



**GEORGIA
THESPIANS**

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

CHAPTER BOARD JOB DESCRIPTIONS

GUESTS

Hospitality

- Plan and Organize Adult Socials
- Plan with catering person at Trade Center (Weezie) the menu for the socials.
- Buy/Reuse table decorations for tables
- Plan tablecloth color for theme of conference
- Make an invitation for the program and get to Frank at Dec deadline
- Send same invitation for Bob for the program
- Solidify any signage from sponsors and/or Thespian signage
- At conference – follow up with set up of tables and decorations each night of the socials

Guest Artist

Secure contracts for the Marriott hotel – there are 2. One for sleeping rooms and one for meeting rooms – these should be signed and handed in each year at the end of conference for the following year.

FYI – in the past several years we have booked

Wed – 7 rooms

Thur – 57

Fri -57

Sat – 7

We have also booked ALL meeting rooms this year for Wed-Sat.

Rooming list deadline for final rooming list is at the beginning of January

Work with Guest Artist chair (Pam and Jennifer) to know list of who will be attending

Create a list of t-shirt sizes for Guest Artists

Know all travel arrangements for guest artists

Make rooming list and send to Marriott – normally deadline is early January

Make transfer arrangements for those who are flying and using Groome transportation.

Contract for Groome transportation – Paul has gone and paid this in person in Columbus the past two years.

Be available for guest artist arrivals beginning sometimes on Wed night.

Plan to attend conference a day early to set up hospitality room

Create goody bags for all guest artist and workshop leaders

During conference – post transfer arrangements so Groome times are available for guest artists. This part sometimes gets confusing.

Be available throughout conference in the hospitality room

Goody Bags:

In the past I have included some of these items in the goody bags. Also – we have bought either a gift bag

Bottled water

Hand sanitizer

Candy

Drink mix for bottled water

Tissues

Chapstick

Hand lotion

Georgia peanuts

Peach jelly bellies

Gum

Mints

I have also handled such things in the past like dietary needs and to-go orders for shows that are performing at conference. AND – in the past I was in charge of feeding all the college reps breakfast , lunch and dinner – I have suggested that those college reps have a break in their day in order to eat in the trade center during dining times.

Vendors/Exhibitors

- (September) Send out welcome email to vendors/exhibitors from last year with registration info. Include any new email contacts gathered through the year.
- As vendor/exhibitors sign up, print out contract and email a confirmation email to them. Clarify how much they owe and to send in fees asap
- Keep a notebook of contracts as they come in. Separate Sponsors from regular vendor/exhibitors. Notate the date you receive check.
- Fill out paperwork for deposits and send to Frank monthly.
- Keep a spread sheet of Vendors, Table/Booth numbers, and power requirements.
- Follow-up with all sponsors about ad copy and deadlines (cc Bob). Make sure they have paid for their sponsorship and they get their artwork to Bob before the program deadline.
- Follow-up on all sponsorship perks: (Eric - link back on Thespian page), Sponsor name on Adult social invitation (Frank), Sponsor names on all signage (Frank), Guidebook banner (Eric).
- November - send a reminder out about sponsorship to all vendor/exhibitors and colleges.
- December - Check-in with David Bevins at the Trade Center about booths and room set-up.
- Send final numbers on student helpers needed to CSU liaison.
- Make sure final ad copy is to Bob for all Sponsors.
- January - double-check and finalize all paperwork.
- Follow-up with Frank about signage.
- Get list of colleges from Cheryl Baraban.
- Develop first draft of room layout with vendor/exhibitors and colleges with table numbers. Make sure you prioritize by Sponsorship and the order they registered and paid.
- Send Jeff Pullium list of participants for “Passport for Prizes” artwork including all Sponsors.
- Send final artwork to printers - 500 copies. If they are ready in time, send some of them to Frank to include in the school packets.
- Finalize room layout, numbers and master list. Scan and send to David Bevins, Paul Hampton and Cheryl Baraban. Email Cheryl final college list with numbers.
- Let Paul know final table count.

- Email final reminder sheet to all Vendors and Sponsors with clear directions for set-up and strike and all reminders.
- Put together a welcome bag for the Vendors. Include Conference badges, program, stamp and stamp pad and any goodies.
- Bring easels from DFA.
- (Feb/Conference)-oversee Trade Center set-up - all Vendors/Sponsors. Coordinate with Trade Center staff. Check in all Vendors and Sponsors and deliver welcome bags.
- Prepare check list for CSU helpers at our Vendor table.
- Gather and notate all prizes donated for “Passport to Prizes”. Make sure everyone who is participating donates something.
- Coordinate with Trade Center staff about Prize giveaway set-up in lobby and microphone.
- Oversee prize give-away at noon on Saturday.
- Develop spreadsheet of prize winners.
- Send out “Thank-you” emails.

Adjudicators/Guest Artists/Workshops:

- At the International Thespian Festival attend as many new workshops in areas that either need to be added or workshops that add to areas that we already have but are different. Then make the personal contact with that presenter to issue a verbal invitation and to talk about securing airfare early to get the lowest fare as well as how and when to go to our website to complete the application to send to our webmaster.
- Once applications arrive begin a list of T-shirt sizes needed for all guest artists/adjudicators/judges,etc.
- Begin to schedule as many workshops as possible back to back so that each track can have the opportunity to take that particular workshop because some artists do multiple types of workshops at different time slots. Then be sure to give guest artists a break before have the next two workshops back to back.
- Be sure that the CSU student has theatre students assigned to be counters for each of the workshop sessions so that we will have a final count after conference ends. This helps to determine what is being attended, who should be invited to return the following year, and who needs to NOT receive an invitation and make a notation of why.
- Arrive by 6 PM on Wednesday so that after dinner with whatever board members are here early for duty purposes that you are available no later than 8 PM to report to the assigned room in the lobby of the Marriott to begin setting up for all guests artists, judges, and adjudicators. This generally takes between 2 and 3 hours.
- Be sure to bring at least five CD players with cord attached in case the artist plans to use a phone for music. Make a chart for guest artists to check out CD Players and return them. Providing that there are enough for each artist requesting one, he/she may keep the CD Player until his/her final workshop and then return it to the room and sign out.
- Provide a list of needs to give to the state director or other designated individual so that we have all spaces at the Trade Center , CSU and the Carpenter Building as well as projectors, screens, pianos, etc.
- Stay in the check in room at the Marriott the entire conference with the exception of the Opening Number and have the assistant be on the opposite track to ensure that someone is always in that room for our guests artists/adjudicators/judges. Generally there will also be at least one if not two CSU theatre students to assist you at all times.

- Be sure that you go to the front desk in the morning to have security to unlock the room as well as very important to lock the room each evening.
- Be available by cell for artists/judges/adjudicators to get in touch in case a flight is behind schedule or a room has not been unlocked for the workshop or event, etc.
- Complete Conference Assessment and submit to chapter director asap.

TIMELINE FOR GUEST ARTISTS/ADJUDICATORS/THESPIAN SCHOLARSHIP JUDGES:

- June following conference attend as many workshops and talk with those guest artists (if plans are to issue an invitation to present at our Feb conference)
- August follow up with email and/or phone call to ensure that everyone invited has contacted Linda Marchbanks, our travel agent, to attempt to secure the lowest airfare possible.
- August prepare a list of invited guest artists, adjudicators and scholarship judges to the chapter director and to the board at retreat
- September at the planning session share new workshop descriptions with those teachers present at the meeting
- August at retreat get with hospitality person on # of rooms that need to be reserved for the above. Also be sure to meet with CSU theatre student about needs for helpers at conference to set up for guest artists, adjudicators, guest artists as well as the number of workshop counters each session.
- November begin planning the schedule and getting T Shirt sizes from the applications that have been received.
- December have the completed schedule to forward to the webmaster at whatever deadline is given
- January at planning session finalize any artist, adjudicator, scholarship judge with each of the board members responsible for that area.
- Make individual Check requests for honorarium for guest artists, adjudicators and judges.
- February (arrive in Columbus the day before conference to prepare for the guest artists, adjudicators and scholarship judges.
- As guest artists, judges and adjudicators check into the hospitality room to receive the registration bags, etc. they each need to see the person in charge of guest artists, judges and adjudicators to receive and sign for their checks.
- Have already printed a sign out sheet for guest artists who requested a CD PLAYER for their workshop. Be sure to remind them to return the CD PLAYER at the conclusion of their last workshop and sign in.
- Be energized, alert, and courteous to all and be a welcomed listener.
- Make notations of any actions or incidents that need to be addressed to the chapter director prior to making plans for the next conference.
- Complete the Area of Responsibility sheet and return to chapter director asap after conference closes.
- Provide the treasurer with any receipts that need reimbursement.

PERFORMANCES

Selection/Scheduling/Management:

House Management: provide safe and orderly environment for all audience members in all venues at Georgia Thespian Conference.

Before Conference:

- When show schedule is finalized in December, communicate number of ushers needed and in what time slots they are needed to Alpha Psi Omega liaison
- At least 2 volunteers needed for each venue for a shift starting 30 minutes before the show, during the show (to discourage audience members leaving during performance), and 15 minutes after show to make sure house is cleared.
- Communicate the names of shows scheduled to house management of Bill Heard Theatre, Springer Opera House and CSU as soon as show schedule is finalized

During Conference:

- Make contact with house management staff of Bill Heard Theatre, Springer Opera House, and CSU theatres at once or twice a day to ensure volunteers are in place and there are no concerns
- When there is an All State Show, make sure there are volunteers to hand out programs (not responsibility of house management of venues) and pick up any leftover programs and deliver to Chapter Director

All-State Show:

- Organize adult staff to help with all aspects of production
- Put a show together in a Summer Intensive (4 days in the summer) and then 6 additional practices.
- Create or modify the All State Show Packet (schedule, contracts, and money)
- Work with Paul (Chapter Director) to choose show
- Contact companies who own rights, or facilitate people to help with negotiations of rights and sponsorships.
- Collect Packets
- Work with treasurer on money collection
- Meet with Troupe Directors
- Create Rehearsal Schedule
- Arrange Meals
- Arrange Rooming (reserve hotel, pay for hotel)
- Arrange Chaperones
- Get musicians if needed
- Order all materials for set, costume, props...
- Create design for program
- Create t-shirt design and get shirts
- Arrange travel

- Travel with students
- Answer emails from directors and students
- Block, direct, and choreograph...

Opening Number-

- Create a 30 to 45 minute show that goes along with the conference theme in 6 rehearsals.
- Coordinate adult staff to help with all areas of the production
- Create the script and theme (work with STO)
- Hold meetings with production staff
- Find all music, and sheet music (all music used must have sheet music available)
- Create audition documentation
- Create rehearsal schedule
- Contact Rivercenter/work with rivercenter staff
- Directing, blocking, choreography...
- Arrange meals for cast
- Arrange t-shirts
- Manage payment of supplies, honorariums and run bank account
- Order set, prop and costumes or reimburse those who do
- Answer emails and questions about auditions from students and directors
- Collect money and forms

Helpful Hints: Sheet music must exist for the song to use it, stay consistent with rehearsal expectations, you cannot costume songs exactly like the Broadway version of the show, try to get parents to help with meals, always be overly prepared for rehearsal. You must know what you want to accomplish at every rehearsal and accomplish it!

Ticketing:

- Create online ticket request form for both tracks based on the selected shows for current conference.
 - Manage and update request form as the selections run out.
 - Notify schools that have errors in their requests.
 - Finalize ticket amounts for each school based on requests and making adjustments as necessary due to availability.
 - Contact each school with the ticket numbers they should expect to see in their conference packet (use a mail merge form email to speed up process)
 - Coordinate with ticket design process.
 - Determine final amounts of tickets available per time slot- this changes based on venue availability, All-State show rehearsal/performances, etc. We have limited the Bill Heard ticket amount to encourage people to select tickets for the other venues (Springer, CSU, McClure when available).
 - Count out the physical tickets for each school based on the confirmation emails.
 - Deliver tickets for inclusion in conference registration packet.
 - Set up and run the ticket exchange table at conference.
- (Ticket exchange also functions as an impromptu information desk.)

Screening/Performances

- Schedule screeners for each show.
- Collect screener's feedback

- Use feedback to determine performances
- Set schedule
- Meet with directors
- Coordinate with venues.

EVENTS

Tech Challenge

Before or at the annual retreat:

- Review the Tech Challenge Handbook for updates and/or changes needed
- Review the entry form for updates and changes
- Review the director's handbook for updates and changes for the Tech Challenge section
- Participate in discussions on scheduling
- Assist the board with other planning as needed
- Send CSU representative the number of student volunteers the event will need

After retreat and before conference:

- Secure judges for each event
- Upon receipt of entry forms, schedule the schools that are participating
- E-mail / contact each school with the schedule
- Assist troupes with questions in a timely manner (24-hour turn around)
- Secure first and second place team trophies
- Secure swag bags for the first place person/ team for each event
- Secure the necessary materials to run each event

At conference:

- Set up the Challenge the night before [or in a timely manner...takes about 45-60-minutes], this includes check in table for participants
- Check in the judges, timekeepers 15-minutes before the doors open
- Open doors and have check – in begin 10-minutes before Challenge begins
- Run event, checking on each station, problem shooting, answering questions, etc.
- Input scores as they are returned
- Report winners no more than 2-hours after event is closed
- Clean / strike the challenge

After conference:

- E-mail results to the webmaster for posting
- E-mail the participating schools the top three scores for each event
- Fill out yearly assessment and sending to Chapter Director

Individual Events

Before or at the annual retreat:

- Review the entry form for updates and changes
- Review the director's handbook for updates and changes for the IE section
- Review and change any information on the website through webmaster (Eric Ebell) to make sure all information is updated

- Work with NIES (National EDTA- Diane Carr) to make sure our rubrics and guidelines parallel those on the national level
- Assist the board with other planning as needed
- Send CSU representative the number of student volunteers IEs will need
- Prepare IE workshops for each planning session and attend both the fall and winter sessions.

After retreat and before conference:

- Work with guest artist coordinator (Pam Ware) to get adjudicators for each IE event (3 Tech, 3 Acting, 3 Solo, 3 Duet/Group Musical and 3 for additional solo/group musical room/event)- 15 total
- Upon receipt of entry forms/payment after super-deadline
 - verify the correct payments and account for each troupe's payment type and amount and prepare deposit slip to turn in money to chapter treasurer (Frank Pruet)]
 - verify that all registration forms have a troupe director and administrator's signature
 - note conflicts for scheduling regarding Opening #/All-State Show performers as well as shows screened and accepted to perform (get from Screening (Miro Gomez and Sarah Lindahl).
 - Verify that all performance rights obligations are correctly fulfilled.
- Contact all troupes who fail to meet the deadline requirements and mail payments and forms back to them
- Type and organize 3 rubrics per entry/event for the judges and have these ready to distribute- VERY TIME CONSUMING- get help with this if you can
- Make copies of all forms and postmark dates and keep in a notebook for reference purposes
- Schedule IEs and get this schedule to the GA thespians webmaster, scholarships and chapter director (Paul Hampton) by 2nd planning session
- Send chapter director your venue/space needs and verify that he has contacted and secured these spaces at Springer.
- Secure the necessary materials to run each event
- Contact all adjudicators and make sure that they have all information regarding each event and rubrics, guidelines, rules, etc.
- Inform adjudicator's that they have a mandatory meeting on Friday at the Marriott at 7:45am

At conference:

Wednesday:

- Meet with Springer personnel (Allie) and make sure that all venue needs are taken care of and rooms are set up correctly: McClure, Foley, Studio 2, The Learning Center, the Saloon and the tab room as well as one additional venue space TBD.
- Bring all supplies- envelopes, printer, paper, rubrics, etc. and set up at Springer in the tab room
- Buy hospitality (drinks, coffee, snacks, etc.)

Thursday:

- Be at registration to set up informational table (put summary of what CSU volunteers need to know and also give to Eric) and answer questions
- Leave schedule and detailed instructions for the rest of day with CSU volunteers and registration desk
- Set up hospitality in Saloon for next day (this should be Thursday evening)

Friday:

- Meet with adjudicators at Marriott at 7:45am to go over information
- Get lunch order
- Check in the judges, timekeepers 15-minutes before the doors open
- Run event, checking on each station, problem shooting, answering questions, etc.
- Input scores as they are returned
- Order lunch and dinner (where applicable) and have CSU students help with ordering, picking up and distributing meals for adjudicators
- have CSU students as runners pick up and deliver forms to be tabulated every 30 or so minutes
- Meet with judges at end of day to pick Showcase
- Sort score sheets into troupes to be returned to directors on Saturday at registration
- Report winners no more than 2-hours after event is closed using both the Guidebook templates and Certificate templates
- Clean / strike the venue

Saturday:

- take sorted forms to table at registration to be given out
- be at table to accept IE Showcase CDs
- meet at Bill Heard to meet with and rehearse IE Showcase participants
- run both IE showcases- be backstage to help with flow and microphones
- Pick up remaining rubrics and

After conference:

- E-mail results to the webmaster for posting
- Mail the unclaimed forms back to participating schools
- Send report to chapter director to report to NIES- this MUST happen immediately following conference
- Fill out yearly assessment and sending to Chapter Director

PlayWorks

- Maintain and update Georgia Playworks submission information for the webpage
- Provide student and teacher support for those interested in making submissions to Playworks
- Create and manage Playworks' email account for submissions
(gathespianplayworks@gmail.com)
- Organize adjudication and feedback panel to read and respond to all off the submissions.
- Rank submissions and organize/filter feedback for students
- Select and contact Playworks workshop participants
- Organize Playworks Workshop format for Thespian Conference.
- Select guest artist for workshop involvement
- Secure payment for guest artist
- Contact and communicate with school preparing fully staged performance from last years workshopped play
- Provide support for the school presenting fully staged play at Playworks

Scholarship Auditions

As Scholarship Chairman you are responsible for informing students about all audition opportunities, scheduling all audition call times, and coordinating/scheduling all thespian interviews. You are the liaison at conference with the thespian adjudicators, and college representatives. You are responsible for securing

college vendors and providing their materials upon their arrival to conference. There is a gmail for this position. gathespiansscholarships@gmail.com

At Retreat:

- Update all forms and review information from past conference.
- Secure volunteers
- Update Handbook and Website Information
- Evaluate college feedback and make changes if necessary
- Make schedule changes based on All State Show/Opening Number Year
- Create Google Forms for callbacks and Student Info survey

At First Planning Session:

- Host audition information workshop
 - Cover form, deadlines, audition suggestions
 - Answer Questions
 - Easy with powerpoint!

At Second Planning Session:

- Meet with Board Member for Guest Artists and get emails for thespian adjudicators
 - Make sure to email adjudicators to arrange meeting time before interviews begin at conference and give them any other need to know information about conference.
- Meet with Board Member for Vendors and assign colleges to specific table numbers
 - Make sure to email colleges before conference to notify them about which table they are and any other conference need to know information
- Host audition workshop
 - cover attire, audition pieces, timing, slating
 - location and time
- Collect Forms
 - For All Forms (Junior, Senior, Tech, Thespian)
 - Typed and printed
 - No stray marks or staples
 - Single Side Copy
 - Completely filled out- all signatures included
 - Cash, School/Booster Check or money order
 - ensure school counselor signature and seal (double check GPA)
 - For THESPIAN FORMS
 - Must meet “All forms criteria”
 - Also include Troupe Resume
 - Theatre Educator must have essay
 - While collecting forms, take payment and record on deposit slips (cash/money order/school checks, NO PERSONAL CHECKS)
 - \$25 per student no matter how many separate auditions they are doing
 - Fill out deposit form for all checks/money orders
 - At end of day, sign and turn in to the Treasurer
 - Fill out receipts for all cash received
 - Receipt should include how many students are included, school/troupe, and name of person turning in money
 - Keep receipts and money separate and wait to turn in until the conference. Some cash you may use as petty cash to purchase materials for conference

- While collecting forms, send each student to fill out digital student survey with name, email, high school name, audition type.
- While collecting forms, sort into categories:
 - College Only: Junior- Performance
 - College Only: Junior- Tech/Theatre Ed
 - College Only: Junior- Both Performance and Tech/Theatre Ed
 - College Only: Senior- Performance
 - College Only: Senior- Tech/Theatre Ed
 - College Only: Senior- Both Performance and Tech/Theatre Ed
 - Thespian Only: Performance
 - Thespian Only: Theatre Ed
 - Thespian Only: Tech
 - Thespian Only: Both Performance and Tech
 - Senior Thespian and College: Performance
 - Senior Thespian and College: Tech/Theatre Ed
 - Senior Thespian and College: Both Performance and Tech/Theatre Ed

Scheduling (the week after 2nd planning session-must be completed by MLK holiday)

- Take categorized forms
- Tag all conflicts (IE, Shows, Opening)
 - color code each conflict type
- Schedule Juniors First
 - schedule conflicts first
 - fill in others
 - stack forms in order by call time and name
 - Number forms starting with “1”
- Schedule Design/Tech/Theatre Ed
 - number forms starting where juniors end up
 - stack forms in order by call time and name
- Schedule Senior Thespians
 - schedule conflicts first
 - fill in others
 - stack forms in order by call time and name
 - Number forms starting where Design/Tech ended
 - 8 minute slots
- Schedule Seniors
 - Schedule college auditions for 15 a group
 - schedule conflicts first
 - fill in others
 - stack forms in order by call time and name
 - Number forms starting where senior thespians ended
- Put all call sheets in one excel workbook and send to webmaster for guidebook upload and print hard copies
 - fit to be on one sheet when printed
- Compile audition forms in number order including thespian troupe resumes and theatre educator essays
- When sending off to printer to make double sided notebook, make master already two-sided
- For college notebooks pull out resumes and essays

- Print off section dividers (juniors/design tech-ed/thespians/seniors)
- Print off Notebook cover page
- Make master thespian notebook (thespians ONLY)
- Make master college notebook (includes ALL FORMS without essays or troupe resumes)
- Send master notebooks off to printer 1-1.5 weeks after 2nd planning session

During Conference:

WEDNESDAY

- _ Set up boxes of college notebooks under registration table
- _ Set out table layout on registration table
- _ Set out list of colleges with their information on registration table
- _ Put 1 highlighter and 1 pen inside every college notebook
- _ Put individual college welcome folders under table
- _ Deliver Thespian Adjudicator notebooks to Hospitality room

THURSDAY

REGISTRATION TABLE

- _ Check for all college notebooks at registration table
- _ Set out college lay-out for registration table
- _ Check for correct table lay out for colleges
- _ Set out volunteer responsibilities
- _ Pick up Audition Ribbons from Registration table

COLLEGE AUDITION LOCATION

- _ Check tables and chairs for colleges-set up
- _ Set out CD player
- _ Set out timer
- _ Set out call sheet for registration table
- _ Set out highlighters/sharpies/# tags/extra tags/audition ribbons @ registration table
- _ Set out volunteer responsibilities @ registration table

WARM-UP ROOM

- _ Set out volunteer responsibilities
- _ Set out CD player
- _ Set out Call Sheet w/clipboard
- _ Set out highlighter

THESPIAN SCHOLARSHIP INTERVIEWS LOCATION

- _ Set out Call sheet for registration table
- _ Set out highlighters/sharpies/# tags/extra tags/audition ribbons @ registration table
- _ Set out CD players for both rooms
- _ Set out timers for both rooms
- _ Set out volunteer responsibilities @ registration table
- _ Set out Thespian Adjudicator gifts/supplies on table in both rooms

MEET WITH THESPIAN ADJUDICATORS 2 HOURS PRIOR TO START TIME

THESPIAN INTERVIEWS

- _ Check timers and keep on schedule
- _ Check in with adjudicators on break

JUNIOR COLLEGE AUDITIONS

- _ Check timers and keep on schedule
- _ Check registration table and keep on schedule
- _ Collect callback survey from each college
- _ Finalize Callback sheet for Webmaster

FRIDAY

COLLEGE AUDITION LOCATION

- _ Check tables and chairs for colleges
- _ Set out CD player
- _ Set out timer
- _ Set out call sheet for registration table
- _ Set out highlighters/sharpiers/# tags/extra tags @ registration table
- _ Set out volunteer responsibilities next to CD player

THESPIAN SCHOLARSHIP INTERVIEW LOCATION

- _ Set out Call sheet for registration table
- _ Set out highlighters/sharpiers/# tags/extra tags @ registration table
- _ Set out CD players for both rooms
- _ Set out timers for both rooms
- _ Set out volunteer responsibilities next to CD players in both rooms
- _ Set out Thespian Adjudicator gifts/supplies on table in both rooms

MEET WITH THESPIAN ADJUDICATORS 30 MINUTES PRIOR TO START TIME

THESPIAN INTERVIEWS

- _ Check timers and keep on schedule
- _ Check in with adjudicators on break
- _ Collect Call back lists from judges
- _ Turn in Callback lists to registration table by 2PM

SENIOR COLLEGE AUDITIONS

- _ Check timers and keep on schedule
- _ Check registration table and keep on schedule
- _ Collect callback survey from each college
- _ Finalize Callback sheet for Webmaster
- _ Pack up CD players/timers/papers from lobby/room/warm up and pack in car

THESPIAN INTERVIEW CALLBACKS

- _ Meet with adjudicators 30 min prior to callback start time
- _ Start callbacks by adding students to blank call sheets by first come first serve
- _ When callbacks are finished and winners are decided: bring to registration table to post
 - Indicate on winners post to meet in green room at river center 30 min prior to first closing ceremony
- _ Collect Evaluation Sheets from adjudicators
- _ Pack up CD players/timers/papers from lobby/room and pack in car

TECH AUDITIONS

- _ Check tables for Set-up
- _ Help student set-up
- _ Help/Observe for Auditions
- _ Collect callback survey from each college
- _ Finalize Callback sheet for Webmaster

SATURDAY

- _ Pack up registration table
- _ Keep 1 college and 1 thespian notebook for yourself
- _ Keep 1 college and 1 thespian notebook for chapter director
- _ Meet winners in green room at River Center to pass out Information Letters
- _ Collect Winner Information survey
- _ Announce winners in closing ceremonies

After Conference:

- Fill out winner spreadsheet and email to chapter director
- Email colleges for feedback (survey)
- Fill out Conference Assessment Form and send to chapter director

Freestyle Theatre

Before Conference

At Board Retreat

- Update all forms and web pages
- Establish due dates for entries and forms
- Create web banner to promote interest in Freestyle

At First Planning Session

- Promote Freestyle in student and troupe director sessions
- Be available for questions

Additional Before Conference items to complete

- Work with board's Social Media coordinator to promote registration
- Book venue(s) at CSU or other conference site
- Verify potential conflicts identified by each entry
- Verify technical needs of each entry
- Coordinate technical needs with CSU venue(s)
- Schedule acts in venue(s)
- Publish final schedule by second planning session
- Prepare program for the event
- Arrange for still photographer to document select performances
- Recruit the following volunteers for each room
 - emcee (1)
 - award presenter (1)
 - house staff (2)
 - door guards (2)
 - tech assistants (2)

At Conference (if event is scheduled for the beginning of the first day of conference)

Upon Arrival at Conference

- Meet with CSU personnel to open venue(s)
- Verify that technical set up is adequate for the event
- Pick up plaques, certificates, ribbons, and any other recognition for participants
- Sort programs and recognition items among the venue(s)

During Event

- Make sure that event starts on time in each room
- Monitor schedule and events to keep on track
- Keep count of audience for each performance

After Event

- Clean room
- Pack materials left over
- Return unclaimed ribbons, plaques, and other recognitions to registration

Improv!

The Improv coordinator is in charge of coordinating and running the Improv event for conference.

During Retreat

- The coordinator must ensure handbook and calendar are updated and corrected.
- Furthermore, before conference the improv coordinator must secure volunteers from Columbus State University- ensuring numbers are correct and updated.
- Currently volunteer needs are:
 - Time Keeper
 - 3 Judges
 - Score Keeper
 - Time Keeper
 - 4 Ushers
 - 2 Check in Individuals.
- The coordinator also must work with the STO to have a video with three games and rules for the event to explain the games.

During registration

- The improv coordinator will receive forms and make sure all fees are paid.
- After teams have submitted information the coordinator then creates new teams for each track.
- Students should be placed with students from different schools.
- These new teams should be sent to the troupe directors involved.
- Create a bracket for each track.
- Order medals from awards

The event.

- Students should arrive 15-30 minutes before the event to check in and work with their new team. Each team should come up with an intro for their event.
- All teams introduce themselves(in a creative and unique way)
- Judges score each team and scores are tabulated
- Announce who is moving to next round.
- Repeat this until a team has won.
- This is completed for both tracks.

PUBLICATIONS

Program

Before Conference

At Board Retreat

- Verify printing deadlines
- Set due dates for copy from all contributor

- Work with Sponsorship and Vendor Chair to set ad prices and deadlines

Before Conference

- Update copy in program template
- Work with sponsors to ensure that copy is received and in appropriate format for the program layout
- Produce a high quality .pdf file of the program to send to printer for a first draft
- Once printed, review and proofread draft to correct errors
- Submit final copy to printer by their deadline

Website

All board members have the option of including information about their committees on the website. However, the Webmaster is the only person who is trained on how to put content on the website. This content includes:

- Creating new website user accounts for new troupe directors
- Updating troupe number assignments for website user accounts and for the troupe (school) directory
- Answer questions about registration and conference
- Answer "how to charter a troupe" questions, and point people to the EdTA website
- Handle conference registration changes

Guidebook

All board members have the option of including information about their committees in Guidebook. However, the Guidebook administrator (GA) (board member) is trained and will put content on Guidebook.

Guidebook uses strict Excel templates that organizes content to allow it to be added to Guidebook. The GA takes the information (schedules, lists) from board members, reformat it to fit Guidebook's templates, and then uploads the templates to Guidebook.

Social Media

This position is primarily responsible for assisting in developing and maintaining the social media identity of Georgia Thespians, including Georgia Junior Thespians.

Specific duties:

- Post, maintain and update content on Instagram, Twitter, Facebook, and any other social media.
- Create original content based upon breaking news, social memes, and trends.
- Support the branding of Georgia Thespians- including the mission, history and accomplishments of troupes.
- Create and manage the social coverage of all sessions and conferences.
- Prepare content and build e-blasts/newsletters as directed.
- Assist the webmaster as assigned.
- Additional duties as assigned.

Public Relations

The PR Chair is primarily responsible for composing and distributing the official press release for the annual conference. The conference's Columbus Trade and Tourism liaison assists in distributing the press release to Columbus area media outlets. The PR Chair sends the press release to other media outlets in the state.

Registration

- Ensure modified conference registration and IE registration needs are communicated to the webmaster on an annual basis.
- Communicate features and pricing in the registration system based on chapter boards needs to the webmaster.
- Schedule registration start and end times with the webmaster.
- Answer emails sent by attendees that have questions about the registration processes.
- Receive troupe registration packets and update troupes' registration statuses accordingly, or communicate discrepancies with troupe directors.
- Send registration acknowledgement emails to troupe directors who have sent complete registration packets, and update the troupes registration status accordingly.
- Monitor the registration numbers to ensure attendance stays within an acceptable range.
- Send attendance numbers to chapter board and chapter director.
- Send attendance numbers to the “printer”.
- Man the registration table at conference. Train CSU students on proper registration tables procedures. Facilitate the conference registration check-in process.

ADMINISTRATION

Treasurer

- Maintains the credit cards for Chapter Director and Treasurer
 - Frequent monitoring of online account information
- Maintains checking account/checkbook for the chapter
 - Frequent monitoring of online information
 - Reports to EdTA with the financials annually
- Sets up appropriate systems for book-keeping and payments
 - Check Request Forms
 - Expense Reimbursement Forms
 - Money for Deposit Forms
- Ensures everyone handling money keeps proper records and documentation
- Receives and deposits all revenue
- Maintains copies of all checks and deposit slips
- Receives and maintains all expense receipts for end-year documentation
- Works with individual board members in managing their revenue/expenses
- Maintains and issues W 9 form
- Maintains Junior Thespians financial records/report
- Completes Vendor Form requests as needed
- Makes Festival travel arrangements for STO/All-State Show
- Completes Festival registration for STO/All-State Show

EdTA Director of Chapter Relations

Security

The Security Chair is primarily responsible for articulating and managing the chapter's safety and security protocols for the annual conference and the planning sessions. These protocols are stated in the Georgia Thespians Situation Preparedness Plan.

The Situation Preparedness Plan indicates these specific duties of the Security Chair prior to conference:

- Prepare a list of all board members' cell phone numbers.
- Distribute the cell phone list to all board members prior to the conference.
- Collect and review the situation management plans for each of the conference venues.

The Security Chair is a member of the chapter's Situation Management Team, along with the Chapter Director, the EdTA representative on site, and the EdTA Director of Chapter Relations. The members of this SMT are the official spokespersons of the organization to the press and government agencies.

The Security Chair contracts with off-duty law enforcement officers to serve as security personnel during the conference. The officers primarily patrol and monitor the areas outside the conference venues. The chapter's contract with the Trade Center includes other security personnel to cover the indoor areas during the evening dances.

At the conference, the Security Chair is stationed at the registration area to respond to reports of any issues requiring his/her attention. The Security Chair has access to the registration files so that he/she can get troupe directors' cellphone numbers when needed.

The Security Chair coordinates and manages the assignment of chaperone duties for the evening dances. All adults in attendance are asked to volunteer for a chaperones shift during the dance.

STUDENT LEADERSHIP

State Thespian Officer Liaison

1. Leadership training for STOs
How to communicate effectively
How to teach leadership/advocacy workshops
(How to structure an active workshop)
How to work effectively together as a board
Each student chooses an area of interest to represent,
Including, but not limited to Chair, Secretary, Communication
Editor, Advocacy, Troupe Outreach, etc.
2. Facilitate the work of the STO at Retreat in August. (See the list below.)
3. Leadership-Election Process
Run application process for election of new STOs (Begins in September with the fall planning or leadership meeting.) Each school may send two representatives and one officer candidate. In order to maintain their vote-one per school, same students must attend both the September and January sessions. STOs introduce the theme and other important info about the conference. Candidates introduce themselves. Candidates play

leadership games and answer short questions. There are sign in sheets for both sessions, the second one with the names from the first session, typed for sign-in. (Emails are collected at the first session. So that reminders are sent.) Many times, candidates flake out. The school still retains their vote. A candidate from the fall cannot switch to be a rep in January. He has not heard all the candidates speak in the fall. This process ends in January with the election of 7 officers at the 2nd planning meeting. Candidates present speeches and answer a question from the STO. Each school has one vote. Each STO has one vote. No adults vote. Votes are counted by an adult who has no student who is running for a board position. New STO are announced at the end of the January meeting.

4. Leadership training for the STO and conference planning while at Festival, the last week in June at the University of Nebraska. This is generally a two and a half hour to three hour session a day while there, as set by the liaison. STO also attend the ITO led leadership workshop while at Festival.

5. Planning for conference:

Choose Conference Theme-Carry conference theme though out in everything that STO do. See list below.

Design Conference T-shirts

Opening skit-Promotes the theme of the conference-2 or 3 minutes right before the Opening Number

2 dances-Thursday, Friday
(One hour!)

Silent Auction-funds conference grants (forms due in September)

Ducks (500) \$2.00-funds conference grants (Both generally raise enough for 16 conference grants.)

Hug pins-Created by STOs, sold for Conference Grants

Coin Wars-No more coins! 2016 will be STARBUCKS, dollars only. Proceeds go to Broadway Cares.

Live Auction-Friday at lunch-raises funds for Broadway Cares/Equity Fights Aids (Contact Joe Norton.) BC donates items for auction. STO supplements items. (Generally raise about \$9,000.) Schools also bring in their own checks from their own fundraisers.

Leadership/Advocacy workshops taught by STO.
Each plans his own.

Man the STO Booth-each STO and Baby STO will have an individual schedule, based on their conflicts.

Announce all shows-again according to availability STOs and Baby STOS will announce shows in pairs.

STO announce/introduce IE Showcase-Liaison types script announcing all fundraising amounts. Students introduce IE Showcase numbers. That script comes from Hampton/Pruet.

STO introduce new STO-at the very end of the showcase.

New Troupes/Mentoring

The New Director Mentor will be available to answer question for directors of newly chartered troupes or new directors of existing troupes. New troupe directors are given information via email, social media and in writing to make the conference registration process easier. The New Director Mentor will also lead workshops at the conference planning sessions.

AWARDS

Conference Awards

- Receive Award nominations
- Create Award packets to send to judges
- Notify award nominators if nominee receives award or if they do not.
- Greet and escort award presenters, family and friends backstage at Opening.
- Create plaques for Hall of Fame, Administrator Awards, Theater Educator Award, Student Achievement Awards, Broadway Cares/Equity Fights AIDS Donation award, Show Recognitions, Freestyle Performance Recognition, and Playworks Recognition.
- Sort plaques and All Star Tech Certificates into boxes for each performances space. Create certificates for scholarships, individual events superiors, individual events showcase participants, Tech Challenge, and All Star Tech recipients.
- Coordinate Awards recipients and Hall of Fame at Opening Ceremonies.
- Coordinate Award recipients at Closing Ceremonies.
- Turn in all award recipients to the website

Honor Troupes

- Receive Honor Troupe Applications at first planning
- Evaluate all Applications.
- Contact Troupes with discrepancies
- Email Troupes with their troupe status
- Create a personalized letter to principals for every honor troupe
- Create a certificate for every honor troupe
- Create Honor Troupe plaques for schools who purchase them.
- Return all honor materials to the schools at second planning or at conference.
- Inform Programs, Website, and Ribbons of honor troupes

Junior Thespians Conference

Chapter Treasurer

Write Checks before, during, and after conference to cover expenses

Balance budget

Print Attendee Badges

Order Badge Ribbons

- Order Neck Wallets
- Order Junior Thespians Brochures
- All expenditures should go through the following chain of command:
 - Board Member contacts Richard
 - Richard will verify with Paul
 - Richard will contact Board Member with response and the “green light”
 - to contact Frank or will see Frank directly

Guest Artists

- Find Musical Theatre IE Judges
- Find Acting IE Judges
- Find Technical IE Judges
- Find Master Class Presenters
- Find COLLIDE Presenters
- Contact GAs prior to the event with meeting times and all necessary information they’ll need to know before arriving at conference
- Follow up emails the month prior to conference, the week prior to conference and the day prior
- Guest Artist Special Food Requests
- Contact regarding Compensation
- Collect Guest Artist Bios, Workshop Descriptions

Individual Events

- Keep up to date with latest Individual Event Rule changes and rubric changes
- Responsible for receiving/depositing IE Fees
- Create the IE Performance Schedules
- Help Judge’s Tally at conference
- Assist with keeping IEs on track and dealing with conflicts
- Post IE Showcase & Superior Lists
- Organize, Rehearse and run the IE Showcase

JSTOs

- Coordinate JSTO Elections
- Travel to International Thespians Conference in Nebraska with JSTOs
- Consult JSTO on conference theme, changes/adjustments they would like to implement
- Schedule their whereabouts/activities throughout conference
- Campaign for Broadway Cares Equity Fights AIDS

Meals/T-shirts

- Coordinate with Registration for Meal & T-Shirt Numbers
- Organize Restaurants for Conference Meals
- Place t-shirt order and pick up before conference
- Place meal orders
- Sort t-shirts into schools
- Offer option for special dietary needs, but there must be a hard deadline

Opening Number

- Decide numbers based on the JSTO Conference theme
- Serve as contact person for questions regarding the opening number
- Email the opening number order of performance
- Follow up with directors about needs
- Run the opening number rehearsal the morning of conference
- Run the flow of the opening number performance the morning of conference
- No latecomers to rehearsal. Late to rehearsal means no performance
- Deadline for submissions

Program/Hospitality

- Collect program information from different areas of the board
- Organize Conference Information in program
- Double and triple check that all program information is correct
- Place order/print programs & pick up for conference
- Sort programs into schools
- Forward necessary information for the website to Eric
- Purchase needs for Hospitality room
- Refurbish hospitality room throughout the day
- Set up and clean up of hospitality room

Registration

- Sort schools into tracks
- Sort students into Breakout Groups groups
Create Director's Info Packet & Bag
- Facilities requests to Tim no later than the end of January
- Update Forms & Website
- Main/only liaison between CSU & Ga Junior Thespians
- Vendor Requests
- Contact for questions about junior conference
- Branding
- Workshop ticketing
- Google Forms updates

Secretary

- Take minutes from Board Retreat
- Assist Richard with administrative work

Webmaster

- Open & Close IE Registration Site
- Open & Close Registration Site
- Remove and add information regarding conference to website.
- All website additions/edits should go through the following chain of command:
 - Board Member contacts emails items for post to Richard

- Richard will verify with Paul
- Richard will email update to Eric