



**2012 Stage Top Honor Awards  
FREQUENTLY ASKED QUESTIONS:**

**When is the application deadline?**

Fall applications are due by 5:00 pm on *Friday, September 30, 2011.*

Winter applications are due by 5:00pm on *Friday, January 20, 2012.*

**When must our show be presented in order to enter the 2012 Stage Top Honor Awards?**

Entered productions, in the fall, must be presented between *Monday, October 10, 2011 and January 13, 2012.* Entered productions, in the winter, must be presented between *Monday, January 23, 2012 and Saturday, May 5, 2012.* (Requests for a concession for dates outside of this period must be made in writing at the time of application.)

**When is the awards gala?**

The Awards Gala will be on **Monday, June 4<sup>th</sup>, 2012, 7pm** at the California Theatre in downtown, San Jose.

**How is Top Honors involved with the National High School Musical Theatre Awards?**

Two students (Best Leading Actor & Best Leading Actress) are also chosen to participate in the *Jimmy Awards* - the National High School Musical Theatre Awards. They will travel and compete in New York City, in June 2012, against other high school musical theatre performers from across the US. They will participate in workshops, auditions and perform at a Broadway Theatre. They are also eligible to win a scholarship at New York University: Tisch School for the Arts and a cash prize.

**Can we still enter if we do not yet know our performance dates or which show we are doing?**

Yes. List the performance dates and show title as "TBA" on the application. Update San Jose Stage Company as soon as you have this information confirmed. Do not delay in sending the application.

**How many schools are accepted into the program?**

We accept a maximum of 25 schools.

**How will we know if our application was accepted?**

San Jose Stage Company will email a confirmation if your school's application was accepted within 72 hours of submission.

**What if we don't receive a confirmation email?**

Please call us if you do not received a confirmation within 72 hours at (408) 283-7142.

**We have to double cast our show can we still participate?**

Yes, but you must choose one cast, the Designated Cast, to represent your school. That cast should appear in at least two separate performances.

**Will San Jose Stage Company accept a school purchase order for an application fee?**

Yes, provided the forms arrive at San Jose Stage Company within ten business days of the application.

**When will San Jose Stage Company contact us to reserve tickets for the Evaluators?**

San Jose Stage Company's Education Director, Spencer Williams, will contact your designated representative by email at least ten days prior to your first show to reserve tickets for the evaluators assigned to your school. You will be contacted by phone only if an email address is not provided. We prefer to email the information so that both parties have a written record of the reservation.

**How many Evaluators do you send to the see our show?**

We will send four Evaluators to each school.

**How many tickets should I be holding until I receive specific reservations from San Jose Stage Company?**

We will ask for a maximum of eight tickets over the course of your entire run. To be conservative, hold eight per performance, but if that is not feasible holding four tickets per performance should be sufficient because we will rarely send more than two Evaluators (and their guests) to the same performance. When possible, we strive to send Evaluators to various performances throughout the run of your show (schedules permitting).

**But our shows sell out quickly, what should we do?**

Hold Top Honor tickets as described above.

**Where do we seat the Evaluators?**

Seating should be in pairs of two per reservation (for the Evaluator and their guest); however seating locations are at the sole discretion of the participating school. Evaluators are not required to be seated together should more than one attend the same performance. If your school has general admission seating and you choose to hold seats for the Evaluator's (not required), please note that roping off a section by placing signs saying "San Jose Stage Evaluators" on the seats is strongly discouraged. San Jose Stage Company Education Department strongly recommends that participating schools allow the Evaluators to attend performances anonymously, so that they can fairly evaluate the production without lobbying from cast members' families and friends.

**What do we do if it seems that all or a portion of a reservation was not picked up as San Jose Stage Company indicated they would be?**

Although we pay our Evaluators a small stipend, they are essentially dedicated volunteers with other family and work commitments. On occasion they may be suddenly unable to attend a scheduled show for valid reasons. They are trained to keep us informed of any delays or problems they may experience in fulfilling their commitment to the Top Honors program. If we get the news beforehand that an Evaluator cannot make a scheduled show, we will attempt to contact the school representative to make other arrangements. If we are unable to get a hold of someone over the weekend, we will send an alternate Evaluator and ask that person to buy tickets, which will be reimbursed by San Jose Stage Company.

It may be possible that an Evaluator did indeed attend the show without bringing a guest, thus picking up only one ticket of the held pair. Evaluators are trained to inform the box office upon arrival if any unused tickets may be released for sale.

Do not hesitate to leave a message for Education Program Director Spencer Williams at (215) 421-1626 (cell phone) if you are unsure that an Evaluator attended the show. Spencer checks his messages regularly over the weekends during the Top Honors Season. Please indicate in your message if one or two tickets remain unclaimed. Spencer will contact the assigned Evaluator and confirm if they did in fact attend. He will then report back to the school as soon as possible and make new arrangements if necessary.

**How do the Evaluator's adjudicate the show?**

Evaluators use a form called the Performance Response Form to assess your production. They are asked to recommend for nomination the elements of the production that meet certain criteria for excellence in performance and production categories. Categories are listed on the back cover of the enclosed application folder. Evaluators also provide insightful comments on the high points of your production as well as identifying areas for improvement.

**How does a school receive a final nomination in consideration for an award?**

Of the four Evaluators who see your school's production during the Production Round, a majority of the panel must recommend a nomination of a performance or production aspect in the appropriate category. If this occurs, those eligible schools are considered by the Nomination Committee for the slate of Final Nominations after a thorough review of Evaluator comments and scores, and support material submitted by the schools themselves.

**When will we know if we've been nominated?**

A list of Final Nominations is emailed to participating schools on Monday, May 14, 2012. The list will also be posted on San Jose Stage Company's website, <http://www.thestage.org>

**When will our feedback arrive in the mail?**

San Jose Stage Company strives to send copies of the Evaluators' Performance Response Forms as soon as possible following your show. Forms are mailed on a rolling basis. Please note some factors when considering the timeliness of your school's report:

- Evaluators have ten days to submit their Performance Response Forms following a show.
- Comments cannot be sent until all Evaluators in attendance have submitted their reports.
- Over 80% of participating schools hold their musical in March. Because of the sheer volume of schools producing during that month, schools producing in March should expect a delay of at least one month. Our small staff continually strives to minimize the backlog of comments in March as we process several reports submitted by Evaluators in that month.

**Is it possible that our school's feedback will arrive after the Final Nominations are announced?**

Yes, it is possible since the data from Evaluators has been collected and stored in our database before the forms are mailed to the schools.

**Will our support material be returned?**

No.