



## Attendee Guide

Are you ready for the once-a-year, once-in-a-lifetime experience you're about to enjoy at ITF? To help you prepare, here's the information you need to know before you go.

### LOGISTICS

#### Assistance on Site

The ITF Information Desk, located in the East Lounge of the Indiana Memorial Union (IMU), will be open:

- Sunday, June 19: 3 p.m. – 6 p.m.
- Monday, June 20 through Friday, June 24: 8 a.m. – 7 p.m.

You can also text us at [\(513\) 790-4466](tel:5137904466). Our team will work diligently to reply to texts as quickly as possible upon receipt. Please note that this number is unable to accept phone calls.

#### Badges and Key Cards

Your ITF badge is more than a souvenir and symbol of Thespian pride — it's your all-access pass to ITF activities, as well as a safety device. Badges instantly identify ITF participants among IU students, staff, and other community members. Your badge's QR code contains important details needed in an emergency.

Badges must be worn around the neck. Each attendee will receive two copies of their badge insert in case a replacement is necessary. Treat your badge like your ID or your debit card — with care. We will be unable to replace lanyards and badge holders.

If you misplace your key card for on-campus housing, replacements are available for \$15 by reporting to the front desk of your assigned building. We request that a chaperone accompany student attendees, so we know an adult is aware of the circumstances.

#### Code of Conduct

We want ITF to be the best possible experience for all. Please review the [Code of Conduct](#) prior to arrival.

#### Housing Assignments

Primary contacts will receive an email providing building assignments prior to arrival (no earlier than June 13). Room assignments will be provided at check-in.

Student key cards will restrict them to their assigned floor. While dorms will house attendees of all genders, each floor will be divided according to a gender binary. Under no circumstances should a student access a floor belonging to the opposite gender identity, i.e., student attendees assigned to feminine identifying floors should not access masculine identifying floors, and vice versa.

#### Meals

You'll be assigned to an eatery based on your housing location. IU dining halls will serve meals at the following times during the week:

- Breakfast: 7 a.m. – 9:30 a.m. (Tuesday through Friday – not included Monday)



- Lunch: 12 p.m. – 2:30 p.m.
- Dinner: 5 p.m. – 7:30 p.m.

If you will be arriving for Early Check-In, the following meals are included:

- Dinner Sunday, June 19: 5 p.m. – 7:30 p.m.
- Breakfast Monday, June 20: 7 a.m. – 9:30 a.m.

## Mobile App

The ITF program is now mobile! Download the app to have all things ITF at your fingertips. Plan your daily schedule, check out workshops, and keep an eye out for important updates. The app will launch about a week before the event. Here's how to download the app:

1. In your Apple or Android device, open the appropriate app store.
2. Search "eShow Events" and click to download.
3. In the Event Portal find International Thespian Festival 2022 and click Download.
4. When prompted, click Start.
5. Use the navigation menu to explore the schedule, campus map, and more.

## Money

Attendees should plan to bring a credit or debit card and cash to cover incidental expenses on campus, such as food, souvenirs, and Thespian gear at the on-site store. Please note that Apple Pay/Google Pay/Samsung Pay may not be accepted at some points of sale.

## Parking

If you indicated you needed parking on your housing form, you will receive a CH (community housing) parking permit upon arrival. This pass gives you access to any CH lot on campus during ITF. Each dorm has a dedicated CH lot.

## PACKING LIST

### Provided

- Pillowcase x 1
- Fitted Sheet x 1 and Flat Sheet x 1 OR Flat Sheet x 2 (Twin XL)
- Towel x 2
- Blanket (upon request at dorm)

### Pack

- Pillow
- Blanket
- Toiletries
- Shower caddy
- Shower shoes/flip flops



- Personal care appliances (hair dryer, iron, etc.)
- Basic first aid items (bandages, anti-biotic ointment, etc.)
- Personal prescription/over the counter medications
- Sunscreen
- Umbrella/rain poncho
- Reusable water bottle
- Technology chargers
- Backpack/tote/messenger bag
- Notebook and writing utensils
- Comfortable shoes
- Sweater/jacket (for cold indoor spaces)
- Earbuds

## Recommended Extras

- Portable charger
- Hangers
- Instant stain remover (e.g., tide to go pens)
- Air/fabric refresher (e.g., Febreze)
- Power strip/short extension cord
- Non-perishable snacks (fridges are not available in the dorms)
- Semi-formal attire (for the red carpet prior to Thespy showcase)
- Workshop materials (sheet music, prepared monologues, dance attire, etc.)

## Prohibited Items

- Rollerblades/skates
- Scooters (motorized or manual)
- Hoverboards
- Bicycles
- [Items prohibited by IU Bloomington](#)

## HOUSING CHECK-IN

Upon arrival to IU Bloomington, all attendees staying on campus should report to their assigned dorm first. Follow these instructions to complete your housing check-in:

1. Primary contact only should enter the dorm and visit the check-in desk.
2. Based on troupe number or primary contact last name, check in with the housing representative.
3. Receive all room assignments and keys.
4. All attendees enter dorm and proceed to their respective rooms.



Once housing checking has been completed, **only** the primary contact should proceed to registration check-in. All other attendees, including chaperones, should not visit registration as space is limited.

If you will be arriving to campus late at night, proceed to your assigned dorm to check in. The primary contact should proceed to registration the following morning.

## REGISTRATION CHECK-IN

**Only the primary contact for a registration should proceed to registration check-in as space is very limited.** Registration check-in will occur in the East Lounge of the Indiana Memorial Union (IMU). Upon arrival, please follow these instructions to complete your registration check-in:

1. Registration lines will be divided by last name of the primary contact. Join the appropriate line.
2. Each primary contact should receive an email confirmation and QR code associated with their registration. For groups, all registrations will be under one code.
3. When you arrive to the front of the line, scan your QR code.
4. Receive printed name badges.
5. If payment has not been received in full, the registration representative will provide further instructions.

## PERFORMANCES

### Main Stage

Prior to arrival, the primary contact for each registration will receive instructions about their tickets for [Main Stage performances](#) presented in the IU Auditorium and Musical Arts Center (MAC).

For each Main Stage show, doors will open 60 minutes before curtain. Attendees should arrive as early as possible to ensure timely entry.

### Pathway

A limited number of tickets will be available for the Pathway Performance of *Fela!* Instructions for reserving tickets will be provided to primary contacts prior to arrival. Doors will open 60 minutes before curtain. Attendees should arrive as early as possible to ensure timely entry.

### Chapter Select

Chapter Select productions will be held in Ruth N. Halls theatre and will take place concurrently with workshop sessions. Please note that Chapter Select productions are not ticketed events, and seating is limited. Please arrive early to secure your seat.

## PROGRAMS/ACTIVITIES

### College Auditions

Registered students must [submit their digital audition materials](#) no later than June 1. College representatives will schedule callbacks and interviews directly with participating students. Optional dance auditions will be held in person June 21; pre-registration is required and will be accepted starting June 10.



## Commissioned Play & Musical

Virtual auditions for the Commissioned Play and Musical are accepted until June 1 via [this form](#). Selected participants will be notified by June 15. Rehearsals will be held throughout the week culminating in a staged reading of each Friday, June 24.

## Late-Night Activities

Monday night following the Opening Ceremony, students can join in fun activities at the IMU, including a sing-along at Whittenberger Auditorium, improv in the Frangipani Room, or bowling and billiards. Adults are invited to a special welcome reception.

Tuesday, Wednesday, Thursday after the evening main stage show, wind down during the hour before curfew at your dorm. Food trucks will be open for a free late-night snack, and the dorms' lounge areas provide space to hang out, play games, or even sing karaoke!

Friday's Thespy Awards Showcase is the final event of ITF, with no late-night activities to follow. After all, you've got goodbyes to say and packing to do!

## Teacher's Lounge

NEW: A special hangout just for teachers! Tuesday through Thursday from 10 a.m. to 5 p.m., stop by this adults-only area to relax, recharge, and reconnect. Located in the IMU's Frangipani Room, the Teacher's Lounge features a charging unit, soft seating, and snacks provided by our sponsors.

## Tech Challenge

Tech Challenge will take place Friday, June 24 in the Wells-Metz Theatre. A maximum of 25 teams of up to five participants will be accepted to compete in four skill areas. [Find more information.](#)

## Thespian Shop

The Thespian Shop will provide you with all the swag you need to show your Thespian pride! The shop will be open Wednesday through Friday from 9 a.m. to 5 p.m.

## Thespy® Playwriting Auditions

The top scoring plays from the Thespy Playwriting category will be workshopped at ITF, culminating in staged readings Friday, June 24 at 5 p.m. Student performers and stage managers who want to participate in the staged readings must complete the [Thespy Playwriting Audition Form](#) no later than June 17. Auditions will take place Monday, June 20.

## Thespys

Students who opt to present their Thespy in person will do so Monday, June 20; all times will be assigned and communicated in advance.

Participants should arrive to their assigned room 15 minutes ahead of their scheduled time. Please check in with the adult door monitor assigned to the room.

Adjudicators will load their feedback into Open Water, and participants will be notified via email when their scores are ready to be viewed. For more information, visit the [Thespys website](#) or email [thespys@schooltheatre.org](mailto:thespys@schooltheatre.org).



## The 24 Hour Plays®: ITF Edition

We are excited to bring the 24 Hour Plays to ITF! Each registered Thespian troupe attending ITF may nominate one student in each of four disciplines – playwrights, directors, stage managers, and actors – to audition for six production teams. If selected, you'll be off and running to write, rehearse, and perform a new original work in just 24 short hours. Anything can happen!

Troupe director nominations must be submitted by **June 1, 2022**. Nominated students must be affiliated with an active troupe, but induction into ITS is not required for participation. View [The 24 Hour Plays Guide](#) for all the details on how you can participate!

## HEALTH AND MEDICAL NEEDS

Please see ITF's [COVID-19 Health and Safety Guidelines page](#) for policies on vaccination, quarantine, masking, and other pandemic protocols.

### Medical Care

Nursing services will be available two ways during ITF:

- The IU Health Center (600 N. Eagleson Ave.) will be open to ITF attendees Tuesday – Friday, 8 a.m.- 4 p.m.
- A nursing station will be set up at Foster residence hall all day Monday and after 4 p.m. Tuesday – Friday.

For more serious medical attention, emergency room services are available at IU Health Bloomington Hospital. If you do not have access to transportation, use a service like Uber or Lyft.

In the event of a medical emergency, call 911. When the situation is stable, please notify a safety chair.

### Medication

Students attending with their troupe (not chaperoned by a parent or other relative) should follow their school's policies for carrying and administering medications. Chaperones and/or parents of students who normally take required medications outside of the school day should check with administration to ensure the necessary forms and protocols are in place prior to ITF.

For students who are attending ITF separately from a Thespian troupe, parents and/or adults acting as chaperones are responsible for their own students' medications.

## SAFETY AND SECURITY RULES

The safety of all ITF participants is a top priority — and essential to making the event an enjoyable, educational experience. Please take time to read these rules carefully before you arrive on campus.

All troupe directors and chaperones must attend a security meeting on their dorm floor at 11 p.m. the night of arrival.

### Alcohol, Drugs, Tobacco, and Weapons

EdTA has a “zero tolerance” policy on illegal and inappropriate alcohol and drug use: Violations will result in dismissal from ITF.

EdTA prohibits any use of alcohol, on or off ITF-managed premises, that adversely affects staff or adult work performance or the safety of others.



Illegal possession, use, or distribution of alcohol, drugs, or drug paraphernalia by ITF participants, staff, or guests is a violation of local, state, and federal laws. Possession of drug paraphernalia will be treated the same as possession of illicit drugs, even if never used.

Indiana University is a [tobacco-free campus](#), including all indoor and outdoor areas. Use of any tobacco product is prohibited, including vaping and Juuling.

Delegates bringing any type of weapon onto campus will be sent home immediately.

## Attendance Expectations

Students are required to attend event activities on-campus during the week — that’s why you came, after all! — and keep their chaperones informed of their whereabouts. Students are encouraged to stay on campus as much as possible, and may not leave campus after 11 p.m.

## Court

Students who violate safety rules may have their badge pulled by any adult chaperone who witnesses the infraction. If your badge is pulled, you must attend the next day’s 7 a.m. court unless otherwise instructed. ITF court meeting is at the Indiana Memorial Union, Charter Room. See Safety Violations and Consequences.

## Curfew

All attendees (students and adults) must be in their assigned dorm rooms by 11:30 p.m. Quiet hours, with lights out, begin at 12 a.m.

Students missing curfew will meet with their director or chaperone and safety personnel the next day at the 8 a.m. ITF court meeting (see Safety Violations and Consequences).

For safety reasons, IU’s dorms have measures in place to track access and movements within the buildings. Students found to have left their floors after curfew will risk being sent home at their own expense.

## Emergencies

In case of a true emergency, call 911 immediately. When it’s safe to do so, please notify the safety chairs.

## Property Damage and Loss

Your dorm is your home for the event — please treat it respectfully. Keep your room locked to prevent theft. Do not remove, alter, or damage any campus property. This includes posting messages on dorm windows.

To prevent fires and furniture damage, burning incense and candles is not permitted.

Attendees are responsible to Indiana University for any damage to their room or campus property. Prior to checkout, attendees are expected to tidy their rooms and dorm lounges to the condition they were found at check-in. ITF will bill the attendee, parents, or school for damage fees not collected at checkout.

The university and EdTA are not responsible for loss or breakage of personal effects, money, or valuables.



## University Regulations

While attending ITF, you are a guest of the university. Behave graciously and respect your fellow attendees, university staff and students, and local citizens. Follow all posted rules in campus buildings — for example, no food or drink in the theatres, and no audio, video, or camera recording of performances (except for the official event photographers). Fireworks are prohibited on campus.

See Safety Violations and Consequences for more examples of prohibited behavior.

## Remember: Safety First

All attendees should be alert throughout the week. Report any unauthorized person in your dorm to the safety team (floor captain, dorm captain, safety chairs). Err on the side of caution in any situation or behavior that doesn't feel right — if you see something, say something.

## SAFETY VIOLATIONS AND CONSEQUENCES

Violations are divided into three categories with escalating consequences. **These examples are not an exhaustive list.** The ITF safety chairs have sole discretion to determine consequences for any violation not specifically listed. **EdTA reserves the right to expel any participant from ITF should their actions disrupt the event or put other attendees at risk.**

### Minor Infractions

Attendees accumulating multiple minor infractions may be sent home at their own expense.

- Missing curfew by less than five minutes
- Found outside dorm room after 12 a.m. (showering, etc.).
- Posting messages on dorm windows
- Throwing food in cafeteria
- Found in the vicinity of buildings not used by ITF after 11 p.m.
- Playing music in dorm after 12 a.m.
- Removing university property from dorm rooms (sheets, furniture, etc.)
- Failing to bring troupe director or chaperone to court meeting

### Major Infractions

Depending on the severity of the infraction and response to the redirection or disciplinary action, an attendee may be sent home at their own expense.

- Any action that endangers the health, safety, or well-being of others
- Bullying, harassment, or abusive behavior
- Missing curfew by more than five minutes
- Causing excessive noise and disruption after 12 a.m.
- Found off campus after 11 p.m. (in town, fraternities, etc.) or out of dorm after 12 a.m.
- Using incense or candles in dorm room
- Using fireworks





- Causing property damage
- Making inappropriate or disruptive posts to ITF-hosted social media
- Instigating or participating in disruptive or disrespectful audience behavior during a performance
- Willfully setting off a false emergency alarm
- Failing to show up for 8 a.m. court meeting

## Immediate Removal

Attendees caught in these activities are sent home right away at their own expense.

- Using or in possession of drugs or drug paraphernalia
- Using or in possession of tobacco, vaping, or Juuling products
- Using or in possession of alcohol, firearms, or weapons
- Any adult in any student's room with door closed — for any reason

If the troupe director or chaperone does not show up for the 8 a.m. ITF court meeting, the student will have the opportunity to contact them and have them come to court by 8:30 a.m. More severe consequences will be dealt to no-shows.

If three or more students under the supervision of the same troupe director or chaperone are required to meet with security personnel, that adult may not be allowed to participate next year.

## TROUPE DIRECTOR AND CHAPERONE RESPONSIBILITIES

Adult chaperones play a special role in making ITF a safe and fun experience for everyone. Chaperones' responsibilities include:

- Handling check-in and check-out at the dorm/hotel and registration desk (please DO NOT bring students to the desk)
- Keeping tabs on students' whereabouts and activities throughout the day (remind them to take breaks to eat!)
- Monitoring and correcting behavior, as needed; holding students accountable to ITF rules
- Reinforcing safety protocols
- Performing daily room checks after curfew

After curfew each night, chaperones must check — in person — to ensure students are in their rooms, and report to their floor captains. After room checks, floor captains must notify their safety captain that all students on their floor are in their residence hall rooms. Lights out by 12 a.m.

Any chaperone or safety personnel may take the badge of any student violating safety and security rules. The adult who lifts the badge(s) should contact a safety chair to address the situation.

Unless otherwise instructed, a student whose badge is lifted will be required to meet with their troupe director or chaperone and safety personnel the next day at the 8 a.m. safety court meeting in Indiana Memorial Union, Charter Room.