



2025 STUDENT HOUSING INFORMATION

Des Moines Performing Arts (DMPA) will provide students participating in the Triple Threat Award or Assistant Stage Manager programs who live more than 60 miles from Des Moines with overnight accommodations.

Students who elect for housing will stay at Embassy Suites by Hilton, Downtown Des Moines. DMPA has hired adult chaperones to stay with students overnight and to accompany them to/from rehearsals each day.

KEY DATES

Monday, May 12, 2025, at 4 PM	Housing Sign-Up Form goes live <i>(Preview of the form can be seen at the end of this document starting on page 7)</i>
Monday, May 19, 2025, at 4 PM	Housing Sign-Up Form Deadline
Friday, May 23, 2025, at 4 PM	Payment Deadline
Sunday, May 25 – Wednesday, May 28, 2025	Available student housing nights

FEE INFORMATION

There is a \$100 housing fee for one night of housing and a \$250 housing fee for multiple nights, for participating in the overnight accommodations program.*

This fee contributes towards the cost for the rooms, chaperones, and all meals from the time of check-in through program check-out.

*If the housing fee is a hardship and will preclude a student from participating, financial assistance is available in limited circumstances. To request, please email the following to ihsmta@dmpa.org:

- A statement of need that expresses why the assistance is necessary.
- The amount of funding that can be contributed on behalf of the student towards the fee, if any;
- Any other information that will help the financial assistance committee make a determination.

SIGN-UP AND PAYMENT PROCESS

Students requesting to use the provided accommodations must fill out the online form linked above, complete with a parent/guardian signature.

The form will go live on Monday, May 12, 2024, at 4 PM. All completed forms **must be received by Monday, May 19, 2025 at 4 PM.**

There is a relatively short window to request housing. The form will go live on the same date that all tech rehearsals have been communicated to school directors, so that you have a full picture of the days you will

be participating in program activity in Des Moines. Please mark your calendars to remember to fill out your form. **Late submissions will not be accepted**, as room assignments must be finalized with the hotel shortly after the submission deadline.

In recognition that the sign-up window is relatively short, a copy of the form is attached at the end of this document so that families can preview the questions and release language.

Housing fees must be paid no later than 4 PM on Friday, May 23, 2025 or hand delivered by the student's first rehearsal date, using one of the following methods:

If paying by CREDIT CARD:

Fill out this [Credit Card Authorization Form](#) and return by email (mkg@dmpa.org), fax (515.246.2305), or hand deliver to MK Gillette upon arrival to the student's FIRST on-site rehearsal.

If paying by CHECK:

Make check payable to Des Moines Performing Arts.

Mail check to:

Des Moines Performing Arts
Attn: Iowa High School Musical Theater Awards
221 Walnut Street
Des Moines, IA 50309.

OR

Hand deliver a check to MK Gillette upon arrival at the student's FIRST rehearsal.

If paying by PURCHASE ORDER (Schools Only):

You will receive an invoice once the order is placed. Email a copy of the PO to mkg@dmpa.org before the due date. It is the recipient's responsibility to provide a copy of the invoice to the school business office, and to then ensure that the purchase order is paid by the school business office no later than 10 business days after.

GENERAL INFORMATION

Check In

Students will check in to their room after their first day of program activity. As such, students should bring any items they've packed to the rehearsal location. This will allow students to leave directly for the hotel after the first rehearsal (DMPA staff will assist students with storage of personal items during that day's rehearsal).

Transportation

Embassy Suites is within walking distance of the Civic Center, where program activity will occur. Chaperones will walk students to/from the hotel and the Civic Center each day.

In some cases, chaperones may arrange off-site excursions for students with extended blocks of free time between rehearsals. Chaperones will accompany students to those activities on foot or via rides provided through Uber.

Parking

Students bringing personal vehicles are responsible for paying for their own downtown parking. Students should park in one of the ramps adjacent to the Civic Center, located at "Fourth and Grand" or "Third and Court", and plan to leave their vehicle parked there through the Awards Showcase on Thursday evening.

Ramps charge a rate of \$1/hour, Monday through Saturday. Ramps typically carry a maximum \$10/day fee. Des Moines Performing Arts is not responsible for any damage to vehicles or property stolen from vehicles.

Check Out

On the last day(s) of their stay, students will check out of their hotel room prior to the start of the day's program activity. As such, students should bring any items they've packed to the location of program activity at that time. (DMPA staff will assist students with storing belongings during the rehearsal/performance; items must be collected by students after program activity concludes).

Meals

All meals will be provided and are included as part of the overnight accommodations fee. Please disclose all food allergies and dietary restrictions on the Housing Sign-Up and Release form to ensure your needs are met.

CODE OF CONDUCT AND RULES

All students in the Iowa High School Musical Theater Awards (IHSMTA) program are expected to abide by the behavioral standards outlined below.

Curfew/Safety

For your safety, an 11 p.m. curfew will be enforced. Students must be in their assigned rooms by 11 p.m. following rehearsal and program activities. Chaperones will provide nightly room checks to ensure this policy is enforced. No outside guests are permitted at the hotel, including immediate family, without prior notice and approval by DMPA staff. Students are not allowed to leave the building without the accompaniment of a chaperone or DMPA staff member. Chaperones or DMPA staff will accompany students to meals and to and from rehearsals each day at the Des Moines Civic Center.

Students are only allowed in public spaces within the hotel or their own assigned rooms. Students are not permitted in rooms assigned to others.

Leaving Program Activity

If students have free time between rehearsals and wish to leave the building they may do so; however, students are required to adhere to the following rules:

- Do not leave the building alone – always bring a fellow student, chaperone or DMPA staff member.
- Sign-out with the designated IHSMTA staff member and verify expected return time (before signing out, students must make note of their intended destination to obtain permission to leave).
- If an adult outside of the IHSMTA program (such as a family member, director, or teacher) would like to sign-out their student, the parent/guardian must fill out the [IHSMTA Housing Temporary Check-Out Form provided by request](#), by the housing program staff.
- Students must sign in with the designated IHSMTA staff member when they return to the building.

Incidentals

Students may not charge any hotel incidentals to their room, such as movies, with an additional fee.

In the event a student is in need of a snack, first aid item, or forgotten item, they should connect with one of the chaperones to assist.

Internet

Students will have access to included standard Wi-Fi while at the hotel. Upgrades may not be charged.

Personal Belongings

Students are responsible for all personal belongings. Des Moines Performing Arts will not be held responsible for any lost, damaged or stolen property.

Substance Abuse

Using any illegal drug is punishable by law and will not be condoned. In addition, the IHSMTA program will not permit tobacco use and alcohol consumption by underage students. Any student discovered using any of these substances will be immediately expelled and disqualified from participating in the IHSMTA program.

Keys and Access Cards

Students will be given individual keys to their rooms upon check-in. Students are responsible for keeping track of their room key throughout the duration of their stay.

Respect

We will not condone discriminatory conduct toward any person. Such conduct includes, but is not limited to, discrimination based on gender or gender identity, sexual orientation, race, age, or disability. Students are also expected to treat all property and equipment belonging to Embassy Suites, Des Moines Performing Arts, and that of peers, with respect. Students will be held liable for any damaged equipment, furnishings, or property. Students are expected to keep noise at a reasonable level within the hotel.

Failure to follow the Code of Conduct and Rules, including program curfews, can lead to expulsion from the Iowa High School Musical Theater Awards and program activities.

PROGRAM CONTACTS & LOCATIONS

MK Gillette, Education Administrative Specialist

Office: 515-246-2355

Email: mkg@DMPA.org

Karoline Myers, Director of Education

Office: 515-246-2356 (rings through to cell phone after hours, in the event of an emergency)

Email: KarolineM@DMPA.org

Civic Center Security/Stage Door: 515-246-2339

Embassy Suites by Hilton, Downtown Des Moines

101 East Locust Street, Des Moines, IA 50309

(515) 244-1700

IHSMTA showcase rehearsals and the performance will take place at the Des Moines Civic Center.

Des Moines Civic Center, 221 Walnut Street, Des Moines, IA 50309

SUGGESTED ITEMS TO BRING

Rehearsal Items

Binder with sheet music
(*required for performing students*)
Writing utensils
Water bottle
Rehearsal schedule
Rehearsal clothes

Toiletries

Shampoo/conditioner
Soap
Toothbrush/paste/floss
Cotton balls/swabs
Shower shoes/caddy
Robe
Bath towel, hand towel and wash cloth
Plastic cup

Medications

Pain reliever
Allergy medication
Any prescriptions

Vanities

Makeup/remover
Hair dryer
Curling iron/straightener
Brush/comb
Hairspray/styling gel
Hair clips, bobby-pins, etc.

Accessories

Photo ID (encouraged)
Cell phone/charger
Umbrella or raincoat (you will be walking outside)

Entertainment

Books, magazines, cards or other items to entertain yourself when not in rehearsal.

Debit card or small amount of cash (full meals will be provided; students may wish for some incidental spending money for times when they are not in rehearsal. Examples: going to the Downtown Farmers Market, grabbing a beverage at a neighborhood coffee house, etc.)

SHOWCASE CLOTHES

FOR MAY 29th:

The wardrobe for all performing students is all black attire. Performers may choose from the following wardrobe options:

- Black dress pants and a black collared shirt (such as a button-up or polo) or black top; a black dress; or a black skirt with a black top
- Black sneakers/tennis shoes.
- Black socks or black hosiery (required for any performer not wearing pants, no bare leg skin please)

Please no shorts, sweats, visible lettering/logos or yoga pants (can appear sheer under stage lights). If wearing a dress or skirt, black hosiery is required. Dresses and skirts must be at or below the knee due to choreography considerations. Wardrobe should be solid throughout with no cutouts or midriffs showing.

Wardrobe for assistant stage management students is also all black. For ASMs, recommend black clothes that are comfortable and will allow you to move quickly, such as black slacks or leggings, long sleeve black t-shirt, and black sneakers. We recommend long sleeves and pants to increase your discreteness backstage.

2025 IHSMTA Housing Sign-Up and Release

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General Information
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Medical Information
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Release/Waiver
- 4

Payment Preferences
- 5

Family Contact Information

Student Information

Student Name *

First Last

Preferred Name/Nickname

School Name *

Grade *

Date of Birth *

 / /

MM DD YYYY

Track *

- ☒ Triple Threat Award Program
- ☐ Assistant Stage Manager Program

Nights of Housing

The following are the nights you are eligible for the housing program. Indicate which nights you will utilize program accommodations.

Sunday, May 25, 2025

☐ I need housing on this night.

Monday, May 26, 2025

☐ I need housing on this night.

Tuesday, May 27, 2025

☐ I need housing on this night.

Wednesday, May 28, 2025

☐ I need housing on this night.

Check here if your nights in housing will be non-consecutive, such as going home for 1–2 nights in order to attend class and then returning for additional night(s) in the housing program.

☐ I'm going home and coming back!

Room Assignment

Gender Identity for room assignments (select all that apply) *

- ☐ Man
- ☐ Woman
- ☐ Non-binary, gender-fluid or other identity

Please share any details that would help us make your stay safe and comfortable during the Awards Showcase.

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