

**ASSOCIATE DIRECTORS
for
PLAY EVALUATION AND SELECTION**

CHRONOLOGY

JANUARY

- Attend Festival Follow-up Meeting (usually last Sunday of January).
- Assist in selecting deadline dates that are needed in spring mailing.
- Begin to update respondent list.
- Investigate commissioning shows. These need to be suggested when the budget goes in at the February meeting.
- Update gmail account password (playselection@gmail.com password: IHSTF2010)

FEBRUARY

- Update director's checklist off all the forms and documents required of applying shows. Post online. Make sure play application form is functioning correctly before the spring mailing goes out.
- Review materials in policy manual and notebooks.
- By February 15th ---
 - Send annual budget request to ISU or U of I contact so that budget can be prepared for March meeting.
 - Write or update letter for spring mailing requesting high schools to begin planning shows to bring for the Festival next January.
 - Send spring mailing copy to ISU or U of I contact so that spring mailing materials can be reviewed at the March meeting. This information should include an application for showcase and full-length productions with deadline dates
- Make suggestions for commissioned full-lengths and/or showcases.

MARCH

- Attend Spring Meeting of Planning Committee
- Determine committee responsibilities
- Update spring mailing at meeting
- Make sure play application form is updated and online
- Update all online forms: respondent response forms, director's response form, etc.

APRIL

- Develop and revise the list of respondents.

MAY

- Update program copy for fall mailing --- both high school version and university/vendor version.
- Make any revisions of responder and director response forms for committee approval at the Summer meeting.

JUNE

- By June 1 send the updated program copy for fall mailing to the ISU or U of I contact.
- Attend two-day Summer Meeting of Planning Committee.
- While at the Summer Meeting visit the University facilities and meet with the university technical director.
- Determine all possible venues for full-length and showcase productions.
- Recruit new respondents.
- Assure that all forms are online and working
- **BY THE NEXT MEETING YOU WILL BE RESPONDING TO SHOWS...MAKE SURE YOU ARE READY FOR THIS NOW**

AUGUST

- Recruit new respondents.
- Arrange for respondents to see productions as applications come in.
- Start getting respondents as early as possible

SEPTEMBER

- Develop a list of available respondents for each weekend that plays will most likely be responded to.
- Arrange for evaluators to see productions as applications come in.
- Call Directors to coordinate times for response. Follow the call with a letter of confirmation with director's response form to the directors. Get a phone number where the director can be reached the Friday afternoon of the Thanksgiving meeting.
- Attend Fall Meeting of Planning Committee. At the meeting share the respondent list with the committee.
- Attend ITA Convention.
- Develop a master grid of shows and dates.
- Collect copy for Festival program.

OCTOBER

- Solicit pictures and programs for exhibits.
- Make sure all director's materials are turned in.
- Make sure all responses are in.
- Build a notebook of technical info for each play (ground plan, picture, etc.)
- Meet with the technical director at the university to talk over the festival and the spaces... what is possible to fit where.

NOVEMBER

- Attend Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving) At this meeting ---
 - Meet with sub-committee (or regional coordinators) to read responses and to select productions (usually the Sunday before Thanksgiving or the Friday morning after Thanksgiving.)
 - Present selections to the full committee on Friday afternoon giving full details of strength and venues.
 - Select spaces and times for performances.

- Call all directors to inform them of selection status. Secure number of additional students and sponsors that will be needed because the show is selected.
- Write out copy for plaques (including all-state production.)
- Determine start and end times with university coordinator and documentarian.
- Determine load in time and final schedule with university technical coordinator.
- Meet with play selection members before the Thanksgiving meeting to pencil in the slate.

DECEMBER

- Send a confirming letter to the principals of schools selected to perform at the Festival.
- Meet with directors and technical directors the first weekend in December. This meeting is compulsory for full-length and showcase productions. Proof plaque copy with directors and secure directors' preference for plaque presentation.

JANUARY

- Festival Week Responsibilities:
 - Attend Pre-Festival Planning Committee Meeting (Wed. eve.) Secure presenters for each production based on director's request.
 - Prepare and set-up for Festival (Thursday morning/afternoon)
 - Assist with the stuffing of ticket envelopes (Thursday morning)
 - Prepare a checklist to assure that every performing school are checked in.
 - Greet and assist with registration. (Thursday 3-8 pm)
 - Be available for load in issues/concerns.
 - Attend Opening Festival Performance(s) (Thursday evening)
 - Make sure plaques are scheduled for presentation at a performance of each show.
 - Monitor festival performance, spaces and loadings. You don't need to be everywhere but check in a few places to make sure the festival runs smoothly
 - Attend Final All-State Performance (Saturday afternoon)
- 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)

updated July 2010