



2012 GENE KELLY AWARDS – RULES & REGULATIONS

CONTACT INFORMATION:

The school must send all completed forms and requested materials to the Pittsburgh CLO Academy of Musical Theater. All materials can be sent via e-mail, fax or mail to the information below:

E-Mail Materials to:
gkawards@pittsburghclo.org

Fax Materials to:
412-281-2232

Mail Materials to:
Gene Kelly Awards
Pittsburgh CLO Academy
130 CLO Academy Way
Pittsburgh, PA 15222

2012 Gene Kelly Awards Contact Information:

Kiesha Lalama, *Education Director & 2012 Gene Kelly Awards Director*

Michael J. Cerchiaro, *Education Programs Manager*

Seth Laidlaw & Laura O'Malley, *Gene Kelly Awards Coordinators*

Phone: 412-281-2234

Fax: 412-281-2232

E-mail: gkawards@pittsburghclo.org

DEADLINES

The school contact person must return completed forms by the due date listed on each sheet. Your package should include the following forms: Performance Details, Production Budget, School Parking, Best Musical Nominee Information, Finale Participants, DVD, Program Photo, Nominee Acceptance, and the Best Actor/Actress and Best Supporting Actor/Actress forms.

If you are missing any forms please visit the Pittsburgh CLO website: pittsburghclo.org, then click on Education and Outreach and go to the Gene Kelly Awards section.

EVALUATIONS

All schools will receive an on-site production evaluation by four members of the judges' panel. After the on-site visits, these designated judges will complete comprehensive written critiques and scores of the productions. The written evaluations will be mailed to the school contact person after June 1, 2012.

JUDGING PROCESS

THE SCORES OF THE JUDGES WHO SEE THE ENTIRE LIVE PERFORMANCE WILL BE WEIGHED 65%. THE SCORES OF THE JUDGES WHO SEE ONLY THE VIDEO WILL BE WEIGHED 35%.

- Four judges will see each show. *If a show is double-cast, it will be seen once. The school chooses the cast that will be judged.*
- All scores are calculated and kept sealed by Deloitte until the awards ceremony.

ORCHESTRA/MUSIC

10% of the student orchestra may be professional musicians in addition to the conductor. Schools that use more than one adult/professional musician per nine musicians, in the student orchestra are ineligible for the Best Orchestra award.

All schools must utilize the talents and resources of their own school. The school must retain the orchestra score until the nominations are announced on May 7, 2012, so that the Pittsburgh CLO Orchestra can perform the music from the nominated shows in all categories.

Arrangements will be made by the Pittsburgh CLO with the various licensing houses for the schools to retain their music through the awards evening without charge.

NOMINATIONS

The Nominations will be e-mailed to the schools on May 7, 2012

Nominees, directors, and school contacts should attend the press conference on **Wednesday, May 9, 2012 at 4 p.m.**, in the Benedum Center Lobby.

Schools nominated for *Best Musical* in each budget category **must attend a mandatory meeting** with the Gene Kelly Awards show director following the press conference.

- At the post-conference meeting: Each nominated school must submit one 5-MINUTE production number to be performed during the awards ceremony. The orchestra score must be given to the Pittsburgh CLO at the press conference. All cuts and changes should be clearly marked in pencil for the chosen number. The Pittsburgh CLO reserves the right of final approval of the chosen number given program length and stage logistics.

DVD

IT IS IN YOUR BEST INTEREST TO SUBMIT THE HIGHEST QUALITY DVD POSSIBLE. THIS WILL GIVE EVERY JUDGE AN ACCURATE REPRESENTATION OF YOUR STUDENTS' EFFORTS.

The school is required to submit a DVD which highlights the following performance components along with the DVD Form provided by the Pittsburgh CLO.

- **Part I** (3 minutes maximum)
 - Excerpts from 2-3 full ensemble numbers not to exceed 3 minutes in total length.
- **Part II** (1 minute maximum - for eligible schools)
 - Student orchestra, including brief shots of each section (strings, woodwinds, brass, percussion)
 - One full orchestra shot photographed from the conductor's perspective
- **Part III** (1 minute maximum per performer)

- The school must submit 1-minute video segments of performers who would possibly be considered for the Best Actor/Actress or Best Supporting Actor/Actress Awards categories. **(All nominated actors MUST have their own separate clip of their performance. Do NOT put all or several nominees on the same clip)**
 - The judges' panel will make the final decision in distinguishing between leading and supporting roles.
1. **All segments must be filmed during the actual performance**, not staged scenes at a different time.
 2. The DVD **MUST** include a menu with each section clearly labeled.
 3. Along with the DVD, the Pittsburgh CLO must receive the detailed **DVD Form** indexing the selected scenes and songs and exact duration (please follow all time rules strictly).
 4. The DVD **must be postmarked within one week of your final performance date**.
 5. Please do not send a video recording of your entire production.
 6. The video recording will not be returned.

The right to video your performance was given for the exclusive use by the Pittsburgh CLO Gene Kelly Awards judging process. Any school that is found taping a performance for any other purpose will be disqualified from the event. This includes making DVD/Videos of the production for sale, a violation of copyright laws.

SHOW PROGRAM

Each school should also send a program from their show no later than one week after the performance. Programs are used to verify titles, spelling, numbers, etc.

The Show Program **must be postmarked within one week of your final performance date**. *No later than May 2nd, 2012.*

PROGRAM PHOTO

Each school should send a photograph (preferably color, but black & white is acceptable) of their production for inclusion into the Gene Kelly Awards playbill and Penn Avenue Poster:

- The photograph should be e-mailed in a .jpg format, highest resolution possible to gkawards@pittsburghclo.org. Please write your school and show in the subject area of the e-mail.

Photograph must be received by **Friday, April 6, 2012**.

PROGRAM AD

The Pittsburgh CLO will provide artwork (via email) to be placed in your school's musical program. The ad serves to promote the high school as a participant in the Gene Kelly Awards ceremony.