

## Guidelines for USITT Southwest Design Expo

### Design Approach

A concise statement of the design idea or approach, also referred to as a concept statement, to the production should be included. The design statement should be presented in a clear and readable format, mounted separately from any other documentation. Statements should not exceed one page

**A concept statement** is a statement that directs how your design is going to look. After someone reads your concept statement they should be able visualize what you stated, the mood, tone, images and typography. They should see it in their mind. If you nail your concept statement then your path when it comes to the design is completely set. From it you should find, images, graphs, icons, fonts, music, tone: dark/light, serious/funny. The concept statement does it all.

### Process

A demonstration of process is important to a good design display. Adjudicators look for specific documentation of the **steps taken to arrive at the final design**.

Adjudicators often have difficulty in relating the final design to a particular script. The relationship between the script, design idea, design approach, and the final design should be made as clearly as possible. It is a good idea to show at least 1 example of a linear progression from research to final product. If the show or project was produced, there should be production shots in the display.

#### **An Example of the Steps in a Process,**

1. Define the problem. *Design a costume to suggest a strong female.*
2. Research the problem. *Research clothes worn by strong females*
3. Suggest 1 or more solutions based on your research. *Sketches, photos, images, etc.*
4. Refine the solutions. *Renderings, swatches, etc.*
5. Final solution. *Production Photos, Actual Costume*

### General Display Guidelines

Each participant shall be entitled to a 4'x8' panel and if needed a music stand to display a notebook or model. OR ½ of a 3'x6' table (recommended for sound or stage management entries). Dress forms may be provided, but must be requested in advance and must not interfere with adjacent exhibits. .

For design areas other than sound, the use of any electrical device (lights or anything needing an electrical outlet) is firmly discouraged. Entrants are discouraged from presenting more than one show per panel or table. If a student wishes to enter more than one area (for example make up and costume or sets and lights) a separate panel or table will be required for each area. The entry fee covers only one panel or table so

additional panels or tables are viewed as additional entries and will be charged appropriately.

All design materials must be labeled with: the play title and playwright; act and scene; and the student designer's name. **The name of the school should not be visible on the front of any materials. It is the presenter's responsibility to remove, cover, or strike-out the name of the school.**

### **Scene Design**

In addition to the General requirements above it is recommended that a scene design entry should include a rendering and/or scale model, a floor plan, section, and elevations. The adjudicators need understand the space where the design is to be placed even if it is a "non-produced" project.

### **Costume Design**

In addition to the General requirements above it is recommended that a costume design entry should include a sketches, renderings, and swatches. If possible an example of one of the realized designs on a dress form, should be included.

### **Lighting Design**

In addition to the General requirements above it is recommended that a lighting design entry should include sketches, light plot, hanging section, sample instrument schedule, sample cue list, color swatches, and gobo chart.

### **Sound Design**

In addition to the General requirements above it is recommended that a sound design entry should include a sound plot, sample cue list, sample cues, and a method for adjudicators to listen to the sample cues.

### **Make-Up Design**

In addition to the General requirements above it is recommended that a make-up design entry should include photos of the performers before and after make up application; and face maps with clear keys as to the make up used and any special techniques used to accomplish the make up design.

### **Stage Management**

In addition to the General requirements above it is recommended that a stage management entry include a prompt book, samples of blocking notes, samples of actor notes, samples of cue entries, samples of rehearsal reports, a sign-in sheet, and samples of any other paperwork. It is also suggested that the SM display an SM's show box.

### **Costume and Props Crafts**

In addition to the General requirements above it is recommended that a costume or props craft entry should include a copy of the design rendering, a clear definition of the

project, sketches created by the artisan to engineer the project. A complete set of process shots is highly recommended.

### **Technology**

In addition to the General requirements above it is recommended that a technology entry should include a clear definition of the project, sketches, complete working drawings, materials list, photos, and if possible a demonstration.