

HOSTING A CAPPIE SHOW

Host (e.g., Advisor, Booster, Director) To-Do's

- ___ Make sure your school's advisor and director have signed and turned in the [Director and Advisor Agreement on Director Show Preparation](#) form
- ___ Provide a "Cappies Room" for Critics and mentors
- ___ Arrange tables and seats for a good discussion.
- ___ Provide complimentary tickets to Critics and mentors
- ___ Provide free refreshments in the Cappies Room
- ___ Give completed Award Category Eligibility form to the Editor Mentor, not later than 30 minutes before curtain (you can provide all Critics with a copy of your Award Category Eligibility form)
- ___ Provide show programs to all mentors and Critics. Give Five programs to the Steering Committee member.
- ___ Remind your show director that they need to be in the Cappie room after the show to answer questions. (They are also welcome to address the critics before the show.)
- ___ Allow the Cappies to leave the theatre, at intermission and final curtain, before other patrons.

AFTER THE SHOW

Submit the following to your designated Google GDrive Folder...

- ___ Submit 5-10 photos of your show, with captions for each photo within 48 hours of your performance. See Cappies Photography Program for details.
- ___ Send a PDF of the program art (and program if possible)
- ___ Send available headshot photos for your cast, crew, and critics

Note: You should receive your reviews within 2 weeks of the performance.