

VII



High School Shakespeare Carnival 2023



CARNIVAL CAPTAIN HANDBOOK

REGISTRATIONS OPEN UNTIL APRIL 6



HIGH SCHOOL SHAKESPEARE CARNIVAL 2023

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WELCOME TO THE

2023 SHAKESPEARE CARNIVAL



It's the seventh year of the High School Shakespeare Carnival

This year we hope to empower more students to challenge themselves in a creative and exciting way, and to assist them to develop their talents to even greater levels. It's great to have you with us.

We have more resources than ever and are expanding the chances the Carnival gives you to be awesome by creating the new and exciting 'Carnival Captain' role! A role perfect for those who love the vibrant behind the scenes and organisational process of the performing arts world. We're also looking to reach beyond the city with zoom calls and video assistance as actors, dancers, musicians and filmmakers develop their work.

Our job is to help you get the most out of the Carnival, so if you have questions or conundrums we're only an email away on carnival@sportforjove.com.au. You can also find additional materials and posts on our social media pages to help you and your fellow students develop your work.

So, a warm welcome to those who are joining the Shakespeare Carnival for the first time and those who are returning once again to our growing Carnival family. Sport for Jove's ridiculously enthusiastic and astoundingly skilled team of artists, led by Chris Tomkinson and Damien Ryan, will throw open the doors of the theatre to all who wish to be on stage for the great joy that is the Shakespeare Carnival.

Let the fun begin!

Chris Tomkinson
Shakespeare Carnival Director

Damien Ryan
Managing Artistic Director,
Sport for Jove Theatre Co.

WHAT ON EARTH IS A CARNIVAL CAPTAIN?

In the arts, the person who makes things happen is called the Producer - but that's a boring name, so at the Shakespeare Carnival we call that person who makes the Carnival happen in their school.....

The Carnival Captain.

A producer manages all aspects of a production - working out what needs to be done and organising all the different elements so that everything falls into place. They support the work of the creative team by making sure that all the right people, tools, and venues are ready to go on time and on budget.

If you like to be a leader, an organiser, A BOSS and want to help make the arts happen, why not join us and become your school's Shakespeare Carnival Captain? Working closely with your teachers, you can make your school's Carnival bigger and better in 2023!

WHY BE A CARNIVAL CAPTAIN?

If you want to work in the arts - as an actor, dancer, director, musician, stage manager, writer etc - knowing how to organise a performance is one of the most useful and empowering skills you can develop.

Chris T's story about being a producer....

"...At drama school I organised cabaret nights, sausage sizzles, teacher performances, a dance party and raised over \$15,000 for the school. Then when I graduated, between acting jobs, I stage managed, produced and directed shows, films and events that helped me to make new connections. I created work for myself and others and got jobs as an actor, director, filmmaker and producer with a variety of companies. In fact, most of my stage acting work has come through connections I made as a producer rather than the more formal channels of my agent. I'd meet people, work with them, they'd introduce me to other people and being a producer opened so many doors for me as an actor!"*

The organisational and networking skills producing gives you can also be applied in pretty much every other industry. Being able to produce will skill you up for just about anything in life!

**The \$15,000 Chris raised is now equivalent to \$30,000 today!*



THE CATEGORIES

The details below outline the categories and guidelines for the Carnival. These must be read in conjunction with the guidelines for each category.

Shakespeare Carnival Categories

Duologue - a scene between two people.

Ensemble Scene - a scene between three to ten people.

Group Devised - a performance with between three to ten people.

Dance - a performance with two to ten dancers.

Physical Theatre - a performance with two to ten performers.

Music Composition - a performance with up to ten musicians.

Smartphone Short Film - a film shot with a smartphone and edited on a computer.

KEY DATES

6 April, 2023
Registration Closes

By 28 April, 2023
In-School Carnival

8 - 19 May, 2023
Regional Carnival

10 - 11 June, 2023
State Carnival
Weekend



A SHAKESPEARE CARNIVAL

HOW-TO GUIDE FOR THE CARNIVAL CAPTAIN

START WITH THE DATE OF YOUR REGIONAL CARNIVAL AND WORK BACKWARDS!

What do we mean by this brilliant piece of advice? If you know where you have to get to, it's easier to find the road to your destination - So, start by downloading and printing off our [High School Shakespeare Carnival Calendar](#).

CREATE A TIMELINE

Write down when you need to have everyone ready for your Regional Shakespeare Carnival. How long before that do you need to hold your School Shakespeare Carnival? Set the date!

How many weeks of rehearsal will you need? Create a timeline from the first announcement, to the sign-up period, to the first and last rehearsals, dress rehearsals, and finally the School Carnival! You will need to confirm this with your school and supervising teacher.

HOW WILL WE GET THE STUDENTS TO SIGN UP?

Organise the sign-up process: will students sign their names on a poster? Fill in a digital form? Email you their ideas? Attend an info session or trial rehearsal at lunch time? Dive straight in and create their groups at the first rehearsal?

Advertise your sign-ups everywhere - via daily notices, emails, posters, newsletters, announcements over the PA system, in homerooms, in assemblies, social media, notice boards or anywhere you can imagine - why not chalk it on the playground!??!

HOW WILL IT ALL HAPPEN?

With your teachers, arrange the best venues and time slots for each rehearsal, including final dress rehearsals and the School Carnival. Don't forget to organise additional rehearsals between the School and Regional, and the Regional and State Carnivals, too! (When performers get selected to go on to the next level of the Shakespeare Carnival they are going to have to work even harder to get even better and shine even brighter).

Once you know who will be performing at your School Shakespeare Carnival and what equipment they will need, make a list of all the props, equipment, instruments, light and sound elements. Make sure you locate these items so that they are ready to go, or delegate who needs to bring them in for rehearsals and performances.

Set a deadline for students to give you their music tracks, audio, or video files - best to make it a week or a few days before the performance so you have time to put them on a computer and test them (and you'll have a lot to do as the event comes to reality).

Recruit a production team: do you need a stage manager, designer, costume and props master, lighting operator, sound operator? Organise the running order for the School Carnival, and make sure you stick to it for the final dress rehearsals so that the production team can practice transitions, cues, and fix any problems!

Will you use an MC to introduce each act? One thing they can do is introduce the act by setting the scene and telling the audience the name of the play, the names of the characters and a bit about who they are and what's just happened in the play before the scene starts so that they can enjoy the scene or the dance or the piece of music. You may need to write this script for the MC to use on the day.

GET THE PERFORMERS TO WRITE SOME OF YOUR SCRIPT!

One trick is to ask each act to write their own 50 word introduction which tells the audience what they need to know. That way you don't have to research and write them all yourself.

You might also want to invite some friends, or a couple of students from the years below you, to be your vice-captains. This way they will be gaining experience to be the Carnival Captain in a year or two - plus....you get minions!!!!

SUPPORT THE REHEARSAL PROCESS

Alongside the expertise of your teachers, share the Shakespeare Carnival's official How-To Guides and online resources with each performance group. Download and share the Guidelines and Judge Score Sheets for each category, making sure that you follow all the rules! (The saddest thing is when a really great act runs over time and has to be disqualified....it REALLY sux!) You can find all this and more on our website and social media pages: www.sportforjove.com.au/shakespeare-carnival

You might also like to organise additional teachers to help mentor specific groups, attend certain rehearsals to give feedback, or teach masterclasses on a special skill (e.g. composition, physical comedy, iambic pentameter). If this isn't possible, why not contact our Carnival Director Chris to set up a workshop, Q&A session, or ask for video feedback?

One really great idea is asking if your teachers want to get onstage too! You could organise a teachers' performance to present at the School Carnival!

WHO ELSE IS MISSING? JUDGES! OH, AND AN AUDIENCE TOO!!!

A key element of the School Carnival is the judges! With your teachers, decide who you'd like to be on the panel of judges at your carnival. Make a list of all the people you can think of that would be great, because not all of them will be able to help you, then start contacting them. And make sure you approach them well in advance with an extra special 'please' and 'thank you'!

Ask them to save the date, and then send them a special invitation closer to the carnival with all the details. If you can, include with this a copy of the Judge's Score Sheets (from the Guidelines document on the Shakespeare Carnival website), and Running Order for them to look over. On the day you'll also need a School Shakespeare Carnival Awards List - which is downloadable from our website, or you can make your own.

Now you have your judges, you'll also need an audience! Send out announcements and invitations to other students, teachers, staff, as well as parents, family, friends, alumni, and the wider school community.

To spread the word, you could set up:

- Advertising in your school's daily notices
- Posters, flyers, newsletters
- Announcements over the PA system, in homerooms, classes, or assemblies
- Mini performances in the playground or at assemblies
- Email invitations
- An 'event' on social media
- Personalised profile pictures and cover photos - either a 'frame', an image from a special themed photoshoot, or shots of students performing/rehearsing.
- Interviews and advertising in the school magazine or e-newsletter
- Advertising in the local newspaper - or better yet, call them up and get them to do a story on how you're organising the Shakespeare Carnival and they can interview you and some of the other performers and you might get discovered by a passing Hollywood star!

Make sure you take lots of photos for you to share with friends, family, and the school community. Speak to your school's marketing team - they may want to send a photographer! The more awesome shots you get, the more you can use to make the carnival bigger and better next year!



KEEP THE FUN GOING!

The key focus for a Carnival Captain (any producer, for that matter) in making any event happen, is managing your resources. 'Resources' include:

TIME

You have to use your time effectively and focus on the important things and not get distracted by the trivial stuff. As we said, start by knowing when you have to have your School Carnival and work backwards to plan when you have to have things done by, then do them. Easy!

SPACE

You'll need to think about how the performers can find rehearsal rooms at lunch or after school, a stage for your final performances, dressing rooms, warm up rooms etc. Where and when can you use them and who do you have to talk to about that? Easy!

INFORMATION

You've got to communicate with people clearly. You can use emails, posters, social media posts etc – gotta get that info out there in time for people to be able to take action. Easy!

PEOPLE

You'll need actors, the crew, ushers. You can ask your fellow students (especially a couple of smart kids from the lower years who might want to be Carnival Captain next year), ask teachers for permission to do stuff (it's really wise to run your plans by a staff member), and, of course, one of the great untapped resources of all time - parents. Adults are often very keen to help young people do amazing things – they can bake cakes, run BBQs, help with advice, drive you places when you need to. Grown-ups are really useful sometimes! When it's all over thank everyone who helped profusely. Easy!

MONEY

Mostly you won't need money to run the Carnival because you have access to spaces for people to rehearse and perform at your school and, if you ask nicely, you can probably print a few things out to if you need to, as well. People will often volunteer to help if you ask nicely. So ask fellow students and parents and even a teacher if you need their help.

But, the Carnival does take some of the above resources to run and, fabulously and fantastically, it's also an opportunity for you to raise money for your school. You can charge parents a gold coin donation to see the show. You can run a cake stand and a drink stall or a BBQ, or all three! You can run a raffle with prizes donated from local businesses in exchange for thanking them at the event and in the program you print. (You can even make a certificate of thanks that they can display in their place of business).

Any money you raise could go towards covering some of the costs of travelling to the Regional and State Carnivals or to get a workshop to help you do awesome things in class, or buying some books for the library, or the help fund the school musical you've always wanted to do.

As I have said above, you have to make sure that you look after your resources – that you communicate effectively with everyone, that you treat your people well, that you thank everyone that helps.

All of this should be discussed with your teachers first, to make sure that it's OK – but you can use the Carnival as a force for good in this world! Easy!

THE CAPTAIN'S CHECKLIST

- Read the Carnival Captain Handbook.
- Download the High School Shakespeare Carnival Calendar.
- Set the date for your School Carnival.
- Schedule your rehearsals.
- Plan and advertise for sign-ups.
- Collect participants' contact details.
- Create a list of participants, including who is in their group, their category, and which of Shakespeare's works they are drawing from.
- Recruit a fabulous Panel of Judges.
- Send out invitations and advertise for the School Carnival.
- Plan fundraisers.
- Manage ticketing.
- Organise special rehearsals or masterclasses with other teachers.
- Email Chris (Carnival Director) to set up workshops, Q&As, and/or video feedback sessions:
carnival@sportforjove.com.au
- Advertise your carnival and spread the word!
- Set a deadline to collect all audio, music, or video files.
- Set a deadline to collect all the introductions for each act from each act and put it into the running order for the MC to use at the event.
- Review the guidelines and make sure all groups adhere to the rules, especially time limits.
- Make a list of what props, equipment, instruments, light and sound elements each group needs - locate these and/or delegate who is responsible for them.
- Create and distribute the running order. An example has been shared with you, titled: Schedule Example for School Carnival.
- Recruit a stellar Production Team to run sound, lights, stage management and possibly MC the event.
- Prepare running sheets, judges score sheets, award sheets.
- Hold technical and/or dress rehearsals.
- Run your School Carnival!
- Collect feedback from the judges.
- Continue rehearsals in the lead up to the Regional and State Carnivals - make sure everyone takes their feedback on board and continues to improve their work.
- Help your teachers organise excursions to the Regional and State Carnivals.
- Supply all audio, music, and video files and your list of participants and performance details to the production team.
- Make sure everyone is prepared to show off their awesome work to the best of their ability.

Contact us at any time for a chat, some advice, or answers to any questions you might have!

CHOOKAS CARNIVAL CAPTAIN!

This handbook is intended as a jumping off point - a beginner's guide, providing some basic background knowledge, ideas to inspire you, and the encouragement to just go for it! At certain points, producing can feel overwhelming, but you're never alone in this industry. At the heart of Sport for Jove is an ensemble spirit, and we hope that we can share this with all our Carnival Captains and their crew. Collaborate with your peers and teachers to brainstorm ideas, energise and encourage each other, and come up with new ways to make the Carnival bigger and better!

As always, if there's anything at all we can do for you, we're only an email away! There is a wealth of expertise, wisdom, and experience in the Sport for Jove team, and we want to offer you all the support you need to make the Shakespeare Carnival the best possible experience for everyone involved.

Thank you for jumping on board with us in this exciting new role. We can't wait to see what brilliant ideas you come up with!

Chookas Captain - we'll see you very soon at the Regional and State Carnivals!

Chookas means 'Good luck'! It comes from the time when chicken was a luxury meal and you'd only be able to afford chicken if you'd had a good performance.



SHAKESPEARE
Carnival

Presented by Sport for Jove Theatre Company



EXAMPLE ONE:



AWARDS LIST

AWARD	PERFORMERS	SCHOOL
Music - Winner		
Music - Runner Up		
Ensemble Scene - Winner		
Ensemble Scene - Runner Up		
Dance - Winner		
Dance - Runner Up		
Duologue - Winner		
Duologue - Runner Up		
Physical Theatre - Winner		
Physical Theatre - Runner Up		
Group Devised - Winner		
Group Devised - Runner Up		
Smart Film - Winner		
Smart Film - Runner Up		
<i>Highly Commended Group</i>		
<i>Highly Commended Individual</i>		
<i>Best Use of Voice</i>		
<i>Best Use of Body</i>		
<i>Moment of the Carnival</i>		
<i>Best Recovery</i>		

EXAMPLE TWO: SCHEDULE

(Just a basic outline of what information you will need, remember to check how much time each piece takes as that will affect the schedule).

TIME	CATEGORY	NOTES
3:45pm	Students arrive and warm up / ensure everything they need is available	<i>Carnival Captain can use some of this time to run a short warm up for the students.</i>
4:00pm	Judges arrive	<i>Make sure the judges have a good view and comfortable place to sit with writing space, as well as their judging sheets ready for them.</i>
4:15pm	Parents begin arriving	
4:30pm	Event begins. Carnival Captain introduces the event and judges,	<i>We recommend Shakespeare quiz questions to get everyone involved, and fill time if there are any technical difficulties or judges need more time and minties to throw out to winners ;)</i>

TIME	CATEGORY	STUDENT NAMES	YEAR	PLAY/INSPIRATION	SET/PROPS NEEDED
4:35pm	Dance	Hermione Edgar Ferdinand	11	Hamlet: Act 3 Scene 1 <i>Hamlet debates whether existence is worth suffering</i>	2 chairs
		Paris Henry	8	A Winter's Tale: A3 S3 <i>Antigonus vs the bear</i>	Fake baby
4:45pm	Duologue	Viola John	10	A Midsummer Night's Dream: A2 S2	
		Duncan Margaret	11	Macbeth: A2 S2 <i>Macbeth and Lady Macbeth have killed the king</i>	1 chair 2 fake knives
		Hero Mercutio	7	Richard III: A4 S4 <i>Richard tries to convince Elizabeth to get her daughter to marry him.</i>	3 blocks
5:00pm	Ensemble	Cordelia Anne Juliet Stephano	8	Macbeth: A4 S1 <i>Macbeth visits the witches again for reassurances.</i>	Deck of cards

TIME	CATEGORY	STUDENT NAMES	YEAR	PLAY/INSPIRATION	SET/PROPS NEEDED
	Ensemble <i>(continued)</i>	Iago Edmund Olivia Luciana	9	As You Like It: A3 S5 <i>Rosalind overhears Silvius confessing his love to Phoebe and being rejected.</i>	
5:15pm	Devised	Sebastian Antonio Quince Jessica Desdemona Celia	7 8 9	A Comedy of Errors, Twelfth Night <i>So many sets of twins, so little time! Everyone is confused and looks the same.</i>	3 blocks 2 berets 2 suit jackets 2 mustaches
5:25pm	Music	Regan	11	The Taming of the Shrew	Electric Guitar Microphone
		Hal Titania Hermia Portia	9	Much Ado About Nothing	Drum kit Sem Acoustic Guitar Saxophone Keyboard Microphone

TIME	CATEGORY	NOTES
5:35pm	Judges Confer	<i>Time for more quiz questions!</i>
5:45pm	Winner's Announced, Event finishes	
6:00pm	Everyone has gone home	

Contact Chris Tomkinson (Shakespeare Carnival Director) at carnival@sportforjove.com.au if you have any questions or would like additional resources/guidance.



SHAKESPEARE
Carnival
AN ARTS COMPETITION FOR NSW & ACT

