Registration Checklist

To make the ITF registration process as easy as possible, gather the following information for every attendee before you sit down to register for the event.

Housing
Determine the total number of rooms you’ll need to house your delegation. The registration system will require this information once the troupe director is registered. For example, if the troupe director pays for a single room, two chaperones will share a room, and 10 students will share rooms, you should request one adult single, one adult double, and five student doubles. Before completing registration, you will also be asked for roommate selections.

Personal Attendee Details

☐ Thespian status (students only). Make sure all inducted Thespians are noted accordingly in the database. If students are registered for ITF without being inducted as Thespians, they will be charged the non-member rate and will be ineligible for the Thespys™ and auditions.
☐ Parent’s name (students only)
☐ Parent’s email (students only)
☐ Current grade level (students only)
☐ Participation in the College Auditions (rising juniors) or Scholarship Auditions (graduated seniors) programs (students only)
☐ T-shirt size
☐ Special dietary or ADA needs
☐ Attendee cell phone number
☐ Attendee email address
☐ Completed Consent and Acceptance form
   In order to complete registration, EdTA needs at least one parent or guardian email for each student. Once the email is entered into the registration system, that adult will be emailed the Consent and Acceptance form. They will be able to complete and sign it digitally and submit it online. A copy of the completed form will be sent to the troupe director.
☐ Completed Youth Activity Safety Policy (adults only)
The “Authorization to obtain consumer report” form is required by EdTA’s third party verification provider. Research is conducted only on criminal and sex offender-related issues, not on credit reports.

International Thespian Excellence Awards
Students participating in the Thespys™ (formerly known as NIEs) performance award categories must supply the following details with registration.

- Title of the piece OR song and production title for musical performances
- Thesp Award category
- Author
- Publisher
- Proof of performance permission (if needed)

Note: If you are registering five or more students for the Thespys program, you must provide a Thespys judge.

Final Notes
You are fully registered for ITF when EdTA has received:

- Full payment. We accept certified checks, money orders, or credit cards (MasterCard, Visa, American Express, or Diners Club). Credit card payments can be made online. If paying by check or money order, please submit one check for all registration fees, auditions, and Thespys™ made payable to the International Thespian Festival. School purchase orders cannot be accepted.
- A completed Consent and Acceptance form for each registered student and adult.
- A completed Youth Activity Safety Policy from every adult attendee.
- Proof of performance permission for applicable dramatic Thespys.

Mail checks and other materials to:
International Thespian Festival
PO Box 645541
Cincinnati, OH 45264-5541