



GENERAL INFORMATION

(Attendance Policy, Required Forms, Wardrobe, Dress Rehearsal, Tickets, Award Pick-Up, etc.)



GENERAL INFORMATION

ATTENDANCE POLICY

All students participating in the Awards Showcase are required to attend all scheduled rehearsal and tech rehearsals for their portion(s) of the event. If a conflict arises, the student must communicate with event staff at least one week in advance of the scheduled activity to request that their absence be excused; each request will be reviewed on a case-by-case basis and will be determined based on material missed and if any make-up accommodation can be provided*.

Event staff reserve the right to remove a student from showcase activity for any missed staging rehearsal. These determinations are at the full discretion of program staff.

Under no circumstances will a missed tech or dress rehearsal be excused due to safety considerations related to lights, camera blocking, travel pathways, etc.

**Graduating seniors must submit a request at least one week in advance to be absent if rehearsal conflicts with the time they are walking in their graduation ceremony. Approval will depend upon content missed, students' ability to make up, and/or the extent of impact on the production team.*

PARTICIPATION FORMS – REQUIRED FROM ALL SCHOOLS

Each school will be provided with a participation form on which to enumerate all showcase participating students and their involvement. This ensures an accurate count for participation, complimentary ticket assignments, and for cross-checking received waivers. Participation Forms will be released on Monday, May 4 as part of “Showcase Communications Day” and are due Friday, May 8, 2026 by 4 PM. If we do not receive your school's information by the deadline, we will assume your school is not participating.

PLEASE NOTE: The names you put on your form will be the names we use for the program, name tags, tickets, and all other internal logistics for the showcase. Please be as accurate as possible when filling out the participation form.

REQUIRED WAIVER & EMERGENCY CONTACT FORM

Students are required to submit a completed waiver/release to participate in the Awards Showcase and related activities. Waivers should be submitted no later than **Friday, May 15, 2026 at 4 PM**.

Students without a release/emergency contact form on file prior to their first rehearsal will not be allowed to participate in rehearsals or other activity and, as a result, will not receive a ticket for their use for the showcase.

THE WAIVER & EMERGENCY CONTACT FORM WILL GO LIVE ON MAY 4, IN CONJUNCTION WITH “SHOWCASE COMMUNICATIONS DAY”

Url: <https://ihsmta.wufoo.com/forms/2026-ihsmta-personal-release-emergency-contact/>

T-SHIRTS

Commemorative t-shirts will be available for purchase during program activity held Monday, May 25 – Thursday, May 28. Specific sale times will be posted daily. Check or credit/debit card only.

IOWA PBS

This year's Awards Showcase will again be livestreamed by Iowa PBS. Additionally, highlights from the evening will be broadcast later in the summer; exact date(s) to be announced.





GENERAL INFORMATION, cont.

PUBLICITY GUIDELINES

PROMOTING YOUR HONORS AND SHOWCASE INVOLVEMENT

You may share your honors internally with students and other stakeholders upon receipt, but we ask that you refrain from posting or making any official announcements about your honors until IHSMTA releases all schools' honors for the season.

Media releases or public posts may be disseminated starting on Wednesday, May 6, 2026.

All final showcase invitations will be sent on Monday, May 4, 2026. This timing will allow you to bundle publicizing your showcase involvement with the announcement of your honors.

Please use the following resource to generate an accurate media release or language for your school: [2026 IHSMTA PUBLICITY TOOLKIT](#)

SOCIAL MEDIA GUIDELINES

Here are best practices for engaging with the Iowa High School Musical Theater Awards on social media.

Share or Like

Keep an eye on Des Moines Performing Arts social media accounts for showcase-related content. Re-post or react if you feel called to do so!

Graphics

Some schools like to create social media graphics to promote their honors or showcase involvement. If you wish to use IHSMTA logos in graphics you are creating, please access our logo library [HERE](#) for full resolution files.

Please ensure that logos are not distorted.

Tag Us

If promoting your honors or showcase involvement on social media, please use the official Iowa High School Musical Theater Awards hashtag: **#IHSMTA**

When appropriate, please tag Des Moines Performing Arts using the organization's social media handles:

- Facebook: DesMoinesPerformingArts
- Instagram: dsmp performing
- TikTok: desmoinesperformingarts

Bonus Tag

Consider thanking EMC Insurance for their vital sponsorship of the Iowa High School Musical Theater Awards in a post from your school or drama program account(s) at some point in the process. EMC's title sponsorship plays a vital role in helping us keep registration fees low.

- Facebook: EMCInsurance
- Instagram: emcinsurancecompanies

WARDROBE GUIDELINES

The costume for all participating students is all black attire. Participants 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; please include a black belt for anything with belt loops
- Black socks or black hosiery (required for any participant not wearing pants, no bare leg skin please)
- Black dress shoes, sneakers, or character-style shoes.*

Please no shorts, sweats, visible lettering/logos, or yoga pants. 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 midriiffs showing.

Students are required to come in their performance clothes and shoes to tech rehearsal. This is used as an opportunity to ensure that all costume guidelines are met, that students have practiced performing in their performance shoes on the Civic Center stage, and that mic packs for any mic'd student work with what they plan to wear. If during tech rehearsal it is determined you do not have a good place to hook a mic, you will be asked to make a different wardrobe choice for the showcase.

***Black Sneakers are required for students in Opening, Finale and Triple Threat**, due to the anticipated style of movement. Sneakers should be as black as possible, including the soles and laces. Here are a few options as examples. If you are unable to buy a new pair of shoes and do not have options at home available, please contact ihsmta@dmpa.org.

[Example One](#) (Women's)
[Example Two](#) (Women's)
[Example Three](#) (Men's)
[Example Four](#) (Men's)



HAIR GUIDELINES

Long hair should be pulled back or pinned so that it is not in front of participants' eyes or faces. We want the audience to see expressive faces. Any hair accessories should be black or match your hair color.

JEWELRY GUIDELINES

Any jewelry that can be easily removed should not be worn, beyond simple stud earrings. Dangly earrings and removable necklaces, bracelets, watches, etc. are not allowed.

Example of students in all black for the Awards Showcase:



Look good! Feel good!

Within the dress guidelines, students should feel free to show their style and personality through their wardrobe choice.



GENERAL INFORMATION, cont.

TICKETS TO THE AWARDS SHOWCASE

COMPLIMENTARY TICKETS

Each school will receive up to two free tickets for director use and a guest of their choice. All students that are performing in the event, part of the Behind-The-Scenes track, or speaking on stage will be admitted to the Awards Showcase free of charge. Directors will communicate complimentary ticket needs on their 'Participation Form,' due Friday, May 8 at 4 PM.

(When not on stage, students will be seated in the theater to watch as much of the Awards Showcase as possible. *Please note: we reserve the right to assign select students to an overflow viewing area in the building for certain parts of the evening, if necessary to accommodate all participants.*)

TICKETS FOR THE PUBLIC (Friends, family and other supporters)

Tickets to the Awards Showcase will go on sale to the public on Friday, May 15, 2026. Tickets may be purchased online at dmpa.org, by calling 515-246-2300, or in person at the Civic Center ticket office (221 Walnut Street, Des Moines; hours Monday – Friday, 10 AM to 5 PM.) Tickets prices start at \$15.

[PUBLIC TICKETING INFORMATION SHEET](#)

TICKET PICK-UP

Director Tickets

Directors of Performing Ensembles

Directors of performing ensembles will receive their two (2) complimentary tickets during your ensemble's check-in for dress rehearsal. Any guest utilizing your second ticket that is not attending the Dress Rehearsal may pick up their ticket at Will Call starting at 4:30 PM.

All Other Directors

All other directors can pick up their two (2) complimentary tickets at Will Call starting at 4:30 PM.

Impact Award Recipients

Impact Award Recipients can pick up their two (2) complimentary tickets at Will Call starting at 4:30 PM.

Student Tickets

Opening, Finale & Triple Threat Medley students

These students will receive their assigned ticket for their personal use after their tech rehearsal directly from program staff.

All Other Participating Students

(Performing ensemble students, Spotlight Medley students, Behind-The-Scenes students, Community Engagement & Impact Award Speakers)

These students will receive their assigned ticket for their use at dress rehearsal check-in (12:45-1:30 PM) prior to dress rehearsal. Note: any student that does not check in during the check-in window prior to dress rehearsal's start will not be issued a ticket for their use nor be allowed to perform.



GENERAL INFORMATION, cont.

AWARD PICK-UP

Each school will be required to designate someone with permission to pick up your school award(s) prior to the Awards Showcase. You will provide the names of authorized people on your Participation Form. Awards will not be released to individuals not listed.

Please note: schools that do not have someone on hand to pick up their award(s) may elect to have their awards shipped to their school over the summer or make an alternative arrangement to pick them up on a different date.

Note about Outstanding Achievement Awards: Individual students recognized with outstanding achievement in a principal role or in a Behind-The-Scenes role will receive an individual physical award. The captain or co-captains of teams of students who received a Behind-The-Scenes achievement award will also receive a physical award.

Note about Outstanding Achievement Team Member Certificates: Team members outside of the captain or co-captains who received Outstanding Achievement in a Behind-The-Scenes role will receive a certificate.

Note about Special Recognition Certificates: Individual students recognized with Special Recognition in a principal role or in a Behind-The-Scenes role as well as the captain or co-captains of teams of students who received a Behind-The-Scenes Special Recognition will receive a certificate.

The award pick-up table will be located in the Prairie Meadows Lobby at the Des Moines Civic Center for pick-up between **11:00 AM – 1:30 PM** and **6-7 PM** on the event day, Thursday, May 28, 2026. In addition, during this time, directors will pick up packets that contain their school's certificates, participation pins, and other related materials.

Branded backdrops will be available throughout the day if you would like to take any photos with your awards.

DRESS REHEARSAL

There will be a required day-of dress rehearsal. All Participants (as listed below) are **required** to attend the Dress Rehearsal. Students will be called no later than 1:30 PM; please see page 17 for call times by track.

During the dress rehearsal, we will run most of the show from start to finish. (Dress rehearsal will exclude announcing any awards that are to be revealed live that evening.)

Required Dress Rehearsal Participants:

- Inter-School Medley Performers (Opening & Finale)
- Triple Threat Performers
- Performing Ensembles and their Director or a designated school personnel member
- Spotlight Performers
- Behind-The-Scenes Honorees
- Community Engagement & Impact Award Speakers
- *Impact Award Recipients (will be called at a later time)*



GENERAL INFORMATION, cont.

MEALS ON SHOWCASE DAY (THURSDAY, MAY 28, 2026)

STUDENT LUNCH

Arrangements for student lunch will vary based on participation track, as follows:

Opening Medley	Bring your own to eat on site
Triple Threat Medley	Bring your own to eat on site
Finale Medley	Bring your own to eat on site
Spotlights, Ensembles, BTS Students, Community Engagement Speakers, Impact Award Speakers	Eat BEFORE arrival (1:30 PM)
Assistant Stage Managers	Provided, as part of crew lunch

STUDENT DINNER

All students participating in the Awards Showcase will have a boxed dinner provided for them at the theater between their dress rehearsal and the event. Dinner typically includes a choice between turkey, ham, roast beef, or veggie sandwich with a side of fruit, chips, and a dessert. There will also be gluten-free and vegan options available.

If the above menu options do not work for a student, please have them plan to bring their own meal for dinner. Please note, access to refrigeration or a microwave is not available.

Students are not to leave the building between their call time and the event, and outside meal deliveries will not be accepted.

DIRECTOR DINNER ARRANGEMENTS

Directors with a Performing Ensemble will be expected to chaperone their students during the dinner rotation and will be provided a dinner.

Due to space limitations in the dinner rooms, directors who are not with a Performing Ensemble will not be provided with dinner and should make their own off-site dinner plans. Directors are encouraged to see this as the chance to enjoy a celebratory meal off-site before the showcase begins. Please note: directors not chaperoning a performing ensemble will also be required to exit the building from 4:45-6 PM, when the theater and lobbies are cleared as part of our final security preparations for opening to the public. Outside food and drink will not be permitted upon reentry, so please plan accordingly. If you are unable to leave your students due to a district policy, please contact ihsmta@dmpa.org to explore options.



ACTIVITY-BY-DAY, AT-A-GLANCE (Specific times subject to change)

MONDAY, MAY 18	
Staggered	Placement activities and 25-minute private coaching sessions for Triple Threat students
TUESDAY, MAY 19	
Staggered	Placement activities and 25-minute private coaching sessions for Triple Threat students
WEDNESDAY, MAY 20	
9 AM - 12 PM	Assistant Stage Manager Orientation
1 PM – 7 PM	Behind-The-Scenes Day
FRIDAY, MAY 22	
9 AM – 6 PM	Opening Number – Rehearsal #1
SATURDAY, MAY 23	
9 AM – 6 PM	Finale Number – Rehearsal #1
SUNDAY, MAY 24	
Staggered	Triple Threat Auditions
7 PM – 9:30 PM	Triple Threat – Rehearsal #1
MONDAY, MAY 25	
9 AM – 6 PM	Triple Threat – Rehearsal #2
TUESDAY, MAY 26	
9 AM – 1 PM	Opening Number – Rehearsal # 2
1 – 8:15 PM	Impact & Community Engagement Speakers – Tech Rehearsal, staggered assignments
1:15 – 8 PM	Production Excerpts - Tech Rehearsal (Opening schools will be given preference), staggered assignments
1:15 – 8:15 PM	Assistant Stage Managers assist with tech rehearsals
WEDNESDAY, MAY 27	
9 AM – 1 PM	Finale Number – Rehearsal # 2
1 – 8:15 PM	Impact & Community Engagement Speakers – Tech Rehearsal, staggered assignments
1:15 – 8 PM	Production Excerpts - Tech Rehearsal (Finale schools will be given preference)
1:15 – 8:15 PM	Assistant Stage Managers assist with tech rehearsals
THURSDAY, MAY 28	
See next page for full event day schedule	
8:30 AM – 1:45 PM	Participating student call times, staggered by track. Once called, students stay through the end of showcase.
1:45 – 4:45 PM	Dress Rehearsal – Full Run Through, all participating students required to be present
4:30 – 7 PM	Will Call open
4:45 – 6:20 PM	Dinner Rotations – All participating students stay in building
6:20 – 7 PM	Student held in Places – All participating students stay in the building in their holding area
7 – 10 PM	Award Showcase



EVENT DAY, AT-A-GLANCE
(Specific times subject to change)

THURSDAY, MAY 28, 2026	
8 AM	Doors to the building will open no earlier than 8 AM
8:30 – 1:45 PM	Staggered Call Times by track (see below for detail by track or type of participation)
11 AM - 12:30 PM	Award Pick-Up Table Open, session 1 of 3.
12:30 – 12:45 PM	LOBBIES CLEARED – Any participants, directors, and/or guests that are not students in the Opening, Finale, or Triple Threat must exit the building and reenter through the Ticket Office Lobby as part of prep for afternoon dress rehearsal check-in. During this time, we will also be doing a security sweep of the building.
12:45 – 1:30 PM	Award Pick-Up Table Open, session 2 of 3.
12:45 – 1:45 PM	Dress Rehearsal Check-In and Student Ticket Distribution Performing Ensemble Students & their director, Behind-The-Scenes Students, Community Engagement & Impact Award Speakers, and performing Spotlight Medley Students will receive their tickets at this time.
1:45 – 4:45 PM	DRESS REHEARSAL - FULL RUN OF SHOW: ALL PARTICIPATING STUDENTS PRESENT
4:30 - 7 PM	Will Call open in the Ticket Office Lobby Remaining directors and guests may pick-up their complimentary tickets at this time.
4:45 – 6:20 PM	Staggered student dinner rotations (<u>all</u> participating students will be provided a meal and fed on-site. See page 14.)
4:45 – 6 PM	BUILDING CLEARED Directors* and/or guests must exit the building during this window and may reenter after 6 PM when ushers begin scanning tickets and welcoming attendees. This is part of safety protocols for preparing to open the building to public ticket holders. Directors and guests are encouraged to enjoy a meal off-site during this time. Directors may re-enter after 6 PM when ushers begin scanning tickets and welcoming attendees. *Exception - Directors of Performing Ensembles will stay with their students during dinner.
6 PM – 7 PM	Doors to building re-open Award Pick-Up Table Open, session 3 of 3
6:30 PM	House Opens
7 – 10 PM	AWARDS SHOWCASE

SHOWCASE DAY BY TRACK, AT-A-GLANCE

TRACK	Call Time	Check-In Begins	Lunch	Dinner	Ticket Pick-Up
Assistant Stage Managers	8:30 AM	8 AM	Provided	Provided	N/A
Opening Number	8:30 AM	8 AM	Bring your own	Provided	Handed out by staff after morning Tech Rehearsal
Triple Threat Award Track	9 AM	8:30 AM	Bring your own	Provided	Handed out by staff after morning Tech Rehearsal
Finale Number	9:45 AM	9:15 AM	Bring your own	Provided	Handed out by staff after morning Tech Rehearsal
Impact Award & Community Engagement Speakers	1:30 PM	12:45 PM	On your own, prior to arrival	Provided	During check-in for Dress Rehearsal
Behind-the-Scenes track	1:30 PM	12:45 PM	On your own, prior to arrival	Provided	During check-in for Dress Rehearsal
Production Excerpts: Ensembles & Spotlights	1:30 PM	12:45 PM	On your own, prior to arrival	Provided	During check-in for Dress Rehearsal