

# Registration Checklist

## Am I Ready to Register? Did I...

### Part 1: REGISTRATION

1. Get approval from School Administration
2. Read the Festival Info Packet
3. Gather a List of All Festival Participants Names  
(Director/Assistant, Student/Adult Attendees, Chaperones)
4. Collect T-Shirt Sizes for All Attendees  
(Director/Assistant and Student/Adult Attendees)
5. Locate School Troupe/Drama Club Photos

### Part 2: SHOWCASE APPLICATION (OPTIONAL)

1. Read Showcase Guide
2. Collect Basic Showcase Information  
(Director, Author, Publisher, # of Students participating)
3. Name the Showcase
4. Write a Short Descriptive Proposal About Showcase  
(Briefly summarize and write a persuasive proposal for Showcase. 100 words max.)

### Part 3: INDIVIDUAL EVENTS (OPTIONAL)

1. Read Individual Event Guide and Distribute to Student Participants
2. Visit Website to Review Appropriate Material Resources
3. Collect All Names of Monologue Entrants
4. Collect All Names of Duo Acting Entrants
5. Collect All Names of Solo Musical Entrants

### REGISTRATION AND PAYMENT INFORMATION

- There will be 3 parts to Registration. (1. Main Registration, 2. Optional Showcase Application, 3. Optional Individual Event Registration.) All parts must be submitted by April 5.
- Make checks and/or purchase order payable to NJ Thespians and mail no later than Friday, April 5, 2019 with a printed invoice to: Carolyn Little (NJ Chapter Director) 936 Beachwood Boulevard, Beachwood NJ 08722
- This Checklist is not a replacement for the Festival Info Packet. Please read the packet in its entirety prior to completing registration. If you have any questions about this checklist or registration, do not hesitate to inquire at [njththespians@gmail.com](mailto:njththespians@gmail.com).