**Texas Association of Student Councils**

**State Officer Campaign Skit Technical Guidelines**



* **Advisor or Student** – Each candidate school is required to have a sponsor or a student to sit with the Technical Director at the back of the room for REHEARSALS and PERFORMANCE. This person MUST be knowledgeable of the skit and be able to give any necessary cues to the conference Technical Director. This should be the SAME person for BOTH rehearsals and performance. This person will be responsible for having any video, music, audio, and/or lighting cues for the skit as well as when to start and stop any video segments.
* **Scripts** – The person who will sit with the Technical Director should have TWO (2) Scripts for your skit – one for them, and one for the Technical Director. Scripts should be typed and easy to read and follow using the guidelines below. Scripts should contain the following information in the top ¼ of the first page (see example on next page): 1) OFFICE for which you are running / 2) SCHOOL NAME / 3) ADVISOR NAME / 4) MICROPHONE REQUIREMENTS (number you need) / 5) AND INDICATE whether you have music, video, and/or audio.
* **Music &/or Recorded Audio** – must be a file formatted for use on any platform. ALL Music or Audio Only files must be saved as MP3 or MP4-Audio files ONLY- NO OTHER FORMAT shall be accepted, except at the sole discretion of the audio director on site. Songs/selections should be organized AND numbered in the order in which they are to be played – NO OTHER MUSIC OR AUDIO should be included other than what is being used for your skit. It is recommended to bring a USB drive with the files as a backup. Music, Lights, Audio will be played from the back of the general session room. It’s advisable to have your music files available on a laptop you have with you as an additional backup.
* **Video(s)** – must be formatted for use on any platform. ALL Video files MUST be rendered in 1080p mp4 or mov format – NO OTHER FORMAT shall be accepted, except at the sole discretion of the video director on site. Video selections should be organized AND numbered in the order in which they should be played and labeled in your script. If your video selections play back to back – please ensure your video is cut together appropriately to play as one file/clip. Videos will be submitted electronically, but a USB backup is recommended.Videos will be played where the Video Technician and Teleprompter Technicians are located. It’s advisable to have your video files available on a laptop you have with you as an additional backup.
* **File Submission- audio and video files are submitted electronically, but it is recommended to have a USB backup and a laptop with the files available as an additional backup.**
* **Lights** – Lights can be either ON or OFF. If lighting is anything other than ON the entire time, you MUST have a script with light cues AND have someone who knows these cues sit with the technician during rehearsals AND performance.
* **Spotlights** – A spotlight with stage lights will be available for your use. If available, and you want to use the spotlight, you MUST have someone sit with the operator to give the light operator cues. This person MUST be in the booth for both rehearsals and the performance.
* **Power Requirements on Stage** – If you require power on the stage, you MUST let us know 4 weeks prior to the conference. Power will be limited to a single extension cord placed on the stage. If you require multiple outlets you will need to bring a power strip and/or additional appropriate extension cords. The extension cord provided to you as well as any power strip and/or additional extension cords must be included on your campaign budget summary.
* **Microphones** – There will be a minimum of FOUR (4) handheld microphones available for your use. Microphones and stands MUST be returned to their location of origin at the end of your skit. DO NOT LEAVE Microphones or stands on the stage, please return them to the Stage Manager. **Microphones MUST NOT be placed directly on the stage floor at any time** – if microphones are placed or dropped on stage, the school responsible may be charged for any damage that may occur**.**
* **Stage, Props and Scenery** – Any/all props, scenery, costumes, etc., must fit through a standard size single doorway. Props and scenery, etc., should not exceed eight (8) feet in height. Actual allotted performance space should be expected to be approximately 30 feet wide by approximately 20 feet deep – meaning all props, scenery, and performances should be able to take place in a space of this size. All items used in your skit must be cleared off and removed from the stage within your allotted time. NO liquids, confetti, pyrotechnics, or flames are allowed.



**Example of what should be on the first page of your script and how it should be labeled within for A/V Cues using the following format and coloring: (Page 1 - Top)**

1. **Position: PRESIDENT**
2. **School Name: ABC HIGH SCHOOL**
3. **Advisor Name: Mrs. JANE SMITH**
4. **NEED 3 MICROPHONES**
5. **MUSIC ON FILE**
6. **VIDEO ON FILE**
7. **DO NOT NEED POWER ON THE STAGE**



**START YOUR SCRIPT HERE . . . . . .Example to use for formatting:**

CHARACTER 1 NAME: [Smiling] I'm so glad to see you smiling!....

MUSIC CUE: PLAY This Title AUDIO (as listed in your online folder materials)

CHARACTER 2 NAME: [Excitedly] Look, Mom! ….

VIDEO CUE: PLAY this title VIDEO (as listed in your online folder materials)

CHARACTER 1 NAME: Of course, sweetie! Let's go!....

LIGHTS CUE: Lights ON/OFF or Spotlight Directions