



Assistant Stage Manager Accepted Packet

CONGRATULATIONS! You have been chosen to act as Assistant Stage Manager during the 2026 Iowa High School Musical Theater Awards Program. Stage Manager and Director of Production, Janet Albanese, was impressed with your portfolio and interview and can't wait to get started.

Required Forms

1. [Accept Position](#) – Due Friday, May 8 by 4pm
 - a. To formally accept your position, please fill out this form by Friday.
2. [Waiver and Emergency Contact](#) – Due Friday, May 15 by 4 PM
 - a. You must have this filled out before you participate in your orientation.

Required Participation

Date	Activity	What to Wear	Food Accommodations
Wednesday, May 20 9 AM - Noon	Orientation with Stage Management team <i>We may film your introduction during this time that will be played during the IHSMTA Showcase.</i>	All Blacks	If not attending BTS Day, you will be dismissed before lunch.
OPTIONAL Wednesday, May 20 1 pm – 7 pm	Behind-the-Scenes Day <i>ASM students are invited to join us for Behind-The-Scenes Day activities, filled with peer networking, hands-on opportunities and the chance to meet with various technical, creative and business professionals in the theater industry.</i>		<i>If staying, bring your own lunch. Dinner will be provided as part of BTS Day</i>
Tuesday, May 26 1:15 – 8:15	Tech Rehearsals with Featured Schools – Day One	Comfy clothing, closed-toed shoes required.	Dinner will be provided
Wednesday, May 27 1:15 – 8:15	Tech Rehearsals with Featured Schools – Day Two		Dinner will be provided



Thursday, May 28 8:30 AM – 10 PM	2026 Iowa High School Musical Theater Awards Showcase Day	All Blacks, closed- toed shoes required	Lunch and Dinner will be provided
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Student Housing Program Information

Students who live more than 60 miles from Des Moines may request overnight accommodations for a nominal fee for the nights of May 26 – May 27. We hope these accommodations will remove a barrier that might inhibit students' ability to participate. Housing sign-up forms will be released to students when results are communicated.

For more information about the Student Housing Program, please see the [STUDENT HOUSING PROGRAM PACKET](#).

Additional Details

Location and Entrance

All ASM activities will occur at the Des Moines Civic Center at 221 Walnut Street, Des Moines, Iowa 50309.

When you arrive for the orientation period on Wednesday, May 20, please enter through the ticket office entrance on the corner of 3rd and Walnut Streets.

Parking

If you are driving yourself to the theater, you will need to secure downtown parking. Metered spots on streets adjacent to the theater may be available, but your best option for multiple hours of parking is in one of the adjacent parking ramps, such as 3rd and Court or 4th and Grand.

Please let us know what questions you have, and we look forward to hearing from you regarding the acceptance of your invitation.

Sincerely,

MK Gillette, Education Program Coordinator
Maddie Nau, Education Program Coordinator
Karoline Myers, Director of Education