto by **7 pm on Monday, April 24, 2023**. Your musical submission should include all the notations, cuts, and markings used in the school’s production.

Final song selection and arrangement will be determined by the CAPA Marquee Awards creative team. Once the number is selected, the director must submit a cast list for the program by **7 pm on Friday, April 28, 2023** and a video showing the full production number—including any/all dialogue, vocals, and blocking by **7 pm on Monday, May 1, 2023**. The production video will help our creative team prepare important technical elements, so it is imperative these are accurate and complete.

### **Best Performer in a Leading Role Nominees:**

The five Best Performer in a Leading Role nominees will perform an excerpt of a song from their leading role during the Best Performer in a Leading Role numbers at the 2023 CAPA Marquee Awards. **Students will be responsible for submitting in a Leading Role their song requests and sheet music at the Panel Audition on Saturday, April 22.**

**Song Selection & Submissions:** Final song selection and arrangement will be determined by the CAPA Marquee Awards creative team.

## **2023 CAPA Marquee Awards Showcase Rehearsals**

The scheduled rehearsals for the 2023 CAPA Marquee Awards are Sunday, May 14-Wednesday, May 24.

<b>Sunday, May 14, 2023</b>	Awards Showcase Rehearsals (BA/BAs only), Ohio Theatre, 2-7pm
<b>Mon., May 15-Fri., May 19</b>	Awards Showcase Rehearsals, (Ensemble & BA/BAs), Ohio Theatre, 4-9 pm
<b>Sat., May 20-Sun., May 21</b>	<b>NO REHEARSAL</b>
<b>Monday, May 22, 2023,</b>	Awards Showcase Tech Rehearsal (Ensemble & BA/BAs), Ohio Theatre, 4-10 pm
<b>Tuesday, May 23, 2023</b>	Best Musical Production Tech Rehearsals, Ohio Theatre, 4-10pm
<b>Wednesday, May 24, 2023</b>	Awards Showcase Dress Rehearsal (ALL Performers), Ohio Theatre, 4:30-10:30 pm
<b>Thursday, May 25, 2023</b>	<b>Awards Showcase @ Ohio Theatre, 7:30 p.m.</b>

***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 2023 CAPA Marquee***

**Awards. This includes absences due to graduation, prom, ACT/SAT testing, etc. No exceptions will be made for any reason.**

## **Showcase Costumes/Attire**

The Awards Showcase is a red-carpet event and celebratory attire is encouraged!

**All students performing in the Opening/Closing Numbers will be required to wear the following:**

**MALE-IDENTIFYING PERFORMERS:** Black pants (no jeans), a solid, colorful shirt (no black or white), black shoes. Tie optional.

**FOOTWEAR FOR MALE-IDENTIFYING PERFORMERS:** Black tennis shoes, black or nude character, jazz, or dress shoes with a low heel (2 inches or less). 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. Women should wear black or nude colored shoes.

**FOOTWEAR FOR FEMALE-IDENTIFYING PERFORMERS:** Black tennis shoes, black or nude character, jazz, or dress shoes with a low heel (2 inches or less). All footwear must be closed-heeled and closed-toed and appropriate to dance in.

**NON-BINARY/GENDER-FLUID PERFORMERS:** Select from any of the above attire and footwear options.

**Students performing as part of the Best Musical Production numbers will wear costumes decided on by their productions' directors.** Some things for directors to consider when choosing what students will wear for Best Musical Production Number:

- Please keep in mind the purpose of the showcase is to *celebrate* your production and not recreate it. You are certainly welcome to wear production costumes, but a school performing a number that showcases the students and their talents in a simple and honest way can be just as impactful and effective. So, dressing in all white, all black, all colorful—or using a base outfit and incorporating some costume pieces would work well. You are also certainly welcome to use production t-shirts and pants/jeans, if you don't want to wear any costumes.
- There **will not** be any CAPA staff members available to help student performers get in or out of costumes, so please plan accordingly.
- No set pieces or props (other than limited handheld props) will be allowed.
- Your rehearsal time on stage during the technical and spacing rehearsal will be very limited so again, the simpler the better.

**Students performing in the Best Performer in a Leading Role Numbers should plan on wearing either red-carpet attire or their character costume.** Best Performer finalists should either forgo elaborate character make-up/wigs, or you must provide someone to assist them in making a quick change, as there will not be any makeup, costume, or wig assistance provided by CAPA and not much time to change between the Best Performer numbers and the closing number.

## **National High School Musical Theatre Awards®/The Jimmy Awards®**

The CAPA Marquee Awards is proud to participate in the National High School Musical Theatre Awards® (NHSMTA®). Each year, two outstanding student performers (one male role and one female role) will be

nominated to represent the CAPA Marquee Awards at Nationals in New York City. There is no financial obligation for nominees. All expenses will be paid for by Columbus Association for the Performing Arts. The 2023 Jimmy Award® nominees will be announced live at the CAPA Marquee Awards Showcase on Thursday, May 25, 2023.

## About Nationals

Student nominees join top musical theatre students from across the country for a eight-day theatre intensive in New York City where they experience private coaching, master classes and rehearsals in preparation for a special showcase performance at a Broadway theater. The National High School Musical Theatre Awards® was established in 2009 to elevate the importance of theatre arts education in schools and reward excellence in student performance. The program impacts more than 140,000 students annually who participate in high school musical theatre competitions sponsored by presenters of touring Broadway productions throughout the United States. Each year, regional programs nominate outstanding student performers to participate in the national competition.

Visit [www.jimmyawards.com](http://www.jimmyawards.com) to check out photos and videos of the Jimmy Awards® and to learn more!

## Learning Opportunities

All participating high schools will have the opportunity to participate in theatre education activities throughout the year. **Education activities include:**

- Master classes and workshops in musical theatre, dance, voice, music, acting, and technical theatre, led by Broadway touring artists and other industry professionals;
- Professional development workshops for theatre educators. Topics in the series may include sound, lighting, set, and costume design, directing, choreography, coaching, and community engagement.
- The Dig Deeper video tutorial series, 14 episodes are archived and available by visiting <https://www.capamarqueeawards.com/dig-deeper-series/>
- CAPA's Careers in the Arts Series, 10 episodes are archived and available by visiting <https://www.capa.com/education/careers-in-the-arts>
- Discounted ticket offers for select Broadway in Columbus touring shows, when available;
- Educational tours of theatres operated by CAPA.

## Contact Information

### Questions? Comments? Need more information?

You can reach out to CAPA Education directly using the contact information below. We are always happy to hear from you!

#### Marquee Awards Contact:

Crystal Satterfield  
Direct: 614.719.6719  
[csatterfield@capa.com](mailto:csatterfield@capa.com)

#### CAPA Mailing Address:

Columbus Association for the  
Performing Arts  
Attn: CAPA Marquee Awards  
55 E. State Street  
Columbus, OH 43215

#### CAPA Education Director & Marquee Producer:

Amy Handra  
Direct: 614.719.6732  
[ahandra@capa.com](mailto:ahandra@capa.com)

## 2022-2023 Important Program Dates

Tues., August 16, 2022	School Applications Open at NOON
Tues., August 23, 2022	School Applications Close at NOON
Tues., August 30, 2022	Schools Notified
Monday, September 12, 2022	Returning Adjudicator Orientation, 6-8 pm, Ohio Theatre, Room 1
Wed., September 14, 2022	Mandatory School Meeting, 5:30-8 pm, Ohio Theatre, Room 1
Thurs., September 29, 2022	New Adjudicator Training, 6-9:30 pm, Ohio Theatre, Room 1
Friday, September 30, 2022	<b>School Participation Payment Due</b>
Thurs., October 13, 2022	Adjudication Period Begins
Thurs., October 13, 2022	Applications open at NOON for: <ul style="list-style-type: none"> <li>• Backstage Excellence</li> <li>• Outstanding Student Designer</li> <li>• National Student Reporter</li> </ul>
Thurs., Oct 13 or 20, 2022	*Broadway Master Class (HAMILTON), 4-5:30 pm, Room 1
Thursday, November 10, 2022	*Broadway Master Class (HAIRSPRAY), 4-5:30 pm, Ohio Theatre, Room 1
Friday, January 13, 2023	<b>School Showcase Ticket Reservation Form Due</b>
Thursday, January 26, 2023	*Broadway Master Class (SIX), 4-5:30 pm, Ohio Theatre, Room 1
Thursday, March 9, 2023	*Broadway Master Class (BEETLEJUICE), 4-5:30 pm, Ohio Theatre, Room 4
Friday, March 10, 2023	<b>School Showcase Ticket Payment Due</b>
Wednesday, April 19, 2022	*Broadway Master Class (AIN'T TOO PROUD), 4-5:30 pm, Ohio Theatre, Room 1
Wednesday, April 12, 2023	Applications close at NOON for: <ul style="list-style-type: none"> <li>• Backstage Excellence</li> <li>• Outstanding Student Designer</li> <li>• National Student Reporter</li> </ul>
Saturday, April 15, 2023	Adjudication Period Ends
Monday, April 17, 2023	Best Performer in a Leading Role Semi-Finalists Notified
Thursday, April 20, 2023	Nominations Announced at 3pm on <a href="http://capamarqueeawards.com">capamarqueeawards.com</a>
Friday, April 21, 2023	<b>Required School Photos Due</b>
Saturday, April 22, 2023	Best Performer in a Leading Role Finalist Panel Audition, 10am-3pm, Ohio Theatre, Room 1, 3, & 4
Monday, April 24, 2023	Best Performer in a Leading Role Finalist Announced, 3pm <b>Due by 7 pm from ALL Schools:</b> <ul style="list-style-type: none"> <li>• 2 Student Ensemble Performers (<i>1 soprano/alto &amp; 1 tenor/baritone/bass</i>)</li> </ul> <b>Due by 7 pm from ALL Schools with a nomination for Best Musical and/or Best Actor/Actress in Leading Role:</b> <ul style="list-style-type: none"> <li>• Top 3 Best Musical Number Selections</li> <li>• Music (To be dropped off to 55 E. State Street)</li> </ul>
Friday, April 28, 2023	<b>Due by 7 pm from schools with a nomination for Best Musical:</b> <ul style="list-style-type: none"> <li>• Cast List of Best Musical Number Performers</li> <li>• Group Award Representative &amp; Individual Nominee Forms Due (<i>if applicable</i>)</li> </ul>
Monday, May 1, 2023	<b>Due by 7 pm from schools with a nomination for Best Musical:</b> <ul style="list-style-type: none"> <li>• Video of Selected Number</li> </ul>
Sunday, May 14, 2023	Awards Showcase Rehearsals (BA/BAs only), Ohio Theatre, 2-7pm
Mon., May 15-Fri., May 19	Awards Showcase Rehearsals, (Ensemble & BA/BAs), Ohio Theatre, 4-9 pm
Sat., May 20-Sun., May 21	<b>NO REHEARSAL</b>
Monday, May 22, 2023	Awards Showcase Tech Rehearsal (Ensemble & BA/BAs), Ohio Theatre, 4-10 pm
Tuesday, May 23, 2023	Best Musical Production Tech Rehearsals, Ohio Theatre, 4-10pm
Wednesday, May 24, 2023	Awards Showcase Dress Rehearsal (ALL Performers), Ohio Theatre, 4:30-10:30 pm
Thursday, May 25, 2023	<b>Awards Showcase @ Ohio Theatre, 7:30 p.m.</b>
Tuesday, May 30, 2023	Best Actor/Actress in a Leading Role Jimmy Auditions, Ohio Theatre, Time TBD
Dates TBA	Jimmy Awards Experience for BA/BA in Leading Role Winners
Dates TBA	The 2023 Jimmy Awards®, 7:30pm, New York City

\*Broadway master classes are not yet confirmed and are subject to change.



## Forms & Documents

### Participation Statement

All participating high schools are required to feature the 2022-2023 CAPA Marquee Awards **Participation Statement** and logo as a part of their printed or virtual program books. Inclusion of this information serves as the school's endorsement of the program. A copy of the CAPA Marquee Awards participation statement is included on page 16. This document will also be available for download on the school portal.

### Production Information Form

Each school will need to fill out and submit a **Production Information Form** no later than three weeks prior to their show. Completed forms should be submitted via the school portal. The **Production Information Form** asks schools to provide cast lists, show dates, times and other information needed by adjudicators to evaluate productions. The form also gives schools the option of sharing supplementary information on their productions, including: the resources available to the school or theatre department, the rationale behind artistic choices, etc. ([To view form, click here.](#))

### Media Release Form

Columbus Association for the Performing Arts must have a completed **Media Release Form** on file for ALL students participating in any 2022-2023 CAPA Marquee Awards activities including master classes, workshops, auditions, awards showcase rehearsals, awards showcase performances, and other program events. Forms may be completed and submitted on the student page of our website. *Please note: Students under the age of 18 are required to obtain the signature of a parent/legal guardian to complete the form.* ([To view form, click here.](#))

### Emergency Medical Form & Release Form

Columbus Association for the Performing Arts must have a completed **Emergency Medical & Release Form** on file for ALL students participating in any in-person 2022-2023 CAPA Marquee Awards activities, including master classes, workshops, auditions, awards showcase rehearsals, awards showcase performances, and other program events. Forms may be completed and submitted on the student page of our website. *Please note: Students under the age of 18 are required to obtain the signature of a parent/legal guardian to complete the form.* ([To view form, click here.](#))

### Award Guidelines & Instructions

Guidelines and instructions for application-based and nomination-based awards are provided on pages 17-19 of this handbook.

## [2022-2023 Participation Statement]



[Insert School Name] is proud to participate in the CAPA Marquee Awards presented by American Electric Power Foundation and produced by the Columbus Association for the Performing Arts! Culminating in a Tony Awards® inspired showcase, the program celebrates and supports musical theatre education in central Ohio high schools. Learning opportunities include free touring Broadway master classes, workshops with local and regional artists, production feedback from performing arts professionals, discounted tickets to touring Broadway shows when available, performance experiences, and more.

Join us Thursday, May 25 at 7:30 p.m. for the 2023 CAPA Marquee Awards Showcase at the Ohio Theatre! Tickets go on sale in the spring. Visit [www.capamarqueeawards.com](http://www.capamarqueeawards.com) to learn more! Like us on Facebook at [www.facebook.com/capacolumbus](https://www.facebook.com/capacolumbus) and follow us on TikTok at @CAPAColumbus and Instagram at @MarqueeAwards.

## 2022-2023 Nomination Guidelines Backstage Excellence Award



The **Backstage Excellence Award** honors a group of students for demonstrating teamwork, professionalism and a commitment to excellence behind-the-scenes. Student run crews, costume crews, set construction crews, stagehands or any group of students who have dedicated time in a backstage capacity in one of the CAPA Marquee Awards-adjudicated musicals are eligible.

Teachers are responsible for nominating students for the Backstage Excellence Award and may only nominate one group of students for this award. Students should be nominated for contributing to their school's participating 2022-2023 CAPA Marquee Awards Program musical. Nominations will be reviewed by panel of local theatre professionals who will select winners to be honored at the CAPA Marquee Awards Showcase on Thursday, May 25, 2023.

Teachers will be able to submit nominations starting on **Thursday, October 13, 2022**. The deadline for nominations is **NOON on Wednesday, April 12, 2023**.

### How to Nominate Students:

Teachers should submit nominations through the CAPA Marquee Awards website school portal. The following support materials should be submitted as a part of the online nomination form:

- **Letter of Recommendation:** Discuss why you have nominated this student group for the Backstage Excellence Award and their contributions to the production.
- **Work Samples:** Please provide work samples that showcase the work completed by the nominated student group. You may submit up to 10 work samples. Work samples may include, but are not limited to, production photos, rehearsal reports, crew/shift lists, photo documentation of set or costume construction process, etc.

### How to Submit Support Materials:

All support materials must be submitted as a part of the online nomination form.

**Questions?** Contact us at [marqueeawards@capa.com](mailto:marqueeawards@capa.com).

## 2022-2023 Application Guidelines Outstanding Student Designer



The award for **Outstanding Student Designer** honors a student who demonstrates artistry, skill, and a commitment to excellence in costume, hair and makeup, scenic, sound, lighting, or props design in one of the CAPA Marquee Awards-adjudicated musicals. Nominees and winners will be determined through an application process. *Design work for a production not adjudicated by the CAPA Marquee Awards is ineligible.*

Students may only submit one application for this award, but the design application may include multiple design areas. The design must be from a CAPA Marquee-adjudicated production from the 2022-2023 school year. Applications will be reviewed by a panel of local theatre professionals who will select winners to be honored at the CAPA Marquee Awards Showcase on **Thursday, May 25, 2023** at the Ohio Theatre.

Students who are selected as final nominees for this award will receive two complimentary tickets to the Awards Showcase. Students will be able to submit applications starting on **Thursday, October 13, 2022**. The deadline for applications is **NOON on Wednesday, April 12, 2023**.

### How to Apply

Students should submit applications online at [www.capamarqueeawards.com](http://www.capamarqueeawards.com). The following support materials should be submitted as a part of the online application form:

- **Essay:** Describe the costume design, hair and makeup design, scenic design, sound design, lighting design, or props design you have submitted for this award. Discuss your vision for the design and your design process.
- **Work Samples:** Provide work samples that showcase your design. You may submit up to 10 work samples. Work samples may include, but are not limited to, sketches, renderings, models, light plots, sound effects, magic sheets, ground plans, production photos, photos of finished pieces, drafting, research images, sample materials, fabric/color swatches, etc.
- **Resume (Optional):** List your experience in costumes, hair & makeup, scenic, lighting, sound, or props design, experience on run crew, involvement in other theatre activities, relevant courses/training, honors and awards, etc.

### How to Submit Support Materials:

All support materials *must* be submitted via our website as part of your application.

**Questions?** Contact us at [marqueeawards@capa.com](mailto:marqueeawards@capa.com).

## 2022-2023 Application Guidelines National Student Reporter



The National High School Musical Theatre Awards® is seeking two Student Reporters from around the country to travel to New York to cover the 2023 Jimmy Awards® on social media on both the official Jimmy Awards® channels and the student reporters' personal channels. One outstanding high school student at a participating CAPA Marquee Awards school will be nominated to compete to represent central Ohio in the national competition in late June 2023.

The CAPA Marquee Awards nominee must be available at **4 pm on Thursday, May 25, 2023**, to attend the CAPA Marquee Awards Showcase at the Ohio Theatre where they will cover the CAPA Marquee Awards on social media and conduct interviews on the red carpet. The nominee should also be available to attend the dress rehearsal on **Wednesday, May 24, 2023 from 4:30-10:30 pm**. Two complimentary tickets and reserved seating to the Awards Showcase will be provided. Visit <https://www.jimmyawards.com/participation/student-reporter-search/> for more information on the national program.

The deadline for application is **NOON on Wednesday, April 12, 2023**. The CAPA Marquee Awards may only submit one application to the Jimmy Awards® for consideration, so a CAPA adjudication panel will review applicants and will notify each of their status by in April.

### How to Apply

Students should submit applications online at [www.capamarqueeawards.com](http://www.capamarqueeawards.com). The following support materials should be submitted as a part of the online application form:

- Provide a link to your video on an online platform like Dropbox, YouTube, Vimeo, Instagram, TikTok, Facebook etc. below. Please make sure your materials are not password protected, all links are working, and that marqueeawards@capa.com is added as an authorized user/viewer.

# REQUIRED MATERIALS TO SUBMIT



Item #	Item to Submit	Due Date	Where/how to submit?
1	Production Information Form	2 Weeks Before Your Production Opens	<a href="#">Production Information Form</a>
2	Emergency Medical and Release Form (For students only)	Required for Workshops, Master Classes, Panel Audition, and Showcase	<a href="#">Emergency Medical Form</a>
3	Media Release Form (For students only)	Required for Workshops, Master Classes, Panel Audition, and Showcase	<a href="#">Media Release Form</a>
4	Outstanding Student Designer (For students only)	April 12 by NOON	<a href="#">Outstanding Student Designer Form</a>
5	National Student Reporter (For students only)	April 12 by NOON	<a href="#">National Student Reporter</a>
6	Backstage Excellence	April 12 by NOON	<a href="#">Backstage Excellence</a>
7	Production Photos	April 20	<a href="#">Submit Photos Here</a>
8	Showcase Participation Form- ALL SCHOOLS	April 24 by 7 pm	<a href="#">Showcase Participation Form</a>
9	Top 3 Best Musical Number Selections	April 24 by 7 pm	<a href="#">Top 3 Best Musical Number Selections Form</a>
10	Music for Best Musical Production Numbers	April 24 by 7 pm	Drop off at Ohio Theatre (55 E. State St.) or Email PDF to ahandra@capa.com
11	Group Award Representative	April 28 by 7 pm	<a href="#">Group Award Representative Form</a>
12	Individual Nominee Forms	April 28 by 7 pm	<a href="#">Individual Nominee Forms</a>
13	Best Musical Production Number Performers	April 28 by 7 pm	<a href="#">Best Musical Production Number Performers</a>
15	Video of Selected Best Musical Number	May 1 by 7 pm	<a href="#">Submit Video Here</a>

## **2021-2022 CAPA Marquee Awards School**

Bishop Watterson High School  
Dublin Jerome High School  
Eastmoor Academy High School  
Grove City High School  
Groveport Madison High School  
Hilliard Darby High School  
New Albany High School  
Olentangy Berlin High School  
Olentangy Liberty High School  
Olentangy Orange High School  
Pickerington High School Central  
Pickerington High School North  
Thomas Worthington High School  
Upper Arlington High School  
Westerville Central High School  
Westerville North High School  
Westerville South High School  
Worthington Christian School

## **2020-2021 CAPA Marquee Awards Schools**

Bishop Watterson High School  
Columbus Alternative School  
Dublin Jerome High School  
Eastmoor Academy High School  
Grove City High School  
Groveport Madison High School  
Hilliard Darby High School  
Licking Valley High School  
New Albany High School  
Olentangy Berlin High School  
Olentangy Liberty High School  
Olentangy Orange High School  
Pickerington High School North  
South High School  
Thomas Worthington High School  
West High School  
Westerville Central High School  
Westerville North High School  
Westerville South High School  
Whetstone High School  
Worthington Christian School

## **2019-2020 CAPA Marquee Awards Schools**

Bishop Watterson High School  
Dublin Jerome High School  
Eastmoor Academy High School  
Fort Hayes Metropolitan Education Center  
Grandview Heights High School  
Grove City High School  
Hilliard Darby High School  
New Albany High School  
Olentangy Berlin High School  
Olentangy Liberty High School  
Olentangy Orange High School  
Pickerington High School Central  
Pickerington High School North  
Thomas Worthington High School  
Upper Arlington High School  
Westerville Central High School  
Westerville South High School  
Whetstone High School  
Worthington Christian School

## **2018-2019 CAPA Marquee Awards Schools**

Bishop Watterson High School  
Dublin Jerome High School  
Eastmoor Academy High School  
Groveport Madison High School  
Hilliard Darby High School  
Olentangy Orange High School  
Pickerington High School North  
Thomas Worthington High School  
Westerville Central High School  
Westerville South High School