



Script Submission Procedures

Please assure that script submissions for each Prepared Event (i.e. Oral Interpretation & Public Address) follow these requirements.

Note: These instructions are taken from the CCA IE Criteria and Competitor Standards.

For All Script Submissions

- By tournament check-in, each competitor must submit a completed CCA Script Submission Cover Page (available on the CCA website).
- Failure to submit a complete script is grounds for disqualification in that event.
- Script Submission Cover Page should be **stapled** to a printed copy of the script.
- For each genre, specific items are to be highlighted within the script submission. **Yellow** is the preferred color for **highlighting**, but other colors may be accepted.
- For Duo Interp events, each partner must submit his/her own complete script submission.
- If a required part is missing, the script is unacceptable. Please make note of the missing item(s) and give these scripts to the Tournament Director.
- Accept scripts if all of the required script submission parts are included but in a different order than specified. Make note of the discrepancy on the Script Submission Cover Page to be corrected by the next tournament.
- Give the accepted scripts to the IE Tab Coordinator for filing.
- Scripts will be returned to the competitor in the ballot packet at the conclusion of the tournament.

Note to those checking Script Submissions:

An abridged version of these procedures is available to use as a quick reference. See the "IE Script Submission Quick Checklist" document.

For Oral Interpretation Script Submissions:

Oral Interpretation Events:

Bible Interp	JV Bible Interp	JR Poetry Interp
Dramatic Interp	JV Poetry Interp	JR Prose Interp
Dramatic Duo	JV Prose Interp	
Humorous Interp		
Humorous Duo		
Poetry Interp		
Prose Interp		

Oral Interpretation script submissions must include the following in this order:

1. Completed CCA Script Submission Cover Page
2. Proof of Copyright, Public Domain, or Author's Permission (see below)
 - o Exception: Not required for Bible Interpretation
3. Original Introduction
4. Entire script of the presentation
 - o If a teaser is used, it should be included at the beginning of the script.

Proof of Copyright, Public Domain, or Author's Permission:

A script is acceptable if it is accompanied by proof of Copyright, proof that it is in the public domain, or written permission from the author.

1) If copyrighted:

- For most scripts, a photocopy of the Copyright information of the work should be provided.
- For works available exclusively online*, competitors may print the proof of Copyright directly from the website. Make sure that the Copyright applies to the work itself, not merely the website.
- For all copyrighted scripts, the title, publishing company, and date of publication must be **highlighted**, preferably in yellow.

2) If in the public domain:

- If published in 1925 or earlier, a photocopy of the title page of the work should be provided.
- If published after 1925, printed proof that the piece is in the public domain should be provided.
- For works available exclusively online*, competitors may print the title page directly from the website.
- For all scripts in the public domain, the title, publishing company, and date of publication must be **highlighted**, preferably in yellow.

3) If author's permission received:

- A signed and dated letter of permission to use the work from the author or owner, addressed to the competitor, should be provided. This should include the title and date of publication or production. An electronic signature with email address is acceptable.

* Literature available exclusively online may be used for all events in the Oral Interpretation category with the exceptions of Prose and Poetry Oral Interpretation.

Other things to check for Interp:

- For works found in an anthology or collection:
A photocopy of the Table of Contents, with the title of the piece **highlighted**, should be provided.
If there is no Table of Contents, then a photocopy of a page from the anthology or collection clearly identifying the work as part of the anthology or collection should be provided.
- Invalid Proofs of Copyright:
For Interpretation events that use a script from a play, radio show, movie, or TV show (e.g., Dramatic Interp or Duo, Humorous Interp or Duo), the following proofs of copyright are not valid.
 - A photocopy of the Copyright information from the jacket or box from a published audio or video recording associated with the script
 - A photocopy of the copyright information and/or title page from the book on which the script is based



Script Submission Procedures

For Public Address Script Submissions:

Public Address Events:

Biographical Informative	JV Biographical Informative
Cultural Criticism	JV Informative
Informative	
Persuasive	

Public Address script submissions must include the following in this order:

1. Completed CCA Script Submission Cover Page
2. Entire script of the presentation
 - Direct quotations should be **highlighted**, preferably in yellow
3. Works Cited, Reference List, or Bibliography
 - No specific citation format or style is required.
 - This information must be included in printed or typed form.

Other things to check for Public Address:

- The number of directly quoted words must be identified on the Script Submission Cover Page.
 - Footnotes and in-text citations are not required beyond what the competitor would say in their speech.
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