

Olathe East High School.

Field Trip Application Form/Permission Slip

Name of Group: Thespians

Name of Teacher(s)/Sponsor(s): Mr. Edward Shafer

Date of Field Trip: January 8th – 10th, 2026

Time of Departure: 7:00am January 8th, 2026 Estimated Time of Return: 7:00pm January 10th, 2026

Field Trip Origination and Termination Point: Olathe East High School

Location of Field Trip: **Kansas Thespian Festival:**
Conference and Hotel: Hyatt Regency Wichita
400 West Waterman,
Wichita, KS 67202

Rationale for Taking This Trip: The Kansas Thespian Festival is a wonderful opportunity for students to learn more about both performance and technical aspects of theatre. Students will be able to see new plays and musicals performed by fellow thespians from all across the state of Kansas. It is also a unique chance to showcase a student's talent, and perhaps win a prize or a scholarship from prestigious colleges and universities from all over the country.

Requested By: _____ / 08/21/25
(Teacher/Sponsor Signature) (Date)

(Administrative Signature) (Date) 2 Approved
Disapproved

The purpose of this form is to inform you of the above planned activity. Before your child will be allowed to participate in the above activity, it will be necessary for you to provide your consent. This activity will be supervised by adults. It may be necessary to alter some of the details of this activity outlined above, but efforts will be made to retain normal supervision for the safety and welfare of all field trip participants. Please make one of the boxes listed below and sign where indicated. Failure to return this form will prevent your child from participating in the above activity.

_____ My Child May Participate _____ My Child May NOT Participate

Student Name (Please Print) (Parent Signature) (Date)

Student Signature (If 18 Years Old)

EMERGENCY MEDICAL RELEASE FORM FOR KANSAS THESPIANS

Name _____ Home Phone _____

Male or Female _____ Age _____ Date of Birth _____

Home Address _____
Street, city, state, zip code

In Case of an Emergency, Contact _____

Address of Contact Person _____ Phone _____

Name of Family Physician _____ Phone _____

Allergy Information If allergic to any drug (penicillin, insulin, etc.) please specify.

Date of last tetanus inoculation _____ Surgery within the last year? _____

Emotional problems (e.g. hyperventilation, hysteria) _____

Rheumatic Fever _____ Diabetes _____ Epilepsy _____

Is the student under medical treatment at present? _____ If yes, please explain.

Insurance Agency _____

Name under which policy is listed. _____

Insurance Policy Number(s) _____

Please explain any health information helpful in properly caring for this student, sponsor or chaperone.

STUDENT CONSENT FOR KANSAS THESPIAN FESTIVAL

_____ has my permission to attend the Kansas Thespian Festival.
Student's Name

I understand that the event may result in absences from regularly scheduled classroom time. This is permission for treatment of this student by a physician and/or hospital for any medical or surgical emergency and/or illness.

SIGNATURE OF PARENT OR LEGAL GUARDIAN

DATE

SECURITY RULES FOR KANSAS THESPIANS

1. **ALCOHOL/DRUGS** *Delegates who consume alcohol or who are under the influence of drugs or alcohol during the festival weekend will be returned home at the expense of the parent on the First violation.* **TOBACCO**-Use of tobacco is strictly prohibited. Delegates who use any tobacco product may be sent home at the parent's expense on the first violation.
2. **CURFEW** Delegates must be in their assigned rooms as per the instructions of their sponsor. All student delegates must be in their hotel room by the festival schedule. All delegates must follow the festival **LIGHTS OUT** festival schedule. Sponsors are to check rooms to make sure all are present and that lights are out on time. Sponsors are to work with the festival and hotel security personnel should any problems arise. The sponsor in charge of security should be immediately notified of any security problem.
3. **ROOM ASSIGNMENTS.** Delegates must stay in the hotel room assigned by their sponsor. (This is for security and emergency reasons.) Each sponsor should have a list with his/her delegates' room assignments. **AT NO TIME IS A MALE ALLOWED IN A FEMALE'S ROOM OR A FEMALE ALLOWED IN A MALE'S ROOM.**
4. **FESTIVAL ATTENDANCE** All delegates are required to attend the events scheduled during the festival weekend.
5. **PEOPERTY DAMAGE.** Delegates will be responsible to the hotel or to the host school for any damage. All students are required to be in attendance at each mainstage performance and activities provided by the festival (workshops, one-acts, auditions, etc.) Any delegate not participating will be issued a warning or the festival badge lifted.
6. **BE A CLASS ACT.**
 - DRESS.** Proper attire (including shoes) must be worn at all times while at the festival. Delegates are encouraged to wear comfortable clothing for workshop activities and to dress appropriately for theatre attendance. Hats are not allowed in the building. Clothing which advertises, promotes or suggests inappropriate behavior is not considered proper attire.
 - BEHAVIOR.** Refrain from inappropriate language, unnecessary noise, reckless behavior. Show respect to fellow delegates and adults. Thank the workshop presenters.
 - FOOD/DRINK.** It is the responsibility of every delegate to abide by the host facility policies. There is to be no food or drink in the theatre at all times. Beverage and food containers must be relegated to specific areas. Check for those areas.
 - DAMAGE.** If anything is damaged, please notify a festival official immediately.
7. **BADGES.** Delegates must wear identification badges at all times. This badge must contain a copy of the delegate's health information. This badge is admittance to all festival activities.
8. **THEATRE ETIQUETTE.** Students are expected to behave as ladies and gentlemen at all times. Rudeness will not be tolerated. **DO NOT WALK IN OR OUT OF A PERFORMANCE IN PROGRESS.** Follow proper theatre etiquette which is listed in each program.
9. **VIOLATIONS and CONSEQUENCES.** Law enforcement officials will be contacted if students are found to be in possession of drugs or alcohol. Parents will be contacted and the student will not be allowed to participate in any additional future Kansas Thespian festival events. Other major violations include, but are not limited to, fighting, excessive inappropriate behavior, not meeting curfew, or flagrant disregard to the hotel or festival rules. Incense is not be used in the hotel rooms. On minor infractions, the first violation will result in a warning. If an adult witnesses a violation, that adult is to confiscate the name badge and turn it in to the registration table along with a description of the incident. The student's sponsor will be contacted and depending on the severity and/or frequency of complaints, a consequence (punishment) will be enforced. Violations of the security rules could result in the expulsion of a delegate from the festival and may cause their troupe not to be invited back to the Kansas Thespian Festival.
10. Kansas Thespians has permission to use my child's likeness in promotional materials for Kansas Thespian events. My child's likeness may be used on posters/social media/advertisements and promotions for Kansas Thespians.

I have read the above rules and regulations. I understand my responsibility to my troupe, to my school, and to the state festival.

Student Signature

I have reviewed the above rules and regulations with my son or daughter.

Parent/Guardian Signature

**BOTH THE SECURITY FORM AND THE HEALTH FORM
REQUIRE A PARENT/GUARDIAN SIGNATURE.**