

Texas Association of Student Councils State Officer Campaign Skit Technical Guidelines

- **Sponsor or Student** – Each candidate school is required to have a sponsor or a student to sit with the Technical Director at the back of the room for REHEARSALS and PERFORMANCE. This person **MUST** be knowledgeable of the skit and be able to give any necessary cues to the conference Technical Director. This should be the **SAME** person for **BOTH** rehearsals and performance. This person will be responsible for having any video, music, audio, and/or lighting cues for the skit as well as when to start and stop any video segments.
- **Scripts** – The person who will sit with the Technical Director should have **TWO (2)** Scripts for your skit – one for them, and one for the Technical Director. Scripts should be typed and easy to read and follow. Scripts should contain the following information in the top ¼ of the first page (see example on next page): 1) **OFFICE** for which you are running / 2) **SCHOOL NAME** / 3) **SPONSOR NAME** / 4) **MICROPHONE REQUIREMENTS** (number you need) / 5) **AND INDICATE** whether you have music and/or audio on a USB drive.
- **Music &/or Recorded Audio** – must be on a USB Drive formatted for use on any platform. **ALL** Music or Audio Only files must be saved as MP3 or MP4-Audio files **ONLY- NO OTHER FORMAT** shall be accepted, except at the sole discretion of the audio director on site. Songs/selections should be organized **AND** numbered in the order in which they are to be played – **NO OTHER MUSIC OR AUDIO** should be on the USB other than what is being used for your skit. You will need to bring a minimum of **TWO (2)** identical USB drives. One of these is your backup in the event there is a problem with the first one. **ALL USB DRIVES MUST** be **CLEARLY LABELED** with your **SCHOOL NAME** and the **OFFICE** for which you are running. Bring **BOTH** USB drives to the rehearsals and to the actual skit performance. Music and Audio will be played from the soundboard at the back of the room. It's advisable to have your music files available on a laptop you have with you as an additional backup.
- **Video(s)** – must be on a USB Drive formatted for use on any platform. **ALL** Video files **MUST** be rendered in 720p h.264 format – **NO OTHER FORMAT** shall be accepted, except at the sole discretion of the video director on site. Video selections should be organized **AND** numbered in the order in which they should be played. If your video selections play back to back – please ensure your video is cut together appropriately as to play as one file/clip. You will need to bring a minimum of **TWO (2)** identical USB drives. One of these is your backup in the event there is a problem with the first one. **ALL USB DRIVES MUST** be **CLEARLY LABELED** with your **SCHOOL NAME** and the **OFFICE** for which you are running. Bring **BOTH** USB drives to the rehearsals and to the actual skit performance. Videos will be played where the Video Technician and Teleprompter Technicians are located. It's advisable to have your video files available on a laptop you have with you as an additional backup.
- **USB Drives** – If you are bringing **BOTH** music and video for your skit, you may place both on the same USB drives, however, they must be organized as separate files and/or folders on the drives. **ABSOLUTELY NO OTHER COMPUTER FILES for PowerPoint, slideshows, etc.**, or any other programs or files should be on the drives. **ALL USB drives and files must be formatted to play on ANY operating system (PC, MAC, etc).**
- **Lights** – Lights can be either **ON** or **OFF**. If lighting is anything other than **ON** the entire time, you **MUST** have a script with light cues **AND** have someone who knows these cues sit with the technician during rehearsals **AND** performance.

- **Spotlights** – A spotlight will be available for your use. If you want to use the spotlight, you MUST have someone sit in the spotlight booth with the operator to give the operator cues. This person MUST be in the booth for both rehearsals and the performance.
- **Power Requirements on Stage** – If you require power on the stage, you MUST let us know 4 weeks prior to the conference. Power will be limited to a single extension cord placed on the stage. If you require multiple outlets you will need to bring a power strip and/or additional appropriate extension cords.
- **Microphones** – There will be a minimum of FOUR (4) handheld microphones available for your use. Microphones and stands MUST be returned to their location of origin at the end of your skit. DO NOT LEAVE Microphones or stands on the stage, please return them to the Stage Manager. **Microphones MUST NOT be placed directly on the stage floor at any time** – if microphones are placed or dropped on stage, the school responsible may be charged for any damage that may occur.
- **Stage, Props and Scenery** – Any/all props, scenery, costumes, etc., must fit through a standard size single doorway. Props and scenery, etc., should not exceed eight (8) feet in height. Actual allotted performance space should be expected to be approximately 32 feet wide by approximately 20 feet deep – meaning all props, scenery, and performances should be able to take place in a space of this size. All items used in your skit must be cleared off and removed from the stage within your allotted time. NO liquids, confetti, pyrotechnics, or flames are allowed.

Example of how what should be on the first page of your script:

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- 1) **PRESIDENT**
- 2) **CENTRAL TEXAS HIGH SCHOOL**
- 3) **Mrs. JANE SMITH**
- 4) **NEED 3 MICROPHONES**
- 5) **MUSIC ON USB DRIVE**
- 6) **VIDEO ON USB DRIVE**
- 7) **DO NOT NEED POWER ON THE STAGE**

START YOUR SCRIPT HERE