

2023 – 2024 Handbook

The DA Theatre Boosters Welcome YOU!



Dear Families,

The DA Theatre Boosters is a voluntary group of Families, like you, sharing the mutual interests of our students and the desire to help them grow and prosper in their arts area. Since your student is a Theatre student, **YOU are a Theatre Booster**!

Our students are incredibly fortunate to have professional educators of the highest caliber to guide them! However, without family support & involvement, the department cannot thrive. Faculty and booster leadership work hand in hand throughout the school year. As a volunteer Theatre Booster, you are so crucial to the success of the Theatre Department.

The financial resources provided by the Booster members (through enrichment fees, Patrons, supplies donated, etc.) are critical to the department's ability to offer enhanced arts experiences that DA students receive. We are a part of DCPS (Duval County Public Schools); however, the school system cannot provide all the resources to financially support the needs of such high levels of Musical/Technical/Performance Theatre intensive studies. Curriculum enhancement, hospitality, student experiences, communication, branding, and more are all paid for through the Booster program.

Booster meetings are held throughout the year on the dates listed in the Calendar section of this packet. The meetings provide an opportunity to get to interact with faculty & other booster families as well as discuss present needs and future happenings of the theatre department.

To communicate effectively with each of you, it is imperative that we have the correct contact information for **you and your student using unique email addresses**. Contact Forms can be found on the Theatre Boosters Website at www.datheatreboosters.org. We also encourage you and your student to join our Facebook and Instagram pages, to stay up to date with the latest information. Monthly newsletters are sent out to those for which we have current contact information. Any questions can be directed to our email: datheatreboosters@gmail.com.

By making a commitment to Theatre Boosters, you are making a commitment to our students' education at DA and their preparation for the future. We VALUE your service above all, welcome your ideas and appreciate your time given selflessly throughout your years at DA!



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 nation. We strive to provide an environment in which our students develop a passion for the art form that is based on an understanding and an appreciation of theatre.

- 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.
- 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.
- The performance students will explore the integration of voice and body and develop a physical instrument that responds appropriately to the demands of performance.
- Our classes use a methodology that requires the student use higher-level critical thinking skills such as assimilation, synthesis, and evaluation.
- 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.
- Our students will pursue post-secondary education after graduation.



The Education Process

Your student is now a member of a select group of individuals chosen from applicants across Northeast Florida and the surrounding areas. This "cast" includes some of the most creative talents in our community. Specialized classes, workshops, auditions, rehearsals, scholarship opportunities, and performances are just a few of the opportunities that enrich the unique education environment at DA.

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.

Performance majors add 4 years of Acting, classes in Stage Movement, Vocal Development, Stagecraft, and Directing. Technical Theatre students take Digital Design, Costume, Drawing, and 4 years of Stagecraft. Musical Theatre majors take Dance, Vocal and 4 years of Acting classes.

With this philosophy, DA Theatre students are qualified to compete on a national level with the most gifted young artists in the country. Many of them have been recognized for their talents through prestigious programs such as Young Arts and the Applause Awards (Jimmy nominations).

Not all our graduates continue in Theatre, but over 95% pursue college/further education. 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.



How Do I Get Involved?

There are many ways in which you can specifically help the Theatre Department. The extent and capacity of the support you provide is up to you! Volunteer for a leadership or committee role that caters to your availability. There is a place for **everyone** that is willing to help!

- > Attend Theatre Booster meetings see the dates in calendar section
- Notify Boosters of any changes to student/parent/guardian email, address, and/or phone numbers by emailing the <u>datheatreboosters@gmail.com</u> inbox.
- **Depending on your availability**, you can either express interest in a leadership role, join a committee under one of the leadership roles, or sign up to volunteer for general needs:
 - Work the concession or merchandise tables at performances
 - Distribute posters around town/sell ads for our playbill
 - Share your talents/networking! Do you have skills to put a playbill together or enhance our website? Do you own a catering, printing company, or a business where we can leverage services?
 We welcome you to volunteer your ideas and offer your services in your area of expertise.
 - Help setup/serve food/cleanup/break down for Patrons dinners (typically the first Friday night of each performance
 - Donate/help serve food items for our Cast and Crew feedings (usually occur on tech week of the show's opening and is held after school)
- ➤ Help with the Silent Auction by soliciting items for the event (typically held one night during the Musical).
- **Donate items for concessions** to sell during our productions and showcase:
 - Value packages of candy (chocolate bars/M&Ms, sour candies are popular items)
 - Cases of Pepsi products ONLY, such as Aquafina water, Diet/Regular/Zero Pepsi, Mug Root beer, Dr.
 Pepper, Seaman's Ginger Ale, Sierra Mist
 - Bottled water (any brand) for student rehearsals (not to sell)
 - o Place an Amazon order for any item above and ship it directly to the school!

Please bring your donations to any Booster meeting or deliver to the front office and <u>MARK FOR THEATRE</u> <u>BOOSTERS</u>. You can also bring the items 1 hour before each show to the concessions table.

- Please volunteer for theatre shows with your student (this qualifies for volunteer hours!!)
- Also support and attend events sponsored by other arts areas the talent is amazing!
- > Stress and support academic performance and student involvement at DA.
- > Support your student's specialized education by staying current with your enrichment fee.
- **Be actively involved** in your student's education and participation in the shows.
- FREQUENTLY check your email, the DA Booster website, and the Booster social media outlets.

** ALL DA Theatre Booster Volunteers must sign and return the <u>DA Theatre Boosters Volunteer Code of Conduct</u> prior to working your first volunteer shift. The Code of Conduct is available on the DA Theatre Boosters Website and at all Booster sponsored events. Please email the DA Theatre Booster Volunteer Coordinator for more information at <u>datheatreboostersvolunteer@gmail.com</u>.



2023 - 2024 Enrichment Fee

The Douglas Anderson School of the Arts Enrichment Fee program is critical to bridging the gap between public school funding and the educational tools needed to provide the specialized level of training of a performing arts school. Every arts area within DA has an enrichment fee to support each student's individual arts area. Fees are used to maintain the Theatre Department's curriculum, to provide exceptional opportunities in learning, and to support and celebrate all our students as they progress through their high school experience. The DA Theatre Enrichment Fee, which is paid annually, is for the benefit of all theatre students throughout their four years at DA.

Enrichment Fees can be used for:

- Curriculum Support: subscription services for class materials (plays, scripts, scores, sheet music, tech
 design), ink for printing of class materials and renderings, consumable tech supplies and materials, new
 faculty start-up mini grants to build classroom supplies and teaching materials
- Hospitality: Incoming Freshman Meet and Greet, Freshman Mixer, Senior Banquet
- Student Experiences: help defray costs associated with the Guest Artist Series, District Thespians, and other field studies and competitions including registration assistance, travel, and refreshments
- Communication & Branding: Theatre Boosters website and social media maintenance and subscriptions, DA Theatre student jackets and water bottles (purchased for all Theatre Department students for the 2023-2024 school year, and for all NEW Theatre Department students thereafter).
- Booster Administration: federal and state filing fees, payment processing fees (PayPal), QuickBooks, other administrative supply costs.

The Annual Theatre Department Enrichment Fee is \$250.

Siblings receive a 50% discount on all siblings after the first student. For example, if Jane and Mary are sisters in the Theatre Department, their total family Enrichment Fee is \$375 (\$250 for Jane and \$125 for Mary).

Payment can be made online, via PayPal, at www.datheatreboosters.org or by check payable to DA Theatre Boosters. Checks should be mailed to: Douglas Anderson School of the Arts, Attn: Theatre Boosters, 2445 San Diego Road, Jacksonville, FL 32207.

While the Theatre Department relies heavily on these fees to fill funding gaps, we understand that full financial support may not be possible for your family. It takes the whole village to make this program an exceptional experience for our students. Please consider these additional options to fulfill the Enrichment Fee requirement:

- 1) Take advantage of early payment through the Enrichment Fee Flyer and receive \$25 off.
- 2) Participate in department fundraisers (Poinsettia sales, program ads) and receive a portion of sales as credit towards your Enrichment Fee.
- 3) Volunteer! Every Booster volunteer shift fulfilled by a student or parent is worth \$20 of Enrichment Fee credit.
- 4) Email <u>datheatretreasurer@gmail.com</u> confidentially to make alternative or payment plan arrangements.

A Note from the Theatre Booster Treasurers:

The Theatre Boosters have a goal of 100% participation in the Enrichment Fee program from our Theatre Department Family to make our 2023-2024 budget. If for any reason you are unable to pay this in full by **December 2023**, please contact us directly (<u>datheatretreasurer@gmail.com</u>) for other available options to fulfill this important need (fundraisers, volunteering, payment plans, etc.).

We are grateful for your help and support.



2023 – 2024 Enrichment Fee FAQs

1. Why do we need an Enrichment Fee? Don't my tax dollars cover the "arts" program?

Unfortunately, your tax dollars do not fully cover the needs of a *performing arts school*. Arts area curriculum and enrichment programs are not covered by public school funding. Enrichment fees provide for classroom materials and supplies, guest artists and field studies, department camaraderie and hospitality and the required tools to operate the Boosters effectively for students and parents. All Booster funds directly and specifically enrich the students and the Theatre Department.

2. If my student is not in a show, do I still pay the Enrichment Fee?

Productions are financially supported through box office ticket sales and supplemented by proceeds from the Patrons Club Program, the Partner in Theatre Education Program, show sponsorship, concessions, and merchandise sales. Enrichment Fees, on the other hand, are used to supplement the tools our amazing teachers utilize to train every student in the classroom every day. It's an investment in the caliber of education and opportunities they receive in comparison to a traditional school. All programs require supplemental funding via a Boosters to effectively operate (i.e. Athletic Booster clubs, Choir, etc.). DA Theatre is OUR sport!

3. How can the Enrichment Fee be satisfied?

There are 3 ways to satisfy the Enrichment Fee:

- a. Payment in full by check or online credit card payment. \$25 off will be applied if paid in full using the QR code on the Enrichment Fee Flyer distributed at the beginning of the school year.
- b. Fundraising opportunities offered via the Theatre Boosters. This option was designed to minimize a family's "out of pocket" expense and to encourage students to "earn" the value of the fee. Among those fundraising opportunities is the Poinsettia Fundraiser that is an excellent gift idea for the holidays as well as selling ads for our playbill/program.
- c. Volunteer! The time portion of "time, talent and treasure" is vital to any Booster or school organization. Earn credit toward the enrichment fee by donating your time as a Booster volunteer. Complete the volunteer form for your shift and submit as payment. Each volunteer shift fulfilled by a student or parent is worth \$20 towards the enrichment fee.

4. 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 Enrichment Fee for the first student shall be the full amount plus 50% of the enrichment fee for each sibling thereafter.

5. What if my student transfers to another art area?

The Theatre Department Enrichment Fee does not follow your student. They are only responsible for an Enrichment Fee every school year that the student is part of the Theatre Department. They will be responsible for the Enrichment Fee related to their new art area the year they transfer departments.

6. What if I can't pay my student's Enrichment Fee?

If you are not financially able to pay your student's Enrichment Fee, please consider the other fundraising and volunteer options available as credit. For additional assistance or to make payment arrangements, please contact either the Booster treasurers (datheatretreasurer@gmail.com) or contact the Theatre Department Chair.



2023 – 2024 Enrichment Fee FAQs (continued)

7. Can Enrichment Fee credits roll over?

Credits related to <u>volunteer shifts</u> *cannot* be rolled over year to year. Students earning credits more than the current year Enrichment Fee through <u>fundraising credits</u> *can*, however, roll forward the credit balance related to those fundraising credits to the next school year. We have had many families earn more than their Enrichment Fee in credits from Poinsettia sales. These credits more than the annual fee can be applied to the following year's fee. If a student is a senior, any excess credits can be gifted to another student for the following year.

8. How do I pay the Enrichment Fee?

Enrichment fees can be paid by check or debit/credit card. PLEASE ensure that you include the student's name and indicate payment is for Enrichment Fees. If you would like a receipt, please include a self-addressed stamped envelope, or email your request to datheatretreasurer@gmail.com.

- a. Checks should be made payable to DA Theatre Boosters
- b. **Credit card payments** (debit/credit) may be made online via the Theatre Boosters website in the Online store.

Still have questions regarding Enrichment Fees that we have not addressed above?

Please reach out to us at datheatretreasurer@gmail.com



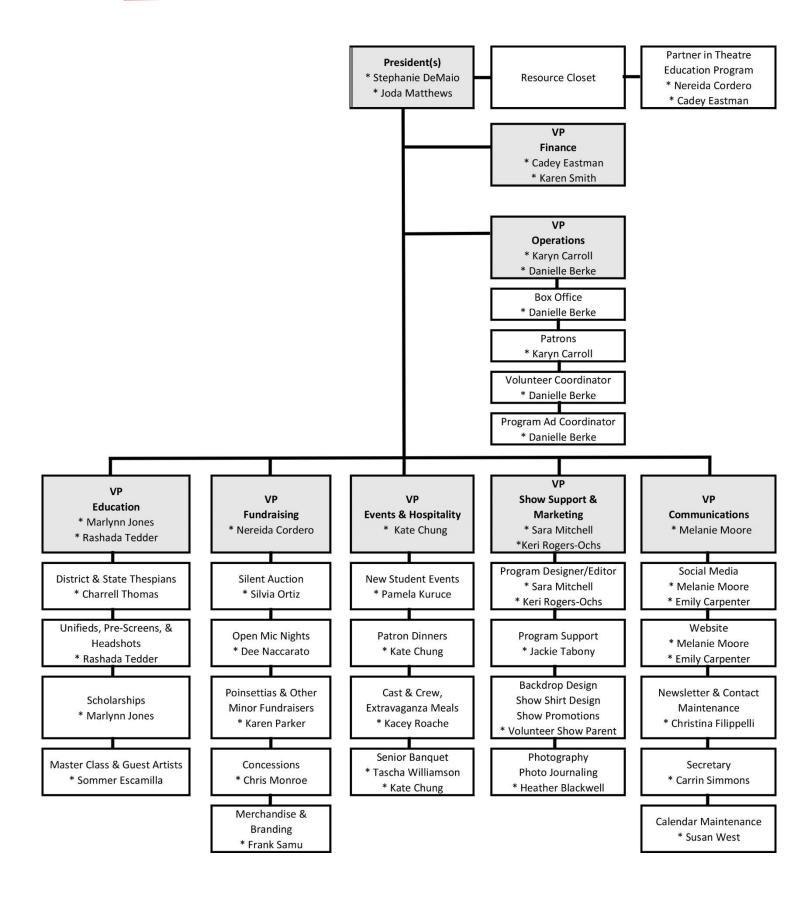


DA Theatre Department 2023 – 2024 Faculty Contact Information

NAME	DEPARTMENT	EMAIL	
Joe Kemper	Theatre Department Chair	kemperj@duvalschools.org	
Bonnie Harrison	Theatre	harrisonb@duvalschools.org	
Dr. Valerie Anthony	Theatre	anthonyv@duvalschools.org	
Michael Beaman	Theatre	beamanM@duvalschools.org	
Bradley Akers	Theatre	akersb@duvalschools.org	
Paul Denayer	Tech Theatre	denayerp@duvalschools.org	
Jennifer Kilgore	Tech Theatre	kilgorej@duvalschools.org	
Calder Yates	Tech Theatre	yatesc@duvalschools.org	
Ellie Barrett	Dance	barrette1@duvalschools.org	
DeWitt Cooper III	Dance	cooperiid@duvalschools.org	
April Henehan	Dance	henehana@duvalschools.org	
Jocelyn Geronimo	Dance	geronimoj@duvalschools.org	
Sarah Morrell	Keyboard	morrells@duvalschools.org	
TBD	Vocal	<u>TBD</u>	



DA Theatre Boosters 2023 – 2024 Org Chart





DA Theatre Boosters 2023 – 2024 Leadership Contact Information

Feel free to contact any of these individuals if you would like to volunteer.

LEADERSHIP ROLE	NAME	EMAIL	CELL PHONE
President	Stephanie DeMaio	skegley@yahoo.com	567.224.2152
	Joda Matthews	ybur62@yahoo.com	904.654.5650
VP of Finance	Cadey Eastman	cadeyeastman@gmail.com	314.578.5289
	Karen Smith	karenzsmith@gmail.com	757.617.4579
VP of Operations	Karyn Carroll	kakern@hotmail.com	904.495.1397
	Danielle Berke	daniberke@yahoo.com	904.238.7414
VP of Education	Marlynn Jones	mrj1913@gmail.com	919.998.9554
	Rashada Tedder	rashada.tedder@gmail.com	912.272.6331
VP of Fundraising	Nereida Cordero	nercordero@gmail.com	407.949.1159
VP of Events & Hospitality	Kate Chung	kate.chung.1@hotmail.com	904.651.6160
VP of Show Support	Sara Mitchell	sarmitch@yahoo.com	513.240.8273
	Keri Rogers-Ochs	kerfree@icloud.com	954.445.8852
VP of Communications	Melanie Moore	mel9970@yahoo.com	904.755.6738

OTHER WAYS TO CONTACT US:

Email <u>datheatreprogramads@gmail.com</u> for questions or to submit program ads.

Email <u>datheatrepatrons@gmail.com</u> for questions about our Patrons Club program.

Email <u>datheatrescholarships@gmail.com</u> for questions regarding Senior scholarships.

Email <u>datheatreboostersvolunteer@gmail.com</u> for questions regarding volunteering.

Email <u>datheatretreasurer@gmail.com</u> for questions regarding Enrichment Fees, payment plans, online purchases, or any other topics dealing with financial matters.



DA Theatre Boosters 2023 – 2024 Coordinator Contact Information

COORDINATOR	NAME	EMAIL	CELL
ROLE			PHONE
Education: District Thespians	Charrell Thomas	cwtmd@yahoo.com	904.314.5256
Education: Master Class & Guest Artists	Sommer Escamilla	sommerb@hotmail.com	858.401.9126
Fundraising: Silent Auction	Silvia Ortiz	silviamanuel06@yahoo.com	773.787.3837
Fundraising: Open Mic Nights	Dee Naccarato	darellee71@aol.com	904.349.8941
Fundraising: Poinsettias	Karen Parker	karenduncan2366@comcast.net	904.237.2906
Fundraising: Concessions	Chris Monroe	msgtmon@aol.com	904.463.0215
Fundraising: Merchandise & Branding	Frank Samu	noleman95@gmail.com	904.403.9044
Events & Hospitality: New Student Events	Pamela Kuruce	pamkuruce@yahoo.com	904.735.4438
Events & Hospitality: Event Meals	Kacey Roache	kacey467@me.com	904.333.5575
Events & Hospitality: Senior Banquet	Tascha Williamson	au03grad@gmail.com	334.444.8349
Show Support: Program Support	Jackie Tabony	luv9r4c3@gmail.com	407.625.8041
Show Support: Photography, Photo			
Journaling	Heather Blackwell	photomomma13@gmail.com	904.945.9728
Communications: Social Media, Website	Emily Carpenter	artswithemily@gmail.com	904.382.4199
Communications: Newsletter & Contact			
Maintenance	Christina Filippelli	loveyourhome954@gmail.com	305.761.6401
Communications: Secretary	Carrin Simmons	carrinsimmons70@gmail.com	904.894.3522
Calendar Maintenance	Susan West	sandcwest@gmail.com	425.876.1820

AND DON'T FORGET TO...

Check out our website: www.datheatreboosters.org
Join us on Remind: www.remind.com/join/da-theatre

Join/Follow our social media pages to stay up to date with the latest in the department.



@datheatreboosters
@dasotatheatre
@datheatre





DA Theatre Boosters 2023 – 2024 Roles and Responsibilities

LEADERSHIP	COORDINATOR	DECDONCIDILITIES	
ROLES	ROLES	RESPONSIBILITIES	
President		 Accountable for overall Booster functionality Schedule/facilitate Leadership/ General Booster Meetings Coordinate Calendar & Finances with Theatre Department Directors Make executive decisions and address escalations as needed Follow up with all areas to ensure they are aligned with expectations Provide support as needed to all roles Work closely with VP of Finance Manage and maintain the Resource Closet Oversee the Partnership in Theatre Education Program 	
VP of Operations		 Budget/Monthly Reporting Income/Expense Tracking PayPal Management Enrichment Fee Invoicing/Reporting Host annual fiscal year-end meeting (closes June 30) Audit closing fiscal year Review budget to actuals of closing fiscal year Create budget for new fiscal year Work with VP of Fundraising to determine needs based on current year budget Volunteer Sign up status/needs Ensure annual Extravaganza support is covered Oversees Patrons Club Program and Box Office 	
	Box Office Coordinator	 Coordinates Program Ads (Patrons, Partners, Online Sales) Manage Box Office for all plays, musicals, and showcases produced by the Theatre Department Coordinates with the Faculty to determine maximum capacity of the audience for each show Works with the school Bookkeeper and show director to determine schedule of ticket sales (Patrons Presale, Parent Presale, Public Sale). Coordinates with Patrons and faculty for reserved seating Monitor ticket sales and notify Communications of additional publicity needed OR when shows sell out Work with Patrons lead to identify all Patrons tickets for reserved seating. 	

LEADERSHIP	COORDINATOR	RESPONSIBILITIES	
ROLES	ROLES	NESI ONSIBILITIES	
KULES	Patrons Coordinator	 Works box office during shows or provides list of ticket sales to volunteer signed up to work box office. Monitor the box office email account to ensure faculty get their tickets comped by the bookkeeper. Work to ensure New Student families get comped tickets for the showcase Ticket sales are overseen by the school bookkeeper and are sold online via On The Stage Accountable for providing updates on all Patrons related needs/status Accountable for recruitment, management of new and former Patrons through email or other communication, reaching out for participation Maintain a confidential spreadsheet of patrons, their respective levels, respective benefits, dinner attendance, and payment confirmation Frequently check/manage the DA Theatre Patrons inbox to promptly respond to Patrons inquiries Send reminder emails with deadlines for Patrons to provide reserve seat dates and coordinate with box office for seating reservation Work with the Patrons Meals Coordinator on a theme for each dinner and what food items need to be procured. Coordinate other dinner reception needs including table setup (submit ARF to staff at school) and volunteers for 	
		 setup/serve/breakdown Ensure you obtain signed posters for the respective Patrons level from the production support VP or show director 	
	Volunteer Coordinator	 Setup Sign Up genius to recruit/schedule volunteers for shows, dinners, meals, donations, etc. Coordinate needs with faculty or booster event lead Track status and promote as needed via Communications to ensure all slots are filled. Communicate any vacancies in Booster meetings and to respective areas at least 1 week prior to event date. Coordinate with faculty dates and needs for Extravaganza chaperones/volunteers 	
	Program Ad Coordinator	Work with Patrons Coordinator to maintain a list of Patrons and their ad benefit for each show. Follow-up with any Patrons that have not submitted their Patrons ad by the deadline.	

LEADERSHIP	COORDINATOR	RESPONSIBILITIES	
ROLES	ROLES		
		 Work with Partner in Theatre Education Coordinator to maintain a list of Partners and their ad benefit for each show. Follow-up with any Partners that have not submitted their Partner ad by the deadline. Extract from WIX and maintain a list of Paid Ads, their size, and frequency. Follow-up with any Paid Ad customers that have not submitted their Paid ad by the deadline. Work with the VP of Show Support to offer Ad Trades as room is available. Frequently check the Program Ad email address for ads and move to the G-Drive folder for each show. Maintain the G-Drive, creating a folder for each show and ensuring ALL ads (Patrons, Partners, Paid and Ad Trades) are accounted for. 	
VP of Education		 Oversight and Accountability for updates from the following: Thespians, Scholarships Coordinator, Master Classes & Guest Artists Coordinator, and Unifieds, Prescreens, & Headshots Coordinator. 	
	District Thespians Coordinator	 Provide Thespian related updates to the Boosters Coordinate with faculty all aspects of troupe participation in District Thespian Festivals and competitions including organizing food needs, chaperones, communication, etc. 	
	Master Class & Guest Artist Coordinator	 Work with the Theatre Faculty to support needs related to Master Classes & Guest Artists 	
	Scholarship Coordinator	 Coordinate all aspects of the senior scholarship opportunity from the deadline of the application submission, advertisement, and collection of candidates Form a panel of interviewers for the selection process (No senior parents due to conflict of interest) Handle any inquiries or issues and escalate if necessary Create scholarship certificates and confidentially provide to Arts Director and Booster President for signatures Distribute certificates at the annual Senior Banquet 	
	Unified, Prescreen, & Headshot Coordinator	Coordinates PrescreensCoordinates HeadshotsCoordinates Unifieds	
VP of Fundraising		 Accountable for updates of all aspects of fundraising including merchandise, concessions, fundraising events like Poinsettia & Open Mic Night, silent auction, etc. Responsible for fundraising form submission to the school bookkeeper for any fundraising activity 	

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
	Silent Auction Coordinator	 Responsible for submitting an ARF for each fundraising event requiring tables, chairs, or other equipment. Determine creative ways to fundraise (online merch, etc.) Review quote from vendor to submit for approvals to both the VP of Finance and President(s) prior to any purchases Ensure all fundraising winners have received their prizes Solicit donations from local businesses Create a taskforce to solicit donation items Track all donations and provide list of business and amount to VP of Finance and VP of Show Support to recognize in the program
		 Request/collect auction donations Coordinate a group to help assemble auction items Request sign up genius from volunteer coordinator
	Open Mic Night Coordinator	 Reaches out to Vendor to reserve the space for event (typically two times per year) Coordinate with Vendor or VP of Events & Hospitality for food needs Coordinate Music/Audio for the evening Work with faculty to obtain lineup of acts Hosts the event that night with a quick introduction of fundraising benefit and events of the evening
	Poinsettia & Other Minor Fundraising Coordinator	 Email Vendor (Costco or other) and Coordinate Purchase Prices and Pickup Date Work with the Website Coordinator to add Poinsettia and other Holiday items to the Online Store Notify Parents of Sale and provide deadlines Extract list of orders from WIX and provide counts to Vendor Coordinate pickup/drop off of orders Cross check/reconcile with VP of Finance payment made for orders received Coordinate other small fundraisers as identified by the Boosters
	Concessions Coordinator	 Ensure that inventory on concession items is conducted a few weeks prior to event to determine if a "call of action" is needed for donations and provide list of needs to Volunteer Coordinator Volunteer to sell concessions during the productions
	Merchandise & Branding Coordinator	 Ensure that Merchandise Inventory is conducted annually (end of school year) to plan for next school year

LEADERSHIP	COORDINATOR	RESPONSIBILITIES	
ROLES	ROLES		
		 Obtain budget from Booster Officers and quotes from vendors to submit for approval to both VP of Finance and President(s) prior to any purchases being made Review Branding with President(s) Volunteer to sell merchandise during the productions 	
VP of Events & Hospitality		 Accountable for all aspects of the Senior Banquet Responsible for overseeing the procurement of food (donations or otherwise) for events such as Cast and Crew Meals, Extravaganza Meals, Incoming Freshman Welcome Reception & Orientation Lunch, other after school events, and work with the Patrons Support Committee for Patrons Dinners. 	
	New Student Events Coordinator	 Procure food for Freshman/New Student Reception during Curtain Call in May for rising Freshmen/New Students accepted into the Theatre Program for the next school year. Procure food for Freshman/New Student Lunch during Freshman orientation prior to the beginning of school 	
	Patrons Dinner Coordinator	 Work with Patrons Coordinator to determine the theme of the Patrons Dinner Work with Patrons Coordinator to determine food items needed for the Patrons Dinner Procure food for Patrons Dinner 	
	Cast & Crew, Extravaganza and Event Meals Coordinator	 Procure food from local restaurants/catering businesses for Cast & Crew-Meals and Extravaganza Procure food items for any additional after school event where food is needed Coordinate needs with respective Booster Event lead/Show Support to ensure you know dates, location, headcount, dietary needs Works with VP of Events & Hospitality and Event Meals Lead to submit headcount and days food is required during tech rehearsals for Extravaganza 	
	Senior Banquet Coordinator	 Coordinate needs of the banquet from booking the venue to catering needs and date required Obtains approvals for budget costs and deposit required prior to signing a contract Accountable for invitations including save the date emails coordinated with Communications booster for emails, and determining headcount, obtaining addresses, mailing, etc. Collects and track RSVPs Find affordable souvenir for Seniors 	

LEADERSHIP	COORDINATOR	DECDONCIDILITIES	
ROLES	ROLES	RESPONSIBILITIES	
		 Ensuring that whoever is doing Senior video has an email to 	
		collect picture submissions, knows deadline for completion	
VP of Show		 Coordinates all aspects of the production needs by creating 	
Support &		and managing a calendar with required deadlines	
Marketing		 Works as a support to the staff and director of main stage 	
		and black box directors; support varies by show and director	
		Meet with Show Director and student Stage Manager to	
		discuss marketing material needs, any Procurement needs,	
		Program needs, determine Cast & Crew meal date, etc. Coordinate deadlines for Program bios, director notes, cast	
		and crew names, ads, etc. to be submitted from the	
		appropriate individuals.	
		 Ensure that Designer has all Program content 	
		Manage program editing process and ensure all directors &	
		booster presidents review, edit, and signoff on final copy	
		 Ensures editing rounds include the Program Ad Coordinator, 	
		the Show Director, the Stage Manager (if a student is	
		collecting content, have program reviewed by the Show	
		Director for edits), the Department heads of MT, PT, and	
		Tech, and the Booster President(s)	
		Contact Photographer to schedule Tech Week photo shoot	
		(include cast and crew)	
		Ensure videographer is scheduled.	
		 Notify Events and Hospitality of Cast & Crew meal dates and 	
		requirements.	
		 Coordinate photos and videos between photographer/ 	
		videographer and the creation/sales volunteer	
		Crow Mool	
		Crew Meal During tech/dress rehearsal, obtain signatures for show	
		posters for Patrons	
	Program Designer	 Ensure all content is obtained for program to create layout. 	
	Coordinator	 Designs program based on content received from the 	
	Coordinator	Program Editor.	
		 Works with VP of Show Support to stay on print/edit 	
		timeline	
		 Works with Ad Coordinator to ensure all paid, Patrons, 	
		Partner, and ad trades are included in programs	
		 Provide Ad sizing to the promotions coordinator(s) 	
	Program Support	■ Work with the Program Designer/Editor Coordinator(s) to	
	Coordinator	review program for errors prior to the formal review process	
		Review all text for grammar, spelling, and typo errors	

LEADERSHIP	COORDINATOR	RESPONSIBILITIES
ROLES	ROLES	Review name spelling against WIX
		Check for any ad formatting issues
		Verify all ads are included in program
		 Pick up printed programs and deliver to DA as needed
	Show Support	 Work with show director and graphic designer (Currently
	Committee:	StudioA12/Bradley Akers) to obtain artwork
	Backdrop Design,	 Work with local printing shop to order materials
	Show Shirt Design,	Pick up printed materials and deliver to school
	Show Promotions	 Help distribute show posters in the community
		Work with Communications team to determine promotions
		via social media/website/newsletter if applicable.
		Design Cast T-Shirt and work with the Website Coordinator
		or the Merch Coordinator to take cast and crew orders
		Design and implement Backdrop Design for the show and
	Dhata susubu 0	ensure it gets assembled and disassembled as necessary Determine availability for Tech week of each production to
	Photography &	 Determine availability for Tech week of each production to ensure photo shoot can be scheduled during that week
	Photo Journaling	Capture both backstage crew and on-stage cast moments
	Coordinator	and candid photos of directors/choreographers/tech and
		ensemble via checklist guidelines
		 Email gallery to the Show Support team and a select number
		of photos to the VP of Communications for booster website
		and newsletters
		Enlist a team of photographers for photo journaling Theatre
		Department events.
		 Ensure a photographer is present at each Theatre
		Department event
		 Work to identify a vendor to print and bind the Theatre
		Department Annual
		 Identify a process to sell and distribute the Theatre
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		Department Annual
VP of		 Ensure that parents and students are informed of any theatre related information
Communications		 Update social media outlets, publish monthly newsletters,
		send emails, etc.
		 Monitor, respond to, and forward (as necessary) emails sent
		to the datheatreboosters@gmail.com email address.
		 Organize and file emails in the
		datheatreboosters@gmail.com inbox as necessary.
		 Ensure that contact information is obtained by promoting
		the student and parent online Contact forms on the website

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
	Social Media Coordinator	 Help market shows by posting on social media and reposting any news releases and media interviews obtained through the Marketing Coordinator Ensure the upkeep of the Website design, content maintenance Ensure the Secretary is available to take meeting minutes for any Booster general meetings Ensures both Facebook and Instagram accounts are current with information in a timely manner Respond to and follow up with comments posted on social media outlets.
	Website Coordinator	 Responsible for web design Responsible for maintaining site information and keeping content current Ensure that On The Stage Ticket Links are operational Ensure Online Store is operational Ensure Donation Link is operational Investigate deals/plans for web design that is financially reasonable to maintain
	Newsletter & Contact Maintenance Coordinator	 Create and distribute monthly newsletter Maintain contacts as necessary Responsible for attending Booster meeting and
	Secretary	documenting minutes of agenda item discussions Ensures that minutes are uploaded to website for all parents to view
	Calendar Maintenance	 Ensure Google Calendar is kept up to date with Booster and Department events.

Douglas Anderson Theatre Boosters, Inc. 2445 San Diego Road Jacksonville, FL 32207 datheatreboosters@gmail.com www.datheatreboosters.org



Hello Patrons Club Friends and Prospective Members!

The Douglas Anderson School of the Arts Theatre Patrons Club provides valuable assistance to support performances and programs that enrich the lives of all DA Theatre students and community members. The Patrons Club program is a great way to get reserved VIP seating, themed parties, ads in the show programs and much more! Please see the attached list of Patron Benefits available at each member level.

As we kick off the new school year, we invite you to become a 2023-2024 Patrons Club member.

We have a great lineup of shows planned for this school year:

Production	Show Run Dates	Theatre
Over the Tavern	September 27 – 30 @ 7:30 pm October 1st @ 2:00 pm	Black Box Theatre
Natasha, Pierre & The Great Comet of 1812	November 9 – 11 @ 7:30 pm November 12 @ 2:00 pm	Dubow Theatre
Once On This Island	February 7 – 10 @ 7:30 pm February 11 @ 2:00 pm	Black Box Theatre
The Crucible	April 10 – 13 @7:30 pm April 14 @ 2:00 pm	Dubow Theatre

^{**} Show dates and times are subject to change **

Your sponsorship so generously supports our theatre program and helps the department provide our students with the very best in artistic development through training and/or performance opportunities, preparing them to live their passion and realize their artistic dreams.

Please join us in providing invaluable educational experiences for our students and quality entertainment for our community. Become a sponsor today by choosing one of the patron level opportunities available below.

If you have any questions or would like to discuss additional ways to lend support to the Douglas Anderson School of the Arts Theatre Boosters/Department, please don't hesitate to contact us.

Respectfully,

Karyn Carroll
Douglas Anderson School of the Arts VP of Operations
Theatre Patrons Club Chair
904.495.1397, datheatrepatrons@gmail.com

PS - It's easy to join! Go to https://www.datheatreboosters.org, select Patrons Club from our online store, select the benefit level of your choice, and checkout!

The Douglas Anderson Theatre Boosters, Inc. is a non-profit 501(c)3, parent driven organization that supports the programs of DASOTA Theatre Department. Our organization's EIN for tax purposes is 81-1344321.

A copy of the official registration and financial information may be obtained from the division of consumer services by calling toll-free 800.435.7352 within the state. Registration does not imply endorsement, approval, or recommendation by the state.



THEATRE BOOSTERS

DA Theatre Boosters Presents

Patrons Club

2023-2024 Membership Benefits

Help Us Defray the Costs of Maintaining a Nationally Recognized Theatre Arts Program.

COST	LEVEL	BENEFITS
\$250	Technical Director	 DA Commemorative Merchandise Item Program Recognition ¼ Page Program Ad for the season Reserved Parking Cast Autographed Show Posters Ability to Purchase Tickets during the Patrons Presale Ability to Purchase Tickets to the Friday Night Pre-Show Patrons Dinner Reception
\$500	Artistic Director	 All the Above, PLUS ½ Page Program Ad for the season 2 Reserved Season Tickets 2 Tickets to the Friday Night Pre-Show Patrons Dinner Reception Invitation for 2 to End of Year Appreciation Dinner
\$1,000	Producer	 All the Above, PLUS 1 Page Program Ad for the season 4 Reserved Season Tickets 4 Tickets for the Friday Night Pre-Show Patrons Dinner Reception
\$2,500	Executive Producer	 All the Above, PLUS Photo Link for Show of Choice 8 Reserved Season Tickets 8 Tickets for the Friday Night Pre-Show Patrons Dinner Reception
\$5,000	Collaborative Partner	 All the Above, PLUS Photo Link for ALL Shows 12 Reserved Season Tickets 12 Tickets for the Friday Night Pre-Show Patrons Dinner Reception Exclusive Invitation to an Event for each Show.

For more details, go to www.datheatreboosters.org

Please send all inquiries about the Patrons Program to datheatrepatrons@gmail.com

Terms and Conditions

- The 2022-2023 Membership Benefits are applicable to *Over the Tavern, Natasha, Pierre & The Great Comet of 1812, Once On This Island,* and *The Crucible*. Curtain Call is not included.
- All Program Ads must be submitted by the deadline stated for each show. The Curtain Call program is not included.
- Program Ads can be upgraded to a larger size than what is offered within a particular benefits package. For example, if you receive a ¼ page but would like a ½ page. Please contact <u>datheatrepatrons@gmail.com</u> for pricing information.
- Additional tickets to the Patrons Dinner Reception can be purchased by all levels through the DA Theatre Online Store.
- A portion of the cost may be tax deductible. Please email <u>datheatretreasurer@gmail.com</u> for more information.
- Benefits are subject to change based on unforeseen circumstances.

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Dear Sir/Madam,

Douglas Anderson School of the Arts Theatre Boosters is honored that you are considering our Corporate Partner in Theatre Education Program. This program is designed to build your business while offering a fundraising opportunity for our department. Despite budget cuts at the federal and state level, the DA Theatre Boosters will always be committed to meeting the needs of our students and staff, but we could not achieve this goal without the ongoing support of local businesses.

In the spirit of community, we can help support each other in a variety of ways. A DA Theatre Corporate Partnership grants your business an amazing opportunity to reach hundreds of audience members, parents, students, and faculty members. There are four different levels of Corporate Partnerships: Diamond, Platinum, Gold, and Silver. Each level comes with different marketing opportunities and benefits (see attached Partnership paperwork). The DA Theatre Boosters have also included "title" sponsorship opportunities for our 5 main productions of the school year. PLEASE NOTE, "title" sponsorships will first be available to our Diamond and Platinum Partners until August 31st. At that time, these opportunities will become available to ALL Partners based on availability. All "title" sponsorships must be confirmed and approved by the Corporate Partner in Theatre Education Chair(s) prior to sending in your agreement form and check.

As we prepare for the upcoming 2023-2024 school year, DA Theatre is excited and ready to welcome Corporate Partners to campus (please see the attached calendar of events for the upcoming school year). We hope you will take full advantage of the face-to-face interactions with our staff, our parents, and other local business leaders.

Please review and complete the Corporate Partner in Theatre Education Agreement form to indicate the level of support you would like to dedicate to DA Theatre Boosters. As a reminder your donation may be tax-deductible, and Partnerships are valid for one school year.

On behalf of the entire DA Theatre Boosters, our department head, Joe Kemper, staff, and students, we greatly appreciate your support and look forward to a successful Partnership. If you have any questions, please don't hesitate to contact us.

Warmest regards,

Nereida Cordero Douglas Anderson School of the Arts Theatre Boosters VP of Fundraising Corporate Partner in Theatre Education Co-Chair 407.949.1159, nercordero@gmail.com

Cadey Eastman
Douglas Anderson School of the Arts Theatre Boosters VP of Finance
Corporate Partner in Theatre Education Co-Chair
314.578.5289, cadeyeastman@gmail.com

The Douglas Anderson Theatre Boosters, Inc. is a non-profit 501(c)3, parent driven organization that supports the programs of DASOTA Theatre Department. Our organization's EIN for tax purposes is 81-1344321.

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Douglas Anderson Theatre Boosters Corporate Partner in Theatre Education Levels 2023-24

	Diamond	Platinum	Gold	Silver
Benefits for Corporate Partners in Theatre Education	\$5,000	\$2,500	\$1,000	\$500
Large Company Banner displayed at each Theatre Performance	х			
One Full page "Corporate Partner Spotlight" ad in program for all plays/musicals	х			
One Half page "Corporate Partner Spotlight" ad in program for all plays/musicals		х		
Flyer* placed in each New Student parent packet during orientation (August 8th)	х	х		
Complimentary Dinner and Season Tickets on Patron Night (applicable to regular Season Performances**)	8	6	4	2
DA Theatre Boosters Facebook & Instagram Advertising (Private and Public Page)	Monthly	Bi-Monthly	Quarterly	End of Year
Certificate stating your support of DA Theatre to display in your place of business	х	х	х	х
Business logo on DA Theatre Boosters website	х	х	х	х
Logo on the "Support our Corporate Partners" ad in program for all plays/musicals	х	х	х	х
Company name/logo listed in DA Theatre Boosters monthly newsletter	х	х	х	х
Company logo on Large Corporate Partner Banner displayed at all plays/musicals	х	х	х	х
Table to distribute marketing and promotional materials* at all plays/musicals	х	х	х	х

^{*}All marketing materials provided by Corporate Partner

^{**} Season performances include 2 plays and 2 musicals: *Over the Tavern, Natasha, Pierre & The Great Comet of 1812, Once On This Island, The Crucible*



Douglas Anderson Theatre Boosters Corporate Partner in Theatre Education Title & Other Sponsorships 2023-24

Title Sponsorship Opportunities: Available to Diamond or Platnium Corporate Partners through August 31st and to Gold and Silver Corporate Partners thereafter.	1 Year Commitment Additional Cost
Exclusive Benefits Include: - 'Presented By:' on all marketing material - Shout-Outs on Facebook & Instagram Throughout the Show Run - Business Name & Logo on Cast T-Shirts - Business Name & Logo in Show or annual Photo album	
- Vocal Recognition during Preshow Announcement - Plus tickets as indicated below	
Black Box Theatre Play - Over the Tavern (September 27th - October 1st) 500 in attendance - Additional 2 tickets to Dinner & Performance on Patron Night	\$1,500
Dubow Theatre Musical - <i>Natasha, Pierre & The Great Comet of 1812</i> (November 9th - 12th) 2,500 in attendance - Additional 4 tickets to Dinner & Performance on Patron Night	\$4,000
Black Box Musical - <i>Boundless the Musical</i> (December 8th & 9th) Special Event - Florida Premier - 200 in attendance	\$500
Black Box Musical - <i>Once On This Island</i> (February 7th - 11th) 600 in attendance - Additional 2 tickets to Dinner & Performance on Patron Night	\$1,500
Dubow Theatre Play - <i>The Crucible</i> (April 10th - 14th) 1,500 in attendance - Additional 2 tickets to Dinner & Performance on Patron Night	\$2,000
Year-end Showcase <i>Curtain Call</i> (May 17th & 18th) 1,200 in attendance - 2 tickets to Performance and VIP section both nights	\$2,000

Other Sponsorship Opportunities: (Not required to be a Corporate Partner in Theatre Education)	One Time Commitment Cost
Sponsor a Tech meal for students in the show. Benefits include: Shout-out on Social Media, Full-Page Acknowledgement in the show Program. Over the Tavern September 23rd Natasha, Pierre & The Great Comet of 1812 November 4th Once On This Island February 3rd The Crucible April 6th Curtain Call Underclass May 13th Curtain Call Senior May 14th	\$500 per show or in kind
Booster Leadership Team Shirts With Partner Logo (50 team members)	\$500
Student Water Bottles with Partner Logo (250 Students)	\$1,500

^{*}All marketing materials to be provided by partner



Douglas Anderson Theatre Boosters Corporate Partner In Theatre Education Agreement Form

2023-2024

Name of Business:	
Name of Contact Person for Business:	
Email of contact person:	
Address of Business:	
Phone Number:	
Level of Corporate Partnership (check one):	
Diamond	
Platinum	
Gold	
Silver	
List Title Sponsorship(s) (chosen from attached list and approved by Fundraising VP)	
Amount:	
List Additional Sponsorship(s) (chosen from attached list and approved by Fundraising VP)	
Amount:	
Check #: Total Amount: Date:	

Please make checks payable to: Douglas Anderson Theatre Boosters Inc.

Mail To: Douglas Anderson Theatre Boosters Inc.

2445 San Diego Road, Jacksonville, FL, 32207

Your Corporate Partner Contribution may be tax deductible.

Thank you for supporting Theatre Education at DA!

** See reverse for additional information on tax-deductibility



Show Dates and Times are Subject to Change

Over the Tavern directed by Bonnie Harrison

Black Box Theatre Theatre

Wednesday, September 27th – Saturday, September 30th @ 7:30 pm Sunday, October 1st @ 2:00 pm

Natasha, Pierre & The Great Comet of 1812 directed by Joe Kemper

Dubow Theatre

Thursday, November 9th – Saturday, November 11th @ 7:30 pm Sunday, November 12th @ 2:00 pm

Boundless the Musical directed by Joe Kemper

(Special Event – Florida Premiere)

Blackbox Theatre

Friday, December 8th – Saturday, December 9th @ 7:30 pm

Once On This Island directed by Dewitt Cooper III

Blackbox Theatre

Wednesday, February 7th – Saturday, February 10th @ 7:30 pm Sunday, February 11th @ 2:00 pm

The Crucible directed by Mike Beaman

Dubow Theatre

Wednesday, April 10th – Saturday, April 13th @ 7:30 pm Sunday, April 14th @ 2:00 pm

Curtain Call (Year-End Showcase)

Dubow Theatre

Underclass – Friday, May 17th @ 7:30 pm Senior – Saturday, May 18th @ 7:30 pm



DA Theatre Boosters 2022 – 2023 Calendar

August

1	Senior Orientation @ 9:00 am
2	Junior Orientation @ 9:00 am
3	Sophomore Orientation @ 9:00 am
8	Freshman Orientation @ 9:00 am
8	New Student Luncheon @ 12:00 pm
14	First Day of School
19, 20	Headshots
24	Booster General Membership Meeting @ 7:00 pm
30	Early Release from school (Wellness Wednesday)

September

4	No School – Labor Day
17	Program Ads Due for Over the Tavern
16, 17	Pre-Screens
21	Booster Leadership Meeting @ 6:30 pm
27	Early Release from school (Wellness Wednesday)
27,28,29,30	Over the Tavern @ 7:30 pm
29	Patrons Dinner for Over the Tavern @ 6:00 pm

October

1	Over the Tavern @ 2:00 pm
4,5,6	DA College Showcase
13	YoungArts Submission Deadline @ 11:59 pm
16	No School – Teacher In Service
19	Booster General Membership Meeting @ 7:00 pm
25	Early Release from school (Wellness Wednesday)
27	No School – Weather Day
29	Program Ads Due for <i>Natasha, Pierre & The Great Comet of 1812</i>
31	Halloween

November

1	Enrichment Fee Due
9,10,11	Natasha, Pierre & The Great Comet of 1812 @ 7:30 pm
10	No School – Veteran's Day
10	Patrons Dinner for Natasha, Pierre & The Great Comet of 1812 @ 6:00 pm
12	Natasha, Pierre & The Great Comet of 1812 @ 2:00 pm
17,18	One Act Festival @ FSCJ Wilson Center
22,23,24	No School – Thanksgiving
29	Early Release from school (Wellness Wednesday)

December

1	No School – Weather Day
2	District Thespians @ DA
8,9	Boundless the Musical @ 7:30 pm
13	Early Release from school (Wellness Wednesday)
14	Booster Leadership Meeting @ 6:30 pm
22-31	No School – Winter Break

January

1-8	No School – Winter Break
11	Booster General Membership Meeting @ 7:00 pm
15	No School – Martin Luther King Day
27,28	NYC Unifieds
28	Program Ads Due for Once On This Island
31	Early Release from school (Wellness Wednesday)
0 -	zarry resease mem series (tremiess treamesday)

February

7,8,9,10	Once On This Island @ 7:30 pm
9	Patrons Dinner for Once On This Island @ 6:00 pm
11	Once On This Island @ 2:00 pm
24	Extravaganza
19	No School – President's Day
28	Early Release from school (Wellness Wednesday)

March

13	Early Release from school (Wellness Wednesday)
12	Booster General Membership Meeting @ 7:00 pm
15	No School – Teacher In Service
16-24	No School – Spring Break
29	No School
31	Program Ads Due for <i>The Crucible</i>

April

7	No School
10,11,12,13	The Crucible @ 7:30 pm
12	Patrons Dinner for <i>The Crucible</i> @ 6:00 pm
14	The Crucible @ 2:00 pm
24	Early Release from school (Wellness Wednesday)

May

2	Booster General Membership Meeting @ 7:00 pm
7	Program Ads Due for Curtain Call
17	Underclass Curtain Call @7:30 pm
18	Senior <i>Curtain Call</i> @7:30 pm
20	Senior Banquet @6:30 pm
27	No School – Memorial Day
31	Last Day of School



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Notes							
		 					
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The Douglas Anderson Theatre Boosters, Inc. is a non-profit 501c3, parent driven organization that supports the DASOTA Theatre program. Our organization's EIN for tax purposes is 81-1344321. For more information contact datheatretreasurer@gmail.com or talk to your tax professional.