



48th Annual Illinois High School Theatre Festival

# WE SHINE BRIGHTER TOGETHER

January 11-13, 2024 ✘ Illinois State University

## Teacher/Sponsor Checklist

Did you remember to?

- ✘ [Become an ITA member?](#)
- ✘ [Make your hotel reservations?](#)
- ✘ [Sign up to be a production respondent?](#)
- ✘ [Plan transportation arrangements?](#)

**By September 15**

### **Submit Your Full-Length or Showcase Production Application**

If participating in the Full-Length and Showcase selection process, mark your calendar to:

- Submit School Registration, Medical/Media Release Forms, and payment by October 13, 2023
- All participants in the production under consideration do not have to be registered by this time. Cast and crew members may be added if the production is chosen for Festival.
- Be available Saturday, November 18, 2023 between 1:00 pm – 5:00 pm, to receive a call from the Festival Play Selection Committee regarding your Production entry.
- Attend the Production Director and Technical Director meeting at Illinois State University on December 3, 2023.

**By October 20**

### **Sign up to Present a Workshop**

**By October 27**

### **Complete the School Registration**

Registration is often full before October 27.

- Submit the online [School Registration Form](#)
- When completing this form, you will have the option to purchase meal tickets. These tickets must be purchased in advance. The \$19.70 ticket provides each participant lunch for both Friday & Saturday. See the meals section on the Festival website for more information.
- Submit the [Principal Acknowledgment Form](#)
- Submit the [Medical/Media Release Forms](#) (for all participants (students & sponsors))
- Submit the [List of Participants Form](#) (all names must match your medical/media release forms and numbers you provided when submitting the online school registration form)
- Submit Full Payment (one single check or purchase order)

**By November 1**

### **Last Day to Request a Refund**

Less a \$13.00 per person processing fee.

**By November 3**

### **Nominate Your Administrator for the [IHSTF Administrator Support Award](#)**

**By November 13**

### **Complete the College Audition Process**

Once we hit capacity, the link will close.

The college auditions application will be sent to the sponsor via email after the school has completed their school registration process.

- Submit the online [College Auditions Application & Payment](#) (credit card only within the form)
- Submit the online [Audition Resume Form](#) and/or the [Technical Interview Resume Form](#)  
If you submit the resume form you are not considered registered. We will only accept your resume submission if you have submitted the online Auditions Application.

**By December 11**

### **Send Photos for Use in the Sideshow**

Email to [exhibits@ihstf.org](mailto:exhibits@ihstf.org). Accepted formats: .jpg, .bmp, .gif, .tiff

### **Pre-Register for Tech Olympics**

Available mid-September on the website.

**By December 18**

### **Check the Website for the Preliminary Festival Schedule**

### **Check the Website for the College/University Audition Times**

### **Check your Email for the December School Info Flyer**

Provides new information before your arrival.