

Seven Angels Theatre

Halo Awards

PRODUCTION DETAIL FORM

Email this form to halos@sevenangelstheatre.org a week before the judge attends your production. This will let us know in advance what technical/design aspects of the show are the work of students to be considered for nominations.

High School: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Name of Show: _____

Total number of **students** involved in the production:

Cast:

Crew:

Orchestra:

Total:

We evaluate **student design**.

- **RESPONSES TO ALL FIELDS ARE REQUIRED**
- If a student(s) designed and/or executed and oversaw implementation of that design/execution, please check the appropriate box, provide the name of the student(s) and THE EXACT DETAILS OF HIS/HER DUTIES AND RESPONSIBILITIES.
- FORMS RETURNED WITH ONLY NAMES AND NO DETAILS WILL NOT BE ACCEPTED.
- If the section does not apply to your production, please respond with N/A.
- If your production is virtual in any way (livestreamed, Zoom, filmed, etc.), please fill out the categories that apply and again give as much detail as you can. There is a section at the end to include any additional virtual categories that may not fit into our traditional categories.

LIGHTING DESIGN/EXECUTION:

Did the student(s)....?

___ Design & Execute ___ Design Only ___ Execute Only ___ N/A

Student Name(s):

Description of Duties:

SOUND DESIGN/EXECUTION (Includes Microphones and Cues):

Did the student(s)....?

___ Design & Execute ___ Design Only ___ Execute Only ___ N/A

Student Names(s):

Description of Duties:

SET DESIGN/EXECUTION:

Did the student(s)....?

___ Design & Execute ___ Design Only ___ Execute Only ___ N/A

Student Names(s):

Description of Duties:

COSTUME DESIGN/EXECUTION (Includes sewing, collecting, shopping, etc.):

Did the student(s)....?

___ Design & Execute ___ Design Only ___ Execute Only ___ N/A

Student Names(s):

Description of Duties:

HAIR & MAKE-UP DESIGN/EXECUTION (Includes special make-up & hair design of specific characters):

Did the student(s)....?

___ Design & Execute ___ Design Only ___ Execute Only ___ N/A

Student Name(s):

Description of Duties:

PROPS DESIGN (Includes building, collecting, shopping, etc.):

Student Names(s):

Description of Duties:

SPECIAL EFFECTS DESIGN (Includes design of specific SFX, videos, puppets, etc.):

Student Name(s):

Description of Duties:

STUDENT DIRECTOR: Was the director a student?:

Student Name(s):

Description of Duties:

PLAYS: Incidental Music in a Play: Did a student provide incidental music used to enhance the production? Was it original music? If pre-recorded, did students make the selections, edit, etc.?:

Student Name(s):

Description of Duties:

MUSICALS: Was your musical director a student?:

Student Name(s):

Description of Duties:

ORCHESTRA (in order for an orchestra to be considered, it must be comprised of 75% students):

Total # of Orchestra Members:

of Students:

of Faculty:

of Professionals:

CHOREOGRAPHY (In order for a student choreographer to be considered, he/she must have choreographed at least 75% of the production):

Student Name(s):

Description of Duties:

PROGRAM ART & PROMOTIONAL ARTWORK: Was artwork done by a student?

Student Name(s):

STAGE MANAGEMENT (Please describe all stage management duties, such as calling cues, etc.):

Production Stage Manager(s):

Student Name(s):

Description of Duties:

Stage Manager(s)

Student Name(s):

Description of Duties:

Assistant Stage Manger(s):

Student Name(s):

Description of Duties:

Running Crew? Yes ___ No ____

PLEASE NOTE: Only high school students are eligible to be judged. Are all students involved in the production in grades 9-12? If not, please specify which participants are/are not so that we only judge those who are eligible.

VIRTUAL PRODUCTIONS: Please describe any technical categories that may be special to your virtual production – video editing for example. Please be sure to list student names and details of their duties.

If there is any other information pertaining to this production that you feel we should be made aware of, please tell us about it below. This includes “out of the ordinary” contributions that you feel are noteworthy. Feel free to add anything we might have missed!

Note: Please proofread your printed programs prior to printing.

- Please list cast in order of appearance.
- Are all characters and the actors who portrayed them clearly defined?
- Are all technical & design categories listed?
- Are students clearly marked? We recommend putting the student’s graduation year next to their name.