



2026 GHSA ONE ACT PLAY COMPETITION WORKFLOW

PEOPLE • PROCESSES • DOCUMENTS • FROM START TO FINISH



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BEFORE COMPETITION

Plan. Prepare. Confirm.



Coordinator / Judges' Liaison

- Confirm date, site, schedule, performance order
- Secure 3 certified judges
- Verify annual GHSA Judges' Clinic completion
- Designate Lead Judge
- Prepare judge materials
- Provide computers and internet access
- Assign timekeeper and tabulator
- Share procedures with judges and participating schools



Judges

- Confirm availability & conflicts
- Complete adjudicator training & annual Judges' Clinic
- Review 2026 rubric & rules
- Prepare to use electronic scoring system
- Know what to bring and what materials will be provided



Key Documents

- 2026 Scoring Rubric
- Evaluation Sheets
- Judge Worksheet
- Judge's Summary Report
- Competition Schedule
- Rules and Procedures

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JUDGE ARRIVAL & ORIENTATION

Set up for success.



Coordinator → Judges

- Check in judges and provide materials
- Assign judge number and workspace
- Ensure computer/internet access
- Review procedures



Judges

- Receive materials and access information
- Ask questions
- Confirm electronic scoring process

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DURING EACH PERFORMANCE

Observe. Record. Take notes.



Judges

- Watch performance
- Use paper Evaluation Sheet and rubric
- Write notes and comments
- Assign preliminary category scores
- Update Judge Worksheet



Timekeeper

- Wings in - 5:00
- Walk-through - 15:00
- Set-up/performance/strike - 55:00
- Clear wings - 5:00
- Report overages to tabulator
- Penalty: 2 points per judge per 15 seconds



Key Reminder

- Each performance is evaluated using ten rubric categories, up to 10 points each.

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BETWEEN PERFORMANCES

Enter. Review. Adjust.



Judges

- Enter electronic scores and required comments
- Save submission
- May review/change scores throughout the day



If There's a Problem

- Missing comment? Submission rejected
- Tie in rankings? Submission rejected
- Make corrections and resubmit

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AFTER FINAL PERFORMANCE

Finalize. Submit. Turn in.



Judges

- Review all scores/comments
- Make final adjustments
- Submit electronic scores for final tabulation
- Complete paper Evaluation Sheets, Worksheet, Summary Report
- Turn paper materials in to tabulator
- Do not leave until dismissed by the tabulator



Judges - During Tabulation

- Discuss and determine individual awards:
 - e.g., All-Star Cast, Outstanding Performers, Best Actor/Actress, etc

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TABULATION

Calculate. Verify. Confirm.



Timekeeper

- Submit official timekeeper report to tabulator.



Tabulator + Lead Judge

- Apply time penalties
- Confirm all 3 judges submitted
- Calculate final placements in GHSA MIS
 - Drop lowest rank
 - Combine two ranks
 - Use points for ties



Verify Results

- Review final ranks, penalties, tie breakers
- Confirm winners and awards
- Tabulator dismisses judges

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AWARDS CEREMONY

Recognize. Celebrate.



Suggested Order

1. Region Awards
2. All-Star Cast
3. Technical Excellence
4. Outstanding Performers

5. 4th Place
6. 3rd Place
7. Runner-Up
8. Region Champion

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DIRECTOR / COACH MATERIALS

Share results and feedback.



Each Director Receives

- Completed judge critique/evaluation forms
- Final tabulation sheet
- Pick up materials after awards



Coordinator

- Ensure materials are available for all directors.

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AFTER COMPETITION

Close the loop.



Competition Coordinator

- Complete host evaluation for each judge
- Submit judge evaluations promptly (within 24-48 hours)
- Send tabulation results to Region Secretary



Region Secretary

- Submit official region results in GHSA MIS.



Keep for Records

- Final tabulation sheet
- Judge evaluations (confirmation)
- Additional required documentation