



---

# 2026-27 SPOTLIGHT AWARDS

# PARTICIPATION HANDBOOK

## PART 3 – SHOW REVIEW TRACK

---

Tennessee Performing Arts Center  
505 Deaderick Street  
Nashville, TN 37243

SpotlightAwardsNashville@gmail.com

Cassie LaFevor – [clafevor@tpac.org](mailto:clafevor@tpac.org)  
Georgia Leming – [gcleming@tpac.org](mailto:gcleming@tpac.org)  
Joseph Kent – [jkent@tpac.org](mailto:jkent@tpac.org)



## SHOW REVIEW TRACK OVERVIEW

Our Show Review Track is **low-stress, no-risk** way to participate in all that Spotlight has to offer. This track offers all of the free community track events, scholarships and opportunities as well as written feedback for your show.

**Registration opens on August 10 for all participation tracks.**

- Registration Link - <https://www.surveymonkey.com/r/Spot27>  
Scholarship application - <https://www.surveymonkey.com/r/ScholarSpot>
- Show Review registration remains open through January.

### Information Needed at Registration

- At least 1 adult contact - Theatre Director, full-time faculty member at the school. This contact must have access to phone and email.
- Show title and proof of licensing request
  - Show Reviews do not require a specific show type or qualifying show list. Any show can be entered for Show Review – plays, musicals, one-acts, even 10-minute plays!
- All performance dates and times.
- Preferred day and time for artists to attend and review your performance.

### Show Review Step-by-Step Process

- Register at least 4 weeks prior to the show opening with the information above.
- Receive confirmation and invoice for \$150 per show.
- Remit payment and School Media Release within 1 month of registration.
- Attend a Community Orientation virtually on September 1 OR schedule a brief Director Refresher call with Spotlight Administration 2-3 weeks before your show.
- Submit your Production Detail information form online 1-2 weeks before your show.
- Hold tickets for visiting artists and submit a digital copy of your playbill (including the participation graphic).
- 2 artists will attend your chosen show time and provide written feedback through a secure submission process.
- Within 2 weeks of your show closing, feedback will be shared with you.



Photo by Caitlin McNaney for MA2LA Photography.

## ARTIST REVIEW OF YOUR SHOW

---

Two artists will review each school independently based on how well a school is meeting or exceeding their own potential with their unique resources and challenges, regardless of budget or size of the production. Show Reviewers are asked to provide constructive feedback in the hopes of celebrating the achievements of each production and offering insights for strengthening future shows.

### About our Show Reviewers

Spotlight Administration conducts an open application period, pre-screening, demo review, and holds a Spotlight-specific training every year. The Spotlight Awards administration makes every effort to send artists skilled in various areas of theatre production to each school.

Spotlight Awards Show Reviewers will have:

- Demonstrated experience in or knowledge of theatre;
- And/or a degree in a relevant field (music, theatre, dance, etc.);
- And/or extensive work experience in one of those disciplines on a professional or academic basis;
- And/or are professional artists or educators with knowledge of the American theatre canon.

### Written Feedback

Each Show Reviewer is asked to focus their feedback in a positive way, with the goal of encouraging and growing the arts in our community in mind. Provided written feedback is meant to serve as an educational tool, for teachers and students to use these insights to make their next show even stronger. It is up to the discretion of the director to share any or all feedback with their students.

*Reviewers have up to 1 week to submit ballots to the Spotlight administrators. Every effort will be made for schools to receive their feedback within 2 weeks of their performance close. However, March-May performances should expect some additional delay due to show volume.*

### Specific Feedback Requests

Do you have specific feedback requests that you want to focus on, or areas you do not want to be reviewed? You will have the option to note this in your Production Detail Form before your show opens.

## SHOW REVIEW TRACK – SHOW TIME!

---

### Performance Tickets and Playbills

Up to 6 complimentary tickets should be placed at will call for artists to attend the confirmed performance. Tickets should be listed under the name Jimmy Ward and separated into groupings of 2. Each set of 2 tickets should have at least one **printed playbill** included with it for reviewers to pick up.

### Headshots Requested

Please include student headshots (with their name and role listed) in the program or in the lobby to help with nominations. Having this element may allow more specific feedback notes, especially for those in ensemble roles that may be more difficult to identify from a cast list alone. Free headshots will be provided at a Spotlight event for students during the school year.

**All questions or comments about your Show Review should be directed to Spotlight Awards administration – not to Show Reviewers.**

## REQUIRED EVENTS – SHOW REVIEW TRACK

---

### Required Events for Show Review

- Community Orientation (September 1 at 5:00 PM, Virtual) or schedule a Refresher meeting, 2-3 weeks before the show opening
- *Required for students in the Encore Ensemble – Virtual Informational Meeting, April 23; Rehearsals on May 5 and 11, Ceremony Run Through on May 15 and Awards Ceremony, May 16, 3:00-6:30 PM*

### Director Refresher Meetings – 2-3 weeks before your show opening

A couple of weeks before the school's show opening directors can schedule a refresher meeting with Spotlight Administration to go over any last-minute details and reminders. Directors will select a date and time that works best in their schedules.

### Spotlight Awards Ceremony

*(Optional for participating Show Review Schools, Required for students in the Encore Ensemble)*

The Spotlight Awards Ceremony is an inclusive community celebration of arts education that acknowledges outstanding achievement, growth, and artistry in high school musical theatre and provides an opportunity for students to share their art with each other. The Spotlight Awards Ceremony is a red-carpet event that will take place May 16, 2027, 3:00-6:30 pm in TPAC's Jackson Hall (505 Deaderick Street, Nashville).



Photo by MA2LA Photography.

## REQUIRED SUBMISSIONS – SHOW REVIEW TRACK

### Licensing Information

All schools are expected to acquire the necessary rights and royalties for their performances during the school year. Participating schools are required to share proof of licensing request at the time of registration. Approved licensing is required in order to be included in our website listing or social media posts.

### Media Releases – School and Individual

During the year, Spotlight Awards administrators may photograph/video students, faculty, and others involved with your production or attending events. Please be aware that participation in this program gives full rights and permissions to the Spotlight Awards and Tennessee Performing Arts Center for the use of such video and photos.

- **School Release** - Each participating school is required to submit a media release within 1 month of registration, signed by a responsible party (principal, media manager, theater director, etc.).
- **Individual Release** - Individual media releases will be required for most events during the year, as well as for those in the Encore Ensemble.

### Production Detail Form

2 weeks prior to their show opening, schools submit this form to be shared with artists attending their show. This form provides detailed show information as well as supplementary information on your production such as resources available, director's notes, and rationale of artistic choices.

Submit form online here – <https://www.surveymonkey.com/r/REVIEWPD27>

### Performance Playbill Submission

Each school must submit their show playbill by the opening night of their performance. It is strongly encouraged that playbills **include headshots of actors to assist in nominations**. Playbills are used to verify titles, spelling, names, etc., so inform Spotlight Administration immediately if anything on your playbill is incorrect.

#### How to submit:

1. Submit a digital copy to Spotlight Administration in a PDF format and include any notes on pronunciation or spelling that the Spotlight Awards administrators may need. **\*\*A link to a digital playbill does not meet this requirement. Please print a PDF version of the pages to submit digitally.**
2. Please ensure that a printed hard copy is available with the Show Reviewer tickets when they attend the performance. **\*\*If you use a digital playbill, directors should print a hard copy of playbill pages for each to pick up with each set of tickets.**

### Participation Statement Graphic for Playbills

Schools are required to include the Participation Statement Graphic in their performance playbill to highlight their participation in the Spotlight Awards program. A copy of the graphic will be provided digitally to directors. Please ensure that you are using the **current year's graphic** when creating your playbill.

This production is part of the Spotlight Awards presented by Tennessee Performing Arts Center. The Spotlight Awards program is an arts education initiative which celebrates, supports, and grows the artistic and diverse community of high school theatre programs in Tennessee while developing confidence, creativity, empathy, and collaboration among schools. The Spotlight Awards strives to embody a spirit of camaraderie, diversity, and inclusion, celebration for the arts, and growth mindset.



*Example graphic only – Please use the digital file provided to you.*

## COMMUNICATION IS KEY

---

It is imperative that efficient communication be present between participating schools' educators, students and TPAC Spotlight Awards Administration. There is a lot of information being shared, sometimes with quick deadlines and turnarounds. To ensure efficiency and ease for everyone involved, we will outline below some methods of communication and information sharing that will be utilized throughout the school year.

**TPAC Website** - All participation documents and submission links are available on our website.

(<https://www.tpac.org/inclusive-arts-1/spotlight-awards>)

**Primary and Secondary Contact** - We ask each school to identify a primary and secondary contact person on the online registration form. The secondary contact could be another staff/faculty member or parent volunteer. The primary contact should have regular access to phone and email as all major correspondence regarding the program will be directed to this person. It is the primary and secondary contact's responsibility to pass on all program information to students, parents, and their school community.

**Pods and Pod Leaders** - All participating schools will be grouped into small pods. Each pod will have a volunteer pod leader that will help field questions and reminders to their group.

**Monthly email newsletter** - This will be sent out at the beginning of each month with important updates, workshop opportunities, social events, etc.

**Parent/Administrator Letters** - What does it mean to be involved in a show participating in the Spotlight Awards program? Many parents and administrators don't know the answer. We will provide letters of support and information about the program for you to share with anyone you wish.

**Social Media Account - @SpotlightAwards Instagram page** - The Spotlight Awards program encourages all teachers and students to join our community on Instagram (@SpotlightAwards) to get all updates and added events throughout the year. Please follow us, and feel free to send us any ideas for what content you would like to see included.

The TPAC website and social media platforms will highlight our participating schools, and we encourage schools, teachers, staff, parents, community and students to follow our accounts. Please tag @spotlightawards when posting rehearsal photos, show photos or updates about your production or program, and include @tennesseepac for any events in our building.

**Public Relations** - If you are contacted by any media outlets regarding your participation in the Spotlight Awards or the Jimmy Awards, please promptly let us know. Schools should not speak on behalf of the Spotlight Awards without contacting us first.



## LEARNING AND COMMUNITY EVENTS

### Community Kickoff Celebration – September 12

All participating schools are invited to celebrate the start of a new season with us. Join us for some fun, games, workshops, free headshots and more.

### Director Peer Review

The Director Peer Review program is a pathway for schools to invite another school's director to attend a rehearsal and give feedback. Visiting directors serve as another set of eyes to affirm what is working, make suggestions for improvement, etc. Requests for a peer review, scheduling and other details will be worked out between the participating directors and not through the Spotlight Awards administration. *(Interested directors must sign up for this element by September 1 to be included in the contact list for other directors.)*

### School Ticket Exchange

The ticket exchange program encourages students and teachers to see other productions and to lend support to their peers. Directors who indicate interest in the ticket exchange will receive a list of other participating schools' production dates and contact information via email. Reservations will be made between schools and not through the Spotlight Awards administration. *(Interested directors must sign up for this element by September 1 to be included in the contact list for other directors.)*

### Monthly Events

Each month we provide opportunities for students, teachers, and/or school and community groups to attend fun and engaging events such as Virtual Q&As with TPAC Staff or Broadway performers, Workshops and Master Classes with brilliant artists, Invited Dress Rehearsals and College Visits. Some of these are included in the participation calendar of events, but others may be added along the way. Watch for your monthly email newsletters and @SpotlightAwards on Instagram for information on new additions!



## OVERVIEW OF SCHOLARSHIPS AND PERFORMANCE OPPORTUNITIES

These elements are optional and open to all participation tracks. Details for each opportunity can be found in Part 2 of the Participation Handbook – Community Recognition and Scholarship Opportunities.

### **Rising Star and Shining Star Scholarships** (All participation tracks)

Several nominations and scholarships will be awarded to students based on video audition submissions. The number and type of scholarships provided will vary (may include monetary, and/or free registration to camps and workshops). Rising Star Scholarships are for 9<sup>th</sup> graders and Shining Star Scholarships are for middle school students.

### **Arts Leadership Scholarships** (All participation tracks)

Several nominations and scholarships will be awarded to graduating seniors planning a career in the arts who exhibit the highest level of excellence in their craft and embody leadership skills in their school and community. The number and type of scholarships provided will vary (may include monetary, and/or free registration to camps and workshops).

### **Impact Award for Outstanding Educators** (All participation tracks)

While the primary focus of our program is to celebrate student achievements, adults also make tremendous contributions to school drama programs and make a lasting impact on our industry. The Impact Award is a student-nominated award presented to an adult who leads and/or supports their school's productions. This award provides an avenue to recognize educators who go above and beyond to support the high school musical experience.



### **Design Symposium Gallery** (All participation tracks)

Student Designers' work will be displayed at the annual Technical Design Symposium during the Spring semester. The Design Symposium is an artistic display of theatrical design (all areas of theatrical design welcome) renderings as well as images and displays of fully realized creations. Interested students can apply for this gallery separately by creating their "Dream Production" designs, or they can submit designs from their school production.

### **Encore Ensemble** (Community and Show Review Tracks)

Community and Show Review track participants will have the opportunity to include students in the Encore Ensemble performance during the Spotlight Awards Ceremony. Students in the Encore Ensemble will be required to attend rehearsals for this performance where they will work with professional artists as well as Spotlight alumni (many of whom are professional artists as well). Additional ensemble members from other schools may also be asked to join this amazing community performance.



## FOR MORE INFORMATION - HANDBOOK TABLE OF CONTENTS

---

### **PART 1 – SPOTLIGHT AWARDS OVERVIEW AND REGISTRATION INFORMATION**

*Program Goals and Values*

*Program Components and Participation Tracks*

*Registration Guidelines and Participation Requirements*

### **PART 2 – COMMUNITY RECOGNITION AND SCHOLARSHIP OPPORTUNITIES**

*Community Track Participation*

*Scholarships – Rising Star, Shining Star, Arts Leadership, Impact Award and more*

*Encore Ensemble Participation*

*Design Symposium*

### **PART 3 – SHOW REVIEW TRACK**

*Track Requirements*

*Artist Review by Adjudicators and Feedback*

*Review Day Details*

### **PART 4 – ADJUDICATION TRACK OVERVIEW**

*Adjudicator Overview*

*Adjudicator Roles and Procedures*

*Required Events and Submissions*

*Adjudication Show Day Details*

### **PART 5 – AWARDS AND ELIGIBILITY**

*Awards Listing*

*Eligibility Per Award Category*

*Director Nominated and Selected Award Instructions*

*Lead Performer Nominee Overview*

### **PART 6 – A GROWTH MINDSET - GIVING AND RECEIVING FEEDBACK**

*Rubric Overview*

*Encouraging a Growth Mindset*

*Preparing Students to Receive Feedback*

### **PART 7 – RUBRICS BY AWARD CATEGORY**

### **PART 8 – SPOTLIGHT AWARDS CEREMONY**

*General Information and Ticketing*

*Performances*

### **PART 9 – FORMS AND CHECKLIST**

### **PART 10 – LEAD PERFORMER NOMINEE GUIDE** *Updated version coming in March*

*Lead Performer Nominee, Semifinalist, Finalist, Winner*

*Lead Performer Intensive Details*

*Finalist Information, Award Recipient/Jimmy Awards Nominee*