



# Iowa Educational Theatre Association Manual of Operations

**The Iowa Educational Theatre Association is a division of the Educational Theatre Association**

**The International Thespian Society is a division of the Educational Theatre Association**

## Table of Contents

<b>Intro</b>	<b>3</b>
What is The Educational Theatre Association?	
What is The International Thespian Society?	
What is The Iowa Educational Theatre Association?	
How do I join?	
What is our code of ethics?	
<b>Iowa Thespian Annual Troupe Report</b>	<b>6</b>
<b>Iowa Thespian Festival</b>	<b>7</b>
Mainstage Productions	
Studio Theatre	
Individual Events	
Thespian Scholarship Auditions	
The All-Chapter Show	
Workshops	
Iowa Thespian Chapter Board Elections	
Award Programs	
Iowa Educational Theatre Association Hall of Fame	
All-Iowa Chapter Awards	
Chapter Director Award	
Silent Auction	
Leadership Luncheon	
Business and College/University Displays	
Community Service	
Censorship	
Copyright	
<b>Thespian Scholarship Program</b>	<b>13</b>
Sample Resume	
<b>Iowa Thespian Chapter Board (ITCB)</b>	<b>16</b>
<b>Chapter Director</b>	<b>17</b>
<b>All-Chapter Show Coordinator</b>	<b>21</b>
<b>Arts Advocacy and Community Service Coordinator</b>	<b>23</b>
<b>Auction Coordinator</b>	<b>24</b>
<b>Business or College/University Display Coordinator</b>	<b>26</b>
<b>Festival Coordinator</b>	<b>28</b>
<b>Individual Events Coordinator</b>	<b>30</b>
<b>Newsletter Coordinator</b>	<b>31</b>
<b>Scholarship Coordinator</b>	<b>32</b>
<b>Iowa Thespian Chapter Board Coordinator</b>	<b>34</b>
<b>Webmaster</b>	<b>35</b>
<b>Workshop Coordinator</b>	<b>36</b>



This manual of operations gives a brief explanation of the Educational Theatre Association, the International Thespian Society, and the Iowa Educational Theatre Association, including the Iowa Thespian Festival. In addition, it outlines the duties and responsibilities of the coordinators needed for the festival. If you have any questions, please go to [www.iowathespians.org](http://www.iowathespians.org).

## *W* hat is the Educational Theatre Association?

The Educational Theatre Association (EdTA), founded in 1929, is the professional association for theatre education. EdTA's mission is to make theatre a part of lifelong learning. The Association's major areas of effort—educational development, teacher training, and advocacy—serve to accomplish this mission by helping to improve the learning environment in the theatre arts regardless of educational setting.

As the professional association for theatre educators, EdTA is comprised of three branches: EdTA is the association for educational theatre professionals, the International Thespian Society (ITS), an honorary organization for high school and middle school theatre students, and the Senior Theatre League of America (STLA), an organization for older adults in theatre.

## *W* hat is the International Thespian Society?

The International Thespian Society, a division of the Educational Theatre Association, is the honorary theatre organization for students in high school and middle school. ITS offers everything from varied performance venues to college audition opportunities to formal awards and scholarships. Since 1929, more than two million students, schools, and educators have benefited from ITS membership.

For further information go to [www.edta.org](http://www.edta.org).

## *W* hat is the Iowa Educational Theatre Association?

EdTA is the name of the professional association for theatre educators and the parent organization that operates the International Thespian Society. The Iowa Educational Theatre Association (Iowa EdTA) is the link between an individual and the national organization. Iowa EdTA believes that all schools have high quality arts programs and promotes the importance of theatre as a component of lifelong learning. Iowa EdTA offers its members a festival at which participants attend mainstage and studio performances and learn from workshops. Students may also compete in individual events and audition for scholarships.

## *H* ow do I join?

We understand that as a theatre educator you work to create and offer your students the best available opportunities for growth and development through the arts. The International Thespian Society and Iowa EdTA can help you succeed in these endeavors.

As a director of an active Thespian troupe, you are a member of the Educational Theatre Association and may honor qualified students by inducting them into the International Thespian Society. In order to continue as an active Thespian Troupe, your school must pay an annual membership fee. It is also suggested that you induct new, qualified student members annually.

For further information go to [www.edta.org](http://www.edta.org).

Various forms and documents are available online in PDF format. For further information go to [www.edta.org/member\\_services/thespian\\_troupe\\_documents.asp](http://www.edta.org/member_services/thespian_troupe_documents.asp).

[High school Thespian troupe membership application](#) (to charter a new high school Thespian troupe)

[High school Thespian roster form](#) (to induct your new Thespians)

[High school membership reinstatement form](#) (to reinstate a troupe whose membership has lapsed)

[High school Thespian credentials replacement order](#) (to replace lost or damaged Thespian cards or certificates)

[High school Thespian transfer student membership form](#) (for students transferring their membership from one Thespian troupe to another)

[Junior Thespian troupe membership application](#) (to charter a new Junior Thespian troupe)

[Junior Thespian roster form](#) (to induct your new Junior Thespians)

[Junior Thespian membership reinstatement form](#) (to reinstate a Junior Thespian troupe whose membership has lapsed)

[Junior Thespian credentials replacement order](#) (to replace lost or damaged Junior Thespian cards or certificates)

[Junior Thespian transfer student membership form](#) (for students transferring their membership from one Junior Thespian troupe to another)

[Honorary Thespian membership roster form](#) (to recognize those adults who, by their service to Thespians, deserve to be inducted as honorary Thespians in your troupe)

Change of troupe director/troupe information update sheet (use when troupe director changes or to update troupe information)

Application for royalty adjustment (to apply for reduced royalties for your future productions)

Ceremonies for induction of new Thespians

High school Thespiant point record sheet Use this sheet to record your students' points as they participate in theatre activities to determine Thespiant induction and honor Thespiant status.

High school Thespiant point system (suggested point system for determining Thespiant induction and honor Thespiant status)

Junior Thespiant point record sheet Use this sheet to record your students' points as they participate in theatre activities to determine Junior Thespiant induction status.

Junior Thespiant point system (suggested point system for use in determining Junior Thespiant induction status)

Sample troupe constitution (ideas for how to formally codify your troupe's rules and regulations)

*W* hat is our Code of Ethics?

As education professionals in the state of Iowa, we support the Code of Professional Conduct and Ethics.

For further information go to

<http://www.legis.state.ia.us/Rules/Current/iac/282iac/28225/28225.pdf>.

## Iowa Thespian Annual Troupe Report

Please fill in this report as accurately as possible. If you do not have a Thespian Troupe but are interested in discovering the benefits of chartering such an organization, please send in this form with the data filled in above; but write non-Thespian member in the troupe # space below. We can also send you the necessary data to investigate membership. Please print or type this form:

School: \_\_\_\_\_

Troupe #: \_\_\_\_\_ Troupe Director: \_\_\_\_\_

Troupe Director's email \_\_\_\_\_

School Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

School Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Troupe Director's Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Troupe Officers: \_\_\_\_\_

**Tell us about your theatrical season.**

Show Title	Show Dates	Curtain Time	Ticket Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please return this form with your festival registration form. Thank you!

## **Iowa Thespian Festival**

The Iowa Thespian Festival is an annual event sponsored by the Iowa Educational Theatre Association. At festival, theatre students (Thespians and non-Thespians) from around Iowa are given the opportunity to gather together to perform, compete, audition, study, and otherwise experience theatre in a wide variety of forms and settings.

Festival Activities:

- Mainstage Productions
- Studio Theatre
- Individual Events
- Thespian Scholarship Program
- The All-Chapter Show
- Workshops
- Iowa Thespian Chapter Board Elections
- Award Programs
  - Iowa Educational Theatre Association Hall of Fame
  - All-Iowa Chapter Awards
  - Chapter Director Award
- Silent Auction
- Leadership Luncheon
- Business and College/University Displays
- Community Service

### **Mainstage Productions**

At each festival, there are limited mainstage slots open for individual schools to perform their full-length production for the festival delegates. During certain festivals, the All-Chapter Show will be awarded the Friday evening mainstage slot. Mainstage productions are expected to be full-length, full-scope (including all technical and artistic elements) performances. Application materials for these productions are sent to individual Thespian Directors in the spring of each year. Mainstage productions are scheduled by the Iowa Thespian Chapter Board each summer.

To Perform a Mainstage Production:

- The Troupe Director must have directed an Iowa Festival Studio Theatre production while at his/her current school.
- The troupe must submit the proper application materials to the Chapter Director by June 1<sup>st</sup>.
- The production must be selected to perform by the Iowa Chapter Board.
- All cast and crew members must be official registrants of the Iowa Thespian Festival.
- The troupe must be willing and able to produce all theatrical elements of the production within the allotted time frame at the festival performance site.

- A troupe representative must attend the technical walk-through meeting at the festival site.
- Performance rights for the material to be presented must be obtained by the troupe.
- If the production is to be adjudicated for the International Thespian Festival, a non-refundable fee of \$300 must be received by the Chapter Director before September 1<sup>st</sup>. (It costs approximately \$1200 to be adjudicated at your home school. As a service to you, the Iowa EdTA provides this opportunity for a reduced adjudication fee.)

### **Studio Theatre Productions**

At each festival, there are several performance slots allotted to schools wishing to perform a one-act production. These performances take place on Friday night of festival in secondary performance settings. Attendance is open to all registered festival delegates. Application materials for these productions are sent to Troupe Directors in the spring of each year. Studio Theatre productions are scheduled by the Iowa Thespian Chapter Board each summer.

To Perform a Studio Theatre Production:

- The troupe must submit the proper application materials to the Chapter Director by June 1<sup>st</sup>.
- The production must be selected to perform by the Iowa Thespian Chapter Board.
- All cast and crew members must be official registrants of the Iowa Thespian Festival.
- One-act performance must be less than 40 minutes in length.
- One-acts must be performable in a limited space with minimal set and costumes. Only basic lighting is available.
- The performing troupe must obtain performance rights.
- IF you wish to have your production adjudicated for the Chapter Select Showcase at the International Thespian Festival, you will need to pay a nonrefundable fee of \$25 due to the Chapter Director by September 1<sup>st</sup>.

### **Individual Events**

Student Festival registrants are able to compete in a variety of individual and group events on Friday afternoon and evening. Their performances will be adjudicated and those awarded “Best of Center” are then eligible to perform in the Individual Event Showcase on Saturday. Rules and requirements for participation in individual and group events are listed at [www.iowathespians.org](http://www.iowathespians.org).

Students may enter the following events:

- Team Improvisation (event not available at International Thespian Festival)
- Solo Mime
- Duet Mime
- Monologue
- Duet Acting
- Solo Musical Theatre
- Duet Musical Theatre

- Group Musical Theatre
- Short Film
- Publicity Design
- Costume Design
- Scenic Design

### **Thespian Scholarship Program**

Three scholarships of \$1000 will be awarded to Iowa student Thespians at the chapter festival. The recipients will be selected by a committee of Iowa Thespian troupe directors and/or EdTA individual adult members. Candidates must be registered delegates of the Iowa Thespian Festival and also Thespians in good standing with the International Thespian Society in order to receive the award. Scholarships will be designated in any combination of the following three categories: performance, technical, and theatre educator, with the selection of a theatre educator scholarship as a high priority. To be considered for a scholarship, a student must meet the guidelines and complete the proper forms from the Festival Registration Packet available on the Iowa Thespian Website.

### **All-Chapter Show**

The all-chapter show is a unique opportunity for performers, technicians, and audience members alike. It is the goal of the Iowa EdTA to provide the opportunity to produce challenging material that few Iowa high schools could produce on their own. Past productions include the musicals *Working* and *A Chorus Line* and the expressionistic play *The Adding Machine*. Typically, students will interview/audition during odd years at the Iowa Festival with the production being mounted during the even years. Students who wish to participate in the all-chapter show must fill out the proper forms and participate in the audition/interview process. Students selected should understand that the all-chapter show is a FULL YEAR COMMITMENT. Students involved must realize they represent Iowa EdTA Iowa Thespians and are expected to conduct themselves in a courteous and professional manner.

Troupe Directors and parents of students involved in the all-chapter production may be asked to support the all-chapter show by coordinating housing, meals, transportation, etc. at the request of the Iowa Thespian Chapter Board or the All-Chapter Show Coordinator.

### **Workshops**

Workshops, covering a variety of topics, offer a unique learning opportunity for all delegates to the Iowa Thespian Festival. Workshop presenters are professionals and colleagues from colleges/universities, community theatre, professional theatre, or high school theatre. These workshops are educational in nature, many are participatory, and most of the workshops are offered more than once. Two one-hour sessions are offered on Saturday afternoon. Directors and delegates are strongly urged to attend these workshops. The commitment to theatre as life-long learning can only be accomplished by attendance.

### **Iowa Thespian Chapter Board Elections**

Thespians in good standing may run for the Iowa Thespian Chapter Board. Students apply, interview, and are selected by the current board at festival each year. Each troupe may nominate ONLY ONE member from their troupe per year to be considered for the board. If the troupe's representative is chosen to serve, their Troupe Director automatically becomes a member of the Iowa Thespian Chapter Board. This membership, for both students and directors, requires a commitment to one year of service to the Iowa Thespians. For more information on the expectations of the Iowa Thespian Chapter Board, see the Iowa Thespian Chapter Board section of this manual.

To be considered for the board:

- The candidate must be a Thespian in good standing.
- The Troupe Director must feel that Thespian is qualified for the responsibilities involved.
- The candidate must be a sophomore or junior at the time of election.
- The candidate must be willing to fulfill all expectations and responsibilities involved in being a member of the board.
- The candidate must be a registered delegate of the Iowa Thespian Festival.

### **Award Programs**

In an effort to honor the many talented individuals involved with the Iowa EdTA a number of awards and accolades are available for both Thespians and adults. A list of many of the award winners may be found at [www.iowathespians.org](http://www.iowathespians.org).

### **Iowa Educational Theatre Association Hall of Fame**

Iowa EdTA recognizes the members of the Iowa EdTA Hall of Fame for their dedication to the Thespians of Iowa, their promotion of theatre arts and arts education, and their years of service. Potential honorees can be nominated by any EdTA member or Thespian in the chapter. Nominations are submitted through a letter of nomination to the board. Inductees are chosen by the Iowa Thespian Chapter Board. Visit the Iowa EdTA Hall of Fame on our Iowa Thespian website for updated lists and further information.

Requirements for Nomination:

- Must be or have served as a Troupe Director or individual adult member of the EdTA.
- Must have at least 20 years of educational experience.
- Must have served the Thespians of Iowa (beyond the local troupe level).

Further Information:

- All new inductees are requested to provide a picture and a page or less of biographical material to be posted on the Iowa Thespian website.

### **All-Iowa Chapter Award**

The All-Iowa Chapter Award is given to honor students involved in a mainstage production. Outstanding performers and technical students are eligible for this award.

The Chapter Director will appoint a committee to select award recipients. The committee may choose to honor as many or as few students in each mainstage production as they wish. *Directors of mainstage shows may submit a list of potential technical student honorees to the Chapter Director. The students on this list may or may not be given an All-Iowa Chapter Award.* The All-Iowa Chapter Awards are presented in front of the entire delegation at the end of the Iowa Festival.

### **The Chapter Director's Award**

Each year the Chapter Director of The Iowa Educational Theatre Association may present The Chapter Director's Award to an individual or group of individuals who have made exceptional contributions to the association.

### **Silent Auction**

The Silent Auction raises funds for the Iowa Educational Theatre Association's scholarship program. In the past, two types of auctions were held during the Iowa Thespian Festival: a silent auction and a live auction. Space limitations at the host school dictate whether one or both auctions will happen. Furthermore, the type of auction is determined by the number of items available and auctioneer(s) available. Items are solicited from troupes attending the festival. Also, through a partnership between EdTA and Broadway Cares/Equity Fights AIDS (BC/EFA), autographed posters from Broadway productions have been provided for both the Iowa Chapter service project and the Iowa Educational Theatre Association Scholarship Fund.

### **Leadership Luncheon**

The students of the Iowa Thespian Chapter Board host a leadership luncheon on Saturday of Festival for two representatives from each troupe. The agenda covers items learned at the previous International Thespian Festival Leadership Workshop, troupe activities, and many other topics. Pre-registration is required. Troupe representatives may move to the front of the lunch line in order to take their lunch to the meeting.

### **Business and College/University Displays**

The Iowa Thespian Festival provides space for theatre businesses and colleges or universities to display promotional materials and product examples. Interested delegates may browse and peruse the displays from arrival on Friday through Saturday afternoon. Colleges and universities offer information to students; businesses offer theatrical products and services.

### **Community Service**

The Iowa Educational Theatre Association believes that community service is an important part of our organization. We feel that encouraging theatre students to participate in community service projects teaches them to be better citizens. Each year the association chooses several projects to promote at the chapter level.

In the past, Iowa EdTA has contributed to Broadway Cares/Equity Fights Aids and participated in the Educational Theatre Association's food drive campaign, Trick or Treat So Kids Can Eat.

### **Censorship**

The Iowa Educational Theatre Association opposes any censorship that silences the expression of ideas and that may seek to impose boundaries on ideas in the world of dramatic literature.

In accordance with that policy, the Iowa Educational Theatre Association (Iowa EdTA) is not responsible for nor does it censor choices of material presented at Iowa EdTA sponsored events. It is the responsibility of individual troupe directors (or the Chapter Director in the case of the All-Chapter Show) to guide their students in choosing what they experience at these events. Likewise, troupe directors bear the responsibility for the materials their students present at Iowa EdTA sponsored events. While Iowa EdTA understands that different areas and people have different standards of appropriate play content, Iowa EdTA wishes to give equal opportunity to artistic expression and audience sensitivity.

(Adopted from Ohio EdTA Censorship Policy, August 17, 2001)

### **Copyright**

Troupe directors must secure performance rights for all material presented or performed at Iowa Thespian Festival. Proof of rights must be submitted to the Festival Coordinator either with the troupe's registration materials or prior to presentation or performance. Forms are available in registration materials.

## **Thespian Scholarship Program**

Three scholarships of \$1000 will be awarded to Iowa student Thespians at the Chapter festival. A committee of Iowa Thespian troupe directors and/or EdTA individual adult members will select the recipients. Candidates must be registered delegates of the Iowa Thespian Festival and also Thespians in good standing with the International Thespian Society in order to receive the award. Scholarships will be designated in any combination of the following three categories: performance, technical, and theatre educator, with the selection of a theatre educator scholarship as a high priority.

Eligible scholarship recipients must satisfy the following guidelines *as outlined by the Educational Theatre Association*:

- Have a minimum grade point of 2.0 (3.0 in all arts related classes).
- Be a graduating senior. Juniors may not audition.
- Use the grant to further his/her education by **majoring or minoring** in the communicative arts: theatre, film, radio & television, broadcasting, music, or dance.
- Must be registered with the home office as a member of the International Thespian Society in good standing.

- Complete in full the scholarship application form. Type or print legibly in black ink. Scholarship applications must be received by the state festival registration deadline.
- Complete a typed one-page (8.5" x 11", *one side only*) resume of his/her involvement with their Thespian troupe. Include: personal information, experience, special talents or training, troupe offices held, honors or awards received, festivals and/or competitions attended.
- A sample is provided at the end of this section.

Theatre Educator Scholarship applicants only:

- Attach to the audition form an essay addressing two of the three topics below. The essay must be typed, single-spaced (8.5" x 11", *one side only*), on white paper.
  1. Describe your most inspirational teacher.
  2. Describe why you want to be a theatre teacher.
  3. Describe what you feel is the most important issue facing high school theatre today.
- A performance/technical portfolio piece is optional. Judges will not penalize theatre educator auditionees if the student chooses not to perform. A five-minute portfolio presentation of theatrical involvement is encouraged.
- A table and chair will be provided.

Technical applicants:

- Prepare a five-minute portfolio presentation.
- Timing will begin AFTER your introduction. Include: name, school, troupe number, and the technical area(s) your presentation will cover.
- Portfolios should illustrate expertise in technical theatre. Show examples of your best work.
- A table and chair will be provided.

Performance applicants:

- Prepare a two-minute audition. You may include: a) one 2-minute monologue, b) two 1-minute monologues, c) one song, or d) a song and short monologue. Time will be called at two minutes.
- Timing will begin AFTER your introduction. Include: name, school, troupe number, and title(s) of your performance pieces. Timing starts with the first movement or word after your introduction.
- No a cappella singing is allowed. Pre-recorded accompaniment is required for all singing auditions.
- Dance only auditions are not permitted.
- Do not perform classical pieces unless you have been trained in classical technique previously.
- All auditions must be solo performances.
- Auditions may not employ costumes, set pieces, or hand props.
- A table and chair will be provided.

**STUDENT'S NAME**

**Home Address:** email: [abc@xyz.com](mailto:abc@xyz.com)  
 123 890<sup>th</sup> Street Ph. (123) 456-7890  
 City/Town, IA Zip Cell: (123) 456-7890

**Age:** 18 **Ht.:** 5'11" **Wt.:** 210 **Hair:** Brown **Eyes:** Hazel **Singing Voice:** Bass/Baritone

**Iowa All-Chapter Show (Years).**

<b>Title</b>	<b>Selected Roles/Responsibility</b>	<b>Director</b>
WORKING	Mike LeVefere, Joe Zutty	Christina Myatt
THE ADDING MACHINE	Mister Six	William Myatt
A CHORUS LINE	Richie	Shellee Frazee

**ABC High School (Years of attendance).**

THE CRUCIBLE	Deputy-Governor Danforth	George Spelvin
THE CRUCIBLE	Scenic Designer	George Spelvin
SLEUTH	Andrew Wyke	George Spelvin
THE SOUND OF MUSIC	Captain Von Trapp	George Spelvin
THE SOUND OF MUSIC	Makeup Crew	George Spelvin
THEY'RE PLAYING OUR SONG	Vernon Gersch	George Spelvin
THE EMPORER'S NEW CLOTHES	Gengo	George Spelvin
THE EMPORER'S NEW CLOTHES	Sound Designer	George Spelvin

**ABC Players Community Theatre (Years of involvement).**

OLIVER	Stage Manager	George Spelvin
OLIVER	Light Crew	George Spelvin
A FUNNY THING...FORUM	Miles	George Spelvin
COTTON PATCH GOSPEL	Jesus	George Spelvin
MORNING'S AT SEVEN	Homer Bolton	George Spelvin
A COMP. OF WAYWARD SAINTS	Harlequin	George Spelvin
KISS ME KATE	Harry Trevor/Baptista	George Spelvin
ANYTHING GOES	Steward	George Spelvin
THE ROBBER BRIDEGROOM	Chorus	George Spelvin

**SPECIAL SKILLS & TRAINING:** Guitar, Juggling, Fencing, Karate, Motorcycle.  
 Attended Iowa Thespian Festival (years), Attended International Thespian Festival (years)

**OFFICES, AWARDS, SPECIAL RECOGNITION:**

President, Thespian Troupe 123 Senior Year  
 Best Thespian  
 Treasurer, Thespian Troupe 123 Junior Year  
 Most Valuable Junior  
 Secretary, Thespian Troupe 123 Sophomore Year  
 Chairperson, TOTS-EAT Campaign Freshman Year  
 Most Valuable Newcomer

IHSSA All-State Outstanding Performer Award: One-act (Critic's Choice), Literary Program,  
 and Solo Mime

## Iowa Thespian Chapter Board

Information on who can become a member of the Iowa Thespian Chapter Board and how to become a member can be found in the Iowa Thespian Festival Registration Handbook.

### Expectations:

- Members will attend and participate in activities at all Chapter Board Meetings.
- Members will attend the Iowa Thespian Festival. Members will be assigned specific duties and will help in the overall operation of the festival.
- Members will attend and fully participate in the International Thespian Festival, including attendance of leadership workshop, chapter board meeting, and completion of newsletter article upon return. The Iowa Chapter will pay partial attendance fees for the International Thespian Festival.
- Members are encouraged to visit other Thespian schools.
- Members are encouraged to assist in recruiting new schools into Thespian Society.
- Members are expected to fulfill all the duties of his/her specific board role.
- Members are expected to be an advocate of the arts in Iowa schools and a positive role model for Iowa Thespians.

### Roles and Responsibilities:

- Chairperson
  - Work with Chapter Director to set agenda for meetings
  - Run Board Meetings with Chapter Director
  - Contact other officers about duties and task completion, etc.
  - Coordinate leadership training workshop for Iowa Thespian Festival
  - Coordinate Iowa Thespian Festival with Chapter Director, Festival Coordinator and other Chapter Board Members
- Publications
  - Gather information for the Iowa Thespian Newsletter and Website
  - Edit news for publication
  - Assist in the distribution of the newsletter and other publications
- Membership
  - Identify potential schools for new troupes
  - Write letters of invitation/information to prospective Thespian Troupes
  - Recruit new troupes
  - Contact troupes that have recently dropped Thespian membership

- Secretary

- Take minutes at Chapter Board Meetings (include all items discussed and need to be accomplished by the next meeting)
- Type minutes for distribution
- Distribute minutes to Chapter Board Members
- Maintain official records of Chapter Board Meetings
- Corresponding Secretary
  - Develop and maintain a “birthday list”
    - Chapter Board Members (student and adult)
    - Others?
  - Send birthday cards, etc. to officers and other Thespians
  - Send holiday cards to all active troupes
  - Send Thank-You notes, etc.
  - Respond to any correspondence as necessary
- Chapter/International Special Project Coordinator
  - Coordinate Chapter participation in EdTA projects
- Historian
  - Take photos at all Iowa Chapter Sponsored events and meetings
  - Compile a “scrapbook” of photos and other memorabilia to document the year
  - Display “scrapbook” at Iowa Thespian Festival

## **Chapter Director**

Job Description: Chapter directors are elected according to EdTA guidelines. In the event a chapter director is unable to fulfill his/her term, the Iowa Educational Theatre Association chapter board will appoint an interim chapter director. The interim chapter director will serve the remainder of the term until an election is held according to the EdTA bylaws.

The chapter director’s mission is to promote educational theatre throughout the state of Iowa. In that role, the chapter director is responsible for scheduling, organizing and running chapter board meetings. He/she will oversee all aspects of the Iowa Thespian Festival. The chapter director will recruit qualified troupe directors to serve as coordinators of various committees and activities. The chapter director will also serve as an arts advocate and represent the Iowa Educational Theatre Association at conferences, conventions, and events to promote the importance of theatre in our schools. This position is a year-round commitment that extends beyond the annual Iowa Thespian Festival.

### **Year-round Duties**

Leadership/Governance:

- Serve the members of the chapter through appropriate activities.
- Comply with EdTA’s Constitution, Bylaws, and Board policies.
- Maintain and comply with the Chapter’s Articles of Incorporation and Manual of Operations.

- Maintain a current signed copy of the chapter's Manual of Operations on file with EdTA's Director of Leadership.
- Participate in all chapter board meetings.
- Attend, or send an authorized representative to, EdTA's Leadership Training Summit.

#### Finances:

- Submit a balanced annual financial report of all accounts (checking, savings, CD, other) to the EdTA Director of Leadership by September 15 of each year for the prior fiscal year (July 1-June 30).
- Forward copies of each monthly bank statement for all accounts to the Director of Leadership with the annual financial report or send monthly copies throughout the year.
- Comply with IRS regulations by reporting all financial account information on annual financial statements.
- Comply with IRS requirements for reporting donations and grant /scholarship recipients.
- Comply with IRS regulations for reporting payments for services (\$600 or more on IRS Form 1099).
- Properly complete and pay the fees for incorporation of the chapter and filings in Iowa to authorize the Iowa EdTA to conduct business.
- Pay the appropriate annual liability insurance premium to EdTA.
- Pay any required fees, assessment, and/or charges to EdTA in a timely manner.

#### Communications:

- Maintain timely communication with Iowa EdTA members (newsletter, website, event materials, etc.) as appropriate.
- Maintain timely communications with the assigned Leadership Coach and Director of Leadership.
- Use EdTA, ITS, STLA, and all other trademarks in accordance with EdTA license agreement.
- Identify the Iowa EdTA as "an Educational Theatre Association affiliated chapter" in all print and electronic communication materials.
- Include the statement "The International Thespian Society is a division of the Educational Theatre Association" whenever identifying a connection with the Society in all print and electronic communication materials.

#### Scholarships:

- Comply with EdTA's scholarship program requirements and submit the required information.
- Send matching scholarship check (up to \$500) to EdTA home office by December 1 each year.
- Submit additional state scholarship funds (unmatched) and state requirements for EdTA to administer.
- Submit scholarship winners form immediately following state conference or when recipients are selected.

#### Pre-Festival Duties:

- Submit a completed Chapter Pre-conference Registration form at least 60 days prior to the event.
- Contact new chapter board members and directors. Establish a time and date for the first board meeting (usually in January/February).
- Organize materials and contact lists for the first board meeting. Provide a chapter board member notebook for each member.
- Develop a calendar for the year and establish agreed upon meeting times and locations.
- Secure a date and location for the Iowa Thespian Festival.
- Solicit bids for mainstage and studio theatre performances at the state festival.
- Encourage attendance of Iowa troupes at the International Thespian Festival. If possible, coordinate activities and travel for groups.
- Attend the annual state and national Arts Advocacy Day. If unable to attend, designate an official representative.
- Oversee planning for the festival, delegate responsibilities and duties.
- Prepare checks and thank you notes for festival adjudicators, workshop presenters, etc. (immediately prior to festival) to distribute at the festival.

#### Festival Duties:

- Finalize preparations with the host school, chapter board, etc.
- Meet with chapter board the night before the festival to prepare festival registration materials.
- Troubleshoot throughout festival weekend to ensure event operates smoothly.
- Present awards, etc. and speak to audience of festival delegates when appropriate.
- Communicate constantly with various festival coordinators during the festival weekend.
- Communicate with official festival adjudicators and EdTA representatives; arrange transportation if necessary.

#### Post-festival Duties:

- Pay any festival bills and expenses in a timely manner.
- Write any additional thank you notes to all who assisted in a significant manner.
- Note any suggestions or changes needed for next festival.
- Submit post-conference items, IE winners, Chapter Select Showcase qualifiers, scholarship winners, etc. promptly and with appropriate documentation to the EdTA home office.
- Assist the EdTA official representative with completion of the post-conference data form.

## All-Chapter Show Coordinator

Job Description: This person facilitates the work of the director, technical director, and (when appropriate) music director of the all-chapter production and acts as liaison between the chapter board and the all-chapter production. (Note: Performance or audition year is determined by the next festival.)

### Duties

#### Pre-Festival:

- Performance Year
  - Notify cast and crew of audition/interview results.
  - Generate a contact sheet; include email, phone number, cell phone, address, parent name, etc,
  - Collect emergency contact information and locations of pharmacies and hospitals.
  - Create appropriate press releases throughout process.
  - Maintain and monitor budget.
  - Coordinate room and board for rehearsals.
  - Coordinate storage space for equipment and materials between rehearsals.
  - Coordinate program including cast/crew/orchestra list, advertising, patron page, written notices from officials, etc.
  - Coordinate rehearsal time in the host performance space. (The host performance space will be available Festival week from Wednesday morning at 8 am thru the Festival to Sunday evening immediately following the festival until midnight.)
  - Report progress to Chapter Board.
  - Convey appropriate information to directors.
  - Monitor strike.
  - Collect and return rented scripts and materials as needed.
  - If the show is adjudicated for The International Thespian Festival, arrange for storage of scenic elements and supervise the load out of the performance space and load into the storage facility.
  - Arrange for disposal of scenic elements as necessary.
- Audition Year
  - Prepare application/audition applications.
  - Distribute applications in a timely manner through any means feasible.
  - Schedule auditions/tech interviews for festival.
  - Check the Thespian status of students interviewing/auditioning. Any student may audition/interview, however **ONLY THESPIANS OFFICIALLY REGISTERED WITH THE INTERNATIONAL THESPIAN SOCIETY MAY PARTICIPATE IN THE PERFROMANCE OF THE ALL-CHAPTER PRODUCTION.**
  - Obtain signed contracts for all-chapter show director(s).

**Festival:**

- Performance Year:
  - Coordinate rehearsals.
  - Create appropriate press releases (open dress rehearsal, etc.)
- Audition Year:
  - Coordinate auditions/interviews.

**Post-Festival:**

- Send thank you notes to all involved.
- See Pre-Festival list above for alternating years.

**Further Information:**

- Many community theatres assign a person to be the “producer” of a show. This coordinator position is akin to that in role and responsibility.

## **Arts Advocacy and Community Service Coordinator**

**Job Description:** Unlike many of the coordinator positions whose work is focused on the Iowa Thespian Festival, this job is meant to advocate for the arts throughout the year. The goal of this position is to publicize and advocate for the Iowa EdTA and arts education in general. This coordinator is expected to not only promote Thespians, as a whole, but also to help troupes around the chapter advocate for their individual programs in their own towns and schools.

### **Duties**

- Recruit participants for Arts Advocacy Events and organize attendance at these events.
- Coordinate Chapter representation at state and national advocacy events.
- Find and distribute appropriate arts advocacy materials to Iowa Thespian Troupe Directors.
- Work in conjunction with Chapter Student Chairperson to coordinate Iowa Community Service Projects with EdTA projects (ex: TOTS-EAT, Broadway Cares/Equity Fights AIDS, etc.).
- Coordinate Iowa Thespian Festival’s annual community service project(s).
- Present advocacy and/or community service workshop at Iowa Thespian Festival.
- Present workshops at other arts events (ex: IHSSA conference, etc.).
- Help publicize Iowa Troupe activities as Arts Advocacy.
- Serve as a resource for individual troupes and theatre arts programs throughout the chapter.

## Auction Coordinator

Job Description: The objective of the auction coordinator is to raise funds for the Iowa Educational Theatre Association's scholarship program. All proceeds from the silent and live auction will be used to fund thespian scholarships. In the past, two types of auctions have been held during the Iowa Thespian Festival: a silent and/or live auction, space permitting in the host school. The number of items available and auctioneer(s) available will also determine the type of auction held. It is strongly recommended that items be solicited from troupes attending the festival. Through a partnership between EdTA and Broadway Cares/Equity Fights AIDS, autographed posters from Broadway productions have been provided in the past for both the Iowa Chapter service project and the Iowa Educational Theatre Association scholarship fund.

### Pre-Festival:

- Prepare and send a mass mailing to celebrities requesting autographed items for auction at the Iowa Thespian Festival to support scholarships for theatre students. In addition, ask for support of the arts and theatre education in our schools.
- Collect and catalog items as they are received.
- Prepare items for auction (matte and frame, etc).
- Keep a running list of items to forward to the webmaster for publication on the website prior to the festival.
- Contact BC/EFA (EdTA home office will provide contact information) to obtain autographed posters, etc.
- Frame and matte posters (they will sell better).
- Brainstorm additional sources of auction items with the chapter director and/or chapter board.
- Develop a system for the silent auction bid submission.
- Prepare and publish a schedule for the display of silent auction items, closing bid, and payment for auction items.
- Secure cash box and supply of cash and change.
- For a live auction, contact an auctioneer. Determine the amount (if necessary) for payment of the auctioneer's services. Arrange for a back-up auctioneer if necessary.
- Prepare and develop a system for registering bidders in a live auction.
- Prepare a system for collecting the bids and awarding the auction items.
- Prepare a work schedule for the silent auction table throughout the festival. Be sure the auction is supervised at all times.

### Festival:

- Display auction items and advertise auction location, time & procedures.
- Collect donated auction items from troupes at registration.
- Catalog donated items and prepare for auction.
- Contact auctioneer (if live auction is held). Confirm plans.
- Recruit volunteers to assist with auction process. Have several individuals working at the check-out. Be sure all items are paid for prior to

release. The Iowa Chapter is not responsible for damage of items after the sale (and before the festival ends).

- Collect and count auction funds at the conclusion of the auction.
- Account for all items sold and note selling prices. Tally preliminary results for a final report.
- Submit auction funds to the chapter director.
- If possible, report the results at the closing ceremony & thank everyone for their participation.
- Collect all unsold items and store for next year.

Post-Festival:

- Prepare a formal report for the chapter director. Include the total amount of funds generated by the auction(s).
- Report to the chapter director and chapter board any recommendations for future auctions.
- Prepare receipts for expenses and submit to chapter director.
- Forward any photos and letters from celebrities to the chapter director, webmaster, and anyone who will use their message to promote theatre in our schools.

## **Business or College/University Display Coordinator**

Job Description: The Iowa Thespian Festival provides space for theatre businesses and colleges or universities to display promotional materials and product examples. These displays are provided in exchange for a fee. The coordinator will contact potential display candidates, coordinate payment of display fees, ensure that display space is provided and meet the needs of the business and/or college/university representatives.

### **Duties**

Pre-Festival:

- Email/mail letter of invitation and request form to potential display candidates. This can be sent out in conjunction with workshop invitation letters.
- Compile list of display presenters including: Name of business or college/university, name of display presenter (who is coming to festival?), specific display needs and confirmation of payment.
- Collect payments and keep to give to Festival Coordinator at festival.
- Send number of display tables needed to Festival Host after all applications have come in.
- Send list of Business and/or Colleges/Universities attending festival and their representative to Festival Coordinator for the program (by Festival Coordinator's deadline) and festival nametags.
- Confirm displays with presenters. Confirm if payment was received or remind them if payment is still needed.

Festival:

- Ensure that tables are in place and presenters' needs are met prior to display set-up time.
- Prepare packets for display presenters including festival program, nametags and any other important information.
- Greet presenters as they arrive at festival and coordinate their set-up.
- Visit displays often during festival to ensure that all needs are met.
- Give payment checks to Festival Coordinator.

#### Post-Festival:

- Make note of concerns, comments, new contacts and any other information that will help with next year's festival.

#### Further Information:

- Contact information works VERY well when included with workshop mailing. This should include invitation letter (or paragraph in workshop invitation letter) and Display Needs form.
- These displays are not meant to provide vendors with a space to sell products during festival because the festival has separate vendor agreements. Be sure that this is made clear to potential display candidates when you contact them.
- Be prepared to make more nametags as college/university people often bring students with them to "man the displays."
- It is a good idea to include a list of local hotels when confirming the displays. This helps those who will need to stay overnight. Also, include directions to the festival site.
- Provide Scholarship Audition Attendance Request Form (for College Representatives).

## **Festival Coordinator**

Job Description: The Iowa EdTA festival coordinator is responsible for the organization and operation of the Iowa Thespian Festival. The festival coordinator reports to the Iowa EdTA Chapter Director and works closely with the festival host. The festival coordinator's responsibilities include, but are not limited to the following: securing leadership in various festival coordinator positions, management of festival registration, publishing a festival program, assigning festival seating, and delegating additional duties as necessary.

### **Duties**

#### Pre-Festival registration:

- Check with Chapter Director to see if a festival location site and dates have been secured.
- Develop festival registration materials.
- Obtain a copy of previous festival programs and discuss any changes, suggestions, etc.
- Forward any appropriate preliminary festival details to the webmaster to publish on the website.

- Obtain camera-ready copy of the festival logo to use in all promotional materials and festival programs.
- Design a promotional t-shirt for each delegate attending the festival.
- Contact the technical director of the host school and obtain technical diagrams of the host school facilities to include in technical packets.
- Establish contact with Thespian directors and troupes that have been selected to perform a mainstage or studio theatre production.
- Send technical packets and select a date for a technical walk-through tour of the host school for mainstage performers.
- Obtain a seating diagram of the host school auditorium to assign seating.
- Estimate the number of supplies for nametags, etc. and order supplies.
- Check with Chapter Director and Webmaster to ensure new registration materials are posted on website.
- Attend all chapter board meetings throughout year, especially during the pre-festival and festival preparations.

After festival registration deadline:

- Order a sufficient number of festival t-shirts.
- Obtain copies of all registration materials from Chapter Director.
- Carefully count number of delegates attending and check and double check the total number registered with the capacity of the host school auditorium. Contact the chapter director and/or host school if any over/under registration problems appear.
- Assign auditorium seating on a troupe-by-troupe basis. Include special guests, EdTA adjudicators, Hall of Fame members, etc. not on the registration forms.
- Print name badges for all assigned seats.
- Check and double check name badges against registration list.
- Inform host school director of festival registration details, including the total number of meals and vegetarian meals.
- Establish contact with other festival coordinators for workshop information and locations, individual events schedule, any information that needs to be included in the festival program.
- Contact troupe directors presenting mainstage or studio theatre productions for information to include in the festival program.
- Finalize and edit program details.
- Print a sufficient amount of programs for all festival delegates, host school volunteers, college representatives, special guests, and EdTA representatives.
- Prepare registration packets for special guests and EdTA representatives, check with Workshop Coordinator, Business or College/University Display Coordinator, and Scholarship Coordinator if packets for exhibitors and college representatives are needed. Provide nametags and programs.
- Arrange transportation (with host school) for special guests and EdTA representatives as needed.

At the festival:

- Assemble registration materials for each troupe: nametags, t-shirts, programs, and other promotional materials (night before festival).
- Bring an official seating chart of the delegates and for any mistakes, shortages.
- Print extra badges for lost or missing nametags.
- Troubleshoot problems and monitor festival activities throughout the weekend.
- Anticipate scheduling issues and make necessary program adjustments.
- Present Chapter Director with any bills for programs, supplies, etc. in a timely manner.
- Check on transportation arrangements (especially return trips) for special guests and EdTA representatives.

#### Post-Festival:

- Note any changes and suggestions for the next festival and prepare a report for the chapter director.
- Deliver the festival director report at the next chapter board meeting.
- Write thank you notes to all who assisted in a significant way.
- Recognize the efforts of other festival coordinators and show appreciation in an appropriate manner.
- Recognize the efforts of the host school and show appreciation in an appropriate manner.

## Individual Events Coordinator

Job Description: Individual Events are designed to provide additional performance (Duet Acting, Duet Mime, Duet Musical, Group Musical, Monologue, Short Film, Solo Mime, Solo Musical, and Team Improv) and technical design (costume, scenic, and publicity) opportunities for students at festival, to provide students with informed critique of their work, and to screen individual events for presentation at the International Thespian Festival. (Short Film and Team Improv categories are unique to Iowa and do not advance to the International Thespian Festival.)

### Duties

#### Pre-Festival:

- Prepare registration materials for inclusion in the registration packet. Registration materials should include notice that schedule will be posted on the web.
- Prepare critique guidelines, rule sheets, evaluation sheets, and ranking sheets for all events.
- Cross-check entries and Individual Events Rights Application and Permission Form.
- Create a schedule of students (cross-check Friday Mainstage and Studio Theatre for conflicts) and rooms. (Information available from Chapter Director.)
- Send Webmaster copy of above materials for web publication.
- Arrange for necessary adjudicators to cover all events.

#### Festival:

- Supervise the Individual Events program.
- Distribute information (rules, regulations, expectations) to judges, timekeepers, door monitors.
- Prepare and distribute registration packets and refreshments to adjudicators.

- Arrange for display area for Best of Center in design.
- Compile “Best of Center” list.
- Complete certificate template for student awards (available from Chapter Director).
- Coordinate Chapter Student Board responsibilities for IE Showcase.
  - Emcee
  - Pre-recorded music playback
  - Award presentations
    - Best of Center – Plaque
    - 2<sup>nd</sup> thru 5<sup>th</sup> - Certificate
- Arrange for distribution of comment sheets.
- Provide Chapter Director with a list of adjudicators for honorarium and thank you letter.
- Provide Chapter Director with Best of Center list to forward for IE entry at International Thespian Festival. Be sure to include Individual Events Rights Application and Permission Form.

Post-Festival:

- Email list of awardees to Webmaster for web publication.

Further Information:

- Stay current with IE requirements and guidelines from EdTA.

## Newsletter Coordinator

Job Description: The newsletter coordinator is responsible for building and maintaining communication to board members, directors, and troupe members about news ranging from the International Society to other chapters to local troupes.

### Duties

Pre-Festival:

- Collect information collected from website link and personal contacts.
- Prepare Annual Troupe Report worksheet for mailing.
- Meet with chapter board members.
- Create news release for distribution to registered schools.
- Send news release to Webmaster.

Festival:

- Urge directors to complete STAR worksheet.
- Meet with chapter board member to discuss newsletter.
- Determine newsletter format.
- Create a news release for immediate distribution to director for post-publicity.
- Take digital pictures for distribution to registered schools.
- Send Webmaster copy of materials for web publication.

Post-Festival:

- Create a news release with scholarship recipients, individual event results, and all-chapter award recipients, and Hall of Fame inductees.
- Distribute photos to registered schools for use.
- Compile news from STAR worksheets.

- Meet with student chapter board member to create newsletter.
- Create and distribute newsletter(s).
- Send Webmaster copy of materials for web publication.

Further Information:

- Meet with Chapter Director to coordinate STAR worksheet distribution and collection.
- Meet with Chapter Director to determine important information (mainstage & studio shows, workshops, student board members, award recipients, etc.) for news releases.
- Secure a digital camera.
- Create an email address book from registered schools.

## Scholarship Coordinator

Job Description: Three scholarships of \$1,000 will be awarded to an Iowa student Thespian at the state festival. The award is composed of funds from the Iowa Educational Theatre Association and the EdTA Home Office. A committee of Iowa Thespian Troupe Directors and/or EdTA Individual Adult Members will select the recipients of the scholarships. Candidates must be registered delegates of the Iowa Thespian Festival to receive the award. Scholarships will be designated in any combination of the following three categories: performance, technical and theatre educator, with the selection of a theatre educator scholarship as a high priority.

### Duties

Pre-Festival:

- Prepare the application materials for submission to the webmaster.
- Review the rules and guidelines for scholarship to align with EdTA rules and guidelines.
- Contact the festival coordinator and inquire about the assigned room(s) for the auditions with a warm-up room in close proximity and adequate space for technical portfolio presentations.
- Inform the festival coordinator of specific needs for the scholarship audition room: table, stereo/cd player, chair.
- Select Iowa Thespian Troupe Directors and/or EdTA Individual Adult Members to serve as members of the scholarship selection committee. This committee should include at least three troupe directors per audition center.
- Obtain scholarship applications from chapter director.
- Crosscheck scholarship applications with the list of applicants. (Not all applicants send their materials on time).
- Check each set of scholarship materials for any missing items.
- Inform respective troupe directors of any missing materials for students in their troupe.

- Schedule the scholarship auditions for students who have submitted a complete set of materials.
- Forward the schedule to the webmaster for publication on the website.
- Copy a set of scholarship materials for each member of the selection committee.
- Prepare a notebook for each member of the selection committee and extra sets of materials for college representatives.
- Cross check scholarship applications with festival registration to ensure the applicant has registered for the festival.
- Check with the EdTA home office to ensure applicants are registered Thespians.

#### Festival:

- Meet with the selection committee and distribute the scholarship materials.
- Designate a committee member to serve as the chair.
- Present an audition workshop for all participants to provide important information, schedule changes, etc.
- Monitor the auditions for adherence to the time limits and guidelines.
- Assist the committee in any way needed during the session.
- Collect scholarship materials after the selection(s) are made.
- Prepare scholarship certificates for presentation to recipients at closing ceremony.
- Provide the chapter director with names, addresses, troupes and social security numbers of the scholarship recipients for the EdTA home office.

#### Post-Festival:

- Write thank-you notes to the scholarship selection committee members.
- Shred all documents with student scholarship application information.
- Forward names, troupe names/numbers of scholarship recipients to the webmaster for publication on the website.

#### Further information:

- Ask the chapter director for email addresses and phone numbers of troupe sponsors. You will need to contact the directors who have not sent materials and/or incomplete materials.
- Establish deadlines that allow sufficient time to schedule auditions and track down missing material. Students WILL NOT be scheduled without complete applications.
- Cross check the list of students scheduled for scholarships to be sure they have PAID the scholarship entry fee. Notify both the troupe director and chapter director of any discrepancies.
- Carefully choose members of the scholarship selection committee. Include both veteran and intermediate troupe directors. This is not a committee for novice directors. If possible, include a director who does not have a student participating in the auditions.

- Contact schools with a brand new director early in the process. New directors may need assistance with preparing students, etc. for auditions.
- Provide Scholarship Audition Attendance Request Form (for College Representatives) to Workshop Coordinator and Business or College/University Display Coordinator.

## **Iowa Thespian Chapter Board Student Coordinator**

Job Description: The students of the Iowa Thespian Chapter Board are led by an adult member of the chapter board. The ITCB Coordinator in conjunction with the SCB Chairperson is responsible for assigning tasks to the ITCB and for following up on task completion.

### **Duties**

#### Pre-Festival:

- Assist ITCB in developing a theme, color palette, and logo for Festival.
- Submit the above to the Chapter Director and Webmaster.
- Assist ITCB to develop and rehearse opening ceremony and festival presentations.
- Assist with curriculum development for Leadership Luncheon.
- Determine schedule of interviews for ITCB candidates.
- In conjunction with ITCB and Arts Advocacy/Community Service Coordinator, coordinate ITCB involvement in community service project(s).

#### Festival:

- In conjunction with ITCB, lead Leadership Luncheon (Saturday of Festival).
- In conjunction with ITCB, lead interviews for ITCB (Saturday afternoon of Festival).
- In conjunction with ITCB and Arts Advocacy/Community Service Coordinator, coordinate community service project(s) at Festival.

#### Post-Festival:

- Coordinate ITCB meetings.
- Assist establishment of deadlines for article submission to newsletter.

#### Further Information:

- Look to International Thespian Officers (ITO) for further information and ideas.
- Encourage ITCB members to run for ITO as appropriate.

## **Webmaster**

Job Description: Update/edit and maintain the Iowa Thespians website ([www.iowathespians.org](http://www.iowathespians.org)).

### **Duties**

#### Pre-Festival:

- Post registration and entry forms.
- Post Individual Events schedule. (Individual Events Coordinator will supply.)
- Post Scholarship schedule. (Scholarship Coordinator will supply.)
- Post Newsletter. (Newsletter Coordinator will supply.)
- Update Student and Adult Chapter Board contact information.

#### Festival:

- Duties as assigned by the Chapter Director.

Post-Festival:

- Update Student and Adult Chapter Board contact information.
- Post Newsletter. (Newsletter Coordinator will supply.)
- Post Individual Event results. (Individual Event Coordinator will supply.)
- Post Scholarship recipients. (Scholarship Coordinator will supply.)

Further Information:

- Website is designed using Microsoft FrontPage.
- Website hosting fee is paid by the Chapter Director.
- File transfer protocol is available from the Chapter Director.

## **Workshop Coordinator**

**Job Description:** A number of workshops covering a variety of topics will be available at the Iowa Thespian Festival. These workshops should be educational in nature, many will be participatory, and most of the workshops may be offered more than once. The length of the workshops will be 60 minutes. Workshop presenters may come from colleges/universities, community theatre, professional theatre, or high school troupes and directors. Presenters are offered an honorarium, based on the number of workshops they facilitate, for their work at festival.

### **Duties**

Pre-Festival:

- Compile a list of possible workshop presenters.
- Supplement list with new sources suggested by board members.
- Mail/Email contact letters to possible presenters. Include appropriate response forms and a response deadline (7-8 weeks prior to festival).
- Attempt to provide a balanced variety of workshop offerings at festival.
- Record responses, workshop descriptions and notify host of presenters' needs.
- Mail/Email confirmations to presenters, including directions to festival site and list of local hotels for presenter information.
- Attend chapter board planning meeting to determine schedule and workshop locations.
- Submit schedule and workshop locations to Festival Host in order to have signs prepared for festival.
- Submit schedule, presenters' needs, and workshop locations to Festival Coordinator.
- Submit complete workshop schedule/presenter/location/description to Festival Coordinator for the festival program (by coordinator's due date).
- Confirm special presenters' needs with Festival Host.
- Send complete workshop schedule/presenter/location/description to Webmaster for website posting.

## Festival:

- Prepare packets for workshop presenters including festival program, name tags and other needs.
- Confirm that workshop locations and presenter needs are correct.
- Meet workshop presenters as they arrive, answer questions and direct presenters to his/her workshop site.
- Arrange for posting and announcement of changes in time and/or space.
- Visit workshop sites before and during workshops in order to ensure that all needs are met and presenters are comfortable with their surroundings.
- Make sure that Chapter Director writes thank you notes and includes payment of honorarium for each presenter. Make sure presenters receive their thank you notes and honorariums before leaving or arrange for them to be mailed after festival.
- Try to talk to each presenter as they leave, get informal feedback on success of workshops or any presenter concerns.
- Coordinate with Festival Host to ensure workshop sites are returned to normal condition.

## Post-Festival:

- Make note of concerns, comments, new contacts or any other information that will help with the next year's festival.

## Further Information:

- Contact information for College/University Representatives can be found on individual College/University websites. It is helpful to take a look at these before sending out contact letters to ensure the proper people are reached.
- Forms needed include: Contact Letter, Personal Workshop Needs Form and Scholarship Audition Attendance Request Form (for College Representatives).
- It works well to do most of this on email, however many will use conventional mail to return their materials. Be careful to change/update email and/or addresses as you are made aware of them, or make note to do it later.
- Be sure your presenters' deadline is early enough that you have a "cushion" for all the folks that send materials to you late. Make sure it is at least a week before your program deadline (set by Festival Coordinator). This will save you trouble later.
- Print out hard copies of any emails that come your way and keep a folder, just in case something happens to your online information. This will also help you to organize all of the information later.
- Business and College/University Display information can be sent out with your contact information for more efficient communication.