



## PERFORMING ENSEMBLES INFORMATION

Schools that receive an **Outstanding Musical Production** award and a performance invitation may perform an up to 2.5-minute excerpt from their production featuring members of your ensemble.

### **MAXIMUM STUDENTS REPRESENTING YOUR SCHOOL**

*In an effort to ensure ticket inventory is adequate for all participating schools, schools invited to bring a performing ensemble are limited to 35 students total in the showcase, inclusive of students participating in both your ensemble number and any other showcase aspects. Any exceptions made are at the full discretion of staff based on specific school circumstances and available ticket inventory.*

### IMPORTANT DATES FOR THIS TRACK

Notification of Invitation / Confirmation	<b>Fall Productions (October-December):</b> January, specific date TBD  <b>Spring Productions (January-April):</b> Monday, May 4, 2026
Music Submission Due	<b>Fall Productions (October-December):</b> Wednesday, April 22, 2026  <b>Spring Productions (January-April):</b> Friday, May 8, 2026
Director Information Call	Tuesday, May 5   4:15 – 4:30 PM
Tech Schedule Communicated	Thursday, May 7, 2026
School's Participation Form Due, with all ensemble performers included	Friday, May 8, 2026 by 4 PM
Waiver & Emergency Contact Forms Due	Friday, May 15, 2026 by 4 PM

### PERFORMANCE FORMAT

These excerpts will take the form of one large ensemble number from the show. In addition to your ensemble, we recommend you consider featuring any “Outstanding Performance in a Principal Role” recipients, if applicable. NOTE: Medleys or mashups of multiple songs are not allowed.

Your excerpt will then be combined with excerpts from 1-2 other schools to create a medley.

*NOTE: If desired, any individual student(s) honored with an “Outstanding Achievement” award for their principal role should be included within your production excerpt. They will not be eligible for a separate spotlight medley feature.*

Due to rights considerations, **dialogue or spoken material is not permitted** in production excerpts. In rare instances, dialogue written directly into the music may be approved. Please contact [ihsmta@dmpa.org](mailto:ihsmta@dmpa.org) to inquire.

If your chosen ensemble number features a dance break, we recommend the dance break be no more than 30-45 seconds of your excerpt.



## PERFORMING ENSEMBLES INFORMATION, cont.

### MUSIC SUBMISSION

The Awards Showcase band will consist of keyboard, bass, drums, guitar, violin, and cello.

Please submit PDF copies of your piano/vocal score as well as all the above-listed orchestral parts in your possession using the uploader form below, by the following dates:

- Productions held October-December: Wednesday, April 22, 2026, by 4 PM
- Productions held January-April: Friday, May 8, 2026, by 4 PM

If music is received past the deadline, we cannot guarantee inclusion in the Awards Showcase (unless other arrangements are made prior to the deadline with program staff).

- *Submit via [AwardForce](#).  
Category: "Showcase > Music Submission"*

Please time your selection to ensure it meets the time parameters. Submissions over the stated permissible length will not be accepted and will be subject to further editing by the Awards Showcase music director.

All cuts and transitions must be clearly marked. (If you do not read or play music yourself, please enlist a colleague who can assist you or play through the medley with your marked cuts. They may be able to help you work through any transition areas that need further clarification.)

### STAGING INFORMATION

#### Spacing Parameters

Your ensemble will have an approximately 32 feet wide space in which to perform.

Number lines will be visible on the floor both upstage and downstage, with 0 marking center stage and numerals marking every two feet out in either direction.

For Iowa PBS camera angles, strive to keep all choreography no wider than 16 feet from center in either direction.

#### Entrances & Exits

A major goal is to keep the show flowing with tight transitions.

When planning your group's entrance and exit, please keep in mind that the size of the overall stage is likely wider than you are used to at your school and that students may need more time to reach their starting positions. (The full proscenium opening will be set 50 feet wide, to accommodate the larger inter-school medleys.)



## PERFORMING ENSEMBLES INFORMATION, cont. STAGING INFORMATION, cont.

### Entrances & Exits, cont.

Please block each individual student's entrance as close to where they need to land for their first stage picture as possible, within the following parameters:

- All mic'd students must enter and exit via stage left, as this is the side of the stage where the mic station will be located
- All other students may be assigned to enter or exit from either side; we encourage you to have them leave from the same side they enter for ease of memory

In addition, at the top of your excerpt, all students will use the downstage section of the allocated wing to enter. At the end of your excerpt, all students will use the upstage section of the wing to exit. This traffic pattern will help to avoid collisions with schools performing before or after your school.

### Band

The band will be in the orchestra pit in front of the stage.

### Headset Microphones

You will be assigned a minimum of six (6) wireless headset microphones. That said, on the music submission form, you will be asked to list the names of up to eight (8) students to wear headset microphones in order of preference, should further microphones be available for your group to assist the audio team with further sound reinforcement.

ALL soloists must be mic'd and should be listed first on your music submission form. If more than six microphones are needed to accommodate all soloists, please submit an appeal for additional microphones on your music submission form. Staff will review if any additional microphones are available, based on what is performed before and after your excerpt. (In the event more microphones are not available, you may be asked to re-assign solo lines to a performer already in a microphone.)

If you do not need all six (6) guaranteed headset microphones dedicated to soloists, the audio team asks you to identify strong vocalists to also put into any additional available microphones (up to 8 for your ensemble total) to help support the balance of voices within the mix for ensemble singing portions.

When deciding on additional voices to mic, please take into consideration:

- identifying vocal ranges that might be harder to hear or project on stage
- identifying strong vocalists that carry their part accurately
- spreading out the types of voices and vocal parts that will receive headset reinforcement, including soloists already in a mic

### Additional Ensemble Sound Reinforcement Considerations

Overhead ensemble mics will also be hung above the stage.

To best reinforce the sound of your ensemble during singing portions of your excerpt, the audio team notes the following for your consideration:

- blocking the group further downstage during ensemble singing portions is helpful
- blocking the group closer to center during group singing portions is also helpful
- when making your song selection, the louder the selection, the easier it is to reinforce



## PERFORMING ENSEMBLES INFORMATION, cont. STAGING INFORMATION, cont.

### Set Pieces, Props, and Other Physical Items

Props of all sizes, including small hand props, are not allowed due to rights considerations.

Set pieces are not allowed. You may seek approval from program staff to use a stage box or similar unit if a level is necessary.

Conditions for approval of stage boxes or similar units:

- must be painted completely black and
- must be limited in number due to storage/space considerations. (Single unit preferred.)
- must be able to be set and struck within a few bars of music transitioning into and out of your performance
- must be labeled on the underside with the school name and a contact phone number  
(all units must be removed from the theater at the conclusion of the event)

To secure approval, please note details about the unit(s) you wish to bring on your Participation Form.

## TECH REHEARSAL

### Tech Rehearsal Goals

Each school performing in an excerpt medley will attend an approximately 2-hour rehearsal and walk-through during the day on either Tuesday, May 26 or Wednesday, May 27. The time will include an orientation period, a chance for the Awards Showcase Director/Choreographer to finesse student spacing on the Civic Center stage, a run through of the number with the Awards Showcase band, mic check for any soloists, and wardrobe verification.

Students should arrive fully knowing their music and blocking so that the tech rehearsal can be used for final tweaks.

### Attendance Policy

Attendance at the tech rehearsal is mandatory for all students performing on stage. If a performer is not at the designated Tech Rehearsal, they will not be permitted on stage and will not have a ticket issued to them for their use. No substitutions can be made for a performer after Tech Rehearsal.

It is required that the director or another knowledgeable adult attend tech rehearsal with your students.

### Dress Expectations

All students are required to come in their performance clothes and shoes to the tech rehearsal. This is used as an opportunity to ensure that all attire guidelines are met, that students have practiced performing in the same shoes on the Civic Center stage as they will on the event night, and that mic packs for any mic'd students work with what they plan to wear. Any mic'd student without a waistband strong enough to clip a mic pack onto, such as those wearing a skirt, dress or bodysuit, should also plan to wear the same type of undergarments as they will on the event night to ensure mic pack placement will work. Please see page 11 for complete wardrobe guidelines.



## PERFORMING ENSEMBLES INFORMATION, cont. TECH REHEARSAL, cont.

### Schedule

The tech rehearsal schedule will be released on Thursday, May 7, based on availability gathered via the preference scheduling survey. (The survey will be released in late March to allow schools to have a clearer sense of their end-of-year schedules around potential weather make-up days.)

Efforts will be made to assign schools traveling a distance to a tech time the same day that your inter-school medley students have their second rehearsal, if applicable.

### [ACCESS TECH SCHEDULE ASSIGNMENTS HERE](#)

### Tech Rehearsal Check-In Window

As part of your schedule, you will be given a specific check-in window. There is not enough space in the building for ensemble-sized groups arriving prior to their check-in window to wait. As such, your full group will not be allowed to check in or enter the building prior to this window.

If you arrive downtown prior to your check-in window, you may wait on your bus, in Cowles Commons across the street, explore the Skywalk, etc.

### Educator's Role During Tech Rehearsal

The on-site educator's role during tech rehearsal is to ensure that all students are present, staff have all appropriate paperwork, and to provide general student oversight for safety considerations.

During your students' stage time, we ask that you turn them over to the creative and production team. This will empower students to get used to looking to the conductor who will be leading them and the other staff who will be supporting them on show night. (If the Music Director, Director/Choreographer, or others have a specific question or need for the educator, they will seek you out!) Otherwise, they will strive to direct questions and interactions towards students to build rapport and deepen the learning experience.

We will have designated rows in the theater for educators to watch tech rehearsal from; we encourage you to relax as much as possible and to enjoy observing the process.

### Appointing a Dance Captain – Student Leadership Opportunity

During Tech Rehearsal, the Showcase Director/Choreographer will be working with your ensemble to adjust blocking as needed to ensure that storytelling is clear for in-person attendees and to ensure that those watching at home also see the storytelling clearly based on what the cameras pick up.

To help this process go smoothly, we ask that you pre-appoint ONE student to act as the Dance Captain that the Director/Choreographer can look to with questions when spacing the group. This will cut down on confusion amongst students about who is speaking for the group and allow the time to be used efficiently.

Please communicate the name of your Dance Captain on your School Participation Form. Also ensure your Dance Captain and your cast are aware of the appointment during your advance rehearsals at school and that the Dance Captain will be the one to speak on behalf of the group during tech. The Dance Captain will also be in charge of remembering and communicating any blocking adjustments with your direction team as needed.

**PERFORMING ENSEMBLES INFORMATION, cont.**  
**TECH REHEARSAL, cont.**

**Tech Rehearsal Format**

Your medley's time on stage during tech rehearsal will be limited to approximately 75-90 minutes. (The ensembles from all schools featured within the medley will be present for the entire rehearsal block.) To help you use your time efficiently, we will aim to use your rehearsal block as follows:

<b>Duration</b>	<b>Activity</b>
<b>0:10</b>	Mic'd students to mic station; educators touch base with music director about tempi and any transitions before taking seats in the house to observe
<b>0:15</b>	First ensemble's stage time, using the following format: <ul style="list-style-type: none"> <li>• One sing-through for the band and mic equalization</li> <li>• Spacing by the Director/Choreographer, with questions answered by student dance captain</li> <li>• Full run of excerpt with both music and choreography</li> </ul>
<b>0:15</b>	Second ensemble's stage time, using same format
<b>0:15</b>	Third ensemble's stage time, using same format
<b>0:10</b>	Practice the transitions between each group
<b>0:10</b>	Run full medley with all three ensembles

**DRESS REHEARSAL**

All performing students should arrive at the theater on Thursday fully dressed in their performance clothes by 1:30 PM.\* The group may enter the building through the Ticket Office entrance.

Any student who is late to dress rehearsal check-in will not be allowed to perform and the ticket intended for their use will be released.

*\*NOTE: Students in an inter-school medley or the Triple Threat Track will be called earlier that day for their number's final tech rehearsal.*

Due to the number of students and guests in the building, schools should plan to warm up prior to leaving school or on the bus. Dedicated warm-up space is not available.

**TICKETS**

Please see information on page 12 regarding tickets to the Awards Showcase.