

**ASSOCIATE DIRECTOR
for
WORKSHOPS**

CHRONOLOGY

JANUARY

- Attend Festival Follow-up Meeting (usually last Sunday of January)

FEBRUARY

- Prepare a letter soliciting workshop leaders for spring mailing.
- By February 15th send letter and forms for spring mailing and annual budget request to ISU or U of I contact.
- Review online workshop application form.

MARCH

- Attend Spring Meeting of Planning Committee.

APRIL

- Solicit Workshops

MAY

- Solicit Workshops

JUNE

- By June 1, send following to ISU or U of I contact: program copy for fall mailing and application forms for fall mailing
- Attend two-day Summer Meeting of Planning Committee. While at meeting visit all rooms potentially to be used as workshop spaces for Festival. Develop a list of available rooms noting windows, electrical outlets, floor surface, blackboards, desks, pianos, and ability to darken the room. (It is helpful if a picture is taken of each room that can be used.)
- Confer with University contact to determine versions of programs to be used when entering workshop copy.

JULY - AUGUST

- Solicit Workshops

SEPTEMBER

- Attend Fall Meeting of Planning Committee.
- Attend ITA Convention. Solicit workshop leaders.
- Solicit workshops by sending a letter to past workshop leaders.*
- Confirm applications that are received from workshop leaders.*
- Write descriptions of workshops as applications are received.*
- Decide which workshop genres need extra recruiting.
*On-going activity through Thanksgiving Meeting.

OCTOBER

- Workshop application deadline date.
- Rewrite workshop descriptions as they are submitted.

NOVEMBER

- Prior to Thanksgiving- create spreadsheet, organize workshops by genre.
- Call workshop leaders to confirm receipt of application and explain procedures.
- Meet with Conferences Representative on Friday, the day before the Thanksgiving meeting. At this special meeting, rough out the assignment of rooms and times of all workshops. Load this schedule into the computer.
- Attend 2 day Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving). On Saturday morning of this meeting coordinate the schedule with student reps and monitor concerns. After plays have been selected, check schedule for conflicts of workshop leaders with auditions, workshops, full-length and showcases.
- Following the Thanksgiving meeting, be sure that a letter of confirmation is sent to all workshop leaders giving them the date, time and location of their workshops. Remind leaders to pick up packet at registration desk.

DECEMBER

- Deal with problems that come up with workshop leaders, such as time changes, conflicts, etc.

JANUARY

- Prepare and place thank you notes to all workshop leaders in goodie bags.
- Festival Week Responsibilities:
 - Attend Pre-Festival Planning Committee Meeting (Wed. eve.)
 - Prepare update page for registration packets (Wed. eve.)
 - Prepare and set-up for Festival (Thursday morning/afternoon). Make sure packets and goodie bags are prepared and ready for distribution to workshop leaders. Prepare goody bags with exhibits associate directors.
 - Greet and assist with registration (Thursday 3-8 pm)
 - Attend Opening Festival Performance(s) (Thursday evening). One workshop director stays out of the performance to deal with late arriving people.
 - One workshop director must be on duty at headquarters at all times that the registration desk is open Thursday through Saturday. Keep a list of no-shows.
 - Attend Final All-State Performance (Saturday afternoon)
 - Check in with every workshop leader during the weekend.
- After Festival write exit report and prepare 30 copies for January meeting.
- Attend and present exit report at Festival Follow-up Meeting (usually last Sunday of January).

(last updated June 2009)