



THESPIAN EVENT CHECKLIST 2019-2020	
Date	Event
October 11, 2019	Teacher In-service @ Taproot Theatre (Seattle)
October 12, 2019	Thespians College Auditions @Roosevelt HS (Seattle)
October 25-26, 2019	INTAF @ Ferris HS (Spokane)
November 23, 2019	Regional IE NW @Mountlake Terrace HS (Seattle)
December 7, 2019	Regional IE SW @Capital HS (Olympia)
January 11, 2020	Regional IE East @Lewis & Clark HS (Spokane)
March 19-21, 2020	State Thespians Festival @WWU (Bellingham)
June 21-27, 2020	International Thespians Festival (Indiana University Bloomington)

AUGUST

- Arrange sub dates/coverage for In-Service (October) and State Thespians Festival (March)
- Complete district paperwork for fieldtrip and travel requests, fundraising intent forms, and specific district requirements
- Reserve hotel and transportation for State Thespians Festival in March

SEPTEMBER

- Collect field trip permission forms from parents *for the entire year* (if district will allow)
- Use EdTA Thespians point scale to induct new thespians into your Troupe or begin the process of chartering a troupe for your program
- Apply for PO# for Regional IE Registration
- Collect IE information from students. *See sample registration form for information needed to register.*

OCTOBER

- October 1 – Deadline:** INTAF Online Registration www.intafonline.com
- October 15 – Deadline:** EdTA Troupe Dues - \$100.00
- Arrange transportation to Regional IE Festival

NOVEMBER

- November 8 – Deadline:** IE NW Registration
- November 26 – Deadline:** IE SW Registration

DECEMBER

- December 28 – Deadline:** IE East Registration
- Recruit chaperones for State Thespians Festival
- Select cuttings/one-acts/WIPs for presentation at State Thespians Festival

JANUARY

- Apply for PO# for State Registration, hotel, and transportation if not already completed
- Confirm reservations with hotel and transportation
- Have Thespians Officers work on Parade of Troupe slide and Honor Troupe Application for state
- Double check your POs have been paid

FEBRUARY

- January 31 – Deadline:** State Thespians Festival Registration
 - Participating student name(s)
 - Graduation year(s)/Thespians status
 - Credit card/PO# for payment for school
 - IE Showcase Performance and Tech Auditions (qualifiers from regional IE events with performance material information)
 - Pre-register for:
 - o **State Thespians Officer (STO) Application**
 - o **Short Film IE**
 - o **Honor Troupe Application**
 - o **Chapter Select Shows**
 - o **Thespians Scholarship Application**
 - o **Clock hours**
- Send rooming list to hotel and preliminary Festival itinerary to transportation company
- February 1 - International Thespians Festival Registration opens

MARCH

- Complete post-fieldtrip paperwork for district
- Send press release to administrator/school district with State participation and results
- Add Thespians dates to next year's school calendar

MAY

- May 1 – Deadline:** International Thespians Festival Registration
- Use EdTA Thespians point scale to induct new thespians into your Troupe who have earned points throughout the year

