



DSM  
HIGH SCHOOL  
*Musical Theatre*  
AWARDS  
9<sup>TH</sup> ANNUAL DSM HSM TA  
PRE-ADJUDICATION CHECK LIST

**\*FORMS ARE DUE ONE (1) WEEK PRIOR TO YOUR SHOW BEING ADJUDICATED\***

The following items are due one (1) week prior to your production being adjudicated.

- General Production Details Form
  
- Secondary Contact Details Form
  
- Individual Nominee Form
  
- Production Budget Form
  
- Director's Statement
  
- Student Design Portfolios (mail or email)



**9<sup>TH</sup> ANNUAL DSM HSM TA  
GENERAL PRODUCTION DETAILS**

**\*FORM IS DUE ONE (1) WEEK PRIOR TO YOUR SHOW BEING ADJUDICATED\***

**General Information**

School: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Show: \_\_\_\_\_

Is the show double cast?       Yes       No

If yes, indicate the dates of the performance you would like to be judged: \_\_\_\_\_

Address of Performances:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Is there any specific parking information that DSM judges should be aware of?

\_\_\_\_\_

**Production Information**

Are you using actors/crew from other schools?       Yes       No

If yes, which schools and for what roles? \_\_\_\_\_

Name(s) of director: \_\_\_\_\_       Student       Faculty       Contractor

Name(s) of choreographer: \_\_\_\_\_       Student       Faculty       Contractor

Name(s) of musical director: \_\_\_\_\_       Student       Faculty       Contractor

Name(s) of set designer: \_\_\_\_\_       Student       Faculty       Contractor

Name(s) of lighting designer: \_\_\_\_\_       Student       Faculty       Contractor

Name(s) of costume designer: \_\_\_\_\_       Student       Faculty       Contractor

Number of Orchestra Members:      \_\_\_\_\_ Students      \_\_\_\_\_ Adults/Professionals

Costumes:      \_\_\_\_\_ % Designed/Created      \_\_\_\_\_ % Pulled/Rented

Scenery / Props:      \_\_\_\_\_ % Designed/Created      \_\_\_\_\_ % Pulled/Rented

**NUMBER OF INDIVIDUALS INVOLVED IN OVERALL PRODUCTION:**

Cast: \_\_\_\_\_ Crew: \_\_\_\_\_ Orchestra: \_\_\_\_\_ TOTAL: \_\_\_\_\_



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SECONDARY CONTACT DETAILS

**\*FORM IS DUE ONE (1) WEEK PRIOR TO YOUR SHOW BEING ADJUDICATED\***

Each school must identify a primary contact person on the online registration 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. **The secondary contact will help the Director throughout the year and will assist DSM in communicating information about tickets, t-shirt sales, Awards Show details, etc.**

**General Information**

School: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Show: \_\_\_\_\_

**Secondary Contact Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to the production (i.e. parent liaison, booster club officer, student, stage manager, etc.):

\_\_\_\_\_  
\_\_\_\_\_



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INDIVIDUAL NOMINEE FORM

**\*FORM IS DUE ONE (1) WEEK PRIOR TO YOUR SHOW BEING ADJUDICATED\***

**General Information**

School: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Show: \_\_\_\_\_

Please indicate the students and their roles that the DSM HSM TA judges should consider for each of the following. Please [CLICK HERE](#) to see a list of eligible roles for Lead Actress/Actor as dictated by The Jimmy Awards.

**Best Actress:**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

**Best Actor:**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

**Best Actress in a Supporting Role:**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

**Best Actor in a Supporting Role:**

Name: \_\_\_\_\_

Role: \_\_\_\_\_



HIGH SCHOOL  
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 9<sup>TH</sup> ANNUAL DSM HSMTA  
 PRODUCTION BUDGET FORM

**\*FORM IS DUE ONE (1) WEEK PRIOR TO YOUR SHOW BEING ADJUDICATED\***

**General Information**

School: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Show: \_\_\_\_\_

**Miscellaneous Salaries**

*Salaries for outside contractors only.  
DO NOT list regular faculty salaries.*

**Production Expenses**

POSITION	SALARY
Producer	\$
Co-Producer	\$
Director	\$
Choreographer	\$
Musical Director	\$
Set Designer	\$
Lighting Designer	\$
Costume Designer	\$
Technical Designer	\$
Hair Stylist	\$
Costume Coordinator	\$
Accompanist	\$
Musicians	\$
Set Construction	\$
Set Painter	\$
Sound Technician	\$
Make-up Coordinator	\$
Assistant Director	\$
<b>TOTAL MISC. SALARIES:</b>	<b>\$</b>

EXPENSE	BUDGET
Royalties	\$
Rented Costumes	\$
Constructed Costumes	\$
Props	\$
Rented Sets	\$
Constructed Sets	\$
Lighting	\$
Sound	\$
Misc. Production Expenses	\$
<b>TOTAL PRODUCTION EXPENSES:</b>	<b>\$</b>

<b>TOTAL BUDGET:</b> (expenses + salaries)	<b>\$</b>
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