

Theatre Arts Record Book



*For use by New Jersey 4H Members in a
Theatre Arts Project*

*Written by Ellen Tillson Parker
Somerset County 4H*



Member Name: _____ **Birthdate:** _____

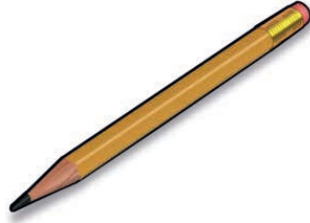
Town: _____ **Grade:** _____

4H County: _____ **Years in Project:** _____

Name of Club: _____ **4H Year:** _____

Name of Club Leaders: _____

End-of-Year Signatures



At the end of the 4H year, when your Record Book is complete, your leader will ask to see this completed book.

By signing below, I am stating that I am familiar with this work, and to the best of my knowledge the information contained in the book is complete.

Member Signature:	Date:
Parent Signature:	Date:
Leader Signature:	Date:



Why Complete a Theatre Arts Record Book?

- This book will guide you through the year as you participate in the ensemble and learn about theatre arts.
- This book will help to keep you organized for the work you will do as a crew member and actor.
- This book will help you keep track of all the activities and events you participate in throughout the year and any awards you received.
- Keep this book throughout your 4H career as it will help you when you apply for awards and scholarships.

Fair Wrap Up

Dates of Fair: _____

Performances:

There are many opportunities to perform at The Somerset County 4H Fair. In addition to The Clover Ensemble show in the Prep Tent, you may have performed with another club (such as The Magician's Guild), in another Tent (such as the County Tent) or with another group (such as a choral group in The Clover Theatre).

- 1) Title: _____
Part: _____
Crew: _____
Location: _____
- 2) Title: _____
Part: _____
Location: _____
- 3) Title: _____
Part: _____
Location: _____
- 4) Title: _____
Part: _____
Location: _____

Display:

Each club in Somerset County 4H creates a display in their tent that illustrates the theme of the fair, what their club does and why visitors should join 4H. Describe what your club display looked like and what you personally did to create it. Did you help design it, make the art, put it up, or simply pose for a photo?

Description of the display and what I did:

Tent Duty:

Tent Duty is an opportunity to interact with Fair Visitors. Club members do an activity that represents their club as they invite visitors to participate. Club members also interact with visitors about the fair in general and why 4H is so great!

Name of Activity: _____

What I did:

Tent Set up and Take Down:

It takes a lot of people working together to put up and take down the structures within the 4H Fair Tents. It can be hot, tiring physical work. And yet, with all the good 4H families, it gets done in a remarkably short time.

What I did and with whom:

Other Volunteer Activities:

The 4H Fair is YOURS! Members and their families are everywhere showing and volunteering. How else did you help out? Did you participate in The Parade of Clubs, Table Wiping, Herdsmen, work a food booth, show an animal, etc.?

General Fair Activities:

There is so much to do at the 4H Fair besides volunteering. How did you enjoy yourself in the other tents? Did you watch RC Car races, milk a goat, pet a rabbit, learn origami, play with Legos, eat too many curly fries, etc.?

Awards:

For many 4Hers the Fair is about awards. Awards are given for displays, projects, open divisions, etc. Did you as an individual or a club, win any awards at the Fair?

Thoughts and feelings:

What did you think about your fair experience as a whole? And how did the fair make you feel? Thrilled? Happy? Exhausted? Frustrated? Proud? Wet?



Theatre Club Member and Officer Responsibilities

Clover Ensemble Requirements for Active Members

These are standards which are in line with other 4H clubs. As an active member you will be eligible to actively perform at the fair, be a herdsman, apply for county awards and scholarships, and participate in state and national 4H activities.

- Attend 70% of Club meetings and activities
- Complete a Theatre Arts Record Book
- Do a county presentation if you have been a member of Clover Ensemble for more than 2 years (i.e. this is their 3rd year in our club)
- Pay \$5.00 annual dues OR sell at least 5 wreaths
- Sell at least one Ad for the Fair Program Book OR contribute \$10.00 for a large club ad.

Clover Ensemble Officers: Elected (candidates must be prepared to speak at elections)

- *President*: will run meetings, contribute to meeting agenda and session content.
- *Vice President*: will run meetings when Prez is not present. Serves as treasure
- *Secretary*: will keep notes of each meetings. Writes and read correspondence
- *Pledge Boy/Girl*: will lead the Prep and Clover Ensembles in the pledge each week in a different style
- *Historian*: will keep a scrap book of Clover Ensemble

Clover Ensemble Officers: Appointed (candidates must express interest to club leaders)

- *Assistant Director*: will assist in the directing of performances and be a member of the Directing Crew
- *Musical Director*: will select, choreograph and rehearse musical numbers as a part of the Directing Crew
- *Director of Shakespeare*: will select a Shakespeare for film for the club to watch, and will select Shakespearean pieces to be read and/or be performed
- *Health Officer*: will attend meetings with Theresa Hanntz and brings healthy habits to our meetings.

The Clover Ensemble Officers for the year _____ are...

President: _____

Vice President: _____

Secretary: _____

Pledge Boy/Girl: _____

Historian: _____

Artistic Directors: _____

Assistant Director: _____

Musical Director: _____

Director of Shakespeare: _____

Health Officer: _____



Theatre, theater,

as defined by the Merriam-Webster Dictionary:

noun the·ater \ 'thē-ə-tər \

- 1:** a building in which plays, motion pictures, or shows are presented
- 2:** the art or profession of producing plays
- 3:** plays or the performance of plays
- 4:** a place or area where some important action is carried on <an operating *theater* >

Ensemble

noun en·sem·ble \än-'säm-bəl, äⁿ- \

as defined by the Merriam-Webster Dictionary:

:a group of people or things that make up a complete unit (such as a musical group, a group of actors or dancers or a set of clothes)

*YOU are part of a theatre ensemble.
Without YOU it is not complete.*

Put a photo of YOU in The Clover Ensemble here:



Goals

One way we show that we are an ensemble is by performing and volunteering together. To that end, think about your goals for the year.

What are your goals this year for *yourself and your club*?

Goals for myself: *(i.e. design a set, sing a Song, direct a scene)*

What I need to do to accomplish this goal
(i.e. join a crew, pick a song and practice)

Goals for my club *(i.e. to perform a musical, Do more community service)*

What I need to do to help my club accomplish this goal *(i.e. suggest good ideas, volunteer)*

Signatures for goal setting:

I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

(Member signature) _____ **(Date)** _____

I will support my son's/daughter's goals for the upcoming 4-H year:

(Parent signature) _____ **(Date)** _____

I will help support this member's goals for the upcoming 4-H year:

(4-H Leader signature) _____ **(Date)** _____

Theatre Arts Crews

Putting on a show is an amazing experience to participate in! During the year you will do varied activities to complete the work of your crew. This Record Book serve as an active workbook for you and will help to keep you organized. In it you will write notes, draw pictures, take photos, collect samples and ideas and collect finished work. Creativity is rarely a neat and tidy process. Go ahead and scribble and scrawl, design and redesign, write and rewrite. But in the end, you will put together a book that shows the process of being in a theatre company.

Early in the 4H year you will decide on which crew you would like to be part of. Here is a guide.

Directing Crew: (see Appendix D)

- Responsible for bringing together all the elements of the show to be performed at the fair including acting, blocking, writing, choreography, song, sets, costumes, props, music, and sound.
- Must strive to work well with actors and crew
- Will develop a clear vision of the tone and interpretation of the show
- Will block each scene and help the actors understand their characters.
- Musical Director will choreograph all musical numbers with assistance of other members of the Directing Crew
- Will keep track of the overall budget for the show with the assistance of members of other crews and the club Vice President/treasurer
- Will individually direct any shorter performances during the year if they choose
- Will be advised by club leaders and guest artists.

Costume Crew: (see Appendix C)

- Responsible for designing the costumes of the shows to be performed in accordance with the director's vision
- Will create a costume ensemble for each character
- Will make drawings for each characters costume
- Will complete Costume Worksheets for the specific costume pieces needed for each character.
- Will help to obtain costume pieces
- Will keep track of where each costume piece was from borrowed and see that they are returned after the run of the show
- Will budget for costumes pieces to be bought
- Will organize the costumes during rehearsals and performances, assuring that costumes are hung up and ready at call time *and put away* after each performance
- Will see that all actors are costumed by curtain time
- Will be advised by club leaders and guest artists

Production Crew: (see Appendix B)

- Responsible for the design and creation of the set and the gathering and creation of props for the shows in accordance with the directors vision
- Will create drawings of the set and scenery for each scene

- Will build or repair and/or paint any flats or major set pieces as needed
- Will organize and assist in the attaining of any furniture or larger set pieces
- Will budget for Props and Set supplies to be bought
- Will see that all props and set pieces are in place and ready at curtain time *and put away* afterwards.
- *Stage Manager* will help the entire cast and crew to ensure a smooth running show.
- *Stage Manager* will keep track of set furniture and pieces, where they were borrowed from and see that they are returned at the end of production.
- *Props Master* and Set Designers will work together in Set Decorating
- *Props Master* will use worksheets to organize all Props needed for the actors and set decorating
- *Props Master* will keep track of from where each Prop was borrowed and see that they are returned after the run
- *Props Master* Will gather all props and set pieces and keep them organized before, during and after all performances.
- *Props Master* will be part of the Stage crew
- Will either learn to be a sound tech or work with assigned sound tech at performances
- Will be advised by club leaders and guest artists

PR Crew: (see Appendix E)

- Responsible for the publicity of The Clover Ensemble all year and for the shows
- Will write about the club activities and performances for club notes in the Clover Tales bi-monthly 4H newsletter
- Will design, create, copy and distribute color posters and fliers for the show
- Will design and create an ad for the Fair Ad book, lead club in buying an ad of an appropriate prize and submit this ad appropriately with the help of the club vice president/ treasurer.
- Will design and create a program of the show to be handed out to audience members at the show
- Will lead the club in the design and creation of displays for both the 4H Center Display Case and the Arts and Science Tent
- Will work with leaders and members to publicize the club and show using social media
- Will be advised by club leaders and guest artists

Crew Choice

I am on the _____ Crew.

The other members of my crew are:

I chose this crew because:

Being part of an Ensemble

There is nothing like putting on a show! As part of an ensemble you will work with the entire club to create different kinds of performances. You will have guest artists come to do workshops with you. There are many artistic and practical skills which you will actively learn. And of course, every theatre person's education includes some Shakespeare.

What do you enjoy about putting on a show?

What characters are you playing this year?

What acting game do you like best? Describe it.

What Guest Artists came to work with you? What did you learn from them?

What Shakespeare piece did you read?

What Shakespeare film or play did you watch?



Budget

Putting on any performance costs money . As a crew you will work with the rest of the ensemble to find ways of covering these costs. Some items can be donated or borrowed. However, you may choose to personally spend money during the year to support your club, do an activity, or on a costume piece, craft supply, show ticket or Yearbook Ad.. Keep a record of those expenses here:

Item:

Cost:

Total personal money spent during the year on your 4H Project: _____



4H County Presentations

Public speaking is an important experience that will be of great use to you in the your future. 4H encourages you to learn and to practice public speaking through County Presentations.

Topic of my County Presentation: _____ Date: _____

Type of Presentation:

_____ Performance _____ Illustrated Talk _____ Demonstration _____ Formal Speech

Presentation Partner (if any) _____

Score/Ribbon received: _____

Did you get invited to States? _____ Yes _____ No

Summary of your presentation (*i.e. I played a piece on the violin and spoke about the composer. Or I made Mango Smoothies and described the health benefits of my recipe*)

How do you feel about the experience?

What will you do differently next time?

Include your Judging sheets and any notes you made for yourself in this Record Book.

Awards

What awards did you and/or your club receive this year? Write it down here. Include the award or a photo in this Record Book.



Looking Back

Look back at the goals you set for last fall for yourself and your club. Which ones did you accomplish?

Goal for the year:	How I accomplished it:

As an active member, you could not fail to learn a great deal this year. What are the three most important things you learned this year from being a member of this 4H Theatre Arts Club?

What I learned:
1.
2.
3.

Other Clubs

Are you a member of one or more other 4H Clubs? Include them here.

Club Name	Project

My 4H Story:

You have experienced a lot during your year in 4H! Here is your chance to sum it all up. Include your feelings, your wishes, your regrets, and why this year was unique! You may write it out here or type it up and attach it.

Goals for Next Year

You are about to put on a performance for which you have worked all year. But you may also be thinking about how next year will be different. Write down three things you would like to accomplish next year (i.e. work on a specific show, be on a different crew, be a Herdsman or a 4H Camp counselor)

<i>Goal:</i>	<i>What I need to do to accomplish the goal.</i>
1.	
2.	
3.	

The 4H Pledge

I pledge:

- My *HEAD* to clearer thinking,
- My *HEART* to greater loyalty,
- My *HANDS* to larger service and
- My *HEALTH* to better living,
- for My club, My community,
- My country and My world.



Appendix A: Actor

Actor's Character Development Worksheet

This worksheet will help you to realize who your character is. Understanding the background of your character will help you to act your part better through your lines, blocking and movement. The directors of the play may have a different idea of how your character should be portrayed. Together you will come up with an appropriate approach to your character that works for you, the other actors and the director's vision of the play.

Name of Actor _____ **Name of Character** _____

From now, on the pronoun you refers to your character.

How old are you?

Where do you live?

What kind of home is it (house, apartment, estate, cave, etc). Describe it.

Who do you live with?

How do you feel about your family?

If you are an adult what is/was your profession?

If you are a child, what type of school do you attend?

Do you like school and learning? What is your favorite subject?

What is your favorite thing to do in your spare time?

What is your favorite food? Why?

What is your favorite story, book, movie, television show or website? Why?

What are your best personality traits?

What are your worst personality traits?

What is the most important thing in the world to you?

In this play, what do you want most? Why?

What will you have to do to get what you want?

Use the space below to write more about your character OR paste or draw a photo of you in character.



Appendix B: Production Crew Production Crew Design Worksheet

This worksheet will help you to form a vision for the production design of your show. Great set pieces and decorations help the audience and actors to understand and become drawn into the setting. You will work with other members of your crew, the directors of the show and the your club leaders to come up with both a design concept and approach that works for your production.

Name of Show: _____

Dates of Show: _____

What is the target audience for the show?

Summarize the plot of the show in one sentence.

Where does the plot of the show take place?

What is the time period that the show takes place?

Consult with other crews to decide the color palate of the show. Bright colors, pastels, neutrals, warm colors, etc? What did you decide?

Where will you perform the show? What is the size of the performance space? Are there any special factors to consider (noise, weather, backstage area, etc)

Are there existing set pieces and backdrops that you will need or want to work with? Describe them.

What is your budget for set and props? You will need to think carefully about how to produce the show within that budget.

How many different settings will you need?

Start designing and making your set and props! Keep your sketches in this Record Book.

Create a presentation for the rest of your club. What did the club think of your ideas? Will you be making any changes?

Set Construction and Painting Worksheet

Name of Show: _____
Dates of Show: _____

Supply	Who owns it	Received	Returned

Include a drawing or photo of your beautiful set:

Prop and Set Decorating Worksheet

Name of Show _____

Dates of Show _____

Prop	Who it belongs to	Received	Returned

Stage Manager's Worksheet

As the Stage Manager you are essential to the running of the rehearsals and the performance. You bridge the gaps between the stage crew, the directors and the actors. Therefore, being familiar with all the Appendixes in this Record Book is important.

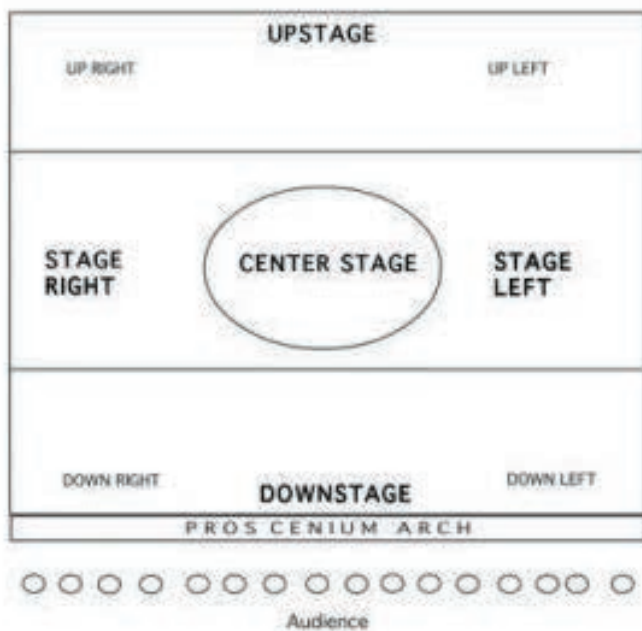
Be organized!

- Keep a note book that contains the script and any worksheets you personally are using
- Keep a Stage Manager Box with any little thing you might need: safety pins, duct tape, batteries, tools, pens, clothes pins etc. As you become experienced as a Stage Manager, you will learn what you need.
- You need to have eyes in back of your head. Actors will stray off before their cues, costume pieces will be lost, the director will misplace their script (again), sets will fall down. All of this will need your help! And that's what is so fun about it!
- Keep calm: while the actors are nervous, the stage crew are fumbling, and the director is about to lose their cool you will be the calming presence in the storm! Everything will turn out well because YOU have it all under control.

Read and understand *Appendix D: Directing Crew, Part IV The Rehearsal Process*.

Set Changes:

- Make diagrams of set changes.
- Decide who is bringing what where.
- This diagram of the stage will help you. Make copies if needed.



Include all your notes in your Record Book for presentation! Add photos of rehearsals and performances so you remember how hard you worked and how amazing it all turned out!

Appendix C: Costume Crew

Costume Crew Design Worksheet

This worksheet will help you to form a vision for the costume design of your show. Costumes help the actors get into character and help the audience understand who that character is. You will work with other members of your crew, the directors of the show and the your club leaders to come up with both a design concept and approach that works for your production.

Name of Show: _____

Dates of Show: _____

What is the target audience for the show?

Summarize the plot of the show in one sentence.

What is the time period that the show takes place?

What is your costume budget? You will need to think carefully about how to costume the show within that budget.

Consult with other crews to decide the color palate of the show. Bright colors, pastels, neutrals, warm colors, etc.? What did you decide?

Envision your characters and the actors who portray them. Write down adjectives to describe them.

Decide what colors and styles the characters would wear that fit in with the overall concept of the show. You might decide on a specific look for certain groups of characters who are connected.

Put all of this information into the sketches you make for each character. Discuss these sketches with the other members of your crew. Keep your sketches and photos in this Record Book.

Create a presentation for the rest of your club. What did the club think of your ideas? Will you be making any changes?

Start making and gathering costumes! Make copies of the *Individual Character Costume Worksheet* below and use one for each character. Keep them in a note book or this Record Book.

Individual Character Costume Sheet

Name of Show: _____

Dates of Show: _____

Character: _____

Actor: _____

Piece	Who owns it	Received	Returned

Notes:

Drawing or photo of costume:

Appendix D: Directing Crew

Directing a show is a big job! This worksheet will help you to develop a vision of the show that is original, consistent and realistic to the group you are working with and the venue in which it will be performed. If you are working with other directors, you can fill it out individually OR as a group. If you do it as a group, be sure to make copies of this worksheet for you to refer to in your own Record Book.

What is the title of your show?

What are the dates and times of the performances?

PART I Know your script.

Is this a drama, comedy, play or musical?

Are you using a published script or an original adaptation? If it is original, who is the play write?

What is the central conflict of the story?

How does the conflict get resolved?

Is there a moral to the story? If so, what is it? How do you feel about it?

Who is the show's main protagonist? Why should the audience route for them?

Who or what is the show's main antagonist?

What is the spine of the show? Put into one sentence what this show is about. Remember this sentence every time you begin a rehearsal. (If it helps, write it on top of your script, in the front of your Director's notebook, folder or clip board).

As a director, what attracts you to this particular show?

Be sure to include a copy of the script in this Record Book, preferably the one you actively use during rehearsal (even if it has lots of notes or scribbled on it!)

PART II Know your audience.

What is the target audience for this show?

Describe the expected audience (it may differ from the *target* audience. You will need to focus on the *target*, while being aware of the *expected*)

How do you want the audience to feel when the show is over?

Part III Know your actors.

How would you describe this group of actors? (Be specific. Use the age range, genders, personalities, talents and specific adjectives to describe how this group is unique)

What are the strengths of this group?

What are the challenges of this group?

What experience and strengths will *you* bring to the directing of this show? (*If you are filling this out as group, write down each of your strengths*)

PART IV: Know your performance space.

Describe the performance venue. (*Indoors or outdoors? Is there a stage? What are the dimensions? Is there a curtain or backstage area?*)

Where will the audience sit in relation to the stage? (*In front only? Partly or all the way around the stage?. This will be a factor in your blocking*)

What are the strengths of the space?

What are the challenges of the space?

PART V: Other factors

What era have you chosen to set this show in? (*You can set any show in any era. Be sure to share this with your crews. This will be reflected in not only your directing, but the costumes, sets and even the publicity.*)

If the play is a musical, how will the musical numbers serve the show? (*Do the songs tell about the characters? Move the plot forward? Or do they serve simply as a fun break in the action?*)

If you are the Musical Director/Choreographer keep track of you work using the Musical Directors Worksheet.

Do you know who is on your various crews for costumes, PR, and production (sets, props, stage, sound and lighting)? (*You will need to keep in touch with them as you will have input into their approach and their work*)

PART VI: The Rehearsal Process

No show has *ever* had enough time to rehearse and produce. It is the nature of live theatre that it is never really finished until the last bow. But that is what is so wonderful about it all. With that in mind, this section will help you to make the best of the time that you do have.

You, your fellow directors and your 4H Leaders will decide what to work on during each rehearsal. Typically, rehearsals progress as follows:

- Auditions (if you choose to have them) See *Audition Score Sheet*
- First read through
- Blocking (where the actors stand and move on the stage)
- Rehearsing individual scenes and musical numbers
- Run thru of the entire show
 - Line Thru of the entire show (just the lines, no action, no emotion)
- Dress/tech rehearsal
- Performance

Auditions:

- You may choose to cast your show without an audition, having the actors and directors choosing their parts themselves.
- Auditioning is a good experience to have, especially if your members are involved in productions outside 4H.
- Be sure to give the actors a short scene and/or lyrics in time for them to prepare for the audition.
- Allow each of your actors audition privately, if possible.

- Directors and leaders should make notes on Audition Sheet.
- Discuss the casting. Prepare for different opinions! Be flexible.

First Read Through

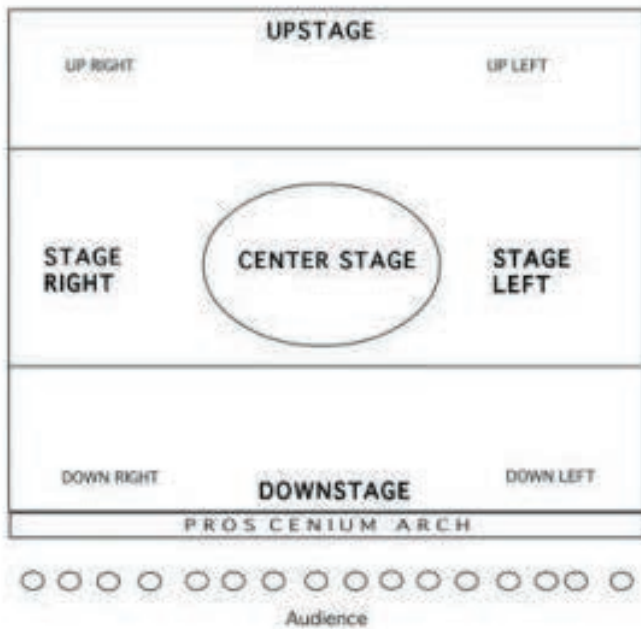
- This is very exciting! Simply sit the actors down and read through the entire script
- Discuss it afterwards and get blocking!

A good rehearsal is all in the planning!

- Keep yourself organized with a folder or notebook. Directors make lots of notes!
- Before each rehearsal decide what you scenes you need to work on and exactly what you want to accomplish: blocking, acting, musical numbers etc.
- Imagine the scene: decide who will stand/sit where, where do they exit and enter. Imagine it. Make diagrams, notes or draw picture. In rehearsal, you may have to rework these ideas, but at least you will have a place to start.
- Ask your Stage Manager to have set pieces and props ready.
- Be prepared to be flexible. Your ideas may be great, but other idea may be better. Scenes may take longer to block than you thought, and actors may be absent. Do your best to stay positive and work through the triumphs and problems.

Blocking

- Blocking is, simply, where the actors are on stage.
- Blocking can be the slowest part of the rehearsal process. However, working it out early is necessary for a good performance.
- Good blocking uses the entire stage area during a scene and has actors at different levels (i.e. sitting, standing, kneeling, etc).
- Use the proper stage directions. See chart below



Acting:

- Once the show is blocked, you can concentrate on acting and character development.

- Know what you want out of the scene: the relationships between the characters and the plot development.
- Trust your actors. They will come to know their characters well. To help them to do that....
- See *Actors Worksheet, Appendix A*.

Musical Numbers:

- These can be simple or elaborate. Don't take on anything more than you can handle.
- Make sure your actors know their lyrics and their choreography.
- Work with the Stage Manager if you have a sound system. Be sure your actors know how to work with a microphone and that your sound tech knows their cues.

Lines:

- You will need to decide when you want the actors to be "Off Book", otherwise known as having their lines memorized.
- With lines memorized actors can concentrate on the emotions and movement of the scenes.
- A Line Thru is when the cast sits down together and quickly goes through the lines of the script without emotion. It is very helpful as you get close to your performance.

Tech:

- Chances are your tech crews are working just as hard as your actors (and maybe even *are* your actors). During the rehearsal process you will have to communicate with your crews to make sure their work is consistent with your vision.
- A Tech Thru is when the stage, light and sound crew go through the entire show without any actors. It is very important to a well-run show. Arrange this with your Stage Manager.

Dress Rehearsal (Also known as Tech Rehearsal)

- This is an exciting and frustrating experience as it is the first time all the elements of your show come together.
- Yes it is true that a "bad dress rehearsal means a good performance". But it is also true that a good rehearsal means a good performance. Go for the latter, but do not despair if it is the former!
- Your job during Dress Rehearsal is to get everyone together and ready and started. Then you let it just let it happen. Sit in the audience and take notes. Only interrupt if it is absolutely necessary.
- It will be the Stage Manager's job to keep the show going at this point.
- When the show has been fully rehearsed, sit down with the cast and crew and give your notes.

Performance:

- The moment you have been waiting for! Amidst all that must get done, stay in charge, stay calm. Trust your actors and your crew. Give a nice pep talk and remind everyone to enjoy themselves!
- If you will be having more than one performance, take notes and give them afterwards as necessary.

Include all your notes in your Record Book for presentation! Add photos of rehearsals and performances so you remember how hard you worked and how amazing it all turned out!

Audition Score Sheet

Use one grid for each actor

Name/Part	Notes	Score 1-5
Preparation		
Acting		
Singing		
Stage Presence		

Name/Part	Notes	Score 1-5
Preparation		
Acting		
Singing		
Stage Presence		

Musical Directors Worksheet

Name of Show: _____

Dates of Show: _____

Think carefully about the following questions. Discuss what is practical in terms of the time and cast that you have. What songs be in your show? Who will sing them? Will there be choreography? Will there be live or recorded accompaniment? What do you want to be your show-stopper? Use the grid below to help you keep track of your decisions. *Include any additional notes, music, and video links in this Record Book.*

Song	Singer/s	Choreography	Accompaniment (If recorded, include track #)

Appendix E: PR Crew

This worksheet will help you come up with ideas to promote your club and your show. This is very important as actors need someone to perform for! You want to create excitement and “buzz” about your show. You will work with each other as well as the directors of the show and your club leaders to come up with a design concept and approach that works with your production.

Name of Show: _____

Dates of Show: _____

What is the target audience for the show?

What kind of audience will it realistically be?

Summarize the plot of the show in one sentence.

What images come to mind when you think of the show?

Consult with other crews to decide the color plate of the show. Bright colors, pastels, earth tones, neutrals, etc..

Think of all the different ways you could possibly promote the show. Include printed media, social media, displays, live events or special tickets.

Design posters and fliers for the show. This will include artwork, the show title, who is presenting it (i.e, you club) the dates, times and location.

Create a program for the show: This needs to include artwork, the show title, your club name, the dates and times of the show, the cast of characters with the first names of the actors, the crew positions and their first names, you leaders and anyone whom who might want to give “special thanks” to (including sponsors, donors, families)

Do some sketches that could be used for posters, fliers and the program. Discuss these sketches together. Keep these sketches as well as copies of your final work in this Record Book.

Create a presentation for the rest of your club. What did the club think of your ideas? Will you be making any changes?

Use The Publicity Worksheet to keep track of your work.

Close to the performance, assign someone to be The House Manager (see House Manager Guide)

Publicity Worksheet

Name of Show: _____

Dates of Show: _____

Type of PR:	Location:	Date completed:

House Manager's Guide

A House Manager's Job is to take care of the house and the audience. You are the audience's first encounter with a member of the cast or crew. Be friendly. Be approachable. Be available to answer questions about our clubs and 4H in general. Be aware if someone in the audience OR your crew needs assistance.

45 Minutes before Performance:

- Put on a Club T-shirt
- If using Take out packet of Special Promos and put them in random places in the following tents: Food, Prep, Arts, Info

30 Minutes before Performance

- Clean up your House seating
 - Pick up and throw away garbage
 - Put random chairs in back in place

20 Minutes before Performance

- Go to the Info Tent and nicely ask the adult there if they will make an announcement that "The Wizard of Oz" will be performed by the Clover Ensemble in the Prep Tent at 5:00 (or 7:00, if it's Friday evening)

15 minutes before Performance

- Hand out programs to audience members
 - No need to give them to little (non-reading) kids
- Greet your audience. Tell them to enjoy the show.
- Be available to answer any questions about your theatre club. If they are still interested encourage them to fill out a Green Card (available in any 4H Tent)

When the Performance starts

- If you are doing a special promo, have ready the bag of special treats and hold it up when it is mentioned

During Performance

- If a new person arrives, you may give them a program (but you don't have to).
- Keep an eye on the performers and if an audience member is in their way, you may need to nicely ask them to move, or gently take a little one's hand so that they do not run over by actors
- Watch Stage Crew and Directors. Assist them if needed.

After the Performance:

- Have ready Special Promo, if using
 - Assist actors as needed to give them out
 - Assist audience in taking their photos with the cast if needed
- Be available to answer questions about 4H and our clubs
- Clean up the house.
- Assist crew in putting away the sound system and set
- Return your club T-shirt to Costume Rack