IOWA HIGH SCHOOL MUSICAL THEATER AWARDS SHOWCASE
Presented By emc INSURANCE

2026 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

Thursday, May 7, 2026, at 4 PM	Housing Sign-Up Form goes live *(Preview of the form can be seen at the end of this document starting on page 7)*
Friday, May 15, 2026, at 4 PM	Housing Sign-Up Form Deadline
Friday, May 22, 2026, at 4 PM	Payment Deadline
Sunday, May 24 – Wednesday, May 27, 2026	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 Thursday, May 7, 2026, at 4 PM. All completed forms **must be received by Friday, May 15, 2026 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 22, 2026 or hand delivered by the student's first rehearsal date, using one of the following methods:

If paying by CREDIT CARD:
Call 515-246-2355 to pay over the phone
OR
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.
- 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 Program Coordinator
Office: 515-246-2385
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:

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 shear 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. Students should wear a black belt for anything with belt loop. 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.

2026 IHSMTA Housing Sign-Up and Release

1 General Information | 2 Medical Information | 3 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 24, 2026

- [ ] I need housing on this night.

Monday, May 25, 2026

- [ ] I need housing on this night.

Tuesday, May 26, 2026

- [ ] I need housing on this night.

Wednesday, May 27, 2026

- [ ] 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.

Transportation Options

Transportation Options: *

- [ ] Student will be dropped off by a parent or school staff member, and picked up by parent or school staff member.
- [ ] Student will have a vehicle and park downtown for the duration of their stay in a ramp near the Civic Center or hotel.

2026 IHSMTA Housing Sign-Up and Release

1 General Information | 2 Medical Information | 3 Release/Waiver | 4 Payment Preferences | 5 Family Contact Information

2026 IHSMTA Housing Release/Waiver Agreement

This Housing Release/Waiver Agreement (the "Agreement/Release") between Des Moines Performing Arts (DMPA) and Student indicated below (hereinafter "Student") related to Student's participation in the Iowa High School Musical Theater Awards Showcase and use of overnight accommodations. All provisions to the Code of Conduct and Rules attached hereto are incorporated by reference and made part of this Agreement/Release.

I, the undersigned parent(s)/legal guardian(s) ("Parent/Guardian"), represent that I am the parent and/or legal guardian of Student and hereby consent to Student's participation in overnight accommodations. Further, in consideration of the Student being allowed to participate in the overnight accommodations the undersigned agree as follows:

1. Student has chosen to enroll in the Overnight Accommodations program within the period of May 24-28, 2026. DMPA agrees to provide the following for the Student:

a. Accommodations at Embassy Suites, downtown Des Moines

b. Supervision by adult chaperones while in program activities

c. Breakfast, lunch and dinner each day during duration of stay

2. Student hereby releases, discharges, and holds harmless DMPA, and their respective staff, officers, directors, employees, agents and representatives of each of the foregoing (collectively, the "Released Parties"), from any and all liability, injuries or claims (including reasonable costs and attorneys' fees) arising out of or in any way resulting from Student's participation in the Iowa High School Musical Theater Awards, including without limitation Student's travel, housing, or any claim relating to negligence, and activities including rehearsals and performances in connection therewith and Student's qualification or lack thereof for any prizes that may or may not be awarded to Student ("Participation"). In addition, Student agrees to indemnify the Released Parties and to hold each of them harmless from any and all liability, claim, action, damage, injuries, expense (including reasonable costs and attorneys' fees), and loss of any kind caused by or arising out of any statement, action or failure to act by Student during or in connection with their Participation in the Program. In no event shall Student have any right to injunctive or other equitable relief against any of the Released Parties in connection with the Program.

3. Student acknowledges that there is a possibility that after Student's execution of this Agreement/Release, Student will discover facts or incur or suffer claims which were unknown or unsuspected at the time this Agreement/Release was executed and which, if known by me at that time, may have materially affected my decision to execute this Agreement/Release. Student acknowledges and agrees that by reason of this Agreement/Release, Student is assuming any risk of such unknown facts and such unknown and unsuspected claims, and Student knowingly and voluntarily waive the provisions of any statute, law or rule of similar effect which might void a general release from unknown claims or information at the time the release is executed.

4. Student warrants that Student has the full, complete and unrestricted right and authority to enter into this Agreement/Release.

Parent/Guardian specifically agrees to be bound by the terms of this Agreement/Release. Student agrees to have his/her parent/guardian sign this Agreement/Release in the space below.

5. Student agrees and understands that this Agreement/Release shall be deemed entered into in Des Moines, Iowa, and that it shall be governed by and interpreted under the laws of Iowa and by the courts of Polk County.

6. AUTHORIZATION: The undersigned hereby authorizes DMPA employees to do any act which may be necessary or proper to provide emergency health care of Student in the event that the Parent/Guardian cannot be reached, including consent to and authorization of medical procedure by physicians, dentists, hospital or other emergency medical personnel, as they, in the exercise of their sole discretion, may deem necessary. The undersigned understands that he/she is responsible for all costs and expenses of such medical treatment.

I HAVE READ THE ABOVE AGREEMENT/RELEASE, CODE OF CONDUCT AND RULES, AND RELATED MATERIALS. BY SIGNING, I AGREE THAT IT IS MY EXPRESS INTENT TO EXEMPT AND RELIEVE DES MOINES PERFORMING ARTS, ITS EMPLOYEES, AND ALL PARTICIPANTS FROM DAMAGES, LIABILITY AND PERSONAL INJURY OR WRONGFUL DEATH, I CERTIFY THAT I HAVE FULL AUTHORITY TO SIGN THIS AGREEMENT/RELEASE.

Authorization of Electronic Signature
By checking the Signature Checkbox below Student and Parent/Guardian agrees they are signing this Agreement electronically. The electronic signature of Student and Parent/Guardian is the legal equivalent of a manual signature. By checking the Signature Checkbox Student and Parent/Guardian consent to be legally bound by the 2026 IHSMTA Housing Release/Waiver Agreement formed if Student and Parent/Guardian executes this Agreement and represents that the information Student and Parent/Guardian has provided to DMPA is complete, true and accurate to the best of Student and Parent/Guardian's knowledge. By checking the Signature Checkbox Student and Parent/Guardian further represents that it has read, understands and agrees to the terms and conditions of the 2026 IHSMTA Housing Release/Waiver Agreement and that no certification authority or other third-party verification is necessary to validate Student and Parent/Guardian's electronic signatures and that the lack of such certification or third-party verification will not in any way affect the enforceability of Student and Parent/Guardian's electronic signatures. The electronic signature of Student and Parent/Guardian shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law, including the federal Electronic Signatures in Global and International Commerce Act (ESIGN) and the Uniform Electronic Transactions Act (UETA) (Iowa Code §554D.101 et seq.) Student and Parent/Guardian waives any defense to the validity or enforceability of the 2026 IHSMTA Housing Release/Waiver Agreement or any challenge to the admissibility of the 2026 IHSMTA Housing Release/Waiver Agreement based upon its being electronically signed.

Signature

Signature Checkbox *

☐ Student Signature Checkbox

Student Signature (Full Name): *

Signature Checkbox *

☐ Parent/Guardian Signature Checkbox

Parent/Guardian Signature (Full Name): *

Date *

/ /

MM DD YYYY

2026 IHSMTA Housing Sign-Up and Release

1 General Information | 2 Medical Information | 3 Release/Waiver | 4 **Payment Preferences** | 5 Family Contact Information

Fees

There is a $100 housing fee for one night of housing and a $250 housing fee for multiple nights of housing. These fees contribute towards the cost of accommodations, meals, and chaperones. The fee must be paid no later than 4 PM on Friday, May 22, 2026 OR hand delivered by first rehearsal by using one of the following methods:

If paying by CREDIT CARD:
Call 515-246-2355 to pay over the phone
OR
A Credit Card Authorization form is linked in the housing packet. If choosing to pay by credit card, please fill out the authorization form and return via email (mkg@dmpa.org), fax (515.246.2305), or hand deliver to MK Gillette upon arrival to the student's FIRST 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 to 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.

Payment will be made by: *

- (●) School
- ( ) Family

Payment Method *

- (●) Check - Mailed
- ( ) Check - Hand Delivered
- ( ) Credit Card Authorization Form - Emailed/Faxed
- ( ) Credit Card Authorization Form - Hand Delivered
- ( )

Credit Card – Over the Phone

◯ Purchase Order

School Contact (Full Name) *

School Contact Email *

School Contact Phone Number *

___ – ___ – ____

####

Signature Checkbox *

☐ Parent/Guardian Signature Checkbox

Parent/Guardian Signature (Full Name): *

2026 IHSMTA Housing Sign-Up and Release

1 General Information | 2 Medical Information | 3 Release/Waiver | 4 Payment Preferences | 5 Family Contact Information

Family Contact Information

Home Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Student Phone *

– ### –

Student Email *

Parent/Guardian Phone *

– ### –

Parent/Guardian Email *

2026 IHSMTA Housing Sign-Up and Release

1 General Information | 2 Medical Information | 3 Release/Waiver | 4 Payment Preferences | 5 Family Contact Information

Medical Information

Student Name *

First Last

Date of Birth: *

MM / DD / YYYY

Insurance Company Name *

Member ID *

Emergency Contact Name *

First Last

Relationship to student: *

Emergency Contact Phone Number *

– ### –

Secondary Emergency Contact Name *

First Last

Relationship to student: *

Secondary Emergency Contact Phone Number *

– ### –

Please list any physical injuries or chronic health problems that we should be aware of, e.g. asthma, epilepsy, back or knee injury, heart problems: *

Please list any medications your child is taking or any other information we should be aware of: *

Please list any medical restrictions or allergies (e.g. Hay Fever, Peanut): *

Please list any food allergies or dietary considerations (e.g. Vegetarian, Gluten Free): *

Please check any over-the-counter medications that a chaperone or DMPA staff member have permission to administer to your student in the event that he or she is not feeling well? *

- [ ] Acetaminophen
- [ ] Ibuprofen
- [ ] Benadryl
- [ ] None

Any other special needs we should be aware of? *

AUTHORIZATION FOR TREATMENT

The undersigned hereby give permission to DMPA and to the medical personnel selected by DMPA to do any act which may be necessary or proper to provide emergency medical attention to Participant, and to provide necessary transportation to the Participant. In the event that the Parent/Guardian cannot be reached in an emergency, the undersigned further give permission to DMPA and to the medical personnel selected by DMPA to secure and administer treatment, including hospitalization, for Participant, as such medical personnel, in the exercise of their sole discretion, may deem necessary. The undersigned understands that he/she is responsible for all costs and expenses of such medical treatment.

Signature

Parent/Guardian Signature (Full Name): *

Date: *

/ /

MM DD YYYY