



Handbook 2013-2014

January 6, 2014

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Important Note

For Veterans

Not a lot has changed! If you look closely at the Org Charts on pages 17-19 you'll notice that most of the tasks are the same old tasks that you've already been doing for years! It's just that they are all written down and now you know who to talk to if you have a question about your job. Also, this will serve as a checklist for all of us to make sure everything that needs to be is being done! A couple of the tasks are optional, but a few of them were things we were working without but really needed to add to our list. So, don't panic. SMASH is still SMASH! We're just tightening things up so that everyone knows what needs to be done, who's doing it!

For Newbies

Please note that this handbook is a brand new idea that is fluid and changing. The goal is to have it contain every procedural help to all those who wish to participate, but don't know how! Families often bring their students to auditions, want to know what is next, but don't know where help is needed. They don't know how things have always been done, they don't know if that means they have to always be done that way, and they wonder if new ideas are welcome!! We want your questions and comments, and your ideas! Sometimes we can tell you that your ideas have already been tried, and why they didn't work out. Sometimes you will bring us ideas that make us say, "Why didn't I think of that?" So, take a look, and if there are unanswered questions, please ask them. If they are common questions, we will answer you and we'll come up with a way to address it in this handbook for future families.

You may have gone paperless in your lives. In that case, simply save this file to your computer and replace it with revisions as they are emailed to you. However, if you like having paper around, print this off and put it in a small three ring binder. As new pages are created, we'll email those pages out so you can insert them into the right place.

—The SMASH Board of Directors

Welcome to SMASH!

What does SMASH stand for?

The Southern Maine Association of Shakespearean Homeschoolers

Purpose Statement

To help students grow intellectually, socially and spiritually while learning about William Shakespeare from a Christian perspective, and to show God's love and grace through their production of his plays.

What is the purpose of SMASH?

The mission for SMASH is to show God's love and grace through the performance of plays by William Shakespeare. Pastor Sam has often said that he would stop doing SMASH if the purpose of sharing the Gospel through SMASH proved ineffective. Involvement in SMASH has helped many homeschooled students grow intellectually, socially and spiritually while learning about Shakespeare from a Christian perspective. Some have taken an English literature course credit for full participation in the academic and theatrical parts.

Who can join?

Christian (the denomination is irrelevant as long as you are a Bible believing Christian) homeschoolers are welcome to take part in SMASH. Teenagers generally receive the larger parts, but younger children often join and have a wonderful time; everyone receives stage time, no matter the age, if it is their wish. The pre-production teaching lectures are appropriate for teens, but may not be age-appropriate for younger children. If your young child will be involved, we ask that you provide supervision for them during rehearsals rather than dropping them off; their teen sibling actors will not be able to watch them at that time because of their commitment to the rehearsal. We ask that those who wish to join be respectful and loving towards all of the other cast members, parents, and Pastor Sam himself.

Where does it take place?

Auditions and Rehearsals take place either at the Sam and Lynn Richard's home or at his church, East Winthrop Baptist. The shows have been performed in many different places over the years. The most recent location has been Cumston Hall in Monmouth. Usually crunch week takes place where the play is going to be performed.

What does it cost to join SMASH?

There is no fee for joining SMASH, however, we expect every family to help collect at least two sponsors (or \$50 worth) for our printed show program. If that sponsorship is not fulfilled, then we ask that the balance of that amount in a cash payment. There are also many expenses which come along with being a member of SMASH. TIME is the biggest requirement. As shown even in the loose schedule written on the next page, SMASH is a very intense family/student run endeavor. Cast members pay for their own food, personal script, makeup, sometimes elements of their own costume, and they work out their own transportation. They and their families are also asked to help with the administration of the production. The next section spells out the multitude of tasks that must be done in order to make it happen! Without all of the parents doing their part, our plays would not happen!

What does a typical SMASH schedule look like?

SMASH usually officially begins in the fall and finishes up in March. As soon as you hear the announcement of the upcoming play title, do some studying. The script that is always used is the Folgers paperback version of the play. Sometime around audition time, someone will ask the Barnes and Noble Book Store in Augusta to order a couple dozen copies or so. If going there for your book is not convenient, it is available to order online.

In November, auditions and casting take place, followed by a weekly group read-through of the play.

In December, all members of the cast will work on memorizing their lines with no group meetings. The deadline for having all lines memorized is January 1st.

In January, SMASH meets twice a week for rehearsals which last anywhere from two to four hours. It is crucial to the productivity of the rehearsals for all members to have the lines memorized. Sometimes rehearsals are planned according to acts, so depending on what acts they are in, sometimes actors are not required to attend

In February, we begin to meet three times a week for rehearsals.

In late February, SMASH enters “Crunch week”, which is exactly what it sounds like. SMASH uses the week before the performance to eat, sleep and breathe Shakespeare up to eight hours in a day so as to make the play a great one. Finally, we’re ready, and SMASH

performs. Historically performances were 3 or 4 times in one week. In 2012 a second week was added, for a total of 6 performances. Sometimes those plays are done by two casts, or understudies.

In March, the plays go on stage!

Do I have to pay for tickets to the show?

We ask that every family plan to pay for tickets to the show. The board is considering free family pass policies.

About the Director

Samuel Richards has been in pastoral ministry since 1976. Following graduation from Mansfield College, Oxford, he served three years at East Sumner Congregational Church, then three years at The United Church of Warner. In 1989, after a six-year hiatus from ministry, he became the senior pastor at East Winthrop Baptist Church. He co-founded and co-hosted Faith Matters In Maine, and served as President of the Christian Education League of Maine. He is currently the President of the Greater Augusta Pastors' Society, an association of evangelical churches, which cooperate in jail ministry, worship and accountability for ministers. He also teaches Shakespeare to homeschoolers. He and his wife, Lynne, were married in 1975 and have six children.

Need more information?

If have questions about how the casting works, what exactly SMASH expects of its members, religious affiliation, the level of commitment, or if you think you are up for the challenge and joy of joining SMASH, please call the director, Pastor Sam Richards at 207-395-4251

Getting It All Done

It takes a lot of work to put a production on stage!! Several tasks are done by the actors themselves. Much is also done by family members, and veterans of SMASH who no longer have kids involved! We encourage participants to use or stretch their skills in a particular area by taking on one of the Management or Director tasks. However, there are many times where an adult is needed to help mentor the student in their chosen task. In the case of some of the listed tasks, an adult is needed to take it on. In many cases, multiple tasks are handled by one person or set of people; it all depends on the year.

What follows is pages of descriptions of jobs. First you will see the org chart that we brainstormed. The first one is the full chart. The next two are both sides split apart and enlarged. It is subject to change should we determine it is necessary, but it is a framework that will help us this year as we tighten up our process of getting everything done. After that you will see the breakdown of jobs, which follow the flow of the Org chart. A person can take on one or many of the tasks. We know that everyone's lives are busy, but together it gets done, and has since 1988 when it all started!

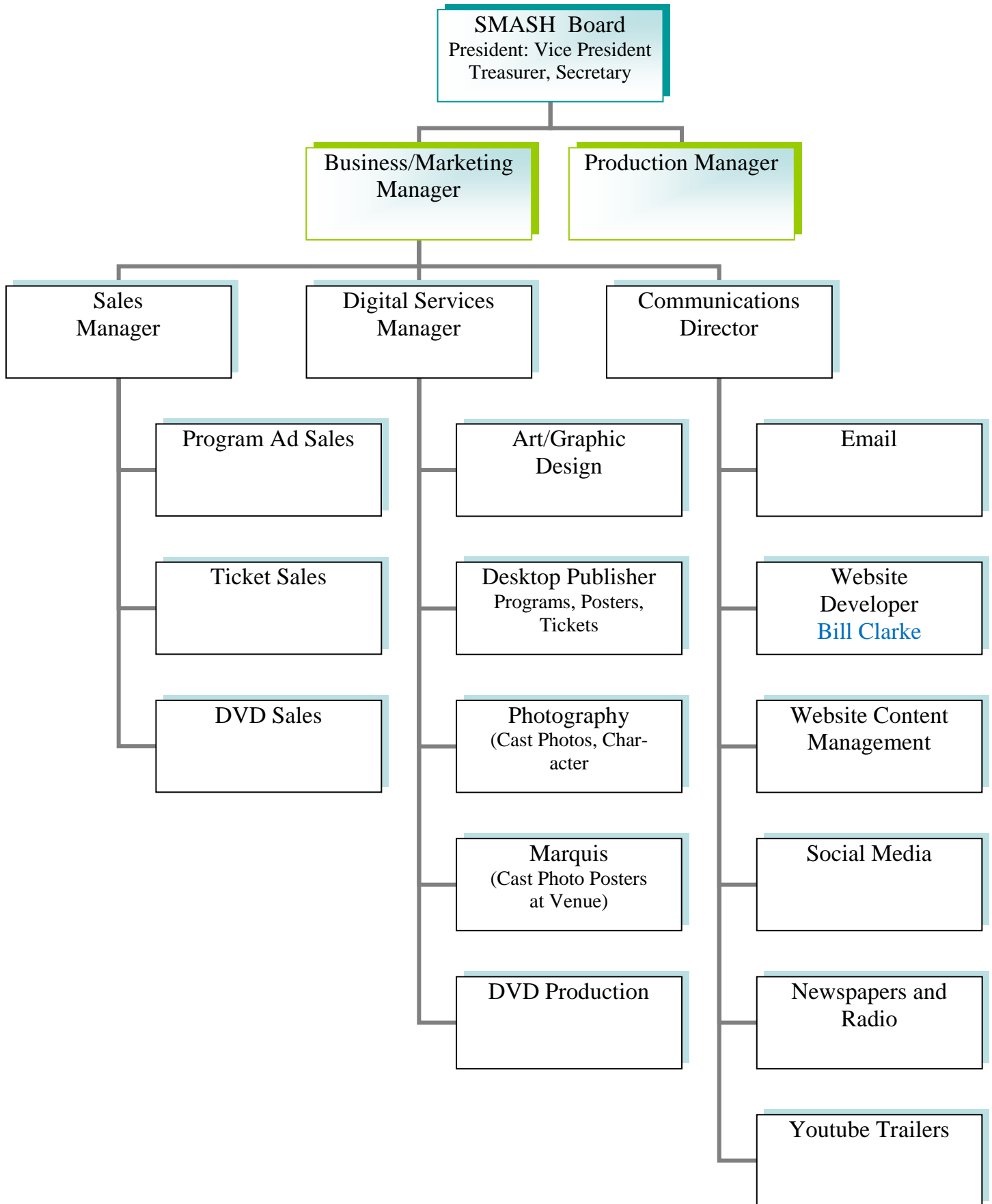
So take a look at the list. It is long, but that's because it spells out most every little task! We are confident you will find something that suits you the student and your family. Talk to the Production Manager of the show you wish to get involved with and they will direct you to who you need to see to get started!

If you are involved in an area that involves purchases, confirm your shopping with the Production Manager or the person in charge of marketing first. Then be sure to get your receipts in to the Treasurer for reimbursement by the day of the Dress Rehearsal.

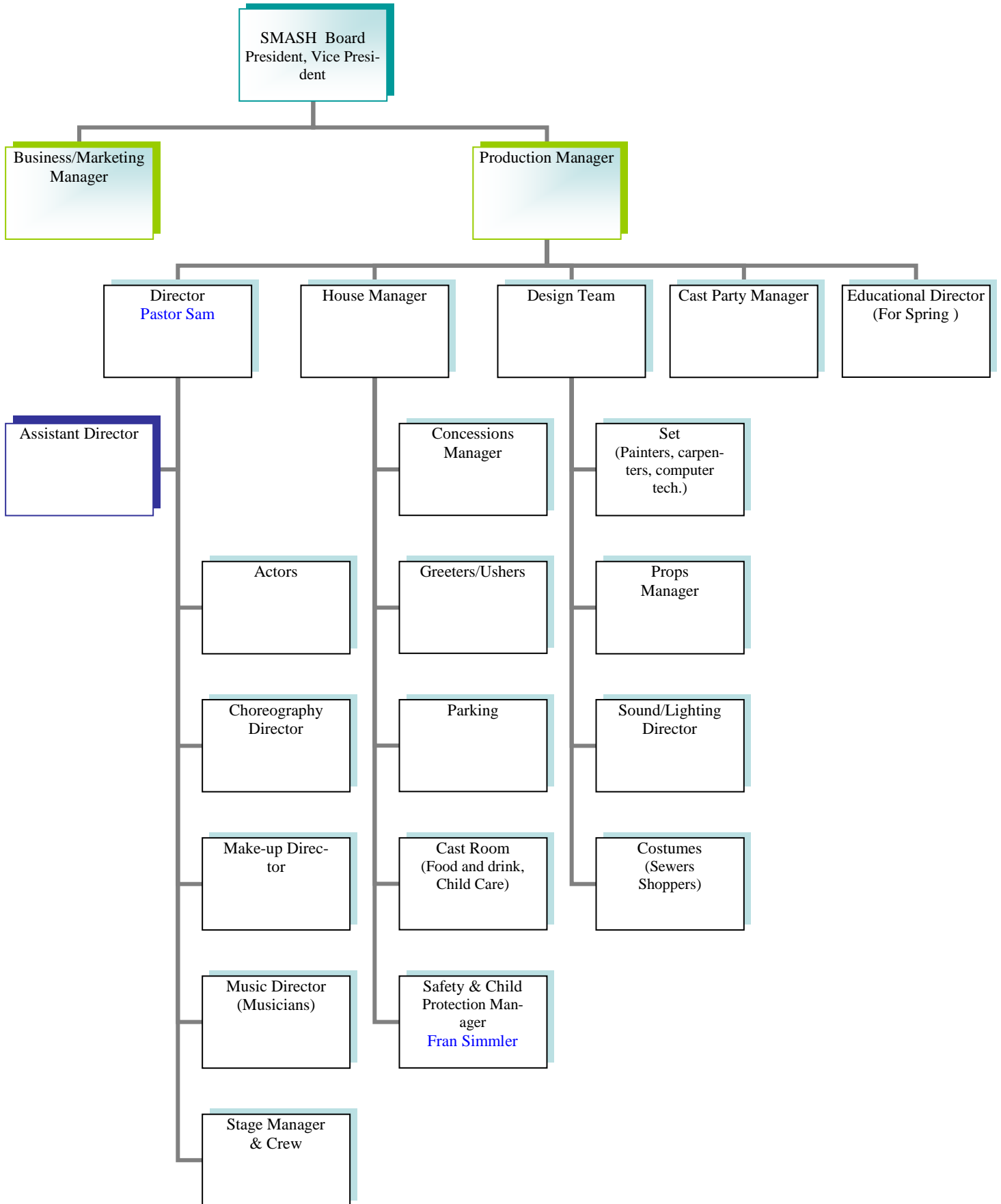
Tasks and Responsibilities Organizational Chart



Business Organizational Chart



Creative Organizational Chart



Tasks and Responsibilities

Marketing Manager

This person oversees all aspects of the business side of the production. The Sales Manager, Digital Services Manager, and Communications Director report to this person.

Sales Manager

Sell tickets. Oversee ticket sales, program sponsor ads, and DVD sales.

Sponsor Ad Sales Manager Promote to, and collect sponsor ads and payments from, families and businesses. \$25 per business card size. Ask for their business card and it will be scanned in for the ad. If they are related or good friends with a cast member, they might want an additional adjoining business card space, another \$25, to write a personal note of encouragement to the actor or actors that they know. There is a form for tracking this information on Page 25.

--Arrange to go out with groups of students to help obtain sponsorships. Make it into an event with pizza afterward or some such thing. SMASHers love any opportunity to gather and work together! There is a form for students on page 29.

--Provide the ads to the person creating the Show Program.

Ticket Sales This is new to SMASH. We have always taken reservations instead, but we have decided to switch to this. So, new procedures and plans will need to be set in place. Discuss this with the Marketing Manager who will get direction from the board.

DVD Sales This job may or may not take off. Create a DVD of the play. Take orders and money before the play ends. Collect shipping fees and send the completed disc when it is completed. Creating an order form would be best so that all needed information is collected.

Digital Services Manager

Tasks to Delegate: Art and Graphic design, photography, Marquis (cast photo posters) and possible DVD production.

-Actor photos: Will they be taken? They were skipped in 2013. Posters displaying the photos were created in the past and hung in the entrance or in the concession area.

--Character photos: done as a service to the actors for 2012, 2013 since we had a photographer on hand who happened to offer it.

--Still photos during the play

--Recording, and creating into DVD offered for sale. Again, this was done recently because we've had someone equipped and willing to do it. This won't always be available.

Art and Graphic Design Consult with the production manager and director to get a feel for what art they would like to represent their play. Design some samples and ask for approval. Share the final form with the Marketing Manager for final approval. This will be shared out to all who need it for their tasks.

Desktop Publishing Make the art match the vision of the director. Make it consistent through all printables.

- Design and print posters/program/invite cards. This should be started soon after casting; and when dates/times/location is set
- Print and distribute Invite cards (business card: 250 ct.) to cast members to promote the show.
- New: Design and print tickets in a numeric and/or color scheme. Discuss with board.
- Print and distribute one per family 8.5 x 11 posters to cast members to promote. Posters don't seem super effective, so more energy will be put into other methods of promotions.
- Programs include: Name of show, dates, times, directors, name of troupe, cast names, managers names, special thanks, sponsorship ads, (business card size spaces) note for patrons to RECYLCE programs after show. Print 250 ct. programs (color cover – b/w inside; double sided) Ask for samples of old programs for ideas. Ask where printing has been done in the past because a special arrangement might be in place.
- Count programs after half the shows are done to be sure there are enough; if there aren't, get more for the second week.

Photography Arrange for cast photos, character photos and still shot. For Character photos, work with the production manager to set up times during dress rehearsal and production nights. Set up a place that the cast members go to on appt. **Get a complete list of cast and/or characters and check them off as you complete them.**

DVD Production Do this if you have a videographer. It is not a mandatory need.

Communications Director

Manage email, website, social media, newspapers, radio, and youtube. Delegate as many of these individual tasks as possible. Hold onto email, though.

Email Manage an email list and keep everyone up to date on news about shows.

Website Developer This person will create and/or maintain the back end of the site.

Website Content Manager This person will update all content.

Social Media Manager This person will help monitor the SMASH facebook Group, set up and maintain a facebook page and possibly a Twitter account.

Newspapers and Radio This person will communicate with these medium to set up interviews for stories for promotion.

Youtube Trailers Someday we'd like to see trailer advertising our shows. Arrange for video during practices and interviews with cast and crew. Create short stories about the production. Run them by the Communications Director. Create a Youtube channel for SMASH.

Production Manager

Coordinates all tasks handled by the director, house manager, design team, and cast party manager. of one specific show. They also take care of the director Gift and arranging for Flowers for Thanks: These flowers generally are purchased for every female student in the production. Don't rely on the program as a definitive list. Sometimes people are added at the last minute, after the program is printed! The Tree is a case in point from 2013! Ask the Production Manager for an updated list.

Director Works with creative directors and managers. Determines play and scheme.

Assistant Director Works with Director

Actors Study the story, prepare to play the role of a man if a girl; there are few female roles in Shakespeare, although the director often has license to change some non-lead characters to females characters. Prepare for long days during crunch week. Plan on missing a couple weeks of productive school work time. Just write those weeks right off the homeschool calendar when you are planning your year. Plan to supply work or extra curricular schedules to the Production Manager.

Choreography Director Must be able to hear the director's ideas and see them on stage. Have some skills in dance and/or blocking.

Makeup & Hair Director Should know how to, or learn how to, apply theater makeup for effective character development. Cast members buy their own foundation that is one shade darker than a perfect match to their skin. Recruit and train your volunteers for show week. A guide for doing Hair for the stage is on Page 23

Music Director Talk with the Director about which selections he would like set to music. Coordinate the music and musicians and organize practices.

Stage Manager Tasks: stage changes throughout each play, tear-down on Saturday after that last show, Prompters, Cue Scenes. All crew members wear black during shows. Get to know Mr. Rob in lighting and sound because you two will be best buds via headphones and mics!

House Manager

Tasks: Concessions, Greeters, Parking, Cast Room, Create directional signs

Concessions Manager Each family donates snacks, baked goods, popcorn, raw veggies. Two parents per show run concessions during intermission. They set up before show and cleanup after intermission. For more information see page 24.

Greeters and Ushers This group mans the entrances and exits to hand out programs, provide directions and information, aid in accessible options, and help in the event of emergency evacuation. Get maps from the Safety Manager. Inspect bathrooms for tidiness and safety.

Parking Crew 2 parking attendants per show – one hour before show time. They must be 18 and have drivers license.

Cast Room Manager Be the Mom/Dad of the cast. Watch for signs of dehydration or tired, maybe they haven't eaten. They enjoy being around each other, sometimes to the detriment of eating, drinking and resting. Help them out with that. Sometimes you have to pull out the Mom/Dad card and make them pay attention to their own health!

- If possible, have younger children come one hour later than the rest if they are not in the first scene, and do not have a lot of makeup/costume prep.
- Have on hand labels and pens or markers to label things that come in unlabeled.
- Possibly create a crate/cube stacked system somewhere in the room for each actor to store their things. The Cumston Caucus room is a tight space and could use some serious thinking about organization.
- Recruit 2 Parents per show for child care supervision during performances. Their duties would include:
 - Be prepared to keep children occupied and to help them with their costumes.
 - LABEL ALL water bottles and dishes/bags etc. during crunch week! Don't count on the actors to do this. Track the personal belongings to the actor and mark them yourself.
 - Try to keep floor space as clear as possible and help actors store their personal belongings neatly and out of the way. Might need to consult with the Costume crew when attempting to put things where they belong.

Safety and Child Protection Manager This person ensures that all building and parking lot safety precautions are in place, and also develops and instructs on child protection precautions.

Design Team Manager

This person helps the set, props, sound & lighting, and costumers work together to formulate a unified scheme for the appearance of the total scheme onstage.

Set Director Meet with the Director to discuss his vision and any thoughts he has for engineering his ideas. Often he won't have the engineering or exact plan in place, but simply a feel for what he wants. From there it's your job to help find the right way to make it happen. Work with the Lighting director and the costume manager to make sure it all fits.

Props Manager Raid costume room first. Ask cast members next. When that is exhausted, make or find. Label any props you lend for performances. Inventory, maintain and store all props at the end of each show.

Sound and Lighting Director Mr Rob and his wife Allison have been helping SMASH with lights and sound for years. His best fans are SMASH alumni! Often he needs assistants, especially if Allison isn't available for one reason or another.

Costumes Manager Design plot, Get cast measurements, List needs according to character and sizes, Shop first in the costume room, Collect accessories, Collect patterns/notions/fabrics, Sew, Prepare show week emergency kit: safety pins, rope, ribbon, elastic, duck tape, electrical tape, velcro, needles, thread, (black and white), markers, elastics. Use your imagination!

Cast Party Coordinator

Usually this event is held at the Richards house in their great room. Don't assume, ask them if it will work again this year. You'll need to think about food set-up, tables, chairs, an activity, set up helpers and clean-up helpers. Often this is where funny awards are given out by some. Check with the production manager to see if there is anything they want done at the cast party.

Educational Director

This is a new task. Create educational outlines which would aid in documenting the SMASH experience. Creation of gradable task logs, and worksheets for elementary age, etc are a welcome part of this idea. Use your imagination and create this from scratch!

S.M.A.S.H. Theatre Group

Bylaws

Adopted July 26, 1013

Article 1: Name

The name of the group is "Southern Maine Association of Shakespearean Homeschoolers" or S.M.A.S.H.

Article II: Purpose

Notwithstanding any other provision of these articles, SMASH is organized exclusively for the following purposes: literary, theatrical, and educational, as specified under section 501(c) (3) of the Internal Revenue Code. As part of the Youth Ministry activities of the East Winthrop Baptist Church (EWBC), E. Winthrop, Maine 04364, SMASH shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under said code. Its' primary purpose is to study and perform Shakespeare as well as other educational activities as defined in our mission statement.

Article III: Fairness

It is recognized that no set of Bylaws can cover all issues or circumstances. Should an issue arise that is not addressed in these Bylaws, or other established polices of SMASH, the issue will be decided upon on the basis of fairness, impartiality and respect for all parties concerned.

Article IV: Participation

Participation in SMASH is open to all interested persons who share the organization's mission and families who are actively involved in Home Schooling in the State of Maine, regardless of Sex, Age, Race, Color, Creed, Handicap Status or National Origin. Participation may include, but is not limited to the following activities: acting, directing, producing, managing, advertising, designing and the like.

Article V: Board of Directors

The Board of Directors shall consist of a minimum of 5 members and a maximum of 15 members at any given time, to include: President, Vice President, Treasurer, and Secretary. A quorum, to include 3 officers, is required for voting purposes. Terms will be for 1 year and board members may serve multiple consecutive terms. The members of the Board will provide support, assistance, and guidance to all SMASH activities. Any participant age 16 or older is eligible to serve on the Board of Directors. Serving on the board is a volunteer position. Annually, participants will be encouraged to consider serving on the board. Names of interested parties will be submitted to the board for consideration. This does not preclude a board member from serving in another capacity which may or may not receive compensation.

The President will preside over all SMASH meetings; prepare the agenda; and set the meeting dates as needed to deal with the business of SMASH.

The Vice President will fulfill the duties of the President in his/her absence and be responsible for recruiting new board members to fill vacancies as they arise.

The Treasurer will maintain the financial records of the organization and give a report to the board at least semi-annually. Duties will include maintaining bank accounts, making deposits, writing checks, paying bills in a timely manner, keeping accurate records and reconciling monthly statements. Any extraordinary unbudgeted expenses over \$250 will require prior approval by the Board of Directors. Ordinary expenses will be part of an annual budget approved by the board.

The Secretary will be responsible to keep and make available minutes of all meetings as well as communicating with the board as directed by the President.

Article VI: Production Functions

Business/Marketing Manager: Selected by the Board of Directors, this position will be responsible for all business and marketing functions of SMASH, with a goal of advancing the visibility of the organization. Duties will include publicity, advertising, fundraising, media management, recruitment, product and ticket sales, venue liaison and other related efforts as needs arise.

Production Manager: Selected by the Board of Directors, a Production Manager will be chosen for each production. This individual will coordinate and supervise all aspects of producing the play, by working with the Director, House Manager and various Design team members.

Director: Selected by the Board of Directors, a Director will be chosen for each production. This individual will be responsible for the artistic interpretation of the production. He/she will work with the actors, choreographer, makeup crew, musicians and stage management in consultation with the production manager. The Director may appoint individuals to oversee and coordinate the various functions of producing the play.

These three positions will work together to form the management team for SMASH. They will be ex-officio members of the board with full voting rights, excluding matters of compensation involving any of them.

Article VII: Meetings

The Board of Directors shall meet as needed to conduct the regular business of SMASH. Notification of the date, time and location along with an agenda will be sent at least 14 days prior to the meeting. The President may call a meeting to deal with any emergency business requiring a decision of the board including, but not limited to: consideration of a new undertaking; a resignation of a key individual; a serious complaint brought forth by a participant; or a financial crisis. The President or his/her designee will contact the board expeditiously to act upon the business at hand - the standard 14-day advance notice will be waived. Meeting may be via conference call, phone poll or other means necessary to deal with the business at hand.

Article VIII: Election of Officers

Prior to June 1st of each year, a slate of officers to include a President, Vice President, Treasurer, and Secretary will be decided upon by a majority vote of the current Board members. Terms will run from June 1st to May 31st. Officers may be elected to serve consecutive terms. Vacancies of officers will be filled by a majority vote of the board.

Article IX: Discipline

It is expected that all board member/officers will attend regular meetings and carry out the duties of the position and act with fairness as outlined in Article III. If a board member is not able to attend meetings regularly or otherwise fulfill their duties, they should resign. Should a board member fail to attend 3 consecutive non-emergency meetings, act in a manner that is contrary to the organizations' mission or bring harm to the organization or any of its' participants, his/her seat on the board will be declared vacant and the President will fill the seat with another participant.

Article X: Amendments

Any amendments to these bylaws will be considered with 14 days advance notice at any regular meeting of the board. The current language along with the proposed change should be included with the agenda for consideration. The change must be approved by a majority of the board members present.

Past Plays

The Southern Maine Association of Shakespearean Homeschoolers has been performing the works of William Shakespeare in the original for over 20 years.

Recent plays performed by SMASH are:

Little Women (2013)

As You Like It (2013)

Toad of Toad Hall (2012 Fall)

Much Ado About Nothing (2012 Spring)

A Midsummer Night's Dream (2011)

The Tempest (2010)

Love's Labour's Lost (2009)

Twelfth Night (2008)

Romeo and Juliet (2007)

The Merchant of Venice (2006)

(No Play 2005)

As You Like It (2004) ??

Toad of Toad Hall (2003, Spring)

Comedy of Errors (2003, Fall)

The Tempest (2002)

Midsummer Night's Dream (2001)

Reader's Theatre Selections from Various Shakespeare Plays (2000)

Glossary of Tasks and Responsibilities

Actors

Actors are cast after auditions and must memorize lines, and study the story and his/her character.

Art and Graphic Design

Consult with Creative director and Business Marketing manager in creation of logos and art for programs, tickets, and posters.

Assistant Director

Fills in for and assists the director as needed.

Business/Marketing Manager

This person coordinates all the technical, administrative and money related details of a particular show, or both shows if more than one is in process.

Cast Party Manager

This person takes charge of planning the cast party. Date, venue, food, announcement, activities involved, theme if desired. Present a budget to the Production Manager for approval.

Cast Room Manager

Tasks to Delegate: Keep tidy, child care, care of cast and crew (food, drink, etc.)

Choreography Director

Prepare dance or sword routines as needed by the director.

Communications Director

Ensures that all SMASH in general information is disseminated in a timely and accurate manner. Oversees Email, website, social media, newspaper and radio, and Youtube.

Concessions Manager

Takes care of all things related to snack sales during intermissions.

Costumes Director

Work with director and decide on costuming scheme. Recruit help for sewing, and collecting accessories like shoes and hats, etc.

Design Team Manager

This person helps the set, props, sound & lighting, and costumers work together to formulate a unified scheme for the appearance of the total scheme onstage.

Desktop Publishing

Creates programs, tickets, and posters.

Director

This is the creative master mind for the production. He/she comes up with the play and the script and decides on how it will look and makes it happen. He directs the other creative managers or choreography, make-up, Music and stage.

Digital Services Manager

Tasks to Delegate: Art/Graphic Design, Photography, (Cast and Character photos, and still shots during the production), Marquis (Cast Photo posters for walls at venue)

DVD Production

Take live video of the production on a couple nights and create a video of it. Partner with the DVD Sales person to sell it to cast and family members.

DVD Sales

Arrange for DVDs of past productions to be sold at the current productions.

Educational Director

This is a new task. Create educational outlines which would aid in documenting the SMASH experience. Creation of gradable task logs, and worksheets for elementary age, etc are a welcome part of this idea.

Email

Takes on the responsibility of emailing the master SMASH community list with updates and news about upcoming shows.

Greeters/Ushers Team

This group mans the entrances and exits to hand out programs, provide directions and information, aid in accessible options, and help in the event of emergency evacuation.

House Manager

This person oversees all things that go on behind the scenes at the venue during show week. Concessions, Greeters/Ushers, Parking, Cast Room, Safety & Child Protection.

Make-up and Hair Director

Instruct the cast as to what make-up to bring, researches and presents a purchase list to the Production Manager, and arranges to have enough make-up and hair assistants for dress rehearsal and all performances.

Marquis Creator

Create display posters that showcase the actors and their roles. Find a place to post them at the venue and make it happen.

Music Director

Works closely with director to find or create music, musicians, and instruments as needed, and works with the Sound crew if amplification is needed.

Newspaper and Radio

This person will communicate with the local newspapers and radio stations to set up interviews and or editorials, etc for the purpose of promoting and telling the story of SMASH.

Parking Attendants

These people arrive early and decide on the best parking scheme and direct drivers.

Photography Director

Arranges for Cast photos, Character photos, and still shots at the production.

Production Manager

Delegates Creative tasks for one specific show and communicates with all Task volunteers. This person also communicates with the Business Manager.

Program Ad Sales Manager

Promote and collect sales of ads.

Props Manager

Studies the story and makes a list of potential props. Consults with director and cast for prop ideas and needs. Shops, requests, secures and maintains all props. Work with stage manager for staging props.

Safety and Child Protection Manager

This person ensures that all building and parking lot safety precautions are in place, and also develops and instructs on child protection precautions.

Sales Manager

Oversees Program Ad Sales, Ticket Sales, and DVD Sales if we have DVDs.

Set Director

Set design, set creation and set-up. Find painters, carpenters, and computer techs if needed.

Social Media Manager

This person helps monitor the facebook Group, will create and maintain a facebook Page and maybe a Twitter account.

Sound and Lighting Director

Works with director to create the correct lighting and sound.

Stage Manager

Tasks to Delegate: stage changes throughout each play, tear-down at end of show.

Ticket Sales Manager

Oversee sales of tickets in advance and at the door. Assign staff for the door as needed.

Website Content Manager

This person keeps the information on the website up to date and accurate. Consults with the Website developer concerning new ideas and maintenance.

Website Developer

This person creates and/or maintains the backend structure of the SMASH website.

YouTube Trailers

This person will pull together stills or live video to create promotional shorts, and create and maintain a YouTube Channel for SMASH.

Hair

"I did a lot of the hair this year and last year for SMASH. So, here's my "manual" for being the SMASH hairstylist."-Colleen Clarke

1. Find out who needs their hair done or help with their hair.
2. Find out what gender their character is. What characteristics/personality does that character have? Are they rich or poor? Base their hairdo off of what you learn about their character.
3. Find out what their costume will look like and if they have a hat or hairpiece that you need to incorporate into the hairstyle.
4. Consider asking what Pastor Sam or any other director thinks should be done for their hair.
5. Be sure to have figured out each person's hair before opening night.
6. For the people in the first scene, time yourself on how long it takes you to do their hair so you'll know how much time to set aside for them.
7. Ask each person if they have to do any blocking that might cause their hairstyle to fall out. If so, after you do their hair, ask them to do said activity and if their hair falls out; figure out how to make it stay or choose a new hairstyle.
8. Have each person shake their head and ask them if their hairstyle feels secure.
9. Get a list of each person's hair you need to do in order of appearance. That way, the people who need to go on stage first, are ready first.
10. Use plenty of hair spray and bobby pins.
11. Keep your hair styling tools out through out the play just in case some one needs a touch up.
12. Have fun!

Concessions

You will want to get volunteers to take shifts manning the concession table. There are six shows, so if you assign two people per show, four of you could switch off to cover all six shows. You set up before the show, and cleanup after intermission. While at Cumston Hall we do the Friday and Saturday concessions in a room in the basement, and the Thursday night concession in a small portion of the Cast room because the basement room is not available. You will also want to solicit food to be donated by the families. It is best to tell them how you would like it packaged so that it will fit your pricing scheme. Ladies who have done this in the past are Jodie LaChance and Tami Chick.

Food

In 2013 we used:

4.5 gallons of lemonade made from frozen concentrate (9 cans).

10 bags of popcorn per show.

Brownies were a huge hit.

Peanut butter cookies – especially gluten free – were good

Oatmeal and chocolate chip were popular

Raw veggies very popular on the Saturday shows

Water

Sponsor Ad Sales Manager:

Date _____

Business/ Company	Address	Phone #	#Ad Spaces	Total Due	Amount Pd	Balance Due	Pd in Full
Point of Contact		Email	Notes				

Business/ Company	Address	Phone #	#Ad Spaces	Total Due	Amount Pd	Balance Due	Pd in Full
Point of Contact		Email	Notes				

Business/ Company	Address	Phone #	#Ad Spaces	Total Due	Amount Pd	Balance Due	Pd in Full
Point of Contact		Email	Notes				

Business/ Company	Address	Phone #	#Ad Spaces	Total Due	Amount Pd	Balance Due	Pd in Full
Point of Contact		Email	Notes				

Business/ Company	Address	Phone #	#Ad Spaces	Total Due	Amount Pd	Balance Due	Pd in Full
Point of Contact		Email	Notes				

Business/ Company	Address	Phone #	#Ad Spaces	Total Due	Amount Pd	Balance Due	Pd in Full
Point of Contact		Email	Notes				



Reimbursement Form

Date _____
 Requester _____ Phone # _____
 Address _____

	Date	Item	Vendor	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Total Requested

Approved By _____

Check # _____

Amount \$ _____

Date _____

Paid by _____

SMASH Registration Form

Family Name: _____

Mom: _____, Dad: _____

Phone: (home): _____

Mom cell: _____ Dad cell: _____

Mom E-mail: _____ Dad E-mail: _____

Mailing Address: _____

Student Name: _____ Age: _____ Grade: _____

Student cell: _____ Student E-mail: _____

Skills: ___ Singing ___ Dance ___ Acting ___ Photography ___ Computer Graphics ___ Videography
___ Drawing ___ Painting ___ Fencing ___ Sewing ___ Lights and Sound Systems ___ Web Design

Other Extra Curricular: ___ Fall or winter sports , ___ Co-op , ___ Private Lessons, ___ Job

Student Name: _____ Age: _____ Grade: _____

Student cell: _____ Student E-mail: _____

Skills: ___ Singing ___ Dance ___ Acting ___ Photography ___ Computer Graphics ___ Videography
___ Drawing ___ Painting ___ Fencing ___ Sewing ___ Lights and Sound Systems ___ Web Design

Other Extra Curricular: ___ Fall or winter sports , ___ Co-op , ___ Private Lessons, ___ Job

Student Name: _____ Age: _____ Grade: _____

Student cell: _____ Student E-mail: _____

Skills: ___ Singing ___ Dance ___ Acting ___ Photography ___ Computer Graphics ___ Videography
___ Drawing ___ Painting ___ Fencing ___ Sewing ___ Lights and Sound Systems ___ Web Design

Other Extra Curricular: ___ Fall or winter sports , ___ Co-op , ___ Private Lessons, ___ Job

Student Name: _____ Age: _____ Grade: _____

Student cell: _____ Student E-mail: _____

Skills: ___ Singing ___ Dance ___ Acting ___ Photography ___ Computer Graphics ___ Videography
___ Drawing ___ Painting ___ Fencing ___ Sewing ___ Lights and Sound Systems ___ Web Design

Other Extra Curricular: ___ Fall or winter sports , ___ Co-op , ___ Private Lessons, ___ Job

Student Name: _____ Age: _____ Grade: _____

Student cell: _____ Student E-mail: _____

Skills: ___ Singing ___ Dance ___ Acting ___ Photography ___ Computer Graphics ___ Videography
___ Drawing ___ Painting ___ Fencing ___ Sewing ___ Lights and Sound Systems ___ Web Design

Other Extra Curricular: ___ Fall or winter sports , ___ Co-op , ___ Private Lessons, ___ Job

—Attach any sports, job, co-op or lessons schedules so that consideration can be given when scheduling classes and rehearsals. —For additional students attach a second sheet.

SMASH Student/Character Profile

Student Name: _____ Age: _____

Contact Email address: _____

Contact Phone Number: _____

Character Name(s): _____

Measurements:

Shirt size: _____ Pants size: _____ Shoe Size: _____

Hair Color: _____ Hair Length: _____

Height: _____ Weight: _____ Waist: _____ Shoulder to Wrist: _____

Waist to Floor: _____ Shoulder to Shoulder across the back: _____ Head: _____

Girls, High Waist to floor: _____

Costume
Manager:
Attach
Student
Mug Shot

Costume Manager Use:

Scenes in: _____

Costume Changes: _____



Sponsor Ad From

Volunteer Name _____ **Date** _____

Sponsor _____

Point of Contact _____

Phone # _____ Email Address _____

Mailing Address _____

Make Checks Payable to: East Winthrop Baptist Church

of Ad Spaces _____

Total Due

--

Business Card? _____

Amount Paid

--

Alternate Art? _____

Balance Due

--

Notes

Paid in Full

--



Sponsor Ad From

Volunteer Name _____ **Date** _____

Sponsor _____

Point of Contact _____

Phone # _____ Email Address _____

Mailing Address _____

Make Checks Payable to: East Winthrop Baptist Church

of Ad Spaces _____

Total Due

--

Business Card? _____

Amount Paid

--

Alternate Art? _____

Balance Due

--

Notes

Paid in Full

--

Each family should print this page and gather at least two sponsors for the show program. They can be business or personal supporters. Each ad space is \$25. Turn the ads in to the Sponsor Ad Sales Manager by the deadline.

Participation Checklist

____ Fill out Registration, and Profile forms: bring them to a class, scan them in and email them, or ask for an address that they can be mailed to. These forms need to be in before the Christmas break. (pp.27, 28)

____ Read through the job descriptions and list a few that someone in your family might do.

____ Begin looking for sponsors for our show program (p.29)
List people and or businesses you can ask here:

____ Become familiar with the SMASH web page, maineshakespeare.com

____ Mark your calendars with upcoming SMASH dates

____ List any questions you might have
