

C3 PROGRAMS

OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES

C3 Program Committee Chair

Pre-Festival:

1. At org meeting, collect everything for program (ads from registrar; host school info and map; cover design(s); program info and participating schools; names of coaches for participating schools (see membership chair); committee chair names (from div VPs)
2. Create program
 - a. Format program information
 - b. Double check that no room numbers have been used more than once per round (Note: It is helpful to have a tally listing schools in each room for round 1 and a separate tally sorted by round 2 room assignments; bring this to festival in case someone registered for the wrong event or is being added at the last minute for some reason. • It is also useful to include with the round 2 tally a breakdown of how many in each room are from the same round 1 room.)
 - c. Include an ad for each school (scan in ads sent to registration; re-use ads from previous years; create ads if necessary; ads being emailed should arrive by org meeting day)
 - d. Update page 1 information, DTASC officers, Participating Schools and Coaches, Committees, Acknowledgments (host school, cover design, printer, etc.)
 - e. Scan cover and do any necessary work on it to make it print well
 - f. Include school map with school address and locations of Registration Table, Judges, Tabs, Rules, Share Sheet Sorting, T-Shirt Sales, First Aid (EMTs), EAA, etc.
3. Print program
 - a. Get a list of how many programs each school is to get (registrar can supply)
 - b. Add sufficient programs for judges, room chairs, Tabs and sales
 - c. Get sufficient copies printed (as inexpensively as possible)
4. Bundle programs for distribution
 - a. Make a label for each school (name of school, number of programs)
 - b. Bundle the number of programs designated for each school with the label visible
 - c. Verify that there is a program bundle for each school registered
 - d. If possible, organize the programs alphabetically by school
5. Create a web version of the program and send it to the DTASC web master for posting (should be online by the Monday before the festival at the absolute latest)

Festival day:

1. Deliver programs to registration table around 7 am
2. Help organize programs for easy distribution
3. Give the list of how many programs for each school to someone at the registration table, in case any coach feels they're entitled to more

Post-Festival:

1. None (unless an advertiser needs a tear sheet sent)

C3 PROGRAMS

At the organizational meeting or before, collect the following:

- Map of host school
- Ads from all the schools entering
- **Computer lists of all entries in each event**
- List of coaches and schools
- List of committee chairs
- List of officers
- List of acknowledgments for the host school
- Program cover design
- Name and school of program cover designer
- A print-out of the school information generated in the computer for each division
- For Shakespeare festival, summaries of plays; name & school of student submitting

After the organizational meeting, prepare the program:

- Program cover design is the front cover.
- Map of host school is the back cover or perhaps the inside back cover.
- Create a title page that includes DTASC, identifies the festival, and has the name, address and phone number of the host school.
- Probably on the title page, list all the events by number and name.
- Probably on the title page, put the time schedule for the day, with locations for assemblies and room chair morning meeting.
- Probably on the title page, put the list of important locations (judges, lunches, etc.). If this does not go on the title page, it must go somewhere easily found, such as inside the front or back cover or on the last page of the program.
- Put the events in order in the program, clearly labeled by event number and name, with all the entries listed by section.
- Somewhere in the program, include the lists of coaches and schools, officers, committee chairs, and host school acknowledgments.
- In the acknowledgments section, include the **name and school** of the program designer.
- Acknowledge the printer somewhere if they're giving a good discount for printing the program. (And give them a copy of the finished program, showing them their name.)
- Include all the ads wherever they fit. Put in extra pages for ads if necessary.
- Keep the number of inside pages divisible by 4. The map and front cover do not have to be included in the total, as it is not necessary to print on the inside front and inside back covers.
- For Shakespeare festival, include a summary of each featured play, preferably student written, with student's name & school. (If from the internet, include the url.)
- Check with the host school to see if there have been room changes, and make corrections to the program.
- Make a list of rooms being used for each event, based on program information, and send that to the host school (as a double check) and to the chairs of the judges and room chairs committees so they can make assignments ahead of time.
- Select a color for the cover and if necessary purchase cover stock to deliver to the printer. Keep the paper warm and dry.

continued

PROGRAMS, CONTINUED

Determine the number of programs needed:

- **From the DTASC web site registration section, get the Festival Info data. It will show the number of programs each school has paid for.**
- Judges need 125–150 programs (1 per judge)
- Room chairs need 125–150 programs (1 per room chair is best; 1 per room will work)
- Tabs needs at least 3 programs for each division.
- Some extras will be needed at the registration table, usually for host school personnel who should have a copy.
- Other extras can be sold at the festival for \$1 each. This money goes to scholarships.

After the program has been finalized:

- Get the program printed. The program committee chair can choose a convenient printer.
- Try to get programs printed at a reasonable price. Many places will give educational discounts. Some mention of the printer should go into the program if they are giving a good discount.
- Find out how the printer prefers to be paid (cash, check, credit card) and whether the money is needed up front or on delivery, and make arrangements with the treasurer.
- Make a label for each school, showing school name and number of programs.
- Count the printed programs into bundles with the appropriate label.
- If you can alphabetize the bundles by school name before taking them to festival, that is helpful for registration. However, it is not a requirement.
- Prepare a list of schools and school codes. It is helpful to have two lists on the same page: one alphabetical by code; one alphabetical by school.
- Make 10 copies of the school codes page for festival use.
- **Make a pdf of the program booklet that will print easily on 8.5x11" paper and have the web master post it on the DTASC web site. Should be online by the Monday before the festival, at the latest.**

On Festival Day:

- Bring 10 copies of school codes with you to festival. Registration table needs at least one copy for Parent Passes. Give the rest to the chairs of Registration, Rules, Tabs and Share Sheets, and to the President and Divisional VPs. Any extras can be left with Rules or Tabs.
- Get the programs to the festival EARLY and deliver them to the Registration table. Programs should be there and organized by 7:15 am
- If necessary, submit the bill for printing to the DTASC treasurer and get reimbursed.

PROGRAM COVER DESIGN

Before the organizational meeting, the host school and any other school interested should prepare some designs to consider for the cover. **The cover is printed in BLACK ink on colored paper.**

Pencil drawings and pencil smudge grays are NOT acceptable because it is hard to get a good copy of them to print.

Hand drawn designs must be in **dark black ink on plain white paper.**

Computer-generated designs must be printed **clearly and cleanly in black ink on white paper.**

Good photocopies are acceptable. Scans are acceptable – saved as .jpg, .png, or .pdf

Designs need to be as clean as possible (mistakes erased completely or whited out).

The cover must include the following:

- DTASC
- The name of the festival
- The year
- Artwork related to the festival events or to drama on stage in general
- On the back, but not so dark as to show through the front, the name and school of the designer.

Examples:

DTASC
Fall Festival
Year

modern actors in modern setting

DTASC

Shakespeare Festival

Year

portrait of Shakespeare

or Elizabethan/medieval-looking actors

Designs are to be brought to the organizational meeting, either by the coach or the registrar. **Or they may be emailed to llanning@pacbell.net well in advance of the org meeting.**

At the meeting, a number of coaches will look at the designs and select which one to use for each of the programs needed. Additional outstanding designs can be used on a title page or elsewhere in the program.

Covers submitted for consideration become the property of DTASC and will not be returned. Covers not used will be destroyed.

PROGRAM SIZE – VERY IMPORTANT

SIZE: 5 1/2" wide, 8 1/2" tall (Letter half, vertical)

Fold a sheet of 8 1/2x11" paper in half, and turn it so the paper is "tall."

That's the size we need.

If you look at the ad page in your packet,
the full page ad is the right size for the cover.

NO BLEED! Design CANNOT go all the way to the edge of the paper.

Leave at least 1/4" margin on all sides.

SHAKESPEARE PLAY SUMMARIES

ADDITIONAL STUDENT OPPORTUNITIES

Students from each school may submit summaries of the festival's two featured plays.

- The summaries should be **no longer than one page** and should cover the **entire play**, listing all the **main character, plots and sub-plots**.
- The summary should give the students attending the festival **an accurate and understandable kid friendly guide to the plays**.
- The summaries should be **well written, typed** or hand-written in black ink, one side to a page, and show evidence of having been **proofed** (i.e. please check your students' papers for spelling and punctuation before submission!)
- Please check for **plagiarism**. Many students simply search the internet for a summary, copy it and turn it in. We want student-written (or at least student-adapted) summaries.
- **Student's name and school** must be on each entry.
- You may **mail** these summaries with your registration or **bring** the summaries to the organizational (typing) meeting. Teachers at the meeting will select the winners.
- Winning summaries will be printed in the festival program. Their writers will receive certificates at the festival's awards assembly.