**John Raitt Awards For Youth - JRAY**

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**Award Show Instructions & Procedures**

**Things to know and Do Upon Your Arrival/Before the Show:**

* Check in at the School Table to pick up your Director’s Packet & tickets.
* All schools performing in Act I or Act II may load in props/costumes on the Lemon Street loading dock from 12- 12:30 PM, (Unsure if you’re Act I or Act II? – check the enclosed program). Please remove your vehicle to one of the nearby free parking lots after unloading. There is a small space for props stage left; costumes WITH RACKS should be hung downstairs in one of three dressing rooms—space is limited in the dressing rooms, so we do encourage your students to wear their costumes for the durations of the show. JRAY Award Show Coordinator, Neil Caplin, is the man to speak to backstage. He and other JRAY team members will be there to assist you.
* Schools performing in Act I may load out at intermission (if you will be in a hurry to leave) or they can wait until after the show; All Act II performers will strike following the show. Please be mindful that there will be several schools vying for space in the loading dock, so please remove your vehicle as soon as you are loaded.
* Deliver your clearly labelled music sample (mp3, wav file or CD) to the sound booth, located in the back of the auditorium on the Main Level at 12:30 PM when the doors open.
* Distribute your tickets to your cast/production team. Make sure all of today’s performers are seated together in one block. We strongly recommend that you delegate one of your production staff or a parent/volunteer to be in charge of tickets. This will release you to take care of other things. The house opens for seating at 12:30pm. Please have your group seated promptly by curtain at 1pm.
* We are sold out. Any leftover tickets should be turned over to the JRAY ticket office. There will be a first-come, first serve system for anyone who seeks to buy tickets at the theater. Ticket prices for day of are $20.

**During the Show:**

* 22 schools are scheduled to perform on Award show day. A JRAY team member will come fetch your performers about 20 minutes before you are scheduled to perform; You will not miss much of the show in terms of seeing all the nominees and being able to watch other schools perform.
* Unless otherwise announced by one of our Award show hosts, during the nominee portion of the show, **only ONE representative** from each school announced should come up to the stage (technical awards, choreography, ensemble, etc.). For individual category nominees, when students hear or see their name listed on the projection screen, they should come up to the stage to receive their medallions. Please enter the stage using the stairwell on house right and exit the stage house left (or downstage right).
* All Nominees, special recognition recipients, and trophy winners should continue on to the lobby immediately after they receive their award for a photograph.
* During the trophy award portion of the show, all winners should come up to the stage alone. If the individual who won is not present, then a single representative from the school can come to the stage and pick up the trophy.
* All scholarship winners should come up to the stage alone.

**After the Show**

* BAA Winners, with their parents, need to meet Mr. Duncan onstage immediately after the show to take a picture and to receive an invitation to the After-Glow party. At the party, they will need to provide their contact information, and they will also learn about the Broadway Artists Alliance in New York City award. The winners will have an opportunity to meet and thank the JRAY Team as well as eat a nice meal! Families can get a map to the party from Mr. Duncan.
* For each school, directors plus one guest are cordially invited to attend the After-Glow party. See accompanying invitation & map.