

CHAIRPERSON FOR IMPROVISATION

1. In order to run this center, you must have two envelopes: one with improv **characters** and one with **situations**. These are cut into slips. A complete list of numbered characters/situations is provided in this packet for you. **Do not allow anyone else to see this list.** The judge also has a list of all improv characters/situations for reference.
2. Check outside the door for the first performer.
[Since you will be introducing each performer by name, check any pronunciations needed.]
3. Obtain **comment sheets** and bring the contestant into the performance room.
 - a. The performer will prepare the improv **in the room**. The performer may not leave the performance room once slips are drawn.
 - b. The performer will draw **THREE** characters and **TWO** situations without reading them.
 - c. After the slips have been drawn, the room timer begins timing allowing the performer only **3** minutes to prepare the improv. The performer will use two characters and one situation to develop the improv performance.
 - d. At the end of the 3 minutes the performer puts back slips not used and performs based on the selected characters/situation.
 - e. Return the unselected slips to the draw pile and shuffle the slips before the next performer draws.
Note: The selected slips are NOT returned to the draw pile.
4. At the end of **3** minutes, take the selected slips from the performer. These slips should be stapled to the comment sheet. **The performer may use one chair if desired.** No other props/furniture can be used. Give the comment sheets to the judges when they're ready (done writing on previous sheets).
5. Cross the performer's name off the schedule outside the performance center. [This way others know who is performing.] --- Close the door to the performance center.
6. Check to make sure the performer and timer and judges are ready.
7. Announce the performer by following the script, "WELCOME to Ames High School and the IHSSA State I.E. Contest. At this time, we ask that you kindly turn off all cell phones and electronic devices. Videotaping or photography are not allowed unless permission has been secured by the IHSSA Executive Director. Please avoid talking and whispering. We ask that you remain in your seats until the end of each performance and exit accordingly.

We are happy to introduce; **(Performer Name)** _____ , **from School #** _____, performing **(characters/situation from the comment sheet.)** _____.

PLEASE BE SURE TO READ THE DRAWS CORRECTLY AS WRITTEN!

If a contestant is appearing out of order say: "Appearing out of order is Contestant (name) , School (give code) ." and announce the performer's characters/situation.

8. Give the comment sheet with attached characters/situation to judge.

Open the door to allow the audience to leave and others to enter.
Check for the next performer and **repeat Steps 1-8.**

At the end of each section – take the judge's ballot envelope to the **MEDIA CENTER** before beginning the next section.

At the end of your assignment, if your replacement does not come to the room, return this entire packet to the volunteer headquarters as quickly as possible as it will be needed for the next section.