

LMDA/ATHE/KCACTF Student Dramaturgy Award Information & Guidelines:

The LMDA/ATHE/ KCACTF Student Dramaturgy Award recognizes contributions by student dramaturges to the conception, development and production of theater within their colleges and universities, or to educational projects in dramaturgy.

How to Enter:

Undergraduate and graduate students who work specifically as the dramaturg on a production or workshop, or who submit work created for a dramaturgy class are eligible. If the project is a workshop or production, the student must be credited as the dramaturg. A student who also writes, directs, designs, performs in, or otherwise collaborates on a project will be responsible for articulating the boundaries of the dramaturgical work and speaking on its behalf. The student need not be enrolled full-time to submit work for this award. Projects must be completed (plays closed, workshops completed, projects turned in) by December 31, each year to be eligible for the festival.

How to apply:

PLEASE NOTE: All dramaturgical packets must be submitted in PDF form. (No print copies.) See below for suggestions regarding submitting your packet as a PDF.

Required Elements:

- 1) Completed Application Form, including two statements written by the dramaturg.
- 2) Signed Letter of Nomination from a faculty member.
- 3) Your dramaturgical packet ("protocol") in PDF format.
- 4) **OPTIONAL:** Any support material you would like to add. These may include additional letters from persons directly related to the project - collaborating artists or audience members for a workshop or production, fellow students/faculty in a classroom project. These are **NOT** "reference" letters, but letters from collaborators who directly worked with the dramaturg on the project.

Due Date:

Completed applications with dramaturgical packet ("protocol") must be received by **5:00 p.m. on January 7th** in order to be considered. Filed should be submitted electronically by sending them to Michael Phillips at phillipm@wou.edu.

About Submitting in PDF Form

At the National Festival level, all packets are expected to be submitted in PDF, so Region VII is bringing our work in line with the national expectations. Here are a few things to consider as you prepare your packet.

- * Submitting in PDF format means that the dramaturg no longer has to incur the copying and printing costs of submitting printed packets in triplicate. This saves a substantial amount of time and money.
- * Ideally, you should try to submit *everything* in one PDF file. This should include your application (including the two required statements), your nominating letter, and all of your packet materials.
- * If submitting everything in one file becomes impractical (due to size or other factors), you may have separate files. In that case, indicate in the file name the order in which the files should be viewed. ("File 1," "File 2", etc.)
- * Make sure the file name includes your name. There is no need to put the project title as your file name. (Example, a file name could be as simple as "Phillips.pdf," or if you have more than one file, then "Phillips File 2.pdf.")
- * Many copy machines can now create PDF files, so if you have a printed packet you can send it through the copy machine (along with your application & support materials) and it will create a PDF for you. Check with your school's computing services office about other options for creating a PDF.
- * Converting files from most word processing programs to PDF format is easy. On a Mac, you do this by choosing "Save as PDF" from the print screen. On a PC, you may need to download a free PDF converter. Check your program documentation to be sure.
- * Make sure that your packet is complete, and that you are happy with the formatting, contents, etc., before you convert it to PDF. After you've made the conversion, you won't be able to change it.
- * If you created or used websites as part of your dramaturgical work, you can simply provide links to those sites in your packet. Make sure they are clearly marked so that the reviewers can access the sites easily.
- * Make sure you provide an accurate Table of Contents for the entire packet. That's essential to allow the reviews to quickly and easily find specific sections of your packet.
- * The complete package **MUST** be submitted to Michael Phillips (phillipm@wou.edu) no later than 5:00 p.m. on January 7th for consideration. If you have questions, you may also contact Michael at the same address.