



# Production & Design Scholarship Guidelines

## PORTFOLIO REQUIREMENTS

Finalist must submit their Digital Portfolio by Friday, January 13, 2023. Finalists will virtually show their Digital Portfolio to the judges during February 4th's Judging Day as well as go to Tico Production to record their Filmed Introduction either February 8th or 9th, 2023.

- Portfolio may focus on as many technical theatre areas as Finalist chooses, and needs to include examples or proof of Finalist's work, i.e. lighting, sound, set, and/or prop designs, photographs of design work and costumes, renderings, queue sheets, tapes, outline of design process, program, etc.
- Portfolio must be representative of theatre works completed within the Finalists' four high school years (2019-2023).
- Digital Portfolio accepted file types: pdf, ppt, pptm, pptx, pez or zip files.
- Digital Portfolio/Powerpoint File Name must include: Finalist Last Name and First Name - Example: Smith, John.ppt
- Images in Portfolio must be 90 - 120 dpi and no larger than 4 MB each.
- Sound & Lighting Finalists may include video clips in Digital Portfolio.
- Requirements are:
  - theatre technical focus needs to be sound or lighting
  - one to three video clips allowed per portfolio
  - maximum length of 15 seconds per video clip
  - accepted digital/video formats: mov, wmv and mp4 with 16:9 aspect ratio (1920x1080 frame size)
  - notify the Arts Council (via email) if using video clips; provide type of theatre tech focus (sound or lighting), number of video clips and type of video format using
- Complete Submission Form including Artist's Statement (brief description of your overall experience in Production & Design; must be brief - less than 300 words).

**Before submitting Digital Portfolio and Presentation Video, be sure to discuss Production & Design Scholarship Guidelines, P&D Scoring Rubric and Tips for P&D Portfolio Preparation with your nominating teacher and/or private instructor.**

## IMPORTANT INFORMATION

- 1) Finalist must meet all Participation Requirements (as stated in the Finalist Program Packet) and comply with Production and Design Scholarship Guidelines.  
  
Finalist is solely responsible for meeting all Shooting Stars Scholarship Program Due Dates i.e. Prep Workshop, Résumé Submission, Portfolio Submission, Audition/Interview, "Behind the Scenes" Photos, Filmed Introduction. Note: Finalists receive one email reminder from ACJC approximately one week prior to each Due Date.
- 2) Late or incomplete submissions or failure to meet all Participation Requirements, Scholarship Guidelines will result in immediate disqualification from the Shooting Stars Scholarship Program.
- 3)

## FILMING LOCATION

February 8th or 9th @  
Tico Productions LLC  
1722 Holly St, Kansas City, MO 64108

Finalists will sign up for a time slot between 8am-5:30pm February 8th or 9th, 2023

## QUESTIONS?

Contact the Arts Council!  
(913) 894-2720  
or  
artsjoco@artsjoco.org