

SPOTLIGHT AWARDS – PARTICIPATION CHECKLIST

SEPTEMBER 1, 2025

- Show Information added to TPAC website
- Ticket Exchange and Director Peer Review contacts shared with schools

SEPTEMBER 30 DEADLINES

- Adjudication track payment due (\$350)
- School Media Release (*Email or upload*)

OCTOBER 15 / NOVEMBER 10 (*Email or upload*)

- Fall Shows – Full Show Contract due (Oct)
- Spring Shows – Full Show Contract due (Nov)

JANUARY 31, 2026 (*Student Submissions*)

- Rising Star Scholarship, Arts Leadership Scholarship, Impact Award and Design Symposium online applications open

MARCH 31, 2026

- Performance Photos – Last Chance Deadline
- Individual Media Releases Due – Last Chance Deadline
- Teacher award nominations due
- Show Review and Community – Encore Ensemble nominations due
- Scholarship, Impact Award and Design Symposium applications close

APRIL 23, 2026

- Nominee Announcement all day on @SpotlightAwards Instagram page
- Share Lead Performer information emails with Lead Nominees and Parents

APRIL 24, by 5PM (*Student Deadline*)

- Lead Performer Nominees Accept Spot*

APRIL 27, by 5PM (*Student Deadline*)

- Lead Performer Nominee Videos Due*

MAY 1, 2026

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

MAY 5, 2026

- Ceremony Information Form due (*Online Form*)
- Performance Information Form (School Performances & Finalists) (*Online Form*)
- Performance Tracks AND marked Sheet Music submitted (School Performances & Finalists) (*Upload*)

MAY 18, 4:00 PM

- Mandatory Ceremony Kickoff Virtual Meeting (*Adjudication Track and Encore Ensemble members*)

MAY 23, 2026

- Tech Rehearsal and Sound Check Attendance for School Performances

MAY 24, 3:00-6:30 PM

- Spotlight Awards Ceremony

Show Opening Specific Checklist

Show Window – November 4-April 18

1 MONTH PRIOR TO SHOW OPENING

- Confirm Required Refresher Meeting Date and Time with Spotlight Administration

2-3 WEEKS PRIOR TO YOUR SHOW OPENING

- Required Refresher Meeting with Spotlight
- Production Detail Form submitted online
- Plan for taking and submitting photos, prepping tracks, sharing headshots as needed
- Send home Individual Media Releases to gather by opening night if possible
- Deadline to add a Show Review to non-adjudicated show

DUE BY OPENING NIGHT

- Adjudicator tickets and printed playbill at will-call under “Jimmy Ward”
- Digital copy of your show play uploaded (*PDF or JPG only, no links, including 10th Anniversary Participation Statement Graphic*)
- Preferred – Individual Media Releases and Production Photos (*upload*)