



OHIO COMMUNITY THEATRE ASSOCIATION SET DESIGN RULES – 2021

PURPOSE: To honor an outstanding set designer and the set as it was in the theatre at the time of the production.

**Each OCTA member theatre is eligible to submit entries from their season. An official entry form must be completed, and competition materials received by July 17, 2021 - OCTA Competition Chair
JASON NEYMEIER, 4118 Kinsley Ct., Toledo, OH 43607,
PHONE: (567) 316-3817 EMAIL: jasonn1979@gmail.com**

Materials will be judged by three set designers or technicians from non-competing theatres. The judges will be from the area close to the chairperson's home. Entries will be displayed at the Annual Conference. During the Annual Conference awards ceremony, the order of the awardees will be announced, and a trophy will be given to the first-place awardee and certificates will be given to the other participants.

AN OFFICIAL ENTRY WILL INCLUDE:

1. The official entry form.
2. Three letters of recommendation from:
 - a. A theatre board member explaining why the set was chosen to represent their group. (1 page)
 - b. The director of the show explaining how the set enhanced the production and helped with stage movement blocking. (1 page)
 - c. The set designer explaining the concept of the set and the problems which had to be overcome in designing and building the set. (1 page)
3. A scale drawing, top view, of the set as it appeared on the stage, giving the dimensions of stage and seating arrangement.
4. A maximum of 4 snapshots (3 x 5 or 4 x 6) showing the stage without the set.
5. A maximum of 40 labeled snapshots (same size as #4) showing the completed sets at different angles. These should show any special design features (i.e. Revolves, moving walls, etc.) These should be with and without special lighting. At least 4 snapshots should include actors. The pictures should be mounted on 8½ x 11 paper. All materials should be compiled in a folder or binder.
6. A copy of the program from the show.
7. A 3-D scale model of the set is encouraged, with color swatches and samples of fabric and any special materials used, if possible. The name of the theatre, the name of the show and the dates of the production should be written on the model. For reasons of transport, the maximum size for a model should be 24" wide x 20" deep x 12" tall.
8. (OPTIONAL) The designer's original sketches may be included.

Please Note: It is the submitter's responsibility to make sure arrangements are made for the pick-up of competition materials following Annual Conference. **DEADLINE: JULY 17, 2021.**



OHIO COMMUNITY THEATRE ASSOCIATION SET DESIGN ENTRY FORM - 2021

NAME OF THEATRE: _____

ADDRESS OF PERFORMANCE SPACE: _____

OCTA REGION: _____ THEATRE SEATING CAPACITY: _____

THEATRE: OWNED _____ RENTED _____ OTHER (EXPLAIN) _____

TYPE OF STAGE: THRUST _____ ROUND _____ PROSCENIUM _____

PLACE OF CONSTRUCTION IF NOT AT THEATRE: _____

APPROXIMATE TIME OF CONSTRUCTION: _____

MOVE IN TIME: _____

BUDGET FOR SET: _____

NAME OF SHOW: _____

AUTHOR: _____

PRODUCTION DATES: _____ # OF PERFORMERS: _____

(FOR MUSICALS ONLY): NUMBER OF ORCHESTRA MEMBERS: _____

WHERE WAS THE ORCHESTRA LOCATED FOR THIS PRODUCTION? _____

NAME OF THE SET DESIGNER: _____

SET DECOR CHAIRPERSON: _____

MASTER CARPENTER: _____

LIGHTING DESIGNER: _____

WERE ANY OF THESE PAID POSITIONS? _____

TELL THE APPROXIMATE NUMBER OF CREW INVOLVED IN GETTING THE SET BUILT AND OPERATIONAL: _____

THEATRE CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

**DEADLINE: JULY 17, 2021. Send to Chair:
JASON NEYMEIER, 4118 Kinsley Ct., Toledo, OH 43607,
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