



## **2022 – 2023 Handbook**

***The DA Theatre Boosters Welcome YOU!***



# DA Theatre Boosters

## Welcome Theatre Parents/Guardians!

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*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 two contact forms with 2 separate email addresses**, submitted via the form on our website: <https://www.datheatreboosters.org/contact-form>. 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](mailto: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

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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

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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 [datheatreboosters@gmail.com](mailto:datheatreboosters@gmail.com) 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 (contact VP of Fundraising)
  - Distribute posters around town/sell ads for our playbill (contact VP of Show Support)
  - 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 Patron dinners (typically the first Friday night of each performance (contact VP of Events & Hospitality)
  - 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)
  - 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 **MARK FOR THEATRE BOOSTERS**. 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.



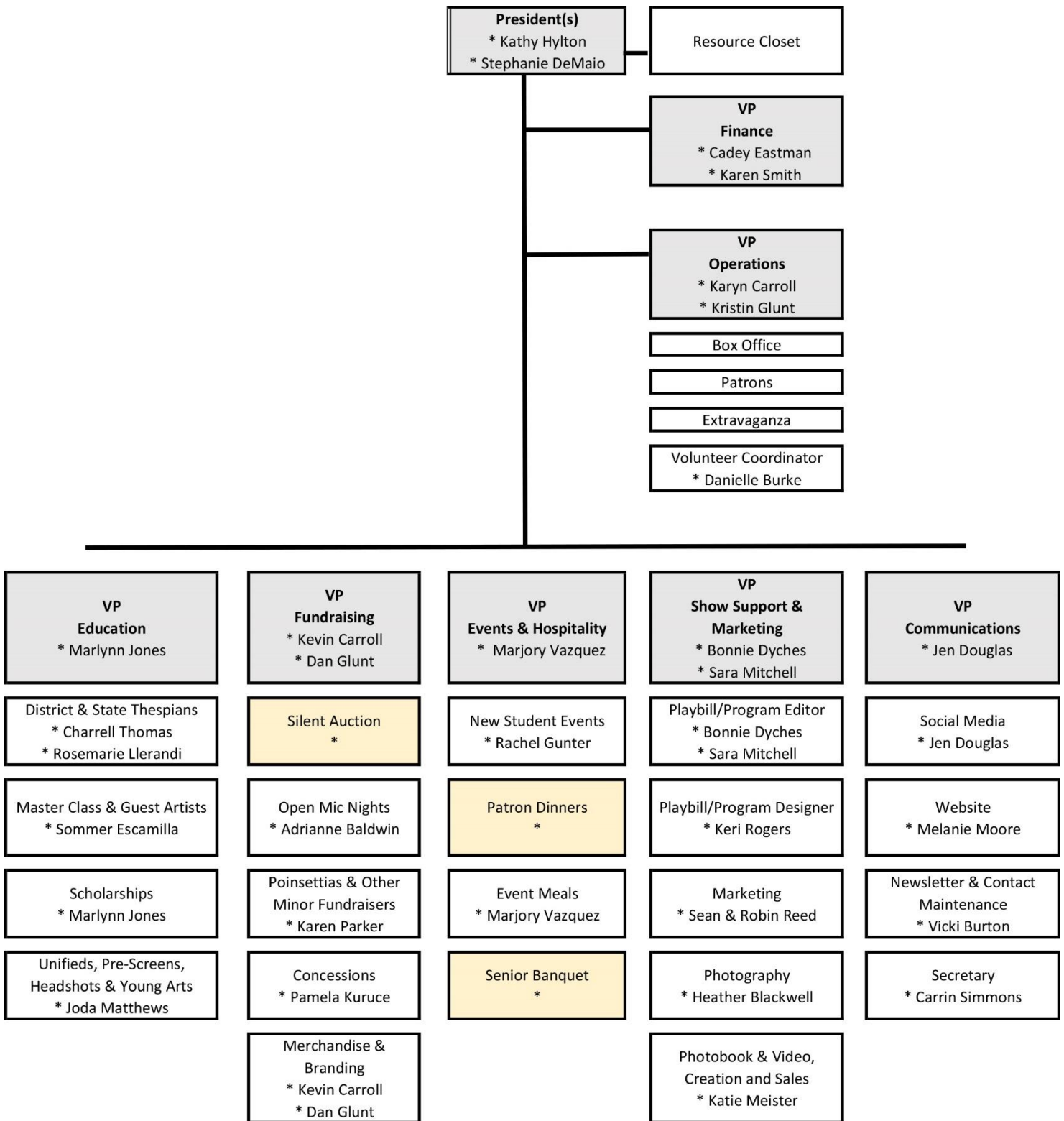
# DA Theatre Department 2022 – 2023 Faculty Contact Information

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NAME	DEPARTMENT	EMAIL
Bonnie Harrison	Theatre (Department Co-Chair)	<a href="mailto:harrisonb@duvalschools.org">harrisonb@duvalschools.org</a>
Joe Kemper	Theatre (Department Co-Chair)	<a href="mailto:kemperj@duvalschools.org">kemperj@duvalschools.org</a>
Dr. Valerie Anthony	Theatre	<a href="mailto:anthonyv@duvalschools.org">anthonyv@duvalschools.org</a>
Dearing Thoburn	Theatre	<a href="mailto:setzerk@duvalschools.org">setzerk@duvalschools.org</a>
Bradley Akers	Theatre	<a href="mailto:akersb@duvalschools.org">akersb@duvalschools.org</a>
Paul Denayer	Tech Theatre	<a href="mailto:denayerp@duvalschools.org">denayerp@duvalschools.org</a>
Jennifer Kilgore	Tech Theatre	<a href="mailto:kilgorej@duvalschools.org">kilgorej@duvalschools.org</a>
Susan Peters	Tech Theatre	<a href="mailto:grossmans@duvalschools.org">grossmans@duvalschools.org</a>
Taylor Baines	Dance	<a href="mailto:bainest@duvalschools.org">bainest@duvalschools.org</a>
Ellie Barrett	Dance	<a href="mailto:barrette1@duvalschools.org">barrette1@duvalschools.org</a>
DeWitt Cooper III	Dance	<a href="mailto:cooperiid@duvalschools.org">cooperiid@duvalschools.org</a>
April Henehan	Dance	<a href="mailto:henehana@duvalschools.org">henehana@duvalschools.org</a>
TBD	Dance	TBD
Sarah Morrell	Keyboard	<a href="mailto:morrells@duvalschools.org">morrells@duvalschools.org</a>
Erin Barnes	Vocal	TBD



# DA Theatre Boosters 2022 – 2023 Org Chart



\* Boxes in yellow indicate positions that were not filled as of August 9<sup>th</sup>, 2022.



# DA Theatre Boosters 2022 – 2023 Leadership Contact Information

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

LEADERSHIP ROLE	NAME	EMAIL	CELL PHONE
President	Kathy Hylton Stephanie DeMaio	<a href="mailto:kathyahylton@gmail.com">kathyahylton@gmail.com</a> <a href="mailto:skegley@yahoo.com">skegley@yahoo.com</a>	304.890.4488 567.224.2152
VP of Finance	Cadey Eastman Karen Smith	<a href="mailto:cadeyeastman@gmail.com">cadeyeastman@gmail.com</a> <a href="mailto:karenzsmith@gmail.com">karenzsmith@gmail.com</a>	314.578.5289 757.617.4579
VP of Operations	Karyn Carroll	<a href="mailto:kakern@hotmail.com">kakern@hotmail.com</a> <a href="mailto:kristinglunt@gmail.com">kristinglunt@gmail.com</a>	904.495.1397 415.794.4426
VP of Education	Marlynn Jones	<a href="mailto:mrj1913@gmail.com">mrj1913@gmail.com</a>	919.998.9554
VP of Fundraising	Kevin Carroll	<a href="mailto:kjcarroll@mac.com">kjcarroll@mac.com</a>	904.806.0139
VP of Events & Hospitality	Marjory Vazquez	<a href="mailto:marjoryvazquez@gmail.com">marjoryvazquez@gmail.com</a>	904.994.1484
VP of Show Support	Bonnie Dyches Sara Mitchell	<a href="mailto:bonniedyches@gmail.com">bonniedyches@gmail.com</a> <a href="mailto:sarmitch@yahoo.com">sarmitch@yahoo.com</a>	706.817.1022 513.240.8273
VP of Communications	Jennifer Douglas	<a href="mailto:Jendo1970@gmail.com">Jendo1970@gmail.com</a>	904.318.1927

## OTHER WAYS TO CONTACT US:

Email [datheatreboosters@gmail.com](mailto:datheatreboosters@gmail.com) for general booster questions.

Email [datheatreprogramads@gmail.com](mailto:datheatreprogramads@gmail.com) for questions or to submit program ads.

Email [datheatrepatrons@gmail.com](mailto:datheatrepatrons@gmail.com) for questions about our Patron's Club program.

Email [datheatrescholarships@gmail.com](mailto:datheatrescholarships@gmail.com) for questions regarding Senior scholarships.

Email [datheatretreasurer@gmail.com](mailto:datheatretreasurer@gmail.com) for questions regarding Enrichment Fees, payment plans, online purchases, or any other topics dealing with financial matters.

## AND DON'T FORGET TO...

Check out our website: [www.datheatreboosters.org](http://www.datheatreboosters.org)

Join us on Remind: [www.remind.com/join/da-theatre](http://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





# DA Theatre Boosters 2022 – 2023 Coordinator Contact Information

COORDINATOR ROLE	NAME	EMAIL	CELL PHONE
Education: VP, Scholarships	Marlynn Jones	<a href="mailto:mrj1913@gmail.com">mrj1913@gmail.com</a>	9199989554
Education: Thespians	Charrell Thomas	<a href="mailto:cwtmd@yahoo.com">cwtmd@yahoo.com</a>	9043145256
Education: Thespians	Rosemarie Llerandi	<a href="mailto:rcllerandi@yahoo.com">rcllerandi@yahoo.com</a>	9046244160
Education: Master Class & Guest Artists	Sommer Escamilla	<a href="mailto:sommerb@hotmail.com">sommerb@hotmail.com</a>	8584019126
Education: Unifieds, Prescreens, Headshots, YoungArts	Joda Matthews	<a href="mailto:ybur62@yahoo.com">ybur62@yahoo.com</a>	9046545650
Fundraising: VP, Merchandise & Branding	Kevin Carroll	<a href="mailto:kjcarroll@mac.com">kjcarroll@mac.com</a>	9048060139
Fundraising: Open Mic Nights	Adrienne Baldwin	<a href="mailto:adriennelj@hotmail.com">adriennelj@hotmail.com</a>	9042528727
Fundraising: Poinsettia & Other Small Fundraisers	Karen Parker	<a href="mailto:karenduncan2366@comcast.net">karenduncan2366@comcast.net</a>	9042372906
Fundraising: Concessions	Pamela Kuruce	<a href="mailto:pamkuruce@yahoo.com">pamkuruce@yahoo.com</a>	9047354438
Events & Hospitality: VP, Event Meals	Marjory Vazquez	<a href="mailto:marjoryvazquez@gmail.com">marjoryvazquez@gmail.com</a>	9049941484
Events & Hospitality: New Student Events	Rachel Gunter	<a href="mailto:raiglynn@gmail.com">raiglynn@gmail.com</a>	3523621930
Events & Hospitality: Senior Banquet Advisor	Angela Leuschen	<a href="mailto:angela.leuschen@gmail.com">angela.leuschen@gmail.com</a>	9047043114
Show Support: VP, Playbill/Program Editor	Bonnie Dyches	<a href="mailto:bonniedyches@gmail.com">bonniedyches@gmail.com</a>	7068171022
Show Support: VP, Playbill/Program Editor	Sara Mitchell	<a href="mailto:sarmitch@yahoo.com">sarmitch@yahoo.com</a>	5132408273
Show Support: Playbill/Program Designer	Keri Rogers	<a href="mailto:kerfree@icloud.com">kerfree@icloud.com</a>	9544458852
Show Support: Marketing	Sean Reed	<a href="mailto:reeds2@duvalschools.org">reeds2@duvalschools.org</a>	9042073658
Show Support: Marketing	Robin Reed	<a href="mailto:reedr1@duvalschools.org">reedr1@duvalschools.org</a>	9042073661
Show Support: Photography	Heather Blackwell	<a href="mailto:photomomma13@gmail.com">photomomma13@gmail.com</a>	9049459728
Show Support: Photobook & Video Creation & Sales	Katie Meister	<a href="mailto:meisterfamily57@yahoo.com">meisterfamily57@yahoo.com</a>	9045027959
Communications: VP, Social Media	Jen Douglas	<a href="mailto:jendo1970@mac.com">jendo1970@mac.com</a>	9043181927
Communications: Website	Melanie Moore	<a href="mailto:mel9970@yahoo.com">mel9970@yahoo.com</a>	9047556738
Communications: Secretary	Carrin Simmons	<a href="mailto:carrinsimmons70@gmail.com">carrinsimmons70@gmail.com</a>	9048943522
Communications: Newsletter & Contact Maintenance	Vicki Burton	<a href="mailto:vickianddakota@gmail.com">vickianddakota@gmail.com</a>	9046080459
Communications: Website Shadow	Emily Carpenter	<a href="mailto:artswithemily@gmail.com">artswithemily@gmail.com</a>	9043824199





# DA Theatre Boosters 2022 – 2023 Roles and Responsibilities

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
President		<ul style="list-style-type: none"> <li>▪ Accountable for overall Booster functionality</li> <li>▪ Schedule/facilitate Leadership/ General Booster Meetings</li> <li>▪ Coordinate Calendar &amp; Finances with Theatre Department Directors</li> <li>▪ Make executive decisions and address escalations as needed</li> <li>▪ Follow up with all areas to ensure they are aligned with expectations</li> <li>▪ Provide support as needed to all roles</li> <li>▪ Work closely with VP of Finance</li> <li>▪ Manage and maintain the Resource Closet</li> </ul>
VP of Finance		<ul style="list-style-type: none"> <li>▪ Budget/Monthly Reporting</li> <li>▪ Income/Expense Tracking</li> <li>▪ PayPal Management</li> <li>▪ Enrichment Fee Invoicing/Reporting</li> <li>▪ Host annual fiscal year-end meeting (closes June 30)               <ul style="list-style-type: none"> <li>○ Audit closing fiscal year</li> <li>○ Review budget to actuals of closing fiscal year</li> <li>○ Create budget for new fiscal year</li> </ul> </li> <li>▪ Work with VP of Fundraising to determine needs based on current year budget</li> </ul>
VP of Operations		<ul style="list-style-type: none"> <li>▪ Responsible for forms submission for any fundraising activity</li> <li>▪ Volunteer Sign up status/needs</li> <li>▪ Ensure annual Extravaganza support is covered</li> <li>▪ Oversees Patron Program and Box Office</li> </ul>
	Box Office Coordinator	<ul style="list-style-type: none"> <li>▪ Manage Box Office for all plays, musicals, and showcases produced by the Theatre Department</li> <li>▪ Coordinates with the Faculty to determine maximum capacity of the audience for each show</li> <li>▪ Works with the school Bookkeeper and show director to determine schedule of ticket sales (Patron Presale, Parent Presale, Public Sale).</li> <li>▪ Coordinates with Patrons and faculty for reserved seating</li> <li>▪ Monitor ticket sales and notify Communications and Marketing Lead of additional publicity needed OR when shows sell out</li> </ul>

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
		<ul style="list-style-type: none"> <li>▪ Receive ticket sales list for each show from Bookkeeper and print for each show. Share with Patron lead to identify all Patron tickets for reserved seating.</li> <li>▪ Works box office during shows or provides list of ticket sales to volunteer signed up to work box office.</li> <li>▪ Work to ensure faculty get their tickets comped by the bookkeeper.</li> <li>▪ Work to ensure New Student families get comped tickets for the showcase</li> <li>▪ Ticket sales are overseen by the school bookkeeper and are sold online via gofan.co.</li> </ul>
	<p style="text-align: center;">Patrons Coordinator</p>	<ul style="list-style-type: none"> <li>▪ Accountable for providing updates on all Patron related needs/status</li> <li>▪ Accountable for recruitment, management of new and former Patrons through email or other communication, reaching out for participation</li> <li>▪ Maintain a confidential spreadsheet of patrons, their respective levels, respective benefits, dinner attendance, and payment confirmation</li> <li>▪ Frequently check/manage the <a href="#">datheatrepatrons</a> inbox to promptly respond to patron inquiries</li> <li>▪ Send reminder emails with deadlines for Patrons to provide reserve seat dates and coordinate with box office for seating reservation</li> <li>▪ Work with the Patron Meals Coordinator on a theme for each dinner and what food items need to be procured.</li> <li>▪ Coordinate other dinner reception needs including table setup (notify activities staff at school) and volunteers for setup/serve/breakdown</li> <li>▪ Ensure you obtain signed posters for the respective Patron level from the production support VP or show director</li> </ul>
	<p style="text-align: center;">Extravaganza Coordinator</p>	<ul style="list-style-type: none"> <li>▪ Coordinate with faculty dates and needs for Extravaganza</li> <li>▪ Works with VP of Events &amp; Hospitality and Event Meals Lead to submit headcount and days food is required during tech rehearsals</li> <li>▪ Work with Volunteer Coordinator and Communications team to solicit volunteers</li> <li>▪ Coordinate with the faculty to obtain a list of students that will be parking at the Times Union center for possible reimbursement of parking fees.</li> </ul>

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
	Volunteer Coordinator	<ul style="list-style-type: none"> <li>▪ Setup Sign Up genius to recruit/schedule volunteers for shows, dinners, meals, donations, etc.</li> <li>▪ Coordinate needs with faculty or booster event lead</li> <li>▪ Track status and promote as needed via Communications to ensure all slots are filled.</li> <li>▪ Communicate any vacancies in Booster meetings and to respective areas at least 1 week prior to event date.</li> </ul>
VP of Education		<ul style="list-style-type: none"> <li>▪ Oversight and Accountability for updates from the following: Scholarships &amp; Young Arts Awards Coordinator, Master Classes &amp; Guest Artists Coordinator, and Unifieds, Prescreens, &amp; Headshots Coordinator.</li> <li>▪ Ensure Thespians Coordinator is prepared for District and State Thespian events.</li> </ul>
	District & State Thespians Coordinator	<ul style="list-style-type: none"> <li>▪ Accountable for providing thespian related updates to Booster</li> <li>▪ Coordinate with faculty all aspects of troupe participation in District and State Thespian Festivals and competitions including hotel reservations, organizing food/drink needs through VP of Events &amp; Hospitality, chaperones, communication, etc.</li> </ul>
	Master Class & Guest Artist Coordinator	<ul style="list-style-type: none"> <li>▪ Coordinates all activities related to Master Classes and Guest Artists with the faculty</li> </ul>
	Scholarships & Coordinator	<ul style="list-style-type: none"> <li>▪ Coordinate all aspects of the senior scholarship opportunity from the deadline of the application submission, advertisement, and collection of candidates</li> <li>▪ Help form a panel of interviewers for the selection process (cannot be coordinated by a senior parent due to conflict of interest)</li> <li>▪ Handle any inquiries or issues discretely and escalate if necessary</li> <li>▪ Create scholarship certificates and confidentially provide to Arts Director and Booster President for signatures</li> <li>▪ Ensure that scholarships are handed out at the annual Senior Banquet</li> </ul>
	Unifieds, Prescreens, Headshots, & Young Arts Coordinator	<ul style="list-style-type: none"> <li>▪ Coordinates Prescreens</li> <li>▪ Coordinates Headshots</li> <li>▪ Coordinates Unifieds</li> <li>▪ Coordinate publicity of Young Arts Awards</li> </ul>

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
VP of Fundraising		<ul style="list-style-type: none"> <li>▪ Accountable for updates of all aspects of fundraising including merchandise, concessions, fundraising events like Poinsettia &amp; Open Mic Night, silent auction, etc.</li> <li>▪ Coordinate with VP of Ops that needed forms are submitted for each fundraising event, for table setup and any needed equipment.</li> <li>▪ Determine creative ways to fundraise (online merch, etc.)</li> <li>▪ Obtain quote from vendor to submit for approvals to both the VP of Finance and President(s) prior to any purchases being made</li> <li>▪ Ensure all winners have received their prizes</li> </ul>
	Silent Auction Coordinator	<ul style="list-style-type: none"> <li>▪ Solicit donations from local businesses</li> <li>▪ Create a taskforce to solicit donation items</li> <li>▪ Track all donations and provide list of business and amount to VP of Finance and VP of Show Support to recognize in the playbill/programs.</li> <li>▪ Request/collect basket donations</li> <li>▪ Coordinate a group to help assemble gift baskets</li> <li>▪ Request sign up genius from volunteer coordinator</li> </ul>
	Open Mic Night Coordinator	<ul style="list-style-type: none"> <li>▪ Reaches out to Vendor to reserve the space for event (typically two times per year)</li> <li>▪ Coordinate with Vendor or VP of Events &amp; Hospitality for food needs</li> <li>▪ Coordinate Music/Audio for the evening</li> <li>▪ Work with faculty to obtain lineup of acts</li> <li>▪ Hosts the event that night with a quick introduction of fundraising benefit and events of the evening</li> </ul>
	Poinsettia & Other Minor Fundraising Coordinator	<ul style="list-style-type: none"> <li>▪ Email Vendor (Costco or other) and Coordinate Purchase Prices and Pickup Date</li> <li>▪ Work with the Website Coordinator to add Poinsettia and other Holiday items to the Online Store</li> <li>▪ Notify Parents of Sale and provide deadlines</li> <li>▪ Extract list of orders from WIX and provide counts to Vendor</li> <li>▪ Coordinate pickup/drop off of orders</li> <li>▪ Cross check/reconcile with VP of Finance payment made for orders received</li> <li>▪ Coordinate other small fundraisers as identified by the Boosters</li> </ul>
	Concessions Coordinator	<ul style="list-style-type: none"> <li>▪ Ensure that inventory on concession items is conducted a few weeks prior to event to determine if a “call of action” is</li> </ul>

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
		<p>needed for donations and provide list of needs to Volunteer Coordinator</p> <ul style="list-style-type: none"> <li>▪ Volunteer to sell concessions during the productions</li> </ul>
	<p>Merchandise &amp; Branding Coordinator</p>	<ul style="list-style-type: none"> <li>▪ Ensure that Merchandise Inventory is conducted annually (end of school year) to plan for summer order of needed items</li> <li>▪ 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</li> <li>▪ Review Branding with President(s)</li> <li>▪ Volunteer to sell merchandise during the productions</li> </ul>
<p>VP of Events &amp; Hospitality</p>		<ul style="list-style-type: none"> <li>▪ Accountable for all aspects of the Senior Banquet</li> <li>▪ Responsible for overseeing the procurement of food (donations or otherwise) for events such as Cast and Crew Meals, Extravaganza Meals, Incoming Freshman Welcome Reception &amp; Orientation Lunch, other after school events, and work with the Patrons Support Committee for Patrons Dinners.</li> </ul>
	<p>New Student Events Coordinator</p>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Procure food for Freshman/New Student Lunch during Freshman orientation prior to the beginning of school</li> </ul>
	<p>Patrons Dinner Coordinator</p>	<ul style="list-style-type: none"> <li>▪ Work with Patrons Coordinator to determine the theme of the Patrons Dinner</li> <li>▪ Work with Patrons Coordinator to determine food items needed for the Patrons Dinner</li> <li>▪ Procure food for Patrons Dinner</li> </ul>
	<p>Event Meals Coordinator</p>	<ul style="list-style-type: none"> <li>▪ Procure food from local restaurants/catering businesses for Cast &amp; Crew-Meals and Extravaganza</li> <li>▪ Procure food items for any additional after school event where food is needed</li> <li>▪ Coordinate needs with respective Booster Event lead/Show Support to ensure you know dates, location, headcount, dietary needs</li> </ul>
	<p>Senior Banquet Coordinator</p>	<ul style="list-style-type: none"> <li>▪ Coordinate needs of the banquet from booking the venue to catering needs and date required</li> <li>▪ Obtains approvals for budget costs and deposit required prior to signing a contract</li> </ul>

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
		<ul style="list-style-type: none"> <li>▪ Accountable for invitations including save the date emails coordinated with Communications booster for emails, and determining headcount, obtaining addresses, mailing, etc.</li> <li>▪ Collects and track RSVPs</li> <li>▪ Find affordable souvenir for Seniors</li> <li>▪ Ensuring that whoever is doing Senior video has an email to collect picture submissions, knows deadline for completion etc.</li> </ul>
VP of Show Support & Marketing		<ul style="list-style-type: none"> <li>▪ Coordinates all aspects of the production needs by creating and managing a calendar with required deadlines</li> <li>▪ Meet with Show Director and student Stage Manager to discuss marketing material needs, any Procurement needs, Playbill needs, determine Cast &amp; Crew meal date, etc.</li> <li>▪ Coordinate deadlines for Playbill/Program bios, director notes, cast and crew names, ads, etc. to be submitted from the appropriate individuals.</li> <li>▪ Ensure that Designer and Editor have all Playbill/Program content</li> <li>▪ Contact Photographer to schedule Tech Week photo shoot (include cast and crew)</li> <li>▪ Ensure videographer is scheduled.</li> <li>▪ Notify Events and Hospitality of Cast &amp; Crew meal dates and requirements.</li> <li>▪ Review show details with Marketing Lead</li> <li>▪ Cross check received ads with Patrons Coordinator</li> <li>▪ Coordinate photos and videos between photographer/videographer and the creation/sales team</li> <li>▪ Host Cast &amp; Crew Meal and obtain signatures for show posters for Patrons</li> </ul>
	Playbill/ Program Editor	<ul style="list-style-type: none"> <li>▪ Manages program editing process and ensures all directors and booster presidents review, edit, and sign off on final copy</li> <li>▪ Ensures editing rounds include the Patron chair (to verify Patron ads and sizing), 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).</li> </ul>
	Playbill/ Program Designer	<ul style="list-style-type: none"> <li>▪ Ensure all content is obtained for playbill /program to create layout.</li> <li>▪ Designs program based on content received from the Playbill/Program Editor.</li> </ul>

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
		<ul style="list-style-type: none"> <li>▪ Works with VP of Show Support to stay on print/edit timeline</li> <li>▪ Provide Ad sizing to the marketing coordinator(s)</li> </ul>
	Marketing Coordinator	<ul style="list-style-type: none"> <li>▪ Work with show director and graphic designer (Currently StudioA12/Bradley Akers) to obtain artwork</li> <li>▪ Work with local printing shop to order materials</li> <li>▪ Pick up printed materials and deliver to school</li> <li>▪ Help distribute show posters in the community</li> <li>▪ Manage and Promote Non-Patron Ad Sales</li> <li>▪ Manage Media Relations – Print, Radio, TV, etc.</li> <li>▪ Work with Communications team to determine promotions via social media/website/newsletter if applicable.</li> <li>▪ Assist with Cast T-Shirts as needed</li> <li>▪ Work with Show Support committee on content for press releases</li> </ul>
	Photography Coordinator	<ul style="list-style-type: none"> <li>▪ Determine availability for Tech week of each production to ensure photo shoot can be scheduled during that week</li> <li>▪ Capture both backstage crew and on-stage cast moments and candid photos of directors/choreographers/tech and ensemble via checklist guidelines</li> <li>▪ Email gallery to the Show Support team and a select amount of photos to the VP of Communications for booster website and newsletters</li> </ul>
	Photobook & Video, Creation & Sales Coordinator	<ul style="list-style-type: none"> <li>▪ Receive gallery of Photos from the photographer/VP of Show Support and create photobook for each show</li> <li>▪ Coordinate with the website coordinator to create online store items to order photobooks and videos of shows</li> </ul>
VP of Communications		<ul style="list-style-type: none"> <li>▪ Ensure that parents and students are informed of any theatre related information</li> <li>▪ Update social media outlets, publish monthly newsletters, send emails, etc.</li> <li>▪ Monitor, respond to, and forward (as necessary) emails sent to the datheatreboosters email address.</li> <li>▪ Organize and file emails in the datheatreboosters inbox as necessary.</li> <li>▪ Ensure that contact information is obtained by promoting the online Contact form on website</li> <li>▪ Help market shows by posting on social media and reposting any news releases and media interviews obtained through the Marketing Coordinator</li> </ul>

LEADERSHIP ROLES	COORDINATOR ROLES	RESPONSIBILITIES
		<ul style="list-style-type: none"> <li>▪ Ensure the upkeep of the Website design, content maintenance</li> <li>▪ Ensure the Secretary is available to take meeting minutes for any Booster general meetings</li> </ul>
	Social Media Coordinator	<ul style="list-style-type: none"> <li>▪ Ensures both Facebook and Instagram accounts are current with information in a timely manner</li> <li>▪ Respond to and follow up with comments posted on social media outlets.</li> </ul>
	Website Coordinator	<ul style="list-style-type: none"> <li>▪ Responsible for web design</li> <li>▪ Responsible for maintaining site information and keeping content current</li> <li>▪ Ensure that GoFan Ticket Links are operational</li> <li>▪ Ensure Online Store is operational</li> <li>▪ Ensure Donation Link is operational</li> <li>▪ Investigate deals/plans for web design that is financially reasonable to maintain</li> </ul>
	Newsletter & Contact Maintenance Coordinator	<ul style="list-style-type: none"> <li>▪ Create and distribute monthly newsletter</li> <li>▪ Work with Website Coordinator to update New Student form as necessary</li> <li>▪ Maintain contacts as necessary</li> </ul>
	Secretary	<ul style="list-style-type: none"> <li>▪ Responsible for attending Booster meeting and documenting minutes of agenda item discussions</li> <li>▪ Ensures that minutes are uploaded to website for all parents to view</li> </ul>





# 2022 – 2023 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, cast and crew meals for department events and performances
- 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, photography and videography for student portfolios and media outlets
- Booster Administration: federal and state filing fees, payment processing fees (PayPal), QuickBooks, other administrative supply costs.

**The Annual Theatre Department Enrichment Fee due November 1<sup>st</sup> is as follows:**

THEATRE AREA	AMT.	EARLY BIRD DISCOUNT
Musical Theatre	\$300	\$275 if paid in full by September 30
Performance Theatre	\$225	\$200 if paid in full by September 30
Technical Theatre	\$250	\$225 if paid in full by September 30
Please note that siblings in Theatre receive a 50% discount. (i.e. if Jane in Performance and Mary in Tech are sisters, the family enrichment fee is \$225 + \$125 (not \$250))		

Payment can be made online, via PayPal, at [www.datheatreboosters.org](http://www.datheatreboosters.org) or by check payable to DA Theatre Boosters.

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 and receive \$25 early bird discount if paid in full by September 30.
- 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 [datheatretreasurer@gmail.com](mailto:datheatretreasurer@gmail.com) confidentially to make alternative or payment plan arrangements.



# 2022 – 2023 Enrichment Fee FAQs

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## 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 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 early bird discount can be applied if paid in full by September 30.
- 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 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.



## 2022 – 2023 Enrichment Fee FAQs (continued)

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### 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](mailto:datheatretreasurer@gmail.com)) or contact the Theatre Department Chair.

### 7. Can Enrichment Fee credits roll over?

Credits related to volunteer shifts **cannot** be rolled over year to year. Students earning credits more than the current year Enrichment Fee through fundraising credits **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](mailto: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 at [www.datheatreboosters.org/shop](http://www.datheatreboosters.org/shop).

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

**Please reach out to us at [datheatreboosters@gmail.com](mailto:datheatreboosters@gmail.com)**



DA Theatre Boosters Presents

# Patron's Club

## 2022-2023 Membership Benefits

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

COST	LEVEL	BENEFITS
\$250	Technical Director	<ul style="list-style-type: none"> <li>➤ DA Commemorative Merchandise Item</li> <li>➤ Program Recognition</li> <li>➤ ¼ Page Program Ad</li> <li>➤ Reserved Parking</li> <li>➤ Cast Autographed Show Posters</li> <li>➤ Ability to Purchase Tickets during the Patron Presale</li> <li>➤ Ability to Purchase Tickets to the Friday Night Pre-Show Patron Dinner Reception</li> </ul>
\$500	Artistic Director	<ul style="list-style-type: none"> <li>➤ All the Above, PLUS</li> <li>➤ ½ Page Program Ad</li> <li>➤ 2 Reserved Season Tickets</li> <li>➤ 2 Tickets to the Friday Night Pre-Show Patron Dinner Reception</li> <li>➤ Invitation for 2 to End of Year Appreciation Dinner</li> </ul>
\$1,000	Producer	<ul style="list-style-type: none"> <li>➤ All the Above, PLUS</li> <li>➤ 1 Page Program Ad</li> <li>➤ 4 Reserved Season Tickets</li> <li>➤ 4 Tickets for the Friday Night Pre-Show Patron Dinner Reception</li> </ul>
\$2,500	Executive Producer	<ul style="list-style-type: none"> <li>➤ All the Above, PLUS</li> <li>➤ One Hardcover Photo Book or Photo Link for Show of Choice</li> <li>➤ 8 Reserved Season Tickets</li> <li>➤ 8 Tickets for the Friday Night Pre-Show Patron Dinner Reception</li> </ul>
\$5,000	Collaborative Partner	<ul style="list-style-type: none"> <li>➤ All the Above, PLUS</li> <li>➤ Hardcover Photo Book or Photo Link for ALL Shows</li> <li>➤ 12 Reserved Season Tickets</li> <li>➤ 12 Tickets for the Friday Night Pre-Show Patron Dinner Reception</li> <li>➤ Unlimited Reserved Seating up to 48 hours prior to Show Time</li> <li>➤ Exclusive Invitation to an Event for each Show.</li> </ul>

For more details, go to <https://www.datheatreboosters.org/theatre-patrons-club>

Please send all inquiries about the Patron's Program to [datheatrepatrons@gmail.com](mailto:datheatrepatrons@gmail.com)

### Terms and Conditions

- The 2022-2023 Membership Benefits are applicable to *Dancing at Lughnasa*, *Chicago*, *Indecent*, and *Well*. 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 [datheatrepatrons@gmail.com](mailto:datheatrepatrons@gmail.com) for pricing information.
- Additional reserved seating can be purchased by all levels during the Patron Presale. Only General Admission Seating will be available after the Patron Presale.
- Additional tickets to the Patron 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 [datheatretreasurer@gmail.com](mailto:datheatretreasurer@gmail.com) for more information.
- Benefits are subject to change based on unforeseen circumstances such as COVID protocols.



# DA Theatre Department 2022 – 2023 Show Calendar

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*Show Dates are Subject to Change*

## ***Dancing at Lughnasa*** directed by Bonnie Harrison

Dubow Theatre

Wednesday, September 29<sup>th</sup> – Sunday, October 2<sup>nd</sup>

## ***Chicago*** directed by Bradley Akers

Dubow Theatre

Wednesday, November 9<sup>th</sup> – Sunday, November 13<sup>th</sup>

## ***Indecent*** directed by Michael Beaman

Blackbox Theatre

Wednesday, March 1<sup>st</sup> – Sunday, March 5<sup>th</sup>

Tuesday, March 7<sup>th</sup> – Friday, March 10<sup>th</sup>

## ***Well*** directed by Joseph Kemper

Blackbox Theatre

Wednesday, April 19<sup>th</sup> – Sunday, April 23<sup>rd</sup>

Wednesday, April 26<sup>th</sup> – Sunday, April 30<sup>th</sup>

## ***Curtain Call*** (Year-End Showcase)

Dubow Theatre

Underclass – Friday, May 19<sup>th</sup>

Senior – Saturday, May 20<sup>th</sup>



# DA Theatre Boosters 2022 – 2023 Calendar

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## August

- 2 Senior Orientation @ 9:00 am
  - 3 Junior Orientation @ 9:00 am
  - 4 Sophomore Orientation @ 9:00 am
  - 9 Freshman Orientation @ 9:00 am
  - 9 New Student Luncheon @ 12:00 pm
  - 13,14 Headshots
  - 15 First Day of School
  - 25 Booster General Membership Meeting @ 7:00 pm
- 

## September

- 5 No School – Labor Day
  - 6 Program Ads Due for *Dancing at Lughnasa*
  - 17,18 Pre-Screens
  - 28,29,30 *Dancing at Lughnasa*
  - 30 Patron Dinner for *Dancing at Lughnasa*
  - 30 EARLY BIRD DEADLINE FOR ENRICHMENT FEE DISCOUNT
- 

## October

- 1,2 *Dancing at Lughnasa*
  - 12 Program Ads Due for *Chicago*
  - 14 YoungArts Submission Deadline
  - 14 No School – Weather Day
  - 17 No School – Teacher In Service
  - 20 Booster General Membership Meeting @ 7:00 pm
- 

## November

- 1 Enrichment Fee Due
- 9-13 *Chicago*
- 11 No School – Veteran's Day
- 11 Patron Dinner for *Chicago*
- 18-19 One Act Festival @ FSCJ Wilson Center
- 23,24,25 No School - Thanksgiving

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## December

3 District Thespians @ Toco Creek High School  
19-31 No School – Winter Break

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## January

1-3 No School – Winter Break  
5 Booster General Membership Meeting @ 7:00 pm  
16 No School – Martin Luther King Day  
19,20 *Black Arts*  
28,29 NYC Unifields

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## February

3 Program Ads Due for *Indecent*  
10 *Extravaganza*  
17 No School – Weather Day  
20 No School – President’s Day

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## March

1-5 *Indecent*  
3 Patron Dinner for *Indecent*  
7-10 *Indecent*  
13-17 No School – Spring Break  
14-18 State Thespians  
20 No School – Teacher In Service  
23 Booster General Membership Meeting @ 7:00 pm  
24 Program Ads Due for *Well*

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## April

7 No School  
19-23 *Well*  
21 Patron Dinner for *Well*  
26-30 *Well*

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## May

- 4 Booster General Membership Meeting @ 7:00 pm
- 11 Program Ads Due for *Curtain Call*
- 19 Underclass *Curtain Call*
- 20 Senior *Curtain Call*
- 29 No School – Memorial Day

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## June

- 2 Last Day of School
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## DA Theatre Boosters Charitable Organization Status

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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 deductible purposes is 81-1344321. For more information contact [datheatretreasurer@gmail.com](mailto:datheatretreasurer@gmail.com) or talk to your tax professional.