

# CURRENT (7/30/19)

## Arkansas Thespians Standard Operating Procedures (Revision July 2019)

### REVISIONS OF STANDARD OPERATING PROCEDURES:

*Standard Operating Procedures will be evaluated yearly by the board and revisions will be made as necessary.*

### NAME:

The name of this organization shall be ARKANSAS THESPIANS, officially EdTA Arkansas, a division of the Educational Theatre Association, and is bound by that organization's bylaws and philosophy.

### PHILOSOPHY:

ARKANSAS THESPIANS is an honorary organization for 5<sup>th</sup>-12<sup>th</sup> grade students interested in theater. The organization is student-aimed and troupe director-advised.

### PURPOSE:

The purpose of ARKANSAS THESPIANS is to:

1. Advance and improve theater arts in 5<sup>th</sup>-12<sup>th</sup> grade schools.
2. Promote theater arts.
3. Provide a meeting ground for students and teachers interested in the theater.
4. Advocate for theatre arts in education, K-12th at the local, state, and national level.

### MEMBERSHIP:

Membership to ARKANSAS THESPIANS is automatic to any school in Arkansas upon joining the International Thespian Society, and by following the rules and by-laws set up by that organization. Except for festivals, and the State festival, no payment beyond annual membership to International Thespians need be made in order to belong to or to participate in the activities of Arkansas Thespians, a chapter of the Educational Theater Association (EdTA.)

## **Article 1 State Board:**

The Voting State Board of Directors of ARKANSAS THESPIANS (Executive Board) will consist of:

1. One chapter director.
2. Council of five elected theatre professionals, each representing a group of schools throughout Arkansas (see STAGE crews google document).
3. Up to two Student Leadership coordinators, in good standing with EdTA, appointed by the chapter director and approved by the board.
4. Up to two professional members, in good standing with EdTA, appointed by the chapter director and approved by the board.

Non-voting members may include:

5. Other administrative appointees, such as Troupe Directors, State Student Officers and community members; Coordinator positions as determined by the Chapter Director and confirmed by the board.
6. A Treasurer may be appointed by the chapter director and approved by the Executive Board. The treasurer is in charge of finances (see description under coordinators) and is also considered an ex officio member.
7. A secretary may be appointed by the chapter director and approved by the Executive Board.

8. The number of Executive Board members may be increased or decreased by an affirmative majority vote of the voting members.

**Section 1. Power of Duties.** The direction and management of the affairs of EdTA-Arkansas shall be vested in its Executive Board who shall have complete discretion over the business activities, funds and properties of EdTA-Arkansas, and who shall have complete authority with respect to the expenditures and disbursements necessary to carry out the purposes and activities of EdTA-Arkansas. A Chapter Director shall perform his or her duties in good faith, in a manner he or she reasonably believes to be in, or not opposed to, the best interests of EdTA-Arkansas and with the care that an ordinarily prudent person in a like position would use under similar circumstances.

**Section 2. Qualifications.** Any interested troupe director or other qualified person, who has participated in a state EdTA organization for at least four years and contributed to the state organization beyond sponsoring a local troupe (i.e. serving actively in a committee, as a chair, or as a coordinator) is eligible to serve on the Executive Board. In selecting Appointed Board members, the needs of EdTA-Arkansas shall be considered by the Chapter Director and the Executive Board in determining the persons whose qualifications best serve EdTA-Arkansas.

**Section 3. Terms of Office.** Elected executive board members shall serve staggered terms of five years as set forth in this code of regulations, commencing on July 1 and ending on June 30 of the fifth year thereafter, or until his or her successor is appointed. Executive board members may serve no more than two full five-year terms; however, the filling of an unexpired term of less than five years created by a vacancy shall not constitute a full term. The Chapter Director shall serve for a term of not less than four years and may be re-elected to office once, following the guidelines set by the EdTA. The student liaison director serves at the will of the board appointed by the chair with the board's approval.

**Section 5. Election of Executive Board.** Openings on the Executive Board shall be announced by the Chapter Director prior to September 1. Qualified candidates (see Section 2) from the STAGE crew up for election may apply to the Chapter Director after March 1 by submitting a letter of intent and resume. Should no one apply from the appropriate STAGE crew by April 19th at midnight, the position will be opened to a qualified member at large from the entire state on April 20. The deadline to apply for the member at large is April 30th at midnight. The position shall be elected by electronic vote (i.e. email) the first of May. The election shall be determined by majority vote and will be announced in the first week of June.

**Section 6. Removal.** The Executive Board may remove a board member by a majority vote of the Executive Board, at a meeting duly called and held for such purpose.

**Section 7. Vacancies.** The Chapter Director, with the Board's approval, may fill any vacancy by appointment, that may occur in the Board of Directors.

### **Section 8. Responsibilities and Duties of the Chapter Director**

The Chapter Director shall:

1. Attend each meeting called.
2. Preside over all meetings of the board.
3. Communicate quarterly with all troupe directors.
4. Recruit new troupes into ARKANSAS Thespians.
5. Oversee all ARKANSAS Thespians/EdTA events.
6. Keep an accurate record of expenditures and income and present an annual report, unless there is a State Treasurer, in which case the Chapter Director will coordinate these records with the State Treasurer.
7. Appoint coordinators as deemed necessary.
8. Coordinate notification of Thespian troupes and interested non-affiliated schools at least 6 weeks in advance

of upcoming events, including rules and registration forms.

9. Assist public relations coordinator.

10. The Chapter Director shall be reimbursed for all travel and expenses dealing with ARKANSAS THESPIANS. (Leadership Summit, ACTAA Fall Conference, EdTA Fall Conference, and International Thespian Festival)

### **Section 9. Responsibilities and Duties of the Executive Board**

1. Attend each meeting called. The State Board will meet once during the summer months of June-August, once in September/October, and one meeting after State festival. Additional meetings may be called by the Chapter Director and/or Board.
2. At the Fall Planning Meeting, meet with your STAGE crew.
3. May contribute items to the agenda for all board meetings.
4. Frequently communicate with their stage crew (no fewer than quarterly) and forward designated emails from the Chapter Director to their Crew.
5. Each board member will be reimbursed for all travel, hotel and meals dealing with EdTA Arkansas with prior executive board approval providing funds are available.
6. Responsible for recruiting new troupes.
7. Make a concerted effort to attend a show or visit schools as a Board representative (especially to new directors).

## **Article 2 Finances:**

### **Section 1. Arts Advocacy Grants**

1. EdTA Arkansas will provide registration, transportation, lodging, and meals for the Advocacy Coordinator to attend National Arts Advocacy Day.

### **Section 2. All State Show**

1. EdTA Arkansas will budget a \$3000 grant each year to offset expenses for an All-State Show to be performed at the Arkansas Thespian Festival.
  - a. Any entity wishing to apply for the \$3000 grant must apply with the Chapter Director by July 1.
    - i. Application can be in the form of an email including:
      1. Name of Show
      2. Rehearsal Calendar (with locations)
      3. Proposed Budget
      4. Intent to adjudicated for ITF
2. An All State Show will be defined as
  - a. Open Auditions for the entire state (may be video audition)
  - b. Rehearsals must occur at multiple regions across the state
  - c. All members of Cast and Crew must be inducted thespians

### **Section 3. Awards**

1. The following awards are available each year to recognize service/contributions to EdTA Arkansas:
  - a. Hall of Fame
  - b. Gail Burns Educator of the Year
  - c. Administrator of the Year

2. The Rick Chudomelka Chapter Select Award will be given to the troupe selected to represent Arkansas at the International Thespian Festival.

## Section 4. Background Checks

1. Per the National Office - anyone over the age of 18 that comes in contact with event participants must have a background check performed.
2. EdTA Arkansas currently pays \$44.85/month to Public Data Check for the ability to run background checks for adult event participants.

## Section 5. Chapter Spending

1. Mileage/Per Diem - Anyone approved for travel on behalf of EdTA Arkansas will be reimbursed the following amounts for:
  - a. Personal vehicle mileage - .55/mile
  - b. Per Diem (meals not covered by EdTA Arkansas)
    - i. Breakfast - \$10
    - ii. Lunch - \$15
    - iii. Dinner - \$25
  - c. Overnight accommodations (not covered by EdTA Arkansas) - up to \$129/night.
  - d. Any exceptions shall be discussed with the Chapter Director on an as-needed basis.
2. Chapter Director - EdTA Arkansas will pay/reimburse the following expenses for the Chapter Director when on EdTA Arkansas approved business:
  - a. Personal vehicle mileage
  - b. Commercial Airfare
  - c. Meals
  - d. Overnight Accomodations
  - e. Event fees for:
    - i. International Thespian Festival
    - ii. Arkansas Communication and Theater Arts Fall Conference
    - iii. EdTA Leadership Summit (EdTA requires Chapter Directors to attend)
    - iv. EdTA Annual Conference
  - f. Loss of income if required by the Chapter Director's School District.
  - g. Additional expenses with prior board approval
  - h. Chapter Director Expense Report needs to be downloaded from [www.arkansasthespians.org](http://www.arkansasthespians.org) and submitted at the end of each month.
3. Executive Board - EdTA Arkansas will pay/reimburse the following expenses for the Executive Board when on EdTA Arkansas approved business:
  - a. Personal vehicle mileage
  - b. Commercial Airfare
  - c. Meals
  - d. Overnight Accomodations
  - e. Event fees for:
    - i. EdTA Leadership Summit
  - f. Additional expenses with prior board approval
  - g. Executive Board Expense Report needs to be downloaded from [www.arkansasthespians.org](http://www.arkansasthespians.org) and submitted at the end of each event.
4. Festival Coordinators - EdTA Arkansas will pay/reimburse the following expenses for Festival Coordinators when traveling on EdTA Arkansas approved business:

- a. Personal vehicle mileage
  - b. Meals
  - c. Additional expenses with prior board approval
  - d. Festival Coordinator Expense Report needs to be downloaded from [www.arkansasthespians.org](http://www.arkansasthespians.org) and submitted at the end of each event.
5. State Thespian Officers - EdTA Arkansas will pay/reimburse the following expenses for State Thespian Officers:
- a. State Festival Registration
  - b. \$3000 per year will be allocated to offset the cost of the STO to attend the International Thespian Festival. This can be divided equally between the STO attending ITF but will never exceed the cost of ITF Registration plus Leadership Seminar fees. This fee can be handled in the following manner:
    - i. Reimbursed to the entity that paid the STO fee (school, student, parent, or a combination of the three).
    - ii. Paid directly to EdTA by EdTA Arkansas.
6. Additional Travel: Anything not addressed above needs Chapter Director approval at least one week in advance.

## Section 6. Charitable Giving

1. Broadway Cares/Equity Fights Aids - When BC/EFA provides silent auction items for the STO Silent Auction, a donation will be made on behalf of EdTA Arkansas to BC/EFA. The amount of the donation will equal the cost to purchase the items. Any remaining money will be used to fund STO activities/scholarship.
2. Minute-To-Give-It - When EdTA Arkansas conducts a Minute-To-Give-It activity at the Arkansas Thespian Festival, 50% of the proceeds will be donated to EdTA. The remaining 50% will be used to fund STO activities/scholarship.

## Section 7. Credit Card

1. EdTA Arkansas has a credit card through Capital One.
2. Current Authorized Users are
  - a. Chapter Director
  - b. Chapter Treasurer
  - c. STO Liaison
  - d. JR Festival Coordinator

## Section 8. Event Fees

1. One Act Festival
  - a. Thespian School Entry fee - \$85
  - b. Non-Thespian School Entry Fee - \$110
2. Junior Festival \$40
3. State Festival
  - a. Chapter Select Adjudication Fee - \$25
  - b. Alumni Registration Fee - \$30
  - c. Chaperone Registration Fee - \$30
  - d. Student Registration Fee - \$92
  - e. Troupe Director Registration Fee - \$92
    - i. \$62 of this fee is held as a bond. If the director completes all of their assigned festival duties they will receive a \$62 credit toward their festival fees for the following year.
    - ii. Executive Board, Coordinators and Festival Chairs will attend State Festival for free.
4. Leadership Workshop
  - a. Student Registration Fee - \$20

5. Professional Development
  - a. Will be based on the cost of the professional development activity
6. Change Fees - all changes made to One-Act, Jr. Festival, and/or State Festival entries will be assessed a \$10/change fee.

## Section 9. Guest Artists/Judges

1. Guest Artist/Workshop presenter payments
  - a. \*2 nights hotel = 5 workshops/judging section
  - b. \*1 night hotel = 3 workshops/judging section
  - c. \*We pay \$50 per workshop after the above has been met
  - d. \*\$200 for each tech challenge judge
  - e. \*\$50 for each section of judging/scholarship interview
  - f. \*Troupe directors who are judging as part of their festival responsibilities will only be paid for any sections that are in excess of two.
2. EdTA Arkansas will strive to provide the best guest artists possible for Arkansas Thespian Festival. In the event that airfare must be purchased, this should be done at least 45 days in advance of the start date of Arkansas Thespian Festival.

## Section 10. Income/Invoicing

1. Get a Square Account for credit card payments. Charge schools the processing fee - 2.9% of the invoice total
2. Any event sponsored by EdTA AR or AR STO needs to be run through a registration system. This will be the easiest way to invoice.

## Section 11. Mainstage Adjudication

1. To encourage troupes to have full length productions adjudicated for ITF Mainstage consideration, EdTA Arkansas will pay 1/2 of the adjudication fees for any school performing for adjudication during Arkansas Thespian Festival.
2. In the event a school's production is selected to perform at ITF, EdTA Arkansas will reimburse the school their 1/2 of the adjudication fees.
3. Any school wishing to have a performance adjudicated during Arkansas Thespian Festival must have all the required paperwork and their 1/2 of the adjudication fees to the Chapter Director by October 1.

## Section 12. Outstanding Balances

1. Any troupe with an outstanding balance from a previous event will not be allowed to register for future events until their balance is paid in full.

## Section 13. Purchases

1. EdTA Arkansas Credit Card - You may obtain the credit card from an approved user to make an approved purchase. Receipts should be submitted immediately to the Chapter Treasurer. Invoices/receipts not submitted within one week of purchase could become the financial responsibility of the purchaser.
2. EdTA Arkansas Check - You may place an order for approved goods/or services and have an invoice mailed to EdTA Arkansas or emailed to the Chapter Treasurer.
3. EdTA Arkansas Amazon Account - You may place an Amazon order using our Amazon Account which is connected to our credit card. Contact the Chapter Director for login/password.
4. Personal Credit/Debit/Cash - This is a last resort option...You may make an approved purchase using your personal credit/debit/cash. To be reimbursed you must download the expense report from [www.arkansasthespians.org](http://www.arkansasthespians.org), complete it and submit it to the Chapter Treasurer.

5. Any purchase over \$999.99 requires Chapter Director approval.

## Section 14. Records

1. Per the National Office, all financial records must be kept for five years.
2. The Chapter Director will keep an accurate record of expenditure and income and present an annual report, unless there is a State Treasurer, in which case the Chapter Director will coordinate these records with the State Treasurer.

## Section 15. Refunds/Credits

1. Entry Fees for State Festival (Unless noted on the registration system) - Entry Drops received from the time registration closes until the published payment date will receive a 50% refund. After the published payment date there will be no refund.
2. Any troupe owed a refund/credit can choose to have payment issued up to 90 days after the conclusion of the current Festival or applied to the next year's festival.
3. Any existing credits for troupes not attending the next year's festival will be forfeited.

## Section 16. Scholarships

1. EdTA Arkansas currently awards the following scholarships:
  - a. Michelle Moss Theatre For Life Scholarship - \$600.00
  - b. Marsha Wooley Theatre Education Scholarship - \$600.00
  - c. Lisa Arey Performance Scholarship - \$600.00
  - d. Doug Gilpin Technical Scholarship - \$600.00
  - e. AR EdTA Performance Scholarship - \$600.00
  - f. AR EdTA Theatre Education Scholarship - \$600.00
  - g. Nancy Brown Leadership Scholarship - \$500.00

# **Article 3 Coordinators:**

8. Oversee the planning of state events.

## ***AR Thespian Appointed Coordinators and Chairs***

*Vacant Jobs and duties are highlighted in yellow.*

*Deadline to apply May 1, 2019. Notification of coordinators May 15, 2019. Duties will begin July 1, 2019.*

### **The Festival Coordinator**

1. Work with Host Schools and Coordinators to plan festival.
2. Provide guidelines for registration materials, rules of competition, and ballots.
3. Determines a budget for festival, based on number of entries and anticipated income and communicates this to State Board. *The Chapter director is ultimately responsible for keeping the event in the black.*

### **Alumni Coordinator**

**Description:** The main responsibility of the alumni coordinator is to maintain accurate records of AR Alumni Thespians, communicate with them, record, and report. This coordinator main goal is to track the success of our former students and keep them affiliated with our organization.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

**June-August**

- Prepare a list of current graduates.
- Create a "proposal form to serve a upcoming festival" for the web.

Create a newsletter for the web just for AR Alumni.

Create a contract.

#### September-Fall Planning Meet til November

Contact alumni chosen to come to festival.

Send them a contract.

Assign tasks/jobs for each alumni to serve at festival in prior to their arrival.

#### At festival

Set up tables and assign space for each alumni in advance of their arrival.

#### Following festival

Write thank you notes to all those who contributed to festival.

Prepare a report and turn it into the Chapter Director prior to festival.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Auditions and Scholarships Chair**

**Description:** The main responsibility of the auditions coordinator is to coordinate scholarship auditions at state festival.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

Prepare and post audition information

Coordinate with the Chapter Director judges for auditions

Set up accepted contract

Prepare summer workshops if necessary

#### September-Fall Planning Meet til November

Educate new directors on accepted

assign space for each presenter in advance of their arrival

#### At festival

Set up tables and assign space for each presenter in advance of their arrival.

#### After festival

Write thank you notes to all those who contributed to festival.

Provide the list of scholarship winners to the chapter director and the public relations coordinator.

Complete and submit required post festival forms to EdTA.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Awards Chair**

**Description:** The main responsibility of the Awards Coordinator is to coordinate awards for all state events.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

Review the list of awards ordered for last year's festival and determine if there need to be any deletions or additions.

Review procedure for giving awards and update.

Prepare suggested list of awards for this year and update website.

Update Honor Troupe Application, place on website

Work with Special Awards Coordinator to choose the committee to read and vote on special awards to be given at state festival which could include: AR Theatre Teacher of the Year, AR Administrator of the Year, Current Hall of Fame Recipient(s).

#### September-Fall Planning Meet til February

Begin arrangements for the awards ceremony.

Locate a company and place the order for the awards.

Order and create certificates where needed.

Coordinate and order ribbons/medallions for individual events.

Maintain the displays of all Hall of Fame Recipients

Collect Honor Troupe Applications and Slideshows to show at Festival.

#### At festival

Assemble the display for Hall of Fame Recipients.

Unpack awards and distribute participation plaques.



Collect names of recipients of scholarships and individual event winners.  
Finalize who will be presenting these awards and make sure that they know where the award will be located at the presentation.  
Oversee the awards ceremonies and presentation of awards.  
Coordinate and run the Best of Show Showcase.

#### Following festival

Provide Chapter Director and the public relations coordinator with a list of award recipients and listing of awards presented.  
Provide Chapter Director or treasurer with bills and receipts and detail listing of money spent.  
Contact last year's Hall of Fame Recipient(s), Administrator of the year, Teacher of the year, for a digital headshot.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Vendor Chair**

**Description:** The responsibility of the expo coordinator is to communicate with the vendors and colleges/universities wishing to set up a table/display and layout the expo area for state events.

#### June-August

Compile a list of vendors, college and universities who have participated in ASTF for the past three years..  
Compile and maintain a list of potential businesses..  
Update the forms for the website.  
Mail or email letters of explanation/invitation.

#### September

Prepare a list of confirmations.  
Send confirmation letters to invited vendors.  
Submit to the registration chairperson a list of the vendors to compare to registration.  
Design a layout of expo space.  
Submit layout to the public relations for the program.  
Prepare packets for vendors including festival program, name tag, and other needs-swag, meal tickets, etc.  
Confirm all special needs with host.

#### At festival

Meet the vendors as they arrive and assist.  
Arrange for each to receive a goodie bag.  
Check that all workshop rooms are returned to their original order and all equipment is returned.

#### Following festival

Write thank you notes.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Membership Coordinator**

**Description:** Recognizing that "first-time troupes" may benefit from the experience of veteran festival attendees. The membership coordinator will maintain a buddy troupe system wherein first-time troupes are paired with veteran troupes and will provide support for troupes.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

Compile a list of new active troupes.  
Compile and maintain a list of new troupe directors of active troupes.  
Compose and mail letters to new troupes and troupe directors and offer any assistance AR Thespians can offer for the troupes to attend AR Thespian events.

#### September-Fall Planning Meet

Send a follow up letter to new troupes and troupe directors congratulating them for attending the Fall Planning Meeting and encouraging them to attend future AR Thespian events.  
Contact veteran troupes and troupe directors that may be willing to serve as buddy troupes.  
Start matching first-time troupes with veteran troupes.

Write letters to the matched troupes, including names and addresses of troupe directors and troupe presidents.

Keep a database of matched troupes.

Informally check to see if matched troupes have made contact.

Organize a mentor meeting, to be held on the first or second day of state festival.

#### At festival

Meet the first-time troupes and new troupe directors as they arrive and assist them in any way possible.

Set up and preside at the Mentor meeting at festival to answer questions for all first-time troupes and new troupe directors.

Be available throughout state festival to answer questions. Assign someone to sit at the information desk during the duration of festival.

#### Following festival

Write thank you notes to veteran troupe directors.

Write letters to first-time troupes and new troupe directors thanking them for attending state festival and encouraging participation at future events.

Prepare a report for the chapter director.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Festival On- Site Chair**

**Description:** The festival on-site coordinator is responsible for all arrangements that need to be made locally. This includes preparations at the festival site.. The coordinator of local arrangements will work closely with the Chapter Director and/or festival coordinator in finalizing all details with the physical plant facilities and equipment. The host school will also be responsible for creating the festival atmosphere. This includes overseeing of guides as well as decorating committee and clean-up committee.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

Prepare a floor plan of the school showing available rooms for festival events.

Prepare a bus flow plan communicating with the school.

#### September Fall Planning Meeting

Meet with board members to coordinate state festival activities.

Provide the board with a copy of the school's rules and regulations for security planning.

Compile emergency numbers and directions to local hospitals/urgent care centers.

Provide troupe directors with a bus flow plan, and a list of local hotels and restaurants.

Assist State Thespian Officers with needs for activities.

Provide specifics on performance spaces; size accessibility, technical capabilities, etc to directors and technical coordinator.

#### November-December

Attend the scheduling meeting to schedule workshops and rehearsals.

Secure walkie-talkies for festival weekend.

Secure drivers for airport transportation for guest, presenters and dignitaries.

Arrange signs for festival activities; silent auction, adult hospitality, workshop presenter rooms, IE Rooms, etc..

Organize student workers/volunteers.

Oversees the hospitality and meals coordinator.

#### At festival

Be available to assist the technical coordinator for rehearsals.

Provide workspace for the tab committee and teachers

Provide and set up the registration and hospitality areas.

Have parents and student runners available.

Arrange for locking and unlocking of rooms as needed.

Make arrangements for use of a copy machine.

Be available for assistance with transportation, food, and facility questions and set-up.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Hospitality and Meals Chair**

**Description:** This coordinator works directly with the On-Site Coordinator. Responsibilities include setting up and taking care of the hospitality room for our guest artists, workshop presenters, vendors, etc. as well as coordinating festival meals with the host facility.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

- Review the contract with the host facility.
- Contact host coordinator for room for the hospitality.

#### September-Fall Planning Meeting

- Gather previous numbers and make arrangements for festival meals with a 10-20% increase.
- Assign directors to jobs for each area.
- One month before festival-Contact on-site coordinators for current numbers.

#### At festival

- Meet with on-site coordinators to double check numbers.
- Supervise areas to make sure needs are met.

#### Following festival

- Write thank you notes.
- Complete a festival assessment.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Individual Events Chair**

**Description:** The main responsibility of the Individual Events Coordinator is to coordinate individual events at Festival.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

- Plan judges training dates and materials.
- Report to directors for rule changes.
- Plan and inform directors training on new rules and changes in individual events.
- Work with registration coordinator to plan registration.

#### September-November

- Prepare critique guidelines, rule sheets, evaluation sheets and ranking sheets for all events.
- Submit to the awards coordinator the categories and number of awards necessary.
- Report to directors on rule changes for individual events.
- Attend scheduling meeting to resolve timing conflicts and determine room assignments.
- Schedule a showcase best of show for state festival.
- Work with registration coordinator to plan registration
- Ensure that a person(s) has been appointed to oversee timekeepers for each IE round.

#### January

- Section IE events
- Train necessary judges to cover all events.
- Send confirmation letters and/or emails to participants and judges/; timekeepers/door guards/hall monitors. (Could be included in the post-registration packet.)

#### At festival

- Hold a meeting with judges/timekeepers/door guards/hall monitors giving a brief orientation and written instructions.
- Supervise the individual events.
- Arrange for distribution of the comment sheets.
- Provide a list of winners to the Chapter Director to be sent to the EdTA Home Office and to the Awards Coordinator for the presentation of plaques.

#### After Festival

- Complete and submit required post festival forms to EdTA.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Information Desk/Social Media Chair**

**Information Desk Description:** This coordinator will be responsible for collecting information and staffing the information desk during the festival. This area needs to be accessible to the delegates throughout the festival and needs to be close to, but not in, the registration area.

**Social Media Description:** This coordinator will be responsible for collecting and distributing information to troupe directors via social media outlets. This coordinator will set up and monitor social media outlets for AR EdTA.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

Annual-Keep current on curriculum, advocacy, censorship, and other significant topics in Arkansas and report to the board.

#### June-August

Work with the host to obtain phone numbers of emergency services.

Work with the Host Coordinator to select a site for the information desk.

Work with STO's to set up and monitor social media for festival.

#### September-November

Begin compiling lists of scheduled events.

Assist with the creation of signage for the various areas.

Work with the host coordinator on creating a map of the site to be used in the festival program.

Begin scheduling staff for the desk.

Begin compiling list of flagged materials at festival and reasons for material being flagged.

#### At festival

Provide whatever schedules, lists, and maps for the desks.

Supervise staffing for the desk.

Constantly update info and assist registration people and other board members in updating information.

Maintain a posting of changes to the schedule.

Manage all Lost & Found Items.

Be able to provide medical information

Meet and greet all arriving troupe directors prior to them checking in a registration.

Monitor social media and ensure the social media policy is being followed.

#### Following festival

Prepare a report and turn in to the Chapter Director.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

## **Junior Thespian Coordinator**

**Description:** The responsibilities of this coordinator is to maintain the current numbers, schools, and directors of Junior Thespian troupes active and non-active throughout the state as well as collecting information, communicating with those directors, and reporting to the board. The Junior Thespian Coordinator will also coordinate the two junior festivals (one for each side of the state to coincide with One Act Festivals).

*This is a volunteer, non-paid position. Duties include but are not limited to:*

Annual

#### June-August

Secure site for festival and correspond with One Act coordinator and Chapter Director

Communicate with Junior Thespian Troupe Directors.

Arrange age appropriate workshops at festival for this group.

Create a newsletter to forward to the Webmaster for Junior Thespians.

Create and push out survey for troupe directors for a pre-festival questionnaire

#### September-November

Recruit new Junior Thespian Troupes.

Set up and finalize workshops, judges, schedule, and meals for festival

#### At festival

Be available for junior thespian troupes.

Manage and run workshops

Lunch

Provide whatever schedules, lists, and maps for the desks.

Supervise staffing for the desk.

Constantly update info and assist registration people and other board members in updating information.

Maintain a posting of changes to the schedule.

Be able to provide medical information

Meet and greet all arriving Junior troupe directors prior to them checking in a registration.

Opening and Closing ceremony

#### Following festival

Thank you notes to troupes

Prepare a report and turn in to the Chapter Director.

Create a post festival survey

Individuals interested in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2019. Board members are required to meet July 29-Aug 1 in Jonesboro, one meeting in the fall, and one meeting prior to State Festival.

## **Opening Production/All State Show Chair**

**Description:** The most important objective for this coordinator is to facilitate the work of the director with the students and to give them an adult to whom they can go for help or information. The coordinator also acts as a liaison between director, tech director and the students. The coordinator needs to send information about rehearsal, etc. to all cast members. Once work has begun on the opening number, the coordinator is the primary contact person with the director. It is the job of the coordinator to see to it that the director understands the needs of the high school students and to keep the cast on track.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

### June-August

- Visit the site to get a rough idea of the space in which the production will occur.
- Meet with SSOs during summer meeting to plan opening number based on theme.
- Plan set, music, and costumes.
- Coordinate plans to teach all representatives the opening number at the fall planning meeting.
- Coordinate with the chapter director and the director of the state show every aspect of the show.
- Coordinate a production schedule with the director and host school with extra rehearsals as necessary.
- Meet with the director, host school coordinator, and the tech coordinator to discuss plans.
- Notify all troupes and email information, video clips, and contracts for representatives to bring to fall planning meeting.

### September-Fall Planning meeting-November

- Watch rehearsals and take notes from the director.
- Coordinate cast/crew activities, including meals if necessary.
- Save all receipts to give to chapter director.
- Schedule, plan and attend production meeting with director and tech coordinator.
- Troubleshoot as needed.
- Make arrangements with the festival Site Coordinator for rehearsal time before festival begins.
- Provide program information to public relations coordinator.

### At festival

- Provide Chapter Director with a list of those who should receive thank you letters.
- Arrive at state festival site before cast and crew.
- Troubleshoot as needed.
- Co-Supervise set up and strike of the opening number production.

### Post festival

- Write thank you letters to director and others who helped with the production.
- Provide copies of all correspondence and forms to the chapter director.
- Give the chapter director a brief written evaluation of the job with recommendation for improvement at future festivals.

Individuals interested in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

## **PlayWorks Chair**

**Description:** Develop AR PlayWorks for festival and coordinating the AR PlayWorks program. The responsibilities also include maintaining PlayWorks information on the AR Thespians Website.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

### June-August

- Attend PlayWorks at ITF or research other states PlayWorks programs to use as a model.
- Being available throughout the year for help, guidance, and question answering for students and their directors.
- Selecting readers/evaluators of submissions.

### September-Fall Planning Meet

- Collecting and verifying submissions.
- Contacting winning writers in a timely manner.
- Coordinating the playworks schedule for festival.

### At festival

- Work with guest artists.

### Following festival

Write thank you letters.

Submit a written PSA to the public relations coordinator.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **STO Leadership Coordinator(s)**

**Description:** Five or six students are announced each year at state festival as our state student officers. They are lead by Student Liaison Coordinator. The Liaison is responsible for seeing that the STOs assigned festival tasks are completed. This includes conducting leadership seminar, getting materials and being a liaison with the rest of the board.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### **May-June**

Plan the STO leadership retreat in July.

#### **Leadership Retreat**

Assist the STO in identifying a theme that could/might be applied to it.

Determine the parameters for the t-shirt design

Discuss the activities for festival

Brainstorm ideas with STO to raise money.

Plan and assist the STO in conducting the Leadership festival.

Learn opening number.

Have the STO follow up with a newsletter to post to the web at the conclusion of the retreat.

Send a report to the chapter director.

Assign an STO to keep their social media updated under the supervision of the Liaison.

Assign each STO a Troupe to contact before festival to offer encouragement and answer questions about festival.

#### **September-Fall Planning Meet**

Assist the STOs to lead meeting with all troupe representatives.

Teach opening number to representatives.

Share festival ideas with representatives.

Update and get materials out for STOs elections at state festival.

Give each STO and Representative a job and area for festival. Organize committees.

#### **Before Festival**

Collect candidates' names and forms for STO elections

#### **At festival**

Attend all STOs meetings and leadership seminar.

Keep STOs and representatives on task.

Supervise STOs work on opening and awards ceremonies as well as all STOs activities.

Organize the logistics of announcing shows and presenting awards.

Assist in update material for the web. All material is to go through you before you email it to the Webmaster.

Structure the voting for STOs, collect and tally vote and report the results to the State Chapter Director and the current STOs.

Buy, Set-up, and Manage the STO Store and Silent Auction.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **One-Act Preliminaries and State Showcase Coordinator**

**Description:** This coordinator will plan one-act festivals and organize state showcase at State Festival.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### **June-August**

Set dates and deadlines

Update all forms for registration and the website; including proposals for hosting preliminaries

Select host schools

#### **September-Fall Planning Meet**

Be available to answer questions and report on progress.

Organize the schedule of events for each preliminary and showcase following.  
Email schedule to Chapter Director.  
Create signage for schedules, dressing rooms, etc..

#### At festival

Arrive at site at least 10 minutes before the first troupe takes the stage.  
Greet troupes and directors.  
Provide adult house management supervision performances.

#### After festival

Complete a festival assessment.  
Complete and submit required post festival forms to EdTA.

Individuals interested in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2018. Board members are required to meet July 29-Aug 1 in Jonesboro, one meeting in the fall, and one meeting prior to State Festival.

## **Public Relations Coordinator**

**Description:** The Public Relations Coordinator is responsible for building and maintaining relationships with board members, thespian troupe directors, and directors to ensure that all state “newsworthy” items are effectively communicated to the appropriate media.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

Draft a tentative list of AR Thespian events to be covered during the year.  
Compile a list of statewide media outlets and social media outlets.  
Create and publish AR Thespian calendar for distribution to teachers, administrators, and other parties.

#### September-November

Assemble media kits  
Write news releases announcing state events.  
Create and/or update a media contact database.

#### At festival

Be available during the event for media and press conferences at festival.  
Take pictures of festivals events, targeting the subjects of press releases and updating website.

#### After festival

Write and distribute news releases for all state events including awards, scholarship recipients, and individual events winners.  
Prepare a report and turn in to the Chapter Director.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

## **Registration Chair**

**Description:** The Registration Coordinator oversees registration, setting appropriate deadline and making sure that all forms are consistent and clear. Create and coordinate online registration for all events throughout the year and provides information to the Webmaster.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

Prepare and update the registration materials for the website.

#### September-Fall Planning Meet

Check on supplies and if needed order additional badge ribbons, badge holders, etc.  
Participate in the scheduling meeting, providing the current registration numbers for planning purposes.  
Contact sponsor for badges, invoice them and place order.  
Communicate with troupe directors to insure all fees are paid either before or upon arrival to festival.

#### At festival

Oversee the assembly of each troupe’s registration materials.  
Set up a registration area.  
Update totals throughout the weekend.  
Give monies collected to the treasurer.  
Replace all lost or substituted badges.

#### Following festival

Submit festival report to the Chapter Director indicating fees collect in each category.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter

Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

## **Security Chair**

**Description:** The Security Coordinator will work closely with the Festival On-Site Coordinator to identify potential hazards and safety concerns. This person will be responsible in making provisions to avoid problems during state festival.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

### June-August

At the first visit to the site, make a list and identify areas that could be potential problems.

Discuss your list with the host coordinator and the chapter director.

### September-Fall Planning Meeting

Make arrangements for other board members to supervise areas of potential problems at festival.

Create a list of security rules to be included in registration packet.

Assist with signage required for safety or to prevent people in unauthorized areas.

### At festival

Be available for situations that may arise.

Coordinate extra personnel as needed.

With the assistance from other board members, "sweep" areas to make certain delegates are not in unauthorized areas.

### Following festival

Prepare a report for the Chapter Director

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

## **Technical Chair**

**Description:** Coordinates the technical aspects of Tech challenge, Opening number, the state show, one-act preliminaries, and state one-act showcase. The coordinator sends information about rehearsals, etc to all crew people when necessary and act as a liaison between the director and the student technical crews to ensure that students' time will be used productively. This coordinator is the primary contact person about technical issues with the directors of each of the above named events. It is his/her job to see that the directors understand the needs of the high school students and to keep the tech work on course.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

### June-August

Visit festival site, get rough measurements, and estimates of facilities.

Work on a list of needs for your tech challenge events.

Gather information regarding application procedure and prepare technical crew applications for state events. Update forms for the website. Email forms to troupe directors.

Select crews for events.

### September-Fall Planning Meet

Coordinate backstage load ins and strikes.

Coordinate time schedules and work with one-act play coordinators, etc for festival events.

As soon as state show is chosen, make sure the director/troupe director of the schools presenting the show understand what will be provided and /or allowed at the host school in the set up and strike of the production.

Meet the director of the state show and the director of the opening number to discuss plans and design concepts.

Plan best use of facilities and time. Work out a plan of action.

Arrange with the host coordinator for a facility for tech challenge.

### Before first rehearsal

Notify student crew of their assignments and inform them of the need to attend rehearsals.

Notify all tech applicants of crew assignments and their obligations for opening number and the state show.

Coordinate materials needed for opening number.

Arrange for the storage of equipment and materials for opening number for between rehearsals.

### During Opening Number Rehearsals and on-site State Show rehearsals

Meet with crews.

Watch rehearsal and take notes

Coordinate work of all crews.

Help to coordinate crew activities, including meals.

Work with stage manager and director

Make sure the technicians have meaningful work to do.



Troubleshoot as needed.

#### Before festival

Coordinate arrangements with director of the state show and the host school for load in.

Coordinate with the host school, state show cast, and crew to have all technical aspects ready for tech rehearsal the day before state festival.

Provide chapter director with a list of all contacts and addresses for thank you letters and for bill payments.

#### At festival

Arrive at festival site before cast and crew.

Supervise set up and strike of opening number and the state show.

Supervise all technical aspect of all performances and events at festival.

Set up, supervise, and run tech challenge.

#### Following festival

Write thank you letters.

Arrange for the return, storage and/or disposition of properties, set pieces and equipment to the proper location.

Provide copies of all correspondence and forms to the Chapter Director.

Give the Chapter Director a brief written evaluation of the job with recommendations for improvement at future festivals.

Make sure all borrowed and rented items are returned to their proper owners.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Advocacy Coordinator**

**Description:** The responsibilities of this coordinator are aimed toward adult advocates of theatre education. The primary objective of this coordinator is to keep informed on curriculum and advocacy issues in the state, report them to the board, and devise a method for disseminating the information to the Thespian troupe directors and adult supporters of theatre education in Arkansas. A secondary objective is to arrange opportunities for adults to voice concerns and dialogue about issues that promote excellence in theatre education. Specifically, this coordinator should plan workshops that address the growth and development of theatre education and gauge the impact of theatre education on adults and students.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### Annual

Keep current on curriculum, advocacy, censorship, and other significant topics in Arkansas and report to the board.

#### June-August

Assemble a database of all college and adult members of Arkansas Thespian who are not troupe directors

#### September-November

Assist workshop committee members in identifying presenters for adults at state festivals.

#### Following festival

Plan and promote the adult workshops for state festivals and summer professional development.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at [arthespians@gmail.com](mailto:arthespians@gmail.com) by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Webmaster**

**Description:** The Webmaster is responsible for organizing and maintaining the website for AR Thespians. This coordinator will be responsible for collecting information and posting to the website. This area needs to be accessible to the delegates throughout the year and needs to be updated regularly.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

Communicate with all directors, coordinators, SSOs on information for the website.

Post updated forms for all events.

#### September-November

Continue to update information as necessary for the web to communicate with directors and student thespians.

#### At festival

Update schedules, lists, and maps as needed as material changes.

Update general information on the website.

#### Following festival

Update festival coverage.

Prepare a report and turn in to the Chapter Director including a list of items you need from directors for the summer planning meeting.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

### **Adjudicator/Workshop/Guest Artist Chair**

**Description:** A number of workshops covering a variety of topics will be available at festival. Many of these workshops should be participatory in nature and some of the workshop may be offered more than once. The average length of the workshop will be sixty minutes. Workshop presenters may come from colleges/universities, community theatre, professional theatre, and/or high school troupe directors.

*This is a volunteer, non-paid position. Duties include but are not limited to:*

#### June-August

Compile a list of possible workshop presenters.

Supplement list with new sources suggested by board members.

Update the forms for the website.

Mail or email letters of explanation/invitation and workshop presenters forms to possible presenters.

Attempt to provide a balanced offering including workshops for new directors.

Record responses and notify host coordinator of each presenters needs

#### September

Prepare a list of all workshop presenters for the directors including a detailed description of each workshop.

Confirm all workshops

Attend schedule meeting and determined times and spaces.

Send confirmation letters to invited presenters. Include the presenter contract to the workshop presenter.

Submit to the registration chairperson a list of the presenters for the preparation of nametags.

Submit workshop descriptions to the public relations for the program.

Prepare packets for presenters including festival program, name tag, and other needs-swag, meal tickets, etc.

Confirm all special needs with host.

Work with host to arrange transportation of workshop presenters.

#### At festival

Meet the workshop presenters as they arrive and assist.

Arrange for each presenter to receive a goodie bag.

Arrange for appropriate signs for workshops.

Arrange for posting of changes of time and/or space.

Check that all workshop rooms are returned to their original order and all equipment is returned.

Do everything possible to facilitate the work of presenters and make them feel appreciated.

Assist with getting the presenter a reimbursement and thank you before they leave festival.

Double check with the festival host to insure transportation needs are being met.

#### Following festival

Write thank you notes.

Submit receipts, invoices, and appropriate forms to the Chapter Director and/or the treasurer.

Individuals interesting in filling this position should complete the form and submit it to Michelle Moss, Arkansas Thespians Chapter Director, at arthespians@gmail.com by May 1, 2019. Coordinators are required to meet July 28-30 for the Festival Planning Retreat, one meeting in the fall, and one meeting prior to State Festival.

## **Article 4 Troupe Directors:**

