

SAN JOSE STAGE COMPANY

TOP HONOR AWARDS

RULES & GUIDELINES

SAN JOSE STAGE COMPANY

490 South First Street

San Jose, CA 95113

<http://www.thestage.org>

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FORMS AVAILABLE AT <http://www.thestage.org>

- 2010 STAGE TOP HONOR: RULES & GUIDELINES
- 2010 STAGE TOP HONOR AWARD APPLICATION FORM
- 2010 SUPPORT MATERIAL PACKING SLIP
- 2010 FAQ (Frequently Asked Questions)

ELIGIBILITY REQUIREMENTS AT-A-GLANCE

- Plan to produce a legally licensed musical between 1/21/10 and 5/08/10.
- Only school sanctioned productions may be entered.
- Application must be authorized and submitted by the faculty or school administration.
- Be among the first 50 schools to submit a complete application by 1/14/10.
- Include application fee of \$200.
- Confirmation that your application has been accepted will be emailed the week of 1/19/10.
- Hold up to 8 tickets on reserve for Evaluators attending your show.
- Send San Jose Stage Company all support materials by May 7, 2010.

WHAT IS “THE STAGE TOP HONOR AWARDS”?

This new awards program encourages and rewards exceptional accomplishments in the production of high school musical theatre across the Bay Area.

Private and public high school musical theatre programs in the Bay Area are invited to compete in the “The Stage Top Honor Awards”, modeled after Broadway's *Tony Awards*, with a culminating Gala Ceremony with awards and performances by the nominated high schools.

Recognition of outstanding achievement by students and educators will be made in the areas of performance, design, direction, choreography, technical production and overall production excellence.

The Stage Top Honor Awards program is comprised of two rounds of competition. The Production Round runs from January to April when evaluators attend school productions and make recommendations of performances or production elements that they feel should move into the second round of the competition, the Nomination Round. The Nomination Round begins after all shows have been initially adjudicated.

The adjudicators (comprised of theatre professionals, performing artists, designers, and theatre arts educators) will fan out across the Bay Area between the end of January to May 8th 2010 to evaluate the participating high school’s musical theatre production. The adjudicators will then make nomination recommendations in various performance and production categories. “The Stage Top Honor Awards” Gala Ceremony will then showcase and recognize the nominated students and take place in June 2010.

The Nomination Committee, made up primarily of San Jose Stage Staff members, considers the recommendations made by the Evaluators and analyzes the support material submitted by participants to determine the slate of Final Nominees. All participating schools receive written feedback from the Evaluators including their comments, scores and nomination recommendations, if any were made. Schools receiving a Final Nomination are invited to attend the Awards Ceremony.

WHO CAN PARTICIPATE AND WHAT IS REQUIRED?

Any Bay Area public, private, parochial or charter school may enter by being among the first 50 schools to submit a complete application signed by the adult director or school administrator (no student or parent submissions will be accepted), by the deadline of 5:00 PM on Friday, January 14, 2010. To participate, the school's musical must take place between Thursday, January 18, 2010 and Saturday, May 8, 2010.

Productions entered must fall into one of the following categories and must be billed accordingly in the program:

- a published musical, operetta or revue that is presented with the approval or permission of the original creators or their representatives (either currently held by a licensing house or having entered public domain).
- an original piece which features an original script, music and/or lyrics and which is covered under a valid copyright that is presented with the approval or permission of the original creators or their representatives.
- an original compilation of material from other sources that is presented with the approval or permission of all of the original creators or their representatives.

Also, each entered school must pay an application fee by the application deadline, provide accurate driving directions to the performance, and provide up to eight (8) complimentary tickets throughout the run of the show for attending evaluators.

ROUNDS OF COMPETITION

The Stage Top Honor Awards are comprised of two rounds of competition. The Production Round runs from January to April and consists of Evaluators attending school productions and making recommendations of performances or production elements which they feel should move into the second round of the competition, the Nomination Round.

NOMINATION ROUND

The Nomination Round begins after all shows have been initially adjudicated. The Nomination Committee, made up of primarily San Jose Stage Company members, considers the recommendations made by the Evaluators and analyzes the support material submitted by participants to determine the slate of Final Nominees.

PRODUCTION ROUND

Evaluators attend productions between Thursday, January 21, 2010 and Saturday 8, 2010 and submit recommendations for nominations based on the performances and production elements they see.

CRITERIA AND TOOLS USED IN THE PRODUCTION ROUND

- Evaluator assessment of the performance attended
- Information on the production contained in the Top Honor packet received from each school
- Production and Performance Standards of Excellence that provide Evaluators with evaluation criteria and benchmarks in each award category
- Evaluator pre-season training sessions that provide models and effective practices for assessing and critiquing productions (sessions are mandatory for all Evaluators)
- Evaluator Handbook outlining conduct and commitment required of all Evaluators

NOMINATION ROUND

At the conclusion of the Production Round, the Nomination Committee, made up primarily of San Jose Stage Company members, convenes for a two week period during which time each category's Evaluator recommendations are independently reviewed. The Nomination Committee considers all eligible candidates with a fresh perspective and thoroughly reviews the Evaluator feedback, scoring and mandatory support material. At the conclusion of the two-week Nomination Round, a slate of Final Nominations will be announced. The list will be emailed to each school and announced on the San Jose Stage Company's website on May 9, 2010.

Criteria and Tools used in the NOMINATION ROUND

- Mandatory Support Material (DVD and photos) submitted by the school
- Scores assigned to the Evaluators' recommendations
- Number of recommendations received (need at least a majority consensus of Evaluator Panel)
- Narratives submitted by the Evaluators regarding those recommendations
- Experience and accumulated musical theatre knowledge of the Nomination Committee, which will acknowledge the disparity of production requirements between shows and recognize the level of difficulty in mounting certain works

PLEASE NOTE: EVALUATOR RECOMMENDATIONS DO NOT GUARANTEE A FINAL NOMINATION.

The Nomination Committee brings a variety of factors into consideration in reaching their decisions. In some cases, this may lead to the committee overriding the recommendations of the Evaluators, but this will only be done when deemed necessary. All decisions of the Nomination Committee are final.

CRITERIA USED TO DETERMINE “OUTSTANDING OVERALL PRODUCTION” NOMINEES

Evaluators will score the category of “Outstanding Overall Production”, but their recommendation is just one of several factors used to determine the category. Final Nominees for “Outstanding Overall Production” are determined by the Nomination Committee using the following indicators:

- The scores assigned by the Evaluators in the category of Outstanding Overall Production
- The Production Scores that are assigned by Evaluators based on the 13 general questions answered for all productions
- A thorough review of the Mandatory Support Material (DVD and photos) submitted by the school
- The cumulative number of nominations received in other Top Honor categories
- Narratives submitted by the Evaluators in the category of Outstanding Overall Production
- Experience and accumulated musical theatre knowledge of the Nomination Committee, which will acknowledge the disparity of production requirements between shows and recognize the level of difficulty in mounting certain works

Among the eligible candidates, the Nomination Committee will be assessing the following achievements:

- Continuity and appropriateness in all production elements according to the demands and specifications of the script
- Outstanding execution of production elements and performances
- Balance between the physical production and the performances
- Demonstrated enthusiasm and commitment from the cast

APPLICATION PROCESS & DEADLINE

Schools wishing to participate in the 2010 The Stage Top Honor Awards must complete an application and produce a licensed musical between the dates of Thursday, January 21 and Saturday, May 8, 2010.

The Application is a Microsoft Word fill-in form that enables the applicant to type information directly into the form and allows unlimited space for responses.

The Application is available for download from San Jose Stage Company's website at <http://www.thestage.org> or via email upon request sent to swilliams@thestage.org. The completed application must be emailed to swilliams@thestage.org. Incomplete applications will not be considered. Schools presenting on multiple weekends will be assigned to a specific weekend to be evaluated.

All complete Applications must be emailed or mailed to the San Jose Stage Company Education Department by 5:00 PM on Friday, January 14, 2010. The first 50 applications **RECEIVED** by the San Jose Stage Company's Education Department by the stated deadline will be accepted.

** Please note that even if we receive the completed application on Friday, January 14, 2010, we may have already reached our 50-application maximum. We will email a confirmation if your application is accepted. **

In addition to emailing the Application, all applicants must mail to San Jose Stage Company the printed and signed hardcopy along with the appropriate application fee. The mailed hardcopy of the Application must arrive in our office within ten days of the email submission. If the program is filled to its capacity of 50 schools, additional applications will not be considered. All received applications will get an emailed confirmation. If schools do not receive an email receipt confirmation within 24 hours they should assume there was trouble transmitting the attachment and should call our office immediately at (408) 283-7142. Do not assume that we have received any documents that we have not specifically confirmed.

PLEASE NOTE: If your school's agreement with a licensing house is still pending you may enter "To Be Announced" for the Name of Musical and Dates and Times of Performances. All other questions must be completed.

The mailed hardcopy of the Application must include the following item:

- A \$200 application fee per school if the Application is date/time-stamped and received in our office on or before January 14, 2010.

Checks or money orders should be made payable to San Jose Stage Company. School Purchase Order Forms will be accepted as an indication of payment but must be received by San Jose Stage Company within ten (10) business days of receipt of the Application.

AND

Be sure to complete the page in the Application that requires schools to provide, accurate, typewritten driving directions and/or a map to the school or performance location, including walking directions from parking lots to the auditorium/venue. Driving directions should include landmarks and rush-hour traffic and parking advisements and should originate from a major highway, and not originate from San Jose Stage Company. Evaluators travel to your school from throughout the Bay Area. All schools must submit this information. Do not assume that we have this information on file or that we know where your school is located. Applications missing this information may not be considered.

Email application to: swilliams@thestage.org

Send applications to:

**San Jose Stage Company
Spencer Williams
Education Department
490 South First Street
San Jose, CA 95113**

EVALUATION PROCESS

San Jose Stage Company will send four (4) Evaluators to see the productions at each entered school between Thursday, January 21 and Saturday, May 8, 2010. The Evaluators will submit a written response form on each production and, if warranted, will make recommendations for nominations in specific categories. Our current corps of 25 evaluators is comprised of theatre educators as well as representatives from Bay Area professional and community theatres, presenting halls and arts education organizations. Evaluators hold degrees in music, theatre, dance or a related area; have extensive work experience in one of those disciplines on a professional or academic basis; or are professional artists or educators with wide knowledge of American Musical Theatre. They have an understanding of and/or experience in mounting high school musicals and are avid theatergoers.

All Top Honor Evaluators attend a mandatory Orientation and Training Session in January 2010. Evaluator performance and compliance is closely monitored by the San Jose Stage Company's Education Department, and the effectiveness of their responses are assessed each year. Evaluators who do not meet Top Honor criteria are not invited to return.

Evaluators use a Performance Response Form to assess your production. They are asked to recommend elements of the production for nominations meeting specific criteria for excellence in each performance and production category. Evaluators will provide comments on the high points of a production as well as identify areas for improvement. A blank copy of the 2010 Performance Response Form with the recommendation criteria will be emailed to you during the week of January 18, 2010 along with a list of participating schools and photocopies of the Evaluators' Forms will be sent to each school after they have been processed by the Education Department.

The Stage Top Honor Awards are comprised of two rounds of competition. The Production Round runs from January to April and consists of Evaluators attending school productions and making recommendations on performances or production elements that they feel should move into the second

round of the competition, the Nomination Round. The Nomination Round begins after all shows have been initially adjudicated.

To be considered for a nomination during the Nomination Round, a school must receive recommendations from a majority of the Evaluators in attendance in a given category during the Production Round. Those schools/performers with a majority consensus of assigned Evaluators will be considered for the Final Nomination slate after a thorough review of Evaluator comments, category scores and the mandatory support material submitted by the schools themselves.

Once the Final Nominations are determined by the Nomination Committee, the full Evaluator panel convenes in mid-May to discuss the Nominees and to anonymously vote for award recipients. Student Achievement Award applications are reviewed and selections are made in this category by the Nomination Committee. All nominees will be invited to attend The Stage Top Honor Awards where the award recipients are announced and nominees in certain categories perform selections from their shows.

The Rules and Guidelines related to the Evaluation process are as follows:

CASTING

- Schools that double or triple cast their show, must choose one cast, their “Designated Cast,” to be entered in the Top Honor Awards and provide us with the Designated Cast’s performance date(s). Please note that if the Designated Cast is featured for one performance only, all four assigned Evaluators will be in attendance for the same performance, a practice we try to avoid. For scheduling purposes, the Designated Cast must perform in at least two public performances. This would enable more flexibility for Evaluators, who will be seeing 2-3 shows per weekend throughout the spring.
- Each school must determine who will perform in their “Designated Cast” and it is not San Jose Stage Company’s intention to imply that principle roles should be played by upperclassmen. Whichever cast the director determines best represents the efforts of that school should be selected as the Designated Cast.
- Once submitted, a school may not change the dates of their Designated Cast performances. The players may change during the rehearsal process, but the performance dates may not.
- If a school chooses to cast adult performers (defined for Top Honor purposes as someone who has graduated from high school, or home-schooled individuals age 18 and over) in their production, they are doing so with the understanding that they may be disqualified from nomination consideration in the categories affected by that casting, up to and including the Outstanding Overall Production category. In most situations a high school’s chosen cast is comprised entirely from students enrolled at that high school or in the case of some children’s roles, from the lower grades of that school district. In some cases, such as with single gender parochial or private schools, a high school will invite students from other schools to join the cast. Students who are home-schooled often participate in Top Honor Awards in this way. In very limited cases, a high school will cast an adult, perhaps an alumnus of the school or a faculty member, for reasons as varied as low audition turnout or school tradition.

[EXAMPLES: Invited non-student performance that could occur: Officer Krupke and Lt. Schrank in WEST SIDE STORY (often played by principals or faculty), Miss Hannigan in ANNIE (often played by faculty), and the featured ballet dancer in CAROUSEL. In these cases, for example, the adult actors appearing in WEST SIDE STORY and CAROUSEL would be disqualified in the “Outstanding Featured Ensemble Member” category (but other STUDENT featured performers in the same productions WOULD be eligible in that category). However, the school producing ANNIE would have the adult portraying Miss Hannigan disqualified from the “Outstanding Supporting Actress” category (again, all other STUDENT supporting actresses in the same production WOULD be eligible in that category), and the entire production would be disqualified from the “Outstanding Overall Production” category since Miss Hannigan is a principle role and the quality of that portrayal contributes to the overall effectiveness of the production. The San Jose Stage Education Department will make disqualification determinations on a case-by-case basis as they arise, and all decisions of the Paper Mill Playhouse Education Department will be final.]

TICKETING AND EVALUATOR ATTENDANCE

- Each production will be attended by four (4) Evaluators representing San Jose Stage Company. The San Jose Stage Education Department will reserve a maximum of eight (8) complimentary tickets (2 per Evaluator) to entered productions on behalf of each Evaluator and their guest. If a guest cancels and will not accompany the Evaluator to the production, that Evaluator will inform the box office that one seat may be released upon picking up his/her reserved ticket. Tickets shall not be unreasonably requested by San Jose Stage Company or unreasonably denied by participating schools.
- If, due to unforeseen circumstances, an Evaluator fails to attend an assigned performance, the San Jose Stage Company Education Department will attempt to re-assign that Evaluator to another of the school’s performances, if any remain. If no performances remain the Education Department will double the highest score and all recommendations received by that school from the remaining three Evaluators assigned to that production.
- If, due to unforeseen circumstances, more than two or more Evaluators fail to attend an assigned performance, rendering a fair assessment of the production impossible, the school will regrettably be withdrawn from the competition and the application fee will be refunded in full.
- San Jose Stage Company Education Department strongly recommends that teachers allow the Evaluators to attend performances anonymously so that they can fairly evaluate the production without lobbying from cast members’ families and friends.
- Eight (8) tickets to each performance should be held by the school until they receive specific reservation instructions at least one week prior to each participating school’s performance dates, or sooner if scheduling permits. Tickets will be reserved under a name other than San Jose Stage Company that will be known only to the school’s ticket coordinator, Evaluators and San Jose Stage Company Education Department. Evaluators will pick up the reserved tickets immediately prior to their assigned performance. Please do not mail tickets to San Jose Stage Company.
- Evaluators will be sent to regular public performances and only assigned to rehearsals or student matinees if no other scheduling option exists.

- The San Jose Stage Company Education Department makes every effort to send a full complement of Evaluators to each school. Schools that believe that Evaluators have not picked up tickets or attended performances should leave a message for Spencer Williams at San Jose Stage Company, (408) 283-7142. The voice mail on this number will be regularly checked on weekends during the period of the Top Honor productions. Similarly, Evaluators are instructed to contact San Jose Stage Company in case they cannot make a particular performance so that replacement Evaluators may be sent. On weekends and at other times, it may not be possible to reach the schools and make actual reservations for these replacement Evaluators. In this case, the Evaluator will purchase tickets at the door and the Education Department will refund the price of the ticket to the Evaluator.
- Every attempt will be made to re-schedule. Evaluators in the event of inclement weather or cancelled performances.
- As individual Evaluator assignments are made, every attempt will be made to ensure non-partiality on the part of the Evaluators. Evaluators having a relationship, either professional or personal, with individuals at a particular school will not be assigned to evaluate that school's production. San Jose Stage Company also makes every effort to send Evaluators skilled in various areas of theatre production to each school (i.e. a director, a designer, a choreographer, etc.) and to rotate the pool so that the same Evaluators do not attend shows at the same school in consecutive years (unless an Evaluator is stepping in as an emergency substitute at the last minute).
- We recommend that teachers not tell their students when the Evaluators are coming so that the Evaluators will see a typical performance as an average member of the audience. Roping off or placing reserved signs on seats that read "San Jose Stage Company Evaluators" is strongly discouraged.

EXCLUSIONS

- Only schools using orchestras that are comprised of a minimum of 75% student musicians will be eligible in the category of Outstanding Achievement by an Orchestra, with no more than 25% hired professionals or non-student players. Student musicians must be currently enrolled in a high school. School alumni or college age musicians are not considered student musicians for the purposes of determining eligibility in the Outstanding Achievement by an Orchestra Category. Determination of eligibility in this category will be based on information provided in the school's application form and program listings, and will be at the discretion of the San Jose Stage Company Education Department.
- If a school chooses to cast adult performers (defined for Top Honors purposes as someone who has graduated from high school, or home-schooled individuals age 18 and over) in their production, they are doing so with the understanding that they may be disqualified from nomination consideration in the categories affected by that casting, up to and including the Outstanding Overall Production category. (See page for details on casting)

- Design and/or creation of props created for a school's production are taken into consideration as an achievement in either the scenic or costume category, accordingly.
- School productions directed by employees of San Jose Stage Company are not eligible to compete in the Top Honor Awards. San Jose Stage Company employees who serve as choreographers, musical directors or designers (or who work in other prominent positions on the creative or technical staff of a participating production) are also not eligible for nomination in the area of their work on the production.

NOMINATIONS

- Please refer to page 4 of this booklet for details on the criteria and tools used by Evaluators during the Nomination Round.
- Please refer to page 4 of this booklet for details on the criteria used by the Nomination Committee to determine the category of Outstanding Overall Production of a Musical.
- Final Nominations will be posted on the San Jose Stage Company's website on Friday, May 7, 2010.

EVALUATOR FEEDBACK

- San Jose Stage Company strives to mail Evaluator comments and recommendations as soon as possible following your show. Reports are mailed on a rolling basis. Please note some factors when considering the timeliness of your school's report:
- Evaluators have ten days to submit their Performance Response Forms following a show.
- Comments cannot be sent until all Evaluators in attendance have submitted their reports.
- Over 80% of participating schools hold their musical in March. Because of the sheer volume of schools producing during that month, schools producing in March should expect a delay of at least one month in receiving their Evaluator Performance Response Forms.

SUPPORT MATERIAL GUIDELINES

Other than presenting their musical, a school's primary responsibility when participating in the Top Honor Awards to assemble and submit the required support material by the stated deadline of Friday, May 07, 2010 at 5:00 pm. *The importance of this cannot be understated!* It is suggested that all participants have a plan to provide San Jose Stage Company with adequate support material. The most successful productions will often assign a team or "crew" whose job it is to document the rehearsal process and performances for the purposes of presenting their show to the Nomination Committee of the Top Honor Awards. All schools must submit support material to be considered for a Final Nomination in any category or Special Award. This material is used to augment and support Evaluator comments and observations and to demonstrate the quality and character of your production throughout the nominating and voting process. It is a mandatory requirement. Schools that fail to submit support material are in effect withdrawing themselves from the competition prematurely and, despite any recommendations they or their students may have received by Evaluators, will not be given further consideration by the Nomination Committee.

ACCEPTABLE SUPPORT MATERIAL INCLUDES:

- Production photos (digital CD preferred) (**MANDATORY**)
- Flyers and posters (22" x 30" maximum)
- Audio
- Video footage in DVD format preferably - segmented or chaptered (**MANDATORY**)
- Production drawings (scenery, costumes)
- Programs/playbills (**MANDATORY**)

IMPORTANT INFORMATION REGARDING SUBMISSION OF VIDEO – San Jose Stage Company will only accept footage that has been sanctioned by the licensing/publishing house holding the copyright for your production. Although most contracts forbid taping of productions, special permission may be granted to create a single tape for archival purposes or for the express purpose of participating in a high school musical competition. Please consult your licensing agent to obtain permission. We will accept the following:

- 1) Full-performance footage that has been approved by your licensing house
- 2) Footage of a rehearsal (preferably a final dress rehearsal)
- 3) Edited highlights with footage of select production numbers and/or scenes

**** IMPORTANT INFORMATION REGARDING DVD/CD-ROM FORMATING** - DVD/CD-ROMs submitted should be segmented into files or chapters by production number and must be compatible with the Windows or MAC operating software. Each file's name should describe its content (example of a production of "Carousel" at Kennedy High School: KHS_Carousel_opening.mpeg.)

Please keep the following in mind when deciding what support material to send to San Jose Stage Company:

- Each item submitted must be labeled with the school's name and the name of the show.
- Photos submitted in an album or binder should be removable and not permanently glued to a page or other surface.
- Schools anticipating a nomination in a technical category should send photos that highlight individual technical elements (i.e. sets, costumes, lights) without performers standing in front of them, as well as sending photos of an actual performance that demonstrates the technical element as it was used in the show.
- Schools anticipating a nomination in the category of Outstanding Achievement by an Orchestra should send an audio sample of the show's overture, entr'acte, incidental music or a segment of a production or dance number that does not feature solo or choral singing and does not include spoken dialogue.

Support material must be received in the office of the San Jose Stage Education Department by Friday, May 07, 2010.

AWARDS CEREMONY AND TICKETING

The Awards Ceremony, modeled on the *Tony Awards*® format, will be held on June 8, 2010. The ceremony will feature performances of production numbers from the top nominated musicals and selections performed by students nominated in outstanding lead actor and lead actress categories.

Tickets for the awards ceremony will be sold through each of the nominated schools. Tickets to the Awards Ceremony will be allocated to schools receiving Final Nominations based on the overall number of nominations received.

TICKETS ARE AVAILABLE TO THE GENERAL PUBLIC.

Individuals recognized with an award will be invited on stage and permitted to make an acceptance speech not exceeding two minutes in length. Transportation and parking to and the California Theatre for the Awards Ceremony will be the responsibility of each individual school.

Schools nominated in the Outstanding Overall Production Category will be asked to present one (1) musical number from their production at the Awards Ceremony in June. Final selection of the number will be made by the nominated school and San Jose Stage Company Education Department. No scenic elements will be allowed for the performance, but costumes and hand props that can be transported to the California Theatre by the students will be permitted. Due to limited dressing room space, students will be asked to wear their costumes throughout the ceremony.

ADDITIONAL INFORMATION

TOP HONOR AWARDS PROGRAM LISTINGS & CREDIT

San Jose Stage Company Education Department is dependent upon your school's playbill/program for accurate information regarding the students and faculty involved. Please list information as clearly as possible; include the full name and credits for each of the following production positions:

- Director(s)
- Choreographer(s)
- Scenic Designer(s)
- Graphic Designer(s)
- Lighting Designer(s)
- Costume Designer(s)
- Hair & Makeup Designer(s)
- Musical Director(s) (instrumental & vocal)

Please indicate clearly with an asterisk (*) or other symbol, any production elements designed by a STUDENT or team of students.

The following promotional copy is provided for inclusion in your production's program with the intention of lending an endorsement to your school's production and highlighting the participation of your school and your students in the Top Honor Awards. However, inclusion of this ad is not mandatory, and the absence of the copy from your program will not prevent your production from being evaluated or recommended for nominations in any way.

(school name)

production of
(production title)

is proud to participate in the 2010 Stage Top Honor Awards a program recognizing and awarding excellence in the production of high school musicals

SCHEDULE OF IMPORTANT 2009 DATES AND DEADLINES

January 14, 2010	2010 Stage Top Honor Awards Applications Due <i>(Applications must be received by 5:00 pm)</i>
January 18, 2010	List of 2010 Stage Top Honor Awards participants emailed to schools
January 21, 2010 through May 08, 2010	PRODUCTION ROUND: 2010 Stage Top Honor Awards participating schools present musicals
(San Jose Stage Company will e-mail or phone-in the Evaluator's reservation request at least one week before your performances begins. Please hold 4-8 tickets per performance until the reservation is confirmed.)	
May 07, 2010	Deadline for Submission of ALL 2010 Stage Top Honor Awards Support Material <i>(Support Material must be received by 5:00 pm)</i>
May 07, 2010 through May 09, 2010	NOMINATION ROUND: Nomination Committee meets to determine Final Nominations
May 10, 2010	List of Final Nominations emailed to participating schools and posted at http://www.thestage.org
May 10, 2010	Evaluator Meeting: award recipients are determined
May 17, 2010	Tickets go on sale for <i>2010 Stage Top Honor Awards Ceremony</i>
June 01, 2010	Last day for nominated schools to claim tickets for the <i>2010 Stage Top Honor Awards</i>
June 7, 2010	<i>2010 Stage Top Honor Awards Ceremony</i>

AWARD CATEGORIES

- Outstanding Overall Production of a Musical
-
- Outstanding Performance by an Actress in a Leading Role
-
- Outstanding Performance by an Actor in a Leading Role
-
- Outstanding Performance by an Actress in a Supporting Role
-
- Outstanding Performance by an Actor in a Supporting Role
-
- Outstanding Performance by an Ensemble Member
-
- Outstanding Performance by a Chorus
-
- Outstanding Performance by an Orchestra
(must be 75% students)
-
- Outstanding Achievement in Musical Direction
-
- Outstanding Achievement in Choreography
-
- Outstanding Achievement by a Teacher or Outside Director
-
- Outstanding Scenic Achievement
-
- Outstanding Lighting Achievement
-
- Outstanding Costuming Achievement
-
- Outstanding Hair & Make-up Achievement
-
- Outstanding Graphic Achievement

***Special awards may be given at the discretion of the judges for outstanding achievement in areas that do not fall into any of these existing categories. All decisions of San Jose Stage Company Education Department and Top Honor Evaluators are Final.