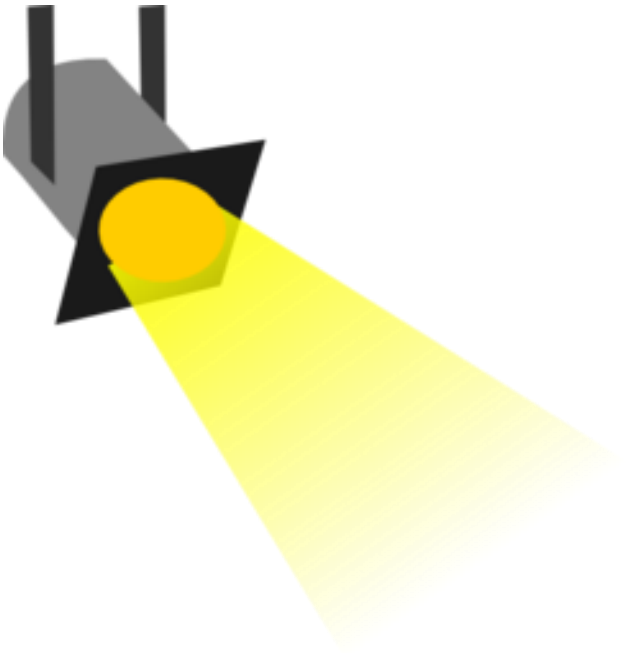

Welcome to DA

The Theatre Department

and the Theatre

Boosters

2019-2020

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Dear Parents,

A busy and exciting year awaits us here in the Theatre Department and we don't want you to miss a single minute.

The Theatre Booster Support Organization is a voluntary group of Theatre parents, like you, that share the mutual interests of our children and the desire to help them grow and prosper in their arts area. If you are the parent or caregiver of a theatre student, ***you are a booster****!*

Our students are incredibly fortunate to have the caliber of professional educators guiding them, but without strong parent support and involvement, the department cannot thrive. As a volunteer Theatre Booster, you will be instrumental in the success of the Theatre Department.

The financial resources provided by the Booster members are critical to the department's ability to produce shows and offer the enhanced arts experiences that DA students receive. Therefore, fundraising is vital because the school system does not financially support our productions or pay for guest artists. Specific supplies for the technical and performance classes are also paid for through the Booster account.

Booster meetings are held throughout the year in the evening, on the dates listed in the packet. These meetings are intended for you to keep abreast of the latest information about your student's adventure at DA, and to get to know the faculty and one another. On occasion, dates/times may change, and we will notify you in advance if that is the case.

In order to communicate effectively with each of you, it is imperative that we have your correct contact information. We rely upon email, text and social media (Facebook & Instagram) to let you know of all the wonderful things happening in the department. Please notify us of any change in your email, phone number or address by dropping the information off in the Gold Box by the stagecraft classroom (on wall next to Black Box Theatre back door or, by contacting our dedicated email at datheatreboosters@gmail.com.) If you and/or your student are on Facebook & Instagram, please join our page, Douglas Anderson Theatre Boosters, to keep up-to-date as well.

By making a commitment to Theatre Boosters, you are making a commitment to your student's education at DA and their preparation for the future. We welcome, value and seek your ideas, opinions, and your service.

DA and Theatre Department Mission

Douglas Anderson's Theatre Department mirrors the school's mission statement of becoming one of the foremost public arts high school theatre departments in the country. We strive to provide an environment in which our students develop a passion for the art form that is based on an understanding and appreciation of theatre and its impact on the audience.

1. We strive to help our students create a "vision of excellence" for theatre. We help them create a frame of reference for themselves that allows for the determination of what is good theatrical work and why.

2. In the classroom, the process of the art form and an analytical approach to text is the cornerstone of the curriculum. The students continually investigate the environment of the play, the characters' motivations and the play's structure and meaning. They learn to tap their own inner resources in a safe environment where they can take imaginative and creative risks.

3. The performance students will explore the integration of voice and body and develop a physical instrument that responds appropriately to the demands of performance.

4. Our classes use a methodology that requires the student use higher-level critical thinking skills such as assimilation, synthesis, and evaluation.

5. Intensive group work is an integral part of the theatre process; therefore the classroom activities focus on group work. The students discover through group exercises to trust and learn from one another, to share ideas and build on each other's perceptions, and, to ultimately create art of their own.

6. Our students will pursue post-secondary education after graduation.

The Educational Process

Your student is now a member of a select group of individuals chosen from applicants across Northeast Florida. This "cast" includes some of the most creative talents in our community.

A busy year awaits the approximately 250 students here in the department. Classes, workshops, auditions, rehearsals, scholarships, and performances are just a few of the opportunities that enrich the unique educational environment at DA.

DA emphasizes the process of the art form and the analytical approach to the text. Therefore, the classroom work is the core of all programs in our department. All students must demonstrate a

measurable level of mastery in their current classes before moving to the next level. Theatre teachers at DA know that focusing on the process of theatre, including its literature, fosters leaders who will think critically and creatively.

All students take classes in play analyses, art history, and theatre history. Performance majors add 4 years of acting and classes in stage movement, vocal development, stagecraft, and directing. Technical Theatre students take computerized design, painting, drawing, Introduction to Technical Theatre and four years of stagecraft. Musical Theatre majors take additional classes in dance, vocal and acting every year.

With this philosophy, DA theatre students are qualified to compete on a national level with the most gifted young artists in the country. In the past, DA was invited to perform at the Edinburgh International Fringe Festival, the largest performing arts festival in the world. Others are recognized through the Young Arts program.

Not all of our graduates continue in theatre, but over 95% go on to college. Following DA our grads take with them not only knowledge of their art form and its essential teamwork, but a strong introduction to the great literature of both our past and our present.

Douglas Anderson Theatre Department
Faculty Contact Information
2019-2020

Musical Theatre

Joe Kemper	kemperj@duvalschools.org

Performance Theatre

Simone Aden	adens@duvalschools.org
Valerie Anthony	anthonyv@duvalschools.org
Bonnie Harrison	harrisonb@duvalschools.org
Michael Higgins, *Department Chair*	higginsm@duvalschools.org

Technical Theatre

Nolan O'Dell	odelln@duvalschools.org
Susan Peters	grossmans@duvalschools.org
Jennifer Kilgore	kilgoreJ@duvalschools.org

HOW DO I GET INVOLVED?

There are many ways in which you can specifically help the Theatre Department. You can do it. You can help. *There is a place for you!*

- Attend Theatre Booster meetings – see the dates listed in this packet

- Notify Boosters of any changes to student/parent email, address and/or phone numbers. Our e-mail address is **datheatreboosters@gmail.com.**

- Depending on your availability:
  - Sell tickets for Theatre Performances during school and at Box Office
  - Work the coffee bar, concession or merchandise tables at Performances
  - Distribute posters around town
  - Volunteer for a committee – see listing in booklet
  - Volunteer your ideas and offer your services in your area of expertise
  - Donate/help serve food items for our Cast and Crew feedings (usually occur on tech week of the show's opening after school)
  - Help set up, serve food and clean up for Patron dinners (the first Friday night of each Performance)
  - Solicit silent auction items for the Winter Musical event

- Donate items for concessions. The donations requested consist of:
  - Value packages of candy, cookies, chips; baked goods and coffee items for coffee bar
  - Cases of Pepsi products ONLY, such as Aquafina water, (diet/regular), as well as other Pepsi products
  - **Bags of ice for the shows**
  - Value packages of hot chocolate, cider, sugar, creamer
  - Bottled water (any brand, SMALL bottles) for rehearsals

We need the items above right before each of the shows listed in your performance calendar. Please bring your donations to any booster meeting or have your student deliver it to the Resource Room, located in the Theatre hallway across from the Black Box. You can also bring items 1 hour before each show.

If your student is cast in a show, we expect you to contribute your time to working at the shows and providing donations. There are many additional ways in which you can help Douglas Anderson School of the Arts:

- Support the P.T.S.A. and S.A.C. committees; join PTSA
- Attend events sponsored by other arts areas
- Stress and support academic performance and student involvement in DA
- Stress the importance of your student raising his or her Fair Share
- Be actively involved in your student's education

Check your email, the DA website and/or the Booster Facebook & Instagram page frequently for information on upcoming events, student activities, teacher contacts, important dates, and much more:

Douglas Anderson School of the Arts Website: www.duvalschools.org/anderson

Theatre Boosters Website: www.datheatreboosters.org

Theatre Boosters Email Address: datheatreboosters@gmail.com

Theatre Boosters Facebook & Instagram Pages: Douglas Anderson Theatre Boosters

DOUGLAS ANDERSON SCHOOL OF THE ARTS THEATRE DEPARTMENT

FAIR SHARE 2019/2020

What is Fair Share?
As outlined in the parent/student contract of the audition packet, every DA student is responsible for a specified amount to supplement the needs of his/her own ARTS department.

Why do we need Fair Share? Don't my tax dollars cover "arts" programs?
Regrettably, your tax dollars do not fully cover the needs of a performing arts school. Fair Share helps to cover department expenses, guest artists, supplies, scholarships, a portion of Thespian State and District events, and offset some production costs.

How much is the Theatre Department Fair Share amount?
The Fair Share amount for the 2019-2020 school year for *Performance Theatre* $225, *Theatre Tech* Students is $250. For *Musical Theatre* Students, fair share is $300.

How is Fair Share Satisfied?
There are three ways to satisfy your fair share:

- Payment of full fair share amount, via cash, check or online credit card payment.
- Fundraising opportunities offered by the Theatre Boosters. This option was designed to minimize a family's out of pocket expense and to encourage the students to "earn" their Fair Share.
- A combination of fundraising and a payment for the balance.

What happens if I have more than one student in Theatre?
For families with more than one student enrolled in the Theatre Department, the annual Fair Share for the first student shall be the full amount of fair share, and for siblings 50 percent of the fair share. The Fair Share amount for students enrolling in the second semester of the school year shall be 50 percent of the full fair share.

What if my student transfers to another art area?
Fair Share does not follow your student.

What if I can't pay my student's Fair Share?
If you are not financially able to pay your student's Fair Share, you must discuss this with the Theatre Department chair, the treasurer or co-president of the Theatre Boosters Board. Failure to pay Fair Share or have a payment plan to fulfill the obligation could result in your student not participating in auditions, shows, or workshops.

Can Fair Share roll over?

1. Students may rollover any overage above the current Fair Share agreed for that year to the next year.

2. Each year the student's Fair Share must be paid. If a student does not pay their Fair Share, the debt will be rolled over to the next year and their Fair Share will be the amount due for that current year and the past due from the previous year(s). Penalties may include withholding of final report card.

3. A student may assign their overage to another student in need in the Theatre Department.

4. A student may use their overage of Fair Share for that year to pay for student booster-sponsored events, District and State Thespian events. To do this, the Treasurer must be informed in writing before the event.

How do I pay my student's fair share?

Fair Share money may be paid by cash, check or credit/debit card.

- Checks should be made out to: DA Theatre Boosters. Please write the student's first and last name on the check and indicate that it is for Fair Share. Fair Share money may either be mailed or hand delivered by your students.
- If you are mailing the Fair Share payment, please address the envelope to:

DA Theatre Boosters, P.O. Box 10471, Jacksonville, FL 32247

- Credit/debit card payments can be made online at www.datheatreboosters.org.
- For hand-delivered payments, the cash or check should be ***placed in a sealed envelope with the name of your student and a notation of Fair Share written on the outside of the envelope***. It should be deposited in the Theatre Boosters locked drop box ("the Gold Box"), located on the wall between the Black Box Theatre and the Technical Theatre Shop.
- Statements of Fair Share payment status will be sent to students at intervals throughout the year, and posted on the bulletin board.

If you would like an immediate receipt of payment, please include a self-addressed, stamped envelope with your Fair Share payment.

All students must have, on file, a Fair Share Student Agreement form by September 30, 2019

DOUGLAS ANDERSON SCHOOL OF THE ARTS THEATRE BOOSTERS

FAIR SHARE AMOUNTS AND DEADLINES 2019-2020

DEADLINE FOR FULL FAIR SHARE PAYMENT IS FRIDAY, NOVEMBER 1, 2019

Annual Theatre Department FAIR SHARE:

Performance Theatre Students $225 *($200 if paid by September 30th)*
Technical Theatre $250 *($225 if paid in full by September 30th)*
Musical Theatre Students $300 ($275 if paid in full by September 30th)

The amounts in parentheses above include a $25 early payment discount for fair share payments made in full by September 30, 2019.

Fair Share Payment Plan

If you need to make payment plan arrangements, please contact us in writing at datheatreboosters@gmail.com or speak with the department chair, or Booster treasurer or co-president by Thursday, September 30, 2019. We are happy to work with you; however, we do need you to contact us directly.

You may make installment payments at any time to assist you in meeting the November 1, 2019 full payment deadline.

To assure your student remains in good standing, please submit Fair Share payments as scheduled. Failure to maintain good standing will restrict your student's ability to participate in functions sponsored by DA Theatre Boosters and the department, including auditions, shows and workshops.

Fair Share must be paid in full for Seniors to participate in graduation activities and receive their final report card.

Patrons Club

Join the PC Movement TODAY!

- Become a member of the DA Theatre Patron Club & receive unique benefits at each level
- Help defray the costs of maintaining a nationally recognized Theatre Arts Program
- Season Tickets include ALL 4 Theatre/Musical Productions; Extravaganza and Showcase NOT included

Questions?

Email: datheatrepatrons@gmail.com

CONTRIBUTIONS AT ALL LEVELS ARE GREATLY APPRECIATED

DONATION	LEVEL	BENEFITS
***	Season Subscriber	Pre-purchase tickets for the 4 shows of the season at discounted rates. ➢ Adult Season Subscriber $60 *($20 savings!)* ➢ Student Season Subscriber $35 *($25 savings!)* ➢ Combination packages available *Please Note: You must reserve your seats in advance of each show*
$150	Leading Actor	➢ DA Commemorative Merchandise Item ➢ Program Recognition including Extravaganza Program ➢ Friday Night Pre-Show Patron Dinner Reception ➢ Early Priority Seating *Please Note: Show tickets are purchased separately & are not included with donation.*
$300	Technical Director	➢ All of the Above, PLUS ➢ Reserved Parking (Theatre Events at Douglas Anderson ONLY) ➢ 2 Reserved Seats to the Fall Musical ONLY ➢ ¼ Page Ad in the program *(must be in before deadline)* ➢ Cast Autographed Poster of the Fall Musical *Please Note: Other show tickets are to be purchased separately & not included with donation*
$500	Artistic Director	➢ All of the Above, PLUS ➢ ½ Page Ad in program (must be in before deadline) ➢ Invitation for 2 End of Year Appreciation Dinner ➢ 2 Season Tickets
$1,000	Producer	➢ All of the Above, PLUS ➢ Full Page Ad in program (must be in before deadline) ➢ 4 Season Tickets
$2,500	Executive Producer	➢ All of the Above, PLUS ➢ Special Recognition by Theatre Faculty at all show (Extravaganza NOT incl.) ➢ Professional Hardcover Photo Book of Show of Choice ➢ Full Page Ad in Program (must be in before deadline) ➢ 8 Season Tickets

Please send all inquires to: datheatrepatrons@gmail.com

2019-2020 Booster Leadership Team

Please contact any of us if you would like to volunteer to help in any capacity.
Please let us know of any questions you may have.

datheatreboosters@gmail.com
Facebook: Douglas Anderson Theatre Boosters
Instagram: @datheatreboosters

Presidents	Ashley Szczukowski Shaylan Sinkler Marjory Vazquez	ashley.boosters@gmail.com sxchambers@hotmail.com shaylan.sinkler2@jax.ufl.edu marjory.vazquez@citi.com marjoryvazquez@gmail.com	904-994-6538 904-729-7383 must dial area code 904-994-1484
Treasurer	Margie Sergent	Marjorie.sergent@tiaabank.com margie.sergent@hotmail.com	904-910-7448
Vice-President, Operations	Lara Mathis		
Vice President, Communications	Kathryn Yeoman Jennifer Douglas	katyeoman@gmail.com jendo1970@gmail.com	904-537-0996
Vice Presidents, Education	Rachel Dorrian Kristin Grubbs	Rachel.dorrian@comcast.net Kristin.grubbs@gmail.com	904-662-2003 301-247-5276
Vice President, Sales & Fundraising	Madelene Skinner	Madelene.skinner@gmail.com	904-420-8595
Vice President, Show Support	Mindy Eisman	Eism100@gmail.com	904-910-5301
Vice Presidents, Patrons	Shaylan Sinkler Marjory Vazquez	datheatreboosters@gmail.com	904-729-7383 must dial area code 904-994-1484
District/State Thespian Support	RoseMarie Llerandi Charrell Thomas	rcllerandi@yahoo.com cwtmd@yahoo.com	904-624-4160 904-314-5256
Box Office Manager	Elizabeth Hendry	boofhendry@gmail.com	904-866-6574
Department Chair	Michael Higgins	higginsm@duvalschools.org	904-346-5620 ext 134

Theatre Boosters Committee Responsibilities

Show Support

- Box Office (ticket management, sales at school and before shows, box office phone line)
- Procurement (help directors obtain materials for shows)
- Artwork and printed materials (posters, ticket design)
- Show Program (editor, design, advertisements, printing)
- Photography (for shows and other activities, share with Marketing, framed photo collage for wall)
- Cast and Crew Meals (including rehearsals if needed, plan, solicit food donations, set up, serve, clean)

Sales and Fundraising

- Merchandise Sales (inventory, order, sell items at shows and special events)
- Concessions Sales (inventory, request donations, sell items at shows and special events)
- Coffee Bar (inventory, request donations, sell at shows and special events)
- Silent Auction (plan event, solicit gifts/donations, set up, check out – held during Fall Musical)
- Poinsettia Sales (promote, place order, pick up, distribute, opportunity to earn Fair Share)
- General Fundraising (plan, organize and conduct any additional fundraising needed)
- Mudville Grille events (work with restaurant on dates, promote, recruit students for A/V)

Communications

- Marketing & Publicity of shows (news releases, media interviews)
- Social Media (Facebook page)
- Email and Text (Constant Contact, Remind)
- Website Design and Maintenance
- Meeting Minutes/Secretary

Finance

- Annual Budget (develop and manage)
- Collect, deposit and track all money
- PayPal Management
- Monthly Reporting
- Credit card management
- Fair Share Management and Reporting
- Thespians Collection and Reporting

Patrons

- Patron Management (recruitment, activate/manage benefits)
- Patron Dinners/Receptions (set up, flowers, decorations, clean up)

Education

- Scholarships (can't be senior parent, identify committee, update forms, promote opportunity, interview students, make decisions, work with treasurer to ensure payment made to college)
- Guest Artists (work with faculty to obtain details, contact artist, schedule travel and make arrangements, provide welcome basket, coordinate lunch or food on campus during visit)
- College Preparation
    - Host sessions for seniors and juniors to help prepare for college and college auditions (may be a type of college night)
    - Coordinate with faculty and Gotham to plan and schedule headshots session
    - Work with faculty to determine dates for video and other requirements for student submission to Young Arts and college pre-screen auditions
    - Coordinate with videographer to film students
    - Serve as point of contact for Unifieds senior auditions, work with faculty to book studios and coordinate travel
- Senior Dinner/Banquet (identify a date and location, invitation, senior gift, food/beverage, decorations, work with faculty on program)
- Freshman Welcome Reception (work with faculty on date/time/location, identify caterer, invitation, decorations, volunteers, program)
- Incoming Freshman Reception (plan and manage reception and meeting for incoming freshman at the end of the year)

Operations

- Food Donations (develop request letter, identify places to ask, ask for donations, coordinate delivery or pick up, work with committees to determine amount)
- Forms (work with faculty and administration to fill out school approval forms, track progress)
- Volunteer Management
    - Recruit and schedule volunteers for shows, dinners, meals, donations, etc.
    - Use Sign Up Genius
    - Keep running list of parents who have offered to help for personal contact
    - Work with school to ensure that all parents have registered as volunteers
- Extravaganza Support (coordinate volunteers and food/beverage needs for students who perform and tech at Extravaganza)
- Miscellaneous

Thespians

- Work with faculty to coordinate all aspects of troupe participation in District and State Thespians festivals and competitions (hotel, transportation, food/beverage, chaperones, etc.)

We are always looking for parents and caregivers to volunteer their time for any of these committees. Please reach out to a member of the Leadership Team to express your interest in serving. Thank you!

DOUGLAS ANDERSON SCHOOL OF THE ARTS THEATRE DEPARTMENT
2019-2020 SEASON

Guys and Dolls (4 performances)

DuBow Theatre – Directed by Joe Kemper
Thursday, Friday and Saturday – October 17-19 at 7:30 pm
Sunday October 20 at 2:00 pm

The Lion and Mouse (5 performances)

Black Box Theatre – Directed by Bonnie Harrison
Wednesday, Thursday, Friday -- December 12-13 at 6:30 & 8:00 pm
Saturday, December 14 at 6:30 pm

Red Herring (6 performances)

Blackbox – Directed by Simone Aden-Reid
Thursday, Friday and Saturday – February 27-29 at 7:30 pm
Tuesday, Wednesday, Thursday March 3-5 at 7:30 pm

Elephant Man (5 performances)

DuBow Theatre – directed by Michael Higgins
Wednesday, Thursday, Friday, Saturday – April 15-18 at 7:30 pm
Sunday April 19 at 2:00 pm

Theatre Showcase (2 performances)

DuBow Theatre – directed by Bonnie Harrison & Joe Kemper
Friday and Saturday, May 15-16 at 7:30pm
Friday (Grades 9-11) Saturday (Grade 12)

Issue Based Theatre Showcase

Blackbox Theatre - Directed by Bonnie Harrison
DATES TBA - Each night at 7:30pm

Ticket Prices

DA students who buy in advance: $10
All students buying at the door: $15
All adults: $20
One ticket to Theatre Showcase good for both nights

Douglas Anderson Theatre Boosters

2019-2020 Calendar

JULY/AUGUST

7/31-8/6 Orientation DuBow Theatre 9:00 am

7/30 – (Tuesday)	Senior orientation
7/31 – (Wednesday)	Junior orientation
8/1 – (Thursday)	Sophomore orientation
8/6 - (Tuesday)	Freshman orientation

8/6 – (Tuesday) Freshman/New Student/Parent and Senior Buddy Mixer, Cafeteria Noon

8/12 – (Monday) First day of school

8/14 – AUDITIONS FOR GUYS AND DOLLS After School

8/14 – Fair Share Arrears Payments Deadline (outstanding balances)

8/22 – (Thursday) Booster Leadership Team Meeting 5:30 pm

8/22 – (Thursday) First Booster Membership Meeting, School 6:30 pm

8/26 – (Monday) DA Open House 5:00 pm

SEPTEMBER

9/4-5 -- (Wednesday, Thursday) Senior Panel Auditions After School

9/6 – (Friday) Workshops with Gotham During School

9/7 – 9/8 (Saturday-Sunday) Headshots with Gotham (scheduled individually) 5 & Dime

9/17 – (Monday) Show Production Meeting with Director 6:30 pm

9/19 – (Thursday) All Ads Due for Show Program

9/26 – (Thursday) Booster Leadership Team/Committees Meeting 6:30 pm

9/30 – (Monday) Signed Fair Share Agreements Due, Early Bird Deadline for Fair Share

OCTOBER

10/3- (Thursday) Last day for Patron Seat Reservations

10/7– (Monday) Online Ticket Sales for Guys & Dolls Show begin

10/12 – (Tuesday) Cast and Crew Meal for Guys & Dolls, School – Confirm with Director | After School

10/15 - 16 – (Tuesday- Wed) School ticket sales for Guys & Dolls Show | Lunch

10/17-10/20– (Thursday-Sunday) GUYS & DOLLS, DuBow Theatre (Sunday 2:00) | **7:30 pm**

10/18 – (Friday) Silent Auction, DuBow Theatre Courtyard | **6:00 pm**

10/18 – (Friday) Patron Dinner, DA Atrium | **6:30 pm**

10/12 – (Friday) Deadline for Young Arts Submission

10/24 – (Thursday) Booster Leadership Team/Committees Meeting | 5:30 pm

10/24 – (Thursday) Second Booster Membership Meeting, School | **6:30 pm**

NOVEMBER

11/1 – (Friday) **FULL FAIR SHARE DUE – FINAL DEADLINE**

11/5 – (Tuesday) Lion & Mouse Production Meeting | 6:30 pm

11/12 – (Monday) All Ads Due for Show Program

11/15 – (Friday) Last day for Patron Seating Reservation

11/18 – (Monday) Online Ticket Sales begin for Lion & Mouse

11/23 – (Saturday) District Thespians - St. Augustine | All day

DECEMBER

12/6 – (Friday) Pick Up Poinsettias, Senior Parking Lot | 5:00 pm

12/9– (Monday) Cast and Crew Meal, Cafeteria – Confirm with Director | TBD

12/12- 12/14 (Thursday-Saturday) Lion & Mouse 2 shows/day except Saturday, 6:30 only | **6:30 & 8:30 pm**

12/13 – (Friday) Patron Dinner, DA Atrium | **7:00 pm**

12/16 & 17 – Auditions for Red Herring | After school

12/19 – (Thursday) Mudville Grille Fundraiser, St. Nicholas | 6:30 pm

JANUARY 2019

1/9 – (Thursday) Booster Leadership/Committee Meeting | 6:30 pm

1/9-10 (Wednesday-Thursday) College Panel Auditions, School

1/16-18 – (Friday-Sunday) UNIFIED College Auditions NYC

FEBRUARY

2/4 – (Tuesday) Red Herring Production Meeting 6:30 pm
2/4 – UNIFIEDS College Auditions Chicago

2/6 – All Ads due for Show Program

2/7 – (Friday) Extravaganza, Times Union Center 7:00 pm

2/10-2/11 Elephant Man Auditions After School

2/14 (Friday) Last day for Patron Seat Reservation for Red Herring show

2/17 – (Monday) Online Tickets Sales for Red Herring

2/24-26 – (Monday- Wed) School Ticket Sales for Red Herring, School Lunch

2/27-29 – (Thursday-Saturday) RED HERRING, Blackbox 7:30 pm

2/27 – (Thursday) Third Booster Leadership Team/Committees Meeting 6:00 pm

MARCH

3/3-5 – (Tuesday-Thursday) RED HERRING, Blackbox 7:30 pm

3/7-15 (Monday-Friday) SPRING BREAK

3/18-22 – (Wednesday-Sunday) State Thespians, Tampa

3/24 – (Tuesday) Show Production Meeting with Director – Elephant Man 6:30 pm

3/30 –(Monday) Senior Scholarship Information Available

APRIL

4/3 – (Friday) Last day for Patron Seat Reservation

4/6 – (Monday) Online Ticket Sales for Elephant Man Begin

4/11 – (Monday) Cast and Crew Meal, Cafeteria 4:00 pm

4/13-14 – (Monday & Tuesday) School ticket sales begin for Elephant Man Lunch

4/16-19– (Thursday-Sunday) Elephant Man, DuBow Theatre 7:30 pm

4/16 – (Thursday) Booster Leadership Team/Committees Meeting 6:00 pm

4/17– (Friday) Patron Reception, DA Atrium – Elephant Man 6:30 pm

4/28– (Tuesday) Show Production Meeting with Director - Showcase 6:30 pm

4/28 – (Tuesday) Senior Scholarship Applications Due

MAY

5/11 – (Monday) School Ticket Sales for Theatre Showcase

5/15 – (Friday) Incoming Student Meeting and Reception, Cafeteria 6:00 pm

5/15 – (Thursday) Final Booster Membership Meeting, School 5:30 pm

5/15-16 (Friday-Saturday) THEATRE SHOWCASE, DuBow Theatre 7:30 pm

5/17 – (Sunday) Patron Appreciation Dinner, location tbd 6:00 pm

5/20 – (Wednesday) Senior Dinner (tentative), Maggiano's 6:30 pm

5/21– (Thursday) Broadway Cares Fundraiser (tentative) Mudville Grille 6:00 pm

5/29 – (Friday) Last Day of School, Ice Cream Social

Douglas Anderson School of the Arts - Theatre Boosters

BY-LAWS (Revised Spring 2016)

ARTICLE I

Section 1. The name of the organization shall be Douglas Anderson School of the Arts Theatre Boosters, hereinafter in the document referred to as Theatre Boosters.

ARTICLE II – OBJECTIVES

Section 1. The objectives of the Theatre Boosters shall be to conduct various activities to help support, both through finances and volunteer work, for the Theatre program at Douglas Anderson School of the Arts.

ARTICLE III – POLICIES

Section 1. The Theatre Boosters shall be nonsectarian and nonpartisan.

ARTICLE IV – MEMBERSHIP

Section 1. Membership shall include parents, alumni, parents of alumni, family members of students/alumni, community business partners and individuals who support the objectives of the Douglas Anderson School of the Arts Theatre Boosters and are approved by the Theatre Booster board.

Section 2. The only criteria for membership shall be per Article IV, Section 1, above and attainment of good standing per Article V, sections 1, below.

ARTICLE V – GOOD STANDING

Section 1. A member with a student currently enrolled at Douglas Anderson School of the Arts remains in good standing by payment of the Fair Share by April 1st of each fiscal year.

Section 2. The annual Fair Share amount shall be voted on at the April Booster meeting to determine the amount of fair share for the next year. For families with more than one student enrolled in the Theatre Department, the annual Fair Share for the first student shall be the full amount of Fair Share, and for siblings 50% of the Fair Share. The Fair Share amount for students enrolling in the second semester of the school year shall be 50% of the full Fair Share.

Fair Share Rollover Criteria

1. Students may rollover any overage above the current fair share agreed for that year to the next year.

2. Each year the student's Fair Share must be paid in full. If a student does not pay their Fair Share, the debt will be rolled over to the next year and their fair share will be the amount due for that current year and the past due from the previous year(s).

3. If a student leaves the Theatre Department to go to another department their fair share may not be taken with them. This is also the case if a student leaves or graduates Douglas Anderson School of the Arts, their Fair Share will not be paid back to them but remain with the Theatre Boosters.

4. If a student is financially not able to pay their Fair Share, they must discuss it with the Theatre Department Chair or a member of the Theatre Boosters Board to make payment arrangements. The Theatre Department Chair and Booster Board will review and approve all payment plans.

5. A student may assign their overage to another student in need in the Theatre Department.

6. A student may use their overage of Fair Share for that year to pay for student Booster sponsored events, district and state thespian events. To do this the Treasurer must be informed in writing before the event.

ARTICLE VI – FISCAL RESPONSIBILITIES

Section 1. The fiscal year shall start on the first day of July and shall end on the last day of June.

Section 2. An auditor, or three Board selected parents, shall be appointed by the President with the approval of the Board to audit the financial accounts in July of each fiscal year. A written report shall be made available for the new Board and the membership for the upcoming school year. A copy shall be submitted to the school bookkeeper.

ARTICLE VII-OFFICERS

Section 1. The officer shall include:

President
Vice President of Operations
Vice President of Merchandise Sales
Vice President of Membership and Educational Support
Vice President of Fundraising
Vice President of Events and Hospitality
Vice President of Finance
Vice President of Marketing and Publicity
Vice President of Communications
Box Office Manager

These officers shall perform the duties prescribed by these by- laws, in Article IX, below, and as determined by the membership. Section 2. Officer terms shall be for one (1) fiscal year.

ARTICLE VII-NOMINATIONS AND ELECTIONS

Section 1. Officers shall be elected at the May meeting of the Theatre Boosters. Following election, officers shall assume their duties on July 1st, as provided in Article VII, Section 2, above.

Section 2. Only individuals who are members in good standing shall be eligible for election to serve as officers.

Section 3. At the April meeting of the Theatre Booster, the current President shall appoint a nominating committee of at least three members. The committee shall present a slate of candidates at the May meeting.

Section 4. Vacancies in officer positions shall be handled as follows:

a) In the event of the death, resignation or incapacity of the President, the Vice-President shall assume the office of the President.
b) Vacancies that occur in other offices shall be filled by decision of the President, with the approval of the remaining Board members.

ARTICLE IX – DUTIES OF OFFICERS

Section 1. Each officer shall be responsible for maintaining accurate records that shall be transferred to the successor upon expiration of term of office.

Section 2. The President shall preside at all meetings, appoint any standing committee chairs, bring attention to the Boosters all pertinent information via the Theatre Department head concerning the needs of the department, serve as the liaison to the theatre department head, call meetings of the Boosters, and serve as an ex-officio member of all committees.

Section 3. The Vice President of Operations shall perform the duties of the President in the absence of the President and serve in other capacities as assigned by the President. In addition, the VP of Operations will provide support to the other Vice Presidents and the Box Office Manager, and has oversight responsibilities for the following committees:

- Patron Program.
- Website

Section 4. The Vice President of Merchandise Sales shall have oversight responsibilities for the following committees:

- Promotional Items Committee
- Concessions Committee
- Coffee Bar Committee

Section 5. The Vice President of Membership and Educational Support shall be responsible for ensuring eligibility of membership as well as maintaining records of membership good standing, ensure up-to-date volunteer status records of members, as well as coordination of educational events such as District and State Thespian Festivals, YoungArts, Unified Auditions, Guest Artist workshops and other educational events/programs developed by the theatre faculty, and shall have oversight responsibilities for the following committees:

- College Night Committee
- Scholarship Awards

Section 6. The Vice President of Fundraising shall be responsible for all paperwork related to fundraisers throughout the year, and shall have oversight of the following committee:

- Fundraising Committee
- Silent Auction Committee

Section 7. The Vice President of Events and Hospitality shall be responsible for all paperwork related to events and hospitality, and shall have oversight of the following committees:

- Patron Reception Committee
- Senior Dinner
- Freshman/New Student Welcome Reception
- Cast and Crew Meals

Section 9. The Vice President of Marketing and Publicity is responsible for coordinating all publicity and marketing efforts, partnering with external media outlets and ensuring internal publicity at the school for the boosters and all events, and shall have oversight of the following committees:

- Publicity

Section 8. The Vice President of Finance shall have charge of all monies of the Boosters, collect Fair Share payments, pay all bills upon authority of the Board, keep an itemized record of all receipts and expenditures, provide written reports at each Theatre Booster meeting of receipts and expenses as related to the budget, and deposit and maintain monies in a local bank in name of the Douglas Anderson School of the Arts Theatre Boosters. The Vice President of Finance has oversight of the following committee:

- Finance

Section 9. The Box Office Manager shall be responsible for the management of ticket sales, reservations and ushers for theatre department-sponsored events, and management of the DA Box Office phone line. The Box Office Manager shall have oversight of the following committee:

- Box Office

Section 9. The Vice President of Communications shall conduct correspondence of the Theatre Boosters when requested by the President, and preserve a permanent file on all records and letters of value to the Theatre Boosters. The Vice President of Communications shall also be responsible, with the President, for communications to the membership. S/he shall also have oversight over the Secretary, who shall take accurate minutes of the meetings and keep a record of the members attending the meetings.

ARTICLE X – MEETINGS

Section 1. A general membership meeting shall be held at the beginning of each school year. Additional meetings shall be scheduled by the Board of Directors and announced to the membership at the first general meeting.

Section 2. Meeting of the Board of Directors shall be called at the discretion of the President, with due consideration given to the provisions of Article XI, Section 3, below.

ARTICLE XI

Section 1. The Board of Directors shall consist of the officers and emeriti.

Sections 2. The Board of Directors shall transact business for the Boosters organization.

Sections 3. The Board of Directors shall meet prior to the general membership meeting to receive, study and compile suggestions and recommendations for determining the policies, procedures and practices of the Theatre Booster organization, and to prepare a proposed budget for the upcoming year.

Section 4. The Board of Directors shall review the status of Fair Share payments in February of each school year and determine appropriate action to be taken to ensure that payment of Fair Share is received on behalf of each student enrolled in the theatre department.

Section 5. The Board of Directors shall review any request for expenditures of funds which exceed $500 and for which there is not a budget provision to determine is such expenditure should be paid. Any unapproved expenditure shall be the responsibility of the individual incurring the expense.

ARTICLE XII – VOTING BODY

Section 1. All members in good standing shall be entitled to vote at any Theatre Booster meeting.

ARTICLE XIII – AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by the Board or a Bylaw committee.

Section 2. All proposed amendments shall be made available in writing to every member at least five (5) days before they are to be voted on.

Section 3. These bylaws may be amended by a two-thirds vote of the members attending any regularly scheduled Theatre Booster meeting.

ARTICLE XIV – DISSOLUTION

Upon dissolution of this organization, all assets remaining after payment of all costs and expenses of such dissolution shall be distributed to Douglas Anderson School of the Arts, where said assets will be deposited in a school account for use by the Theatre Department's use as approved by the school principal. None of the assets may be distributed to any former member or officer of this organization following dissolution.