



OUTSTANDING PRODUCTION INFORMATION GUIDE

Omaha Performing Arts is proud to present the 12th annual **Nebraska Theater Academy Showcase at the Orpheum Theater on Saturday, May 31st, 2025 at 7:30pm**. This red-carpet, Tony Awards® inspired event is a tribute to the enthusiasm, dedication, and accomplishments of our state's high school and middle school theater programs. Participants have the opportunity to win awards and perform as a part of that evening's program, which will be hosted by Broadway performer and Omaha native, Kevyn Morrow. Students, faculty and staff from participating schools are encouraged to attend and celebrate theater in our schools!

Congratulations on winning an award for **Outstanding Musical Theater Production!** In addition to receiving a trophy onstage at the Orpheum Theater, your school is invited to perform an ensemble number (3-5 min. max) from your award-winning musical.

Here is an overview of what you'll find in this document:

- Page 2: contacts and location, required information
- Page 3: creative team, music, awards, mic plot, check-in/out policies, parking
- Page 4: attire, meals, tickets, pre-show reception
- Pages 5-6: code of conduct (security, incident reports, substance abuse policy, respect, online safety policy, personal belongings, prohibited items, health/safety)
- Pages 7: emergencies
- Pages 8: rehearsal schedule
- Page 9: checklist

Students, parents/guardians and teachers should read this guide in its entirety as students must adhere to all rules and regulations in order to participate in the 2025 Nebraska Theater Academy Showcase.

Please refer all questions to NTA@O-pa.org

CONTACTS & LOCATION

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***REMINDER:** please refer all questions to NTA@O-pa.org

O-pa Education Website: O-pa.org/Learn-and-Engage

Box Office (buy tickets): 402-345-0606 or TicketOmaha.com

Orpheum Theater Security: 402-661-8537

LOCATIONS

Rehearsals and performance venue:

Orpheum Theater
409 S. 16th Street
Omaha, NE 68102

When you arrive for check-in prior to your rehearsal time and for the performance, you will use the Orpheum Theater Stage Door – located on the northeast corner of the building at 15th and Harney Streets.

REQUIRED INFORMATION & ITEMS DUE

- Music for your school's outstanding production number (including song title and piano/vocal score with any notes and cuts) is due by **Monday, May 12, 2025**. Please note that numbers should be 3-5 minutes max.
- If you have a preferred rehearsal time (see 10 options on page 8) please let us know 24-hours after the winners are announced. Please note that the rehearsal times on Saturday, May 31st are reserved for schools traveling from Greater Nebraska.
- Outstanding production **student list** (including **full names & t-shirt sizes**) and **microphone plot** are due **Wednesday, May 14, 2025**.
- Send the number of buses and/or school vans you'll be bringing to outstanding production rehearsals and/or the performance by **Friday, May 16, 2025**.
- For teachers and students accepting awards, the deadline to submit the online information form is **Friday, May 16, 2025**. (<https://o-pa.org/learn-engage/award-winners-form>)
- All online forms and waivers for Outstanding Production student performers are due by **Friday, May 23, 2025**. (<https://o-pa.org/learn-engage/outstanding-production-form>)

CREATIVE TEAM

The outstanding production numbers give students from the top 10 award-winning high schools the chance to perform on the Orpheum stage accompanied by a live pit band and work with professional music directors, musicians, and stage managers.

MUSIC

Teachers should send music for their school's outstanding production number (including song title and piano/vocal score with any notes and cuts) by **Monday, May 12, 2025**. Please note that numbers should be **3-5 minutes max**. Please select an ensemble musical number with no dialogue. We have hired a professional arranger to arrange your selected piece for our pit band. Schools will be sent music arrangements for their outstanding production number ASAP. Music will be sent as PDF attachments to the primary contact teacher's email. O-pa staff has worked with licensing houses for the past 12 years to allow for schools to retain music for this purpose. Please note that O-pa reserves the right to request an alternate music selection and make additional cuts/artistic suggestions as we see fit.

AWARDS

Outstanding production winners will receive a trophy onstage at the Orpheum Theater as a part of the showcase. Typically, the music director and/or director accepts the award onstage. However, schools may select up to 3 people to come onstage to accept the award. For students who are performing in their schools outstanding production number and who are also receiving individual awards – please notify O-pa staff (these students will be provided with instructions during the dress rehearsal). For teachers and students accepting awards, the deadline to complete the online information form is **Friday, May 16, 2025**. Please note that anyone accepting an award onstage **MUST** come to the dress rehearsal.

Please note that award winning schools are not required to perform at the showcase to receive their award. Please let us know ASAP if your group chooses to opt out of performing.

MIC PLOT

Teachers should send their mic plot for their school's outstanding production by **Wednesday, May 14, 2025**. The mic plot should include the number of mics needed and which students (first/last name) will need them. Students who are mic'd for the production **MUST** attend the tech and dress rehearsal (there are no exceptions to this rule). We are working with IATSE stagehands for this production and to ensure the best audio quality possible, it is critical that you choose as few mics as possible (**no more than 5**). We will have plenty of additional audio coverage to ensure your ensemble is heard.

CHECK-IN

Schools should arrive for check-in at the Orpheum Theater Stage Door, located on the northeast corner of the building at 15th and Harney Streets no later than 30-minutes prior to your scheduled rehearsal call time (see detailed rehearsal schedule on page 8). Each school will receive their own dressing room at the Orpheum Theater. This will act as a school's "home base" for changing before/after the showcase performance.

CHECK-OUT

After the rehearsal and performance have ended, teachers will check-out their students and exit through the Orpheum Theater Stage Door, located on the northeast corner of the building at 15th and Harney Streets. **Teachers are solely responsible and accept all liability for students performing as a part of their school's production number unless they are in another ensemble** (e.g. Showcase Ensemble, National Finalist, etc.).

PARKING

Please send the number of buses and/or school vans you'll be bringing to outstanding production rehearsals and/or the performance by **Friday, May 16, 2025**. O-pa staff will provide parking instructions once this information is received. Metered parking is also available throughout the downtown area. O-pa is not responsible for student vehicles or parking.

ATTIRE

For the tech/dress rehearsal, it is encouraged that students wear the shoes and pants/skirts they will wear for the performance.

The showcase is a red-carpet event – students are encouraged (but not required) to dress up for this celebratory occasion! All Outstanding Production student performers will be required to wear their Nebraska Theater Academy T-Shirt (provided to students at rehearsal) and black pants/leggings or a black skirt with opaque black tights and black shoes during their performance. Dressing rooms will be provided if students want to change into festive attire before/after their performance.

Please note that your students will not be performing in costume, and it is preferable that you do not use props. If there are small props that are integral to your piece, please reach out and we will try our best to accommodate you.

MEALS

On the day of the performance, dinner will be provided to all student performers, schools 1-10 and award winners. Lunch will also be provided to schools 9-10 after their tech rehearsals. All meals will be provided for free. If a student has food allergies/dietary restrictions that we should be aware of please include this information on the Student Medical Information Form online. Although meals are provided, it is strongly encouraged that students bring snacks and their own water bottle. Water stations will be available at the rehearsal venues throughout the day.

TICKETS

Tickets will go on sale to the general public on Friday, May 9, 2025 starting at just \$14! Please share this information with your school community so they can reserve their tickets!

Student Performer Tickets

Student performers do not need tickets for the showcase and will be provided special seating in the Loge to watch part of the show. However, all performers will receive a promo code to reserve 1 complimentary ticket to share with a guest. Promo codes will be provided to schools by **Thursday, May 1, 2025**.

Teacher Tickets

Teachers accepting their trophy onstage at the Orpheum Theater will be provided with a complimentary ticket and can request up to 1 additional complimentary ticket to share with a guest. There will be reserved seating for those accepting awards onstage, so you will not be responsible for reserving your tickets prior to the performance. Please complete the online information form by **Friday, May 16, 2025**.

PRE-SHOW RECEPTION

Teachers from participating Nebraska Theater Academy schools are invited to the Weaver Lounge located in the main level of the Orpheum lobby for free drinks and snacks before the show (starting at 6pm) and during intermission. Please RSVP to NTA@O-pa.org by **Friday, May 23, 2025** to attend.

CODE OF CONDUCT

At O-pa, we are committed to providing a safe, creative, and learning-friendly environment to explore the arts. **We depend on *everyone* to help us meet this goal!** Students are expected to behave appropriately and always follow instructions from O-pa personnel.

Expressly prohibited behavior includes, but is not limited to:

- Violating local, state, or federal laws.
- Violence, harassment, bullying and discrimination of any kind will not be tolerated.
- Causing willful damage to venue facilities or equipment.
- Failing to comply with the venue security procedures.
- Bringing outside alcohol, controlled substances (other than personally prescribed medicines), firearms or knives into the venue (see page 6 for full list of prohibited items).
- Bringing animals (other than legal service animals) into the venue.
- Using or distributing tobacco or vaping products in the venue.
- Using offensive language as defined by O-pa personnel.

SECURITY

Students will not be allowed to leave rehearsal venues unaccompanied between rehearsals for any reason. If a student goes missing during rehearsals O-pa staff will contact security and follow “Code Adam” protocol – no one will be allowed to enter/exit the building until the student is located. Students are expected to be punctual. O-pa staff will contact the teacher and parent/legal guardian of students who fail to check-in or check-out or arrive late during any point of the rehearsal period.

To provide a safe learning environment, O-pa is equipped with security staff and video surveillance of the Orpheum Theater. Students and parents are encouraged to report any suspicious or inappropriate behavior. Orpheum security is located near the stage door on 15th and Harney.

INCIDENT REPORTS

For the safety of all participants, O-pa staff will provide a locked box in the lobby (or other easily accessible location) where participants can anonymously submit safety concerns which will be assessed by O-pa staff each day.

SUBSTANCE ABUSE

Using any illegal drug is punishable by law and will not be condoned. In addition, the Nebraska Theater Academy program will not permit smoking and alcohol, even if a student has reached the Nebraska State legal age to do so. Any student discovered using any of these substances will be immediately expelled and disqualified from participating in the showcase.

RESPECT

Be respectful at all times – bullying, profanity, and discriminatory language is strictly prohibited. Discrimination or harassment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, protected hairstyle, and mental or physical disability (including perceived disability, and AIDS and HIV status) is strictly prohibited. We will not condone discriminatory conduct toward any person. Students are also expected to treat all property and equipment with respect. Students will be held liable for any damaged equipment, furniture or space. Students are expected to keep sound to reasonable levels and to comply with requests to reduce sound levels that are intrusive.

Please prepare students to interact in a professional environment. During their time at the Orpheum, they will be working with professionals, so it is important that they are punctual, quiet backstage and listen to the Stage Manager for all instructions.

ONLINE SAFETY POLICY

All students are expected to practice online safety. Notify a staff member or parent/guardian immediately if you come across information, messages, interactions with any other person involved with, teaching, or attending the education event, or images that are inappropriate, threatening, dangerous, or make you feel uncomfortable. Do not engage with O-pa staff or guest artists through any social media platform, other than the platform designated for the education program or activity. Any communication with O-pa staff and guest artists outside of scheduled education program/class time should take place through O-pa emails and phone numbers. Sending sexually explicit photos or messages is strictly prohibited while using the O-pa platforms designated for education activities. Sharing and/or receiving personal information, including, without limitation, phone number, social security number, address, email address, date of birth, social media account address, such as Facebook, Twitter, Instagram, Snapchat, etc. (collectively the “personal information”) by any student or the student’s parent/guardian in connection with any virtual O-pa education activity conducted via Zoom, social media or any other virtual platform is strictly prohibited. O-pa is not responsible if personal information is shared and/or received by any student or the student’s parent/guardian via Zoom, social media or any other virtual platform during education activities. O-pa is not responsible for any consequence arising from such sharing and/or receiving of personal information. For participants under the age of 19, parents/guardians must strictly monitor internet use in connection with all virtual O-pa education events.

PERSONAL BELONGINGS

Students are responsible for all personal belongings. O-pa will not be held responsible for any lost, damaged or stolen property.

PROHIBITED ITEMS

To ensure the highest level of safety and security at O-pa, the following items are prohibited:

- Large bags or back packs larger than 14” x 14” x 6”
- Laser pointers
- Hard coolers or similar containers
- Sealed packages of any kind
- Noise making devices of any kind (i.e. bells, whistles, horns, etc.)
- Alcohol
- Illegal drugs or substances
- devices, pocket/utility knives or cutting instruments
- Selfie-sticks or other telescopic devices
- Flags, banners or signs
- Animals (unless a service animal)
- Any materials constituting unauthorized advertising or promotion
- Drones (UAS-Unmanned Aircraft Systems) or other model aircraft
- Hover boards
- No weapons of any kind, including lawfully concealed firearms, pyrotechnics, flares or incendiary
- Any other items deemed inappropriate or dangerous by O-pa security or staff

HEALTH & SAFETY

Omaha Performing Arts reserves the right to dismiss students at any time for any reason. If a student is sick/does not feel well, they should NOT attend. If a student exhibits illness symptoms (including but not limited to headache, chills, temperature, etc.) the student will be immediately sent home. If the student is a minor, O-pa staff will notify their parent/guardian and emergency contact for immediate dismissal.

O-pa staff does not provide participants or visitors with medication, including over the counter remedies such as ibuprofen, Tylenol, Aspirin, Tums, etc. to any participant for any reason. Participants must bring and administer their own medication if needed.

EMERGENCIES

Upon registration, emergency contact information and participant-specific medical information must be provided to O-pa staff in case of emergency.

ALLERGIES

O-pa will make best efforts to accommodate food allergies and preferences whenever meals are served as a part of class/camp; however **O-pa is not a nut-free campus**. In the event of a severe allergic reaction, O-pa staff members are not trained in the administration of emergency treatment and will immediately call 911 and notify security who will provide immediate and basic emergency medical care until a first responder/certified medical personnel member arrives on the scene. O-pa requires participants with known severe allergies to always keep an Epi-pen or other appropriate remedy on-hand.

BUILDING EVACUATIONS

In the event of a fire or similar occurrence requiring an evacuation, a white light will flash with an announcement stating, "There is an emergency in the building, please evacuate." Remain calm. O-pa staff will direct participants to evacuate the building using building evacuation routes to designated assembly points outside the building and then O-pa staff will take attendance. All individuals should wait until security gives the approval to return to the building. O-pa staff will contact caregivers not onsite at the earliest opportunity with a status report.

INJURY & ILLNESS

If a participant experiences an injury or illness that is life threatening, O-pa staff will immediately call 911 and notify security who will provide immediate and basic emergency medical care until a first-responder/certified medical personnel arrive on the scene. If the participant is a minor, O-pa staff will notify their parent/guardian and emergency contact. If a minor experiences an accident or injury that is not life-threatening O-pa staff will provide access to a first aid kit and notify their parent.

PERSONAL

If there is a personal/family emergency and you need to reach a participant during class/camp activities, please contact O-pa security at 402.661.8555.

TORNADO OR TAKE SHELTER

In the event of a tornado or similar occurrence, a white light will flash with an announcement stating, "The National Weather Service has issued a tornado warning for the greater Omaha-area. Please leave your seats and proceed to the shelter." O-pa staff will direct participants to the appropriate storm shelter. O-pa security will make an "all clear" announcement when it is safe to resume normal activity. O-pa staff will contact caregivers not onsite at the earliest opportunity with a status report.

REHEARSAL SCHEDULE

Outstanding Production rehearsals are scheduled to run **Thursday, May 29, 2025 and/or Saturday May 31, 2025** with an afternoon dress rehearsal and 7:30pm performance on Saturday. Showcase rehearsals and performance will take place at the Orpheum Theater (409 S. 16th St, Omaha, NE 68102). Please note that all scheduled activities are subject to change. Observers are not allowed at rehearsals. **Teachers – once awards have been announced the week of May 5, 2025 please let us know which rehearsal dates/times will work for your school group** (see 10 choices below). Also let us know if you have a preference and we will make best efforts to schedule your group at your preferred time. **Please note that rehearsal times on May 31 are reserved for schools traveling from Greater Nebraska.**

NE THEATER ACADEMY REHEARSAL DAY 3: THURSDAY, MAY 29, 2025

TIME	VENUE	ROOM	DESCRIPTION	WHO
9:15am	Orpheum Theater	Stage Door	school check-in	School #1
9:30am-10:15am	Orpheum Theater	Slosburg	run-through/tech rehearsal	School #1
10:00am	Orpheum Theater	Stage Door	school check-in	School #2
10:15am-11am	Orpheum Theater	Slosburg	run-through/tech rehearsal	School #2
10:30am	Orpheum Theater	Stage Door	school check-in	School #3
11am - 11:45am	Orpheum Theater	Slosburg	run-through/tech rehearsal	School #3
11:15am	Orpheum Theater	Stage Door	school check-in	School #4
11:45am - 12:30pm	Orpheum Theater	Slosburg	run-through/tech rehearsal	School #4
1pm	Orpheum Theater	Stage Door	school check-in	School #5
1:30pm - 2:15pm	Orpheum Theater	Slosburg	run-through/tech rehearsal	School #5
1:45pm	Orpheum Theater	Stage Door	school check-in	School #6
2:15pm - 3pm	Orpheum Theater	Slosburg	run-through/tech rehearsal	School #6
2:30pm	Orpheum Theater	Stage Door	school check-in	School #7
3pm - 3:45pm	Orpheum Theater	Slosburg	run-through/tech rehearsal	School #7
3:15pm	Orpheum Theater	Stage Door	school check-in	School #8
3:45pm - 4:30pm	Orpheum Theater	Slosburg	run-through/tech rehearsal	School #8

NE THEATER ACADEMY DRESS REHEARSAL & PERFORMANCE DAY: SATURDAY, MAY 31, 2025

TIME	VENUE	ROOM	DESCRIPTION	WHO
8am	Orpheum Theater	Stage Door	school check-in	school #9
8:30am-9:15am	Orpheum Theater	Slosburg	run-through/tech rehearsal	school #9
8:45am	Orpheum Theater	Stage Door	school check-in	school #10
9:15am-10am	Orpheum Theater	Slosburg	run-through/tech rehearsal	school #10
10am-11:15am	Orpheum Theater	Slosburg	Kevyn Morrow Q&A	all students
12:15pm - 1:15pm	Orpheum Theater	Lobby	lunch (schools/students)	Students + schools 9-10
1pm	Orpheum Theater	Stage Door	school/student check-in	schools #1-8
1:30pm-4:15pm	Orpheum Theater	Slosburg	dress rehearsal	all students and schools #1-10
4:15pm-5:15pm	Orpheum Theater	Lobby	dinner (schools/students)	all students and schools #1-10
5:15pm	Orpheum Theater	Dressing Rooms	call time	all performers
6pm	Orpheum Theater	Lobby	lobbies + red carpet open	all
6pm	Orpheum Theater	Weaver Lounge	teacher pre-show reception	all teachers invited
6:45pm	Orpheum Theater	Dressing Rooms	call time (everyone backstage)	all performers
7:30pm - 9:45pm	Orpheum Theater	Slosburg	performance (est. 60/15/60)	all
9:45pm - 10pm	Orpheum Theater	Stage Door/Lobby	student check-out	all students

CHECKLIST

Please check your email regularly for important information and updates. Remember to complete all online forms and direct all questions to NTA@O-pa.org

FOR TEACHERS:

- Read full information guide and all policies/procedures **and share with students and parents**
- Reserve up to 10 comp tickets for your school team on TicketOmaha.com with promo code + invite friends/family to buy tickets starting 5/1
- **Rehearsal availability/preferences due 24-hours after winners are announced the week of 5/5**
- **Music (piano/vocal score with any notes/cuts) due 5/12**
- **Student performer names, t-shirt sizes and microphone plot due 5/14**
- Number of buses and/or vans due 5/16
- **If accepting an award OR if someone is accepting on your behalf, complete online information form by 5/16**
 - <https://o-pa.org/learn-engage/award-winners-form>
- Send photos from your show/theater program for inclusion in pre-show photo slideshow by 5/19
- Rehearse production numbers on own as needed (check email for music arrangements 1-2 weeks before rehearsal)
- RSVP for pre-show teacher reception by 5/23
- Arrive for rehearsal check-in 30-min. prior to start times on 5/29 and 5/31 (teachers solely are responsible for students)
- Have FUN at the showcase on 5/31!

FOR STUDENTS & PARENTS:

- Read full information guide and all policies/procedures
- Reserve 1 comp ticket on TicketOmaha.com with promo code + invite friends/family to buy tickets starting 5/1
- **ALL student forms and waivers due 5/23**
 - <https://o-pa.org/learn-engage/outstanding-production-form>
- Have FUN performing in the showcase on 5/31!