

## SPOTLIGHT AWARDS – SCHOOL SUBMISSION CHECKLIST

### AUGUST 10, 2026

- ☐ Adjudication Registration Open – 8 AM – 4 PM
- ☐ Show Review and Community Track opens at 8 AM – remains open through January

### AUGUST 24 OR 26, 2026, 5-8 PM

- ☐ Adjudication Track – Director Orientation at Community Foundation Middle TN
- ☐ School Media Release and Fall Show Licenses due at Orientation

### SEPTEMBER 1, 2026

- ☐ Show Review Track – Community Orientation, Virtual 5 PM
- ☐ Show Information added to TPAC website
- ☐ Ticket Exchange and Director Peer Review contacts shared with schools

### SEPTEMBER 10, OR 1 MO. AFTER REGISTRATION

- ☐ Show Review and Community Track – School Media Release Due
- ☐ Registration Fees Due

### OCTOBER 15, 2026

- ☐ Adjudication Show Window Open (Closes Apr 11)
- ☐ *Scholarship Applications open (Student Submissions, Closes December 15)*

### NOVEMBER 16 (Email or upload)

- ☐ Spring Shows – Full Show License due

### JANUARY 2027

- ☐ Show Review Applications Close
- ☐ *Rising Star Scholarship, Shining Star Scholarship, Arts Leadership Scholarship announced*
- ☐ *Design Symposium Application Opens (Student Submissions)*

### FEBRUARY 25, 2027 (Student Deadline)

- ☐ *Design Symposium Application Closes (Event at TSU March 18-31)*

### MARCH 31, 2027 (OR 3 WEEKS AFTER YOUR SHOW – WHICHEVER COMES FIRST)

- ☐ Adjudication – Director-Nominated Award nominations due
- ☐ Show Review and Community – Encore Ensemble nominations due
- ☐ Performance Photos Due (Production Photos, Design Photos, Backstage Photos, Student-Created elements, All-Star Crew)
- ☐ Individual Media Releases Due
- ☐ *Impact Award nominations due (Student Submissions)*

### APRIL 21, 2027

- ☐ Nominee Announcement on @SpotlightAwards Instagram page
- ☐ Share Lead Performer and Encore Ensemble information emails with Students and Parents

### APRIL 26, 2027

- ☐ Ceremony Information Form due (*Online Form*)
- ☐ Performance Information Form (School Performances) (*Online Form*)
- ☐ Performance Tracks AND marked Sheet Music submitted (School Performances)
- ☐ School ticket count for Ceremony due

### MAY 3, 2027

- ☐ Ceremony tickets on sale to the public
- ☐ Ceremony show order and rehearsal times provided to schools

### MAY 10, 3:30 PM

- ☐ Mandatory Ceremony Week Welcome - Virtual Meeting (*Adjudication Track*)

### MAY 15, 2027

- ☐ Tech Rehearsal for all Ceremony performances

### MAY 16, 3:00-6:30 PM

- ☐ Spotlight Awards Ceremony

# SHOW OPENING RELATED CHECKLIST

Adjudication Track Show Window – October 15 - April 11

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FALL SHOWS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> Show License due at Orientation (August 24 or 26)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SPRING SHOWS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> Show License due November 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>1 MONTH PRIOR TO SHOW OPENING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> Confirm Required Refresher Meeting Date and Time with Spotlight Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2-3 WEEKS PRIOR TO YOUR SHOW OPENING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> Required Refresher Meeting with Spotlight<br><input type="checkbox"/> Production Detail Form submitted online <ul style="list-style-type: none"> <li>▪ Preferred at least 2 weeks prior, no later than 1 week before opening</li> <li>▪ Includes Director-Selections for All-Star Cast (2 students), All-Star Crew (2 students) and Lead Performer (1 student). Details on these nominations can be found in Part 5 of the Handbook – Awards and Eligibility).</li> </ul> <input type="checkbox"/> Plan for photos, prepping tracks, sharing headshots as needed<br><input type="checkbox"/> Send home Individual Media Releases to gather by opening night if possible                                                                                                                                 |
| <b>SHOW WEEK; DUE BY OPENING NIGHT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> Adjudicator tickets and printed playbill at will-call under “Jimmy Ward”<br><input type="checkbox"/> Digital copy of your show playbill uploaded (PDF or JPG only, no links, including Participation Statement Graphic)<br><input type="checkbox"/> Plan for track and sheet music needs <ul style="list-style-type: none"> <li>▪ Email Spotlight Administration what songs would be used if selected for school performances or student solos – We will request extensions for any track licensing at this time.</li> <li>▪ Scan digital copies of sheet music for the same songs to submit.</li> </ul> <input type="checkbox"/> (Optional) Photo and Video content for Social Media highlight uploaded<br><input type="checkbox"/> (Optional) Show poster uploaded by Monday for Social Media sharing |
| <b>3 WEEKS AFTER YOUR SHOW (OR MARCH 31 OR WHICHEVER COMES FIRST)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> Performance Photos – Last Chance Deadline (Production Photos, Design Photos, Backstage Photos, Student-Created elements, All-Star Crew)<br><input type="checkbox"/> Individual Media Releases Due – Last Chance Deadline<br><input type="checkbox"/> Director-Nominated Award Nominations due <ul style="list-style-type: none"> <li>▪ Student Stage Manager, Community Engagement, Founder’s Award, Technical Achievement, Student Designer, Original Design and Creation</li> </ul>                                                                                                                                                                                                                                                                                                                   |

# AWARDS CEREMONY – MEETING AND REHEARSAL SCHEDULE

## PER PERFORMANCE GROUP

### **ENCORE ENSEMBLE MEMBERS**

- ☐ April 21, 2027 - Nominee Announcement
- ☐ April 23, 5:00 PM - Informational Meeting with members and parent/guardian (Virtual)
- ☐ April 26, by 5:00 PM - Accept or Decline Nomination
- ☐ May 5, 4:00-7:00 PM - Rehearsal at Millenium Dance Complex
- ☐ May 11, 4:00-7:00 PM - Rehearsal at Millenium Dance Complex
- ☐ May 15 - Tech Rehearsal at TPAC (about an hour midday, exact time TBD)
- ☐ May 16, 3:00-6:30 - Spotlight Awards Ceremony at TPAC

### **LEAD PERFORMER NOMINEES**

- ☐ April 15, 5 PM - Informational Meeting with students in Qualifying Roles and parent/guardians (Virtual); This is an optional meeting for any students in a Jimmy Awards Qualifying Role to get detailed information about the process happening during the next month.
- ☐ *April 21, 2027 - Nominee Announcement*
- ☐ April 22, by 5:00 PM - Accept or Decline Nomination
- ☐ April 26, by 5:00 PM - Video Auditions Due (Optional, to be considered for Semi-Finalist, Finalist, Award Recipients)
- ☐ *April 28-29 - Broadway performer panelists submit ballots for video auditions*
- ☐ May 1-2, 2027 - Lead Performer Intensive, 9 AM – 6 PM each day; Closing Number Rehearsals included both days
- ☐ *May 1 - Semi-Finalists Announced*
- ☐ May 2 - Morning Auditions for Semi-Finalists; *Evening, Finalists Announced*
- ☐ May 12, 4:00-7:00 PM - Rehearsal for Closing Number
- ☐ May 15 - Tech Rehearsal at TPAC (about an hour early evening, exact time TBD)
- ☐ May 16, 3:00-6:30 - Spotlight Awards Ceremony at TPAC

### **FINALISTS** - All Lead Performer Nominee dates listed above, plus:

- ☐ May 3, 5 PM - Required Informational Meeting with Finalists and parent/guardian (Virtual)
- ☐ May 15 - Tech Rehearsal for Finalist Solos – midday (exact time TBD, can stay between the two rehearsals as needed)
- ☐ May 16 - Ceremony arrival between 10 AM – 12 PM to dress and do interviews prior to ceremony

### **OUTSTANDING MUSICAL NOMINEES**

- ☐ April 21, 2027 - Nominee Announcement
- ☐ April 26 - Deadline for tracks, sheet music, performance information, ticket count, etc.
- ☐ May 15 - Tech Rehearsal at TPAC (about an hour, exact time TBD)
- ☐ May 16, 3:00-6:30 - Spotlight Awards Ceremony at TPAC

## HELPFUL LINKS

SPOTLIGHT AWARDS PARTICIPANT PORTAL WEBSITE

<https://www.tpac.org/spotlight>

SCHOOL REGISTRATION APPLICATION

<https://www.surveymonkey.com/r/Spot27>

SCHOOL REGISTRATION - SCHOLARSHIP APPLICATION

<https://www.surveymonkey.com/r/ScholarSpot>

ADJUDICATION TRACK – PRODUCTION DETAIL FORM

<https://www.surveymonkey.com/r/PRODDT27>

SHOW REVIEW TRACK – PRODUCTION DETAIL FORM

<https://www.surveymonkey.com/r/REVIEWPD27>

CEREMONY INFORMATION FORM

<https://www.surveymonkey.com/r/CEREMONYINFO27>

PERFORMANCE INFORMATION FORM

<https://www.surveymonkey.com/r/PERFORM27>

SUBMISSION UPLOADS (PHOTOS, RELEASES, TRACKS, ETC.) - WHEN IN DOUBT, UPLOAD HERE

<https://www.dropbox.com/request/5e4xE19nioDhmiNJaB7i>

STUDENT SCHOLARSHIPS – RISING/SHINING STAR, ARTS LEADERSHIP, DESIGN SYMPOSIUM

<https://forms.gle/f392m1xmxMfvguFV9>

LEAD PERFORMER NOMINEE – ACCEPT OR DECLINE

<https://www.surveymonkey.com/r/LPI27REG>

LEAD PERFORMER VIDEO AUDITION UPLOAD / SCHOLARSHIP VIDEO AUDITION UPLOAD

<https://www.dropbox.com/request/5e4xE19nioDhmiNJaB7i>

SPOTLIGHT SOCIETY (STUDENT ALUMNI ASSOCIATION)

<https://www.surveymonkey.com/r/SpotSociety>