



OKLAHOMA
THESPIANSSM

A Chapter of the International Thespian Society

Oklahoma State Board Handbook

A guide for the officers and
members of the organization.

Table of Contents

Board Governance Procedures and ByLaws	2
Current Board Members	3
Governing Board Structure and Rotation	4
ByLaws	6
Executive Board Guidebook	16
Yearly Calendar Guide	17
Chapter Director	20
Director Elect	21
VP of Membership	22
CFO/Treasurer	23
Secretary	24
Festival Director	25
Communications Manager	
Webmaster	
Festival Board Guidebook	27
Auction Chair	
Grants/Scholarships Chairs	
College Auditions Chair	
All State Show Chair	
OK Playworks Chair	
STO Chair	
Tech Olympics/IE Chair	
STO/SHADOWS	
Professional Development Chair	
Festival Schedule Chair	
State Board Guidebook	41
Sponsors/Voting Members	



OKLAHOMA
THESPIANSSM

A Chapter of the International Thespian Society

Operating Guidelines and Chapter Governance

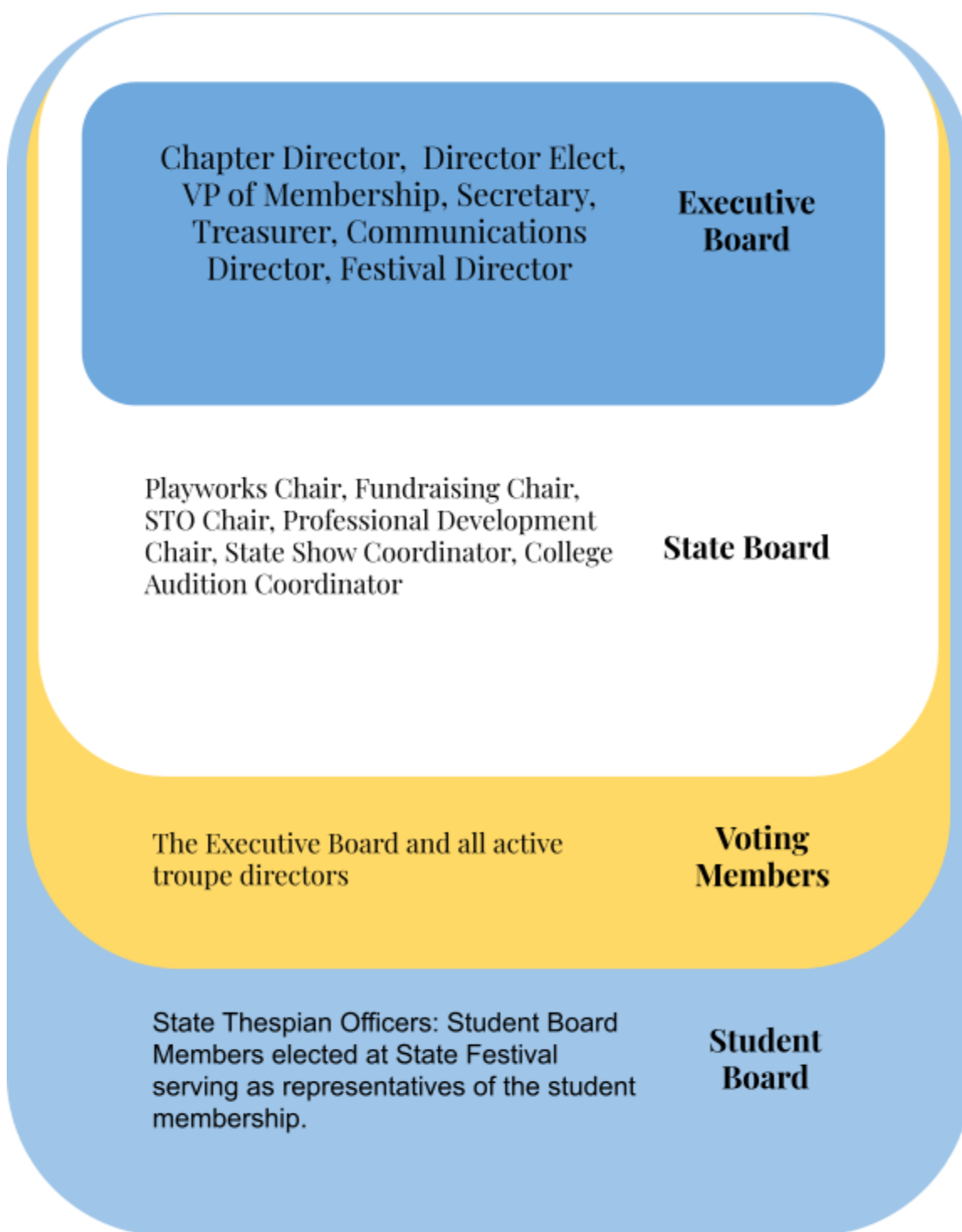


A Chapter of the International Thespian Society

IMPORTANT LINKS FOR ALL BOARD MEMBERS

Current Board and Voting Members: click [here](#).
[Email Signatures](#)

Oklahoma Thespian Governing Board



Note: Sponsors of Current STO members are required to serve in some capacity on the board.

OKLAHOMA THESPIANS EXECUTIVE BOARD GOVERNING ROTATION								
TIMELINE	Chapter Director	Director Elect Assume Chapter Director Role at end of 20Fest	VP of Membership	Secretary	Treasurer	Communications	Web Manager	Festival Director
2020	End service at 2020 Festival			Elected; begin service		Elected; Begin service	Elected; Begin service	Executive board appoints trainee to begin year of training
2021			elected; begin service		Elected; begin service			Trainee Assumes Role of Festival Director
2022				Elected; begin service		Elected; begin service	Elected; begin service	
2023		Elected; begin year of training Assume Chapter Director role at end of	elected; begin service		Elected; begin service			Executive board appoints trainee to begin year of training
2024	end service at 24 Festival	24 Fest		Elected; begin service		Elected; begin service	Elected; begin service	Trainee Assumes Role of Festival Director
2025			elected; begin service		Elected; begin service			Executive board appoints trainee to begin year of training
2026		Elected; begin year of training	elected; begin service	Elected; begin service		Elected; begin service	Elected; begin service	Trainee Assumes Role of Festival Director
2027		Assume Chapter Director role at end of			Elected; begin service			
2028	end service at 28 Festival	28 Fest		Elected; begin service		Elected; begin service	Elected; begin service	Executive board appoints trainee to begin year of training
2029			elected; begin service		Elected; begin service			Trainee Assumes Role of Festival Director
2030				Elected; begin service		Elected; begin service	Elected; begin service	

OKLAHOMA THESPIANS EXECUTIVE BOARD GOVERNING ROTATION								
	Chapter Director	Director Elect	VP of Membership	Secretary	Treasurer/CFO	Communications	Webmaster	Festival Director
Job Description:	Representative of the entire chapter to lead meetings, oversee activities, and communicate with the Educational Theatre Association/International Thespians	Chosen individual to replace Chapter director at end of their term	Increase awareness of Oklahoma Thespians, International Thespian Society, and EDTA to schools statewide.	Maintain minutes and historical documentation for the organization	Maintain the financial operations of the chapter and report to Educational Theatre Association/International Thespians	Manage all communications on behalf of the Oklahoma Thespians to its membership and oversee the social media accounts	Manage and maintain the web presence of our organization as well as help with the social media management	Manage and oversee plans for the entire festival; Maintain communication with Festival Board; attend annual Leadership Summit

OKLAHOMA THESPIANS STATE BOARD ROTATION								
TIMELINE	Playworks Chair	Grants/Donations Chair	Scholarship Chair	STO Chair	Auction Chair	State Show Chair	College Auditions Chair	Professional Development Chair
2019	Appointed			Appointed	Appointed	Appointed		
2020		Appointed	Appointed		Appointed		Appointed	Appointed
2021	Appointed			Appointed	Appointed			
2022		Appointed	Appointed		Appointed	Appointed	Appointed	Appointed
2023	Appointed			Appointed	Appointed			
2024		Appointed	Appointed		Appointed		Appointed	Appointed
2025	Appointed			Appointed	Appointed	Appointed		
2026		Appointed	Appointed		Appointed		Appointed	Appointed
2027	Appointed			Appointed	Appointed			
2028		Appointed	Appointed		Appointed	Appointed	Appointed	Appointed
2029	Appointed			Appointed	Appointed			
2030		Appointed	Appointed		Appointed		Appointed	Appointed
All appointments made by a majority vote of the executive board.								

OKLAHOMA THESPIANS STATE BOARD ROTATION							
	Playworks Chair	Scholarships/Grants Chair	STO Chair	Auction Chair	State Show Chair	College Audition Chair	Professional Development Chair
Job Description:	Organize and facilitate the selection of the OK Playworks show for the year's festival	Secure scholarship and grant funding for our yearly budget. Oversee all fundraising efforts.	Facilitate student officers.	secure auction items and oversee the festival auction	Oversee the selection and organization of the State Show	Organize the college auditions.	Oversee the organization and selection of Professional Development opportunities

See this actual spreadsheet [here](#).

Oklahoma Thespians By Laws

Article I: Organization Name and Mission

Section 1.1. This organization shall be known as Oklahoma State Thespians.

Section 1.2. The purpose and aim of the state chapter is to:

- Advocate for and celebrate excellence in theatre arts education at the school, community, and state levels.
- To promote passion for the arts
- To Empower students through theatrical and leadership experiences that provide creative enrichment for students and teachers.

Section 1.3. Oklahoma State Thespians is a non-profit Incorporated organization.

Article II: International Affiliation and Supremacy

Section 2.1. The Oklahoma State Thespian Society is a chapter of the Educational Theatre Association, hereinafter referred to as EdTA, and its student organization the International Thespian Society, hereinafter referred to as ITS.

Section 2.2. The Oklahoma State Thespians Society shall in every way be bound and subject to the Articles, Amendments and By-Laws of the Constitution of the ITS and EdTA.

Section 2.3. All powers and rules not stated in this Oklahoma State Thespian Society By-laws shall be left to the ITS and EdTA who may delegate power to the state Chapter Director, the Board, or to the Individual troupe.

Article III: Membership and Organization

Section 3.1. Membership qualifications for schools, directors, students, professionals or otherwise for Oklahoma State Thespian Society will adhere to the membership provisions of EdTA.

Section 3.2. Schools that serve as current members of EdTA qualify for membership to Oklahoma State Thespians. Directors of theatre programs for those schools qualify as members as well.

Section 3.3. Honorary state level memberships may be granted to adult persons for unusual and worthy assistance in the promotion of dramatic arts, conferred by majority vote of the Executive Board.

Section 3.4. Oklahoma Thespians shall be organized to include a Chapter Board, non board member Troupe Directors, their students, EdTA Professional, Pre Professional, Emeritus, and Affiliate Members.

Article IV: Chapter Board

Section 4.1. Powers and Duties: The entire direction and management of the affairs of Oklahoma Thespians shall be vested in the Chapter Director(s) and Executive Board who shall have complete discretion over the business activities, funds (such as expenditures and disbursements), and properties of Oklahoma Thespians necessary to carry out the purposes and activities of Oklahoma Thespians.

Section 4.2. Qualifications: Any active EdTA member in good standing, residing in the state is eligible to serve on the Chapter Board. In selecting Appointed Board Members, the Chapter Director shall consider the needs of Oklahoma Thespians in determining the person(s) whose qualifications best serve Oklahoma Thespians.

Section 4.3. Chapter Board Members: The Chapter Board shall consist of the following: (a) the Chapter Director or Co Chapter Directors; (b) The Director Elect; and (c) Appointed Board Members. The Chapter board shall be organized into an Executive Board, State Board, Voting Members and State Thespian Officer Board. The number of Board Members may be increased by an affirmative majority vote of the Executive Board. No decrease in the number of Board Members shall have the effect of removing any Board Member prior to the expiration of such Board Member's term of office.

Section 4.4. Board Positions:

Section 4.4.1. The Executive Board shall consist of the Chapter Director, the Director Elect, the Chapter's Treasurer/CFO, Secretary, Communications Director, and the Festival Director.

Section 4.4.2. The State Board shall consist of the following officers: Chapter Directors(s), STO Chair, Festival Director, State Show Coordinator, College Auditions Coordinator, Playworks

Chair, Scholarships/Grants/Fundraising Chair, and the Professional Development Chair.

Section 4.4.3. All other chapter board positions will be appointed to the Executive Board, State Board, and State Thespian Officer Board.

Section 4.4.4. No person may hold more than one office at a given time. When elected to a new office, the Member shall resign from his or her current office or appointed position effective the first day of the term of office upon election or appointment of his or her successor.

Section 4.5. Election/Appointment Procedures:

Section 4.5.1. Chapter Director(s): As established by EdTA

Section 4.5.2. Executive Board Members: Appointed by Chapter Director(s) the month following State Festival of their final year in office conferred by existing Board of Directors. Candidates must be existing State Board Members.

Section 4.5.3. State Board Members: Applications offered to all OK EdTA members each year and are due in weeks following the Annual Festival. Applicants may apply for specific board positions if desired, however, once members they could be offered a position on a different board or committee based on their application. Applications include, (a) A short description of their vision for the future of OK Thespians, (b) What contributions applicants can make to the board as a whole, and (c) The top three Festival Coordination Jobs. Applications reviewed and Members appointed by CD and Executive Board.

Section 4.6. Term in Office: Board of Directors: as directed by board position held, resignation, or unable to fulfill duties; Chapter Directors: 4 Years as dictated by EdTA, Offset from Executive Board by 2 Years; Executive Board: 4 Years. Offset from Chapter Director by 2 Years; State Board: 1 Year; Festival Board: 1 Year; State Thespian Officer - 1 Year

Section 4.7. Board Member Removal. The Executive Board may remove any Appointed Members (excluding a Chapter Director - see section 4.8) by a majority vote of the Governing Board, at a meeting duly called and held for such purpose. After consultation with the Executive Board, the Chapter Director(s) have the right to remove any non-Executive member of the board from office at any time.

Section 4.8. Chapter Director Removal. The Chapter may remove a Chapter Director by a majority vote of the Governing Board at a meeting duly called and held for such purpose.

Section 4.9. Vacancies: The Chapter Director may fill any vacancy that may occur in the Chapter Board by appointment of a successor Board Member to hold the respective office during the unexpired term of the vacant position.

Section 4.10. Festival Staff. The Chapter Director(s) may appoint Festival Staff. Festival Staff shall perform such functions as assigned to it by the Chapter Board. The Chapter Director shall have the power to establish terms of office for members of Festival Staff and to fill vacancies in, or change the membership of, a Festival Staff position.

Section 4.11. A board member shall be removed from his or her position after one unpardoned absence. Unpardoned absences shall be determined by the Chapter Director.

Article V. Meetings:

Section 5.1. The Chapter Board will meet a minimum of 5 times an academic year. Board meetings and attendance requirements are as follows. (*Meetings not held every year)

- Annual Retreat - Attendance is required for all Board Members (Executive, State, Festival Board Members and STO). If unable to attend, communication must be made in a timely manner. Active membership is expected; four out of five meetings is preferred.
- September Board Meeting – Attendees include Executive, State, and STO Board.
- November Executive and STO Training Meeting – Attendees include Executive Board Members. STO Board and hopefuls will meet concurrently.
- January Festival Board Meeting - Attendance is required of Festival Staff and STOs/STO Shadows.
- February Festival
- March State Board Meeting - Festival Debriefing --Required of Festival Staff, Executive Board. Open to all State Board and Troupe Sponsors.

Section 5.2. Notice of Meetings. Written notice of each meeting of the Chapter Board stating the place, if any, and the time thereof shall be delivered personally, by email or other electronic means, no

less than 14 days before the meeting to each Board Member at his or her electronic address according to the current records of Oklahoma Thespians.

Section 5.3. Quorum and Voting:

Section 5.3.1. Quorum. A majority presence of invited Chapter Board attendees at a meeting (including Executive Board Meetings) shall constitute a quorum.

Section 5.3.2. Voting. At all meetings of the Executive Board and State Board shall be entitled to cast one vote on any seconded vote coming before the respective Board. In the event of a tie a majority vote from the Executive Board shall count as an additional vote. A Board Member shall not appoint a proxy or vote by proxy at a meeting of the Board.

Section 5.4. Attendance through Electronic Communications Equipment. When deemed necessary a meetings of the Chapter Board, or Executive Board may be held through any electronic communications equipment if all persons participating can hear each other or contemporaneously communicate with each other. Such participation shall constitute presence at such meeting.

Article VI. Duties of Executive Board Member Officers

Section 6.1. Chapter Director(s) shall have the following duties:

- Act as the Chief Officer(s) of Oklahoma Thespians with has final authority on governing matters before the Chapter Board.
- Preside at all meetings of the Chapter Board.
- Sign the records of Oklahoma Thespians and in general perform all duties usually incident to such office or which may be required by the Chapter Board, including the enforcement of these Regulations and all rules promulgated by the Board;
- Be a state spokesperson for Oklahoma Thespians, EdTA, and the Chapter Board; and
- Other leadership logistical duties as required to support board activities and events.

Section 6.2. Treasurer/CFO:

- Supervise the keeping of monies, assets, and liabilities of Oklahoma Thespians.
- Facilitates all accounts payable and receivable needs.
- Keep accurate accounts of all finances of Oklahoma Thespians, hold the books open for examination, and present to the Board financial reports at least quarter-annually.

- Present to the Board at the annual meeting a written financial report for the most recently completed fiscal year.

Section 6.3. Secretary:

- Take and keep or supervise the taking and keeping of accurate written minutes of all meetings of the Board.
- Supervise the custody of the records and documents of Oklahoma Thespians.

Section 6.4. Communications Director:

- Assist the Chapter Director(s) and Executive Board with sending drafted communication about our board and membership.
- Complete the Online Registration for festival
- Maintain the Website and Social Media for the chapter.
- Works with STO's and ensures messaging is delivered on Social Media Platforms.

Section 6.5. Director of State Thespian Officers:

- Provide for representation of the concerns and opinions of STO leadership to the Chapter Board.
- Provide direction on annual deliverables and responsibilities.
- Establish bi monthly check ins with entire STO board through email, text, phone, or other communication vehicle.
- Provide resources on leadership and ensure enriching experience for STOs.

Section 6.6. Festival Director:

- Point of Contact for ensuring events are planned and launched on schedule.
- Ensures registration opens on time and pre event communication is sent
- Coordinates annual State Thespian Festival.
- Works with Festival Site Coordinator & Tech Coordinator.
- Coordinates all Festival Chairpersons/Coordinators.
- Assigns duties as needed.

Section 6.7. Director of Membership:

- Tracks Oklahoma State Thespian Troupes' affiliation records and liaison with EdTA membership department.

- Responsible for strategy and direction on activities related to recruitment, retention, and advocacy.

Section 6.8. Director of Professional Development:

- Acts as point of contact for New Teacher outreach, communicates value of EdTA and introduces resources available. Is available for questions regarding ITS and becoming involved.
- Spearheads development opportunities at events for Troupe Directors, ensuring development opportunities are marketed, communicated, and made available as chapter grants/scholarships funds allow.

Section 6.9. Director of Advocacy/Fundraising:

- Ensures robust awareness of our key Advocacy/Fundraising Efforts.
- Communicates with all Troupes Fundraising platform/approach as well as ideas and reminders.
- Helps draft and deliver advocacy centered messaging for mailings.

Section 6.10. State Show Coordinator:

- Ensure the planning of the State Show.

Section 6.11 College Audition Coordinator:

- Handle all the organization of college auditions for seniors at Thespian Festival.
- Work with the Festival Director to ensure that auditions run smoothly.

Section 6.12. Playworks Chair:

- Manage the collection of original scripts.
- Organize the judging of original scripts.
- Take care of the auditions, casting, and workshopping of the chosen script.

Article VII: State Thespian Officers

Section 7.1. State Thespian Officers. An officer must be a student in good standing within an Oklahoma Troupe and the International Thespian Society. An officer must be able to complete the term of office while still enrolled as a high school student in the state of Oklahoma and be actively

engaged with their troupe and hold the support of said troupe and the Troupe Director. Maximum of two students can be supported by a Troupe for any given year.

Section 7.2.. Assignments. Each Student Officer will be expected to perform duties delegated to them by the board, attend all required board meetings, attend leadership events, and serve as the liaison to the students of troupes around the state.

Section 7.3. Student Officer Elections. Each Troupe may nominate no more than two students per year to run for the Student State Board.

Section 7.4. Term of Office. The term of office shall be from the close of State Thespian Festival to the close of the next year's conference.

Section 7.5. Removal. Any State Thespian Officer who misses more than two meetings within a full year will be considered for removal. The Chapter Director has the right to remove any student member of the board from office at any time after consultation with the Executive Board.

Section 7.6. Vacancy. If a vacancy exists for the State Thespian Officer Board, the remaining State Thespian Officers will fulfill the unassigned responsibilities created by the vacancy.

Article VIII. Miscellaneous:

Section 8.1. Fiscal Year. Unless otherwise fixed by the Chapter Board or EdTA, July 1st, shall set the fiscal year of Oklahoma Thespians.

Section 8.2. Amendments. The Chapter Board may amend, repeal or restate Oklahoma Thespians Articles of Incorporation at any meeting of the Board by an affirmative two-thirds vote of the Voting Members present at a meeting at which a quorum is present; provided, however, that notice of any such proposed change or changes to such documents shall be included with the notice for such meeting at least thirty days before such meeting.

Section 8.3. Indemnification. Oklahoma Thespians shall indemnify, to the full extent permitted by the nonprofit corporation laws of the State of Oklahoma each person who was, is, or will be a Board Member, officer, committee member, or employee of Oklahoma Thespians against any liability, cost or expense incurred by such person in such person's capacity as such a Board Member, officer, leadership coach (or the equivalent), committee member, or employee, or arising out of such person's status such as a Board Member, officer, committee member, or employee (including serving at the request of

Oklahoma Thespians as a director, officer, partner, member, employee or agent of another organization). Oklahoma Thespians shall be obligated to maintain insurance, at its expense, to protect itself and any such person against any such liability, cost or expense.

Section 8.4. Authority to Borrow, Encumber Assets. No board member, officer, or employee of Oklahoma Thespians shall have any power or authority to borrow money on its behalf, to pledge its credit or to mortgage or pledge its real or personal property except within the scope and to the extent of the authority delegated by the Board.

Section 8.5. Deposit of Funds. All funds of Oklahoma Thespians shall be deposited to the credit of Oklahoma Thespians in such banks, trust companies or other depositories as the Chapter Director(s) and Treasurer/CFO approves or designates, and all such funds shall be withdrawn only in the manner or manners authorized by the Chapter Director(s), and Treasurer/CFO.

Section 8.5.1 Expenditure of Funds – any item(s) purchased with monies from Oklahoma Thespians shall become and remain property of Oklahoma Thespians.

Section 8.6. Conflicts of Interest.

Section 8.6.1. Gifts. No Board member, officer or employee of Oklahoma Thespians shall solicit or accept, directly or indirectly, anything of substantial monetary value (including any gift, gratuity, favor, entertainment, loan or other consideration) from any person or entity which has, or is seeking, a contractual, donative, employment, financial or other beneficial relationship with Oklahoma Thespians without first making a disclosure, in writing, of such conflict of interest to the Executive Board.

Section 8.6.2. Conflict of Interest Procedure. When the Board is considering a proposed transaction that may benefit the private interest of an officer or Board Member, prudence shall be practiced. If a board member is found to have held a conflict of interest while serving the board, they may be dismissed by a majority vote of the Executive Board.

Section 8.7. Dissolution. The Members may dissolve Oklahoma Thespians pursuant to the applicable provisions of the nonprofit corporation laws of the State of Oklahoma.

Section 8.8. Emergency. The Board may suspend the provisions of the constitution in case of emergency, such as natural disaster, imminent threat (such as violence, fire, structural and the like).

Section 8.9. National Registry: – All Board Members, Workshop Leaders, Keynote Speakers, Festival Staff must be cleared on National Sex Offender Registry.

Section 8.10. EdTA Membership: – All OK State Board Members must be active EdTA Members for the duration of their term. Oklahoma Thespians does not reimburse or cover the cost of EdTA Membership.

Section 8.11 Reimbursement and Travel:

Section 8.11.1. EdTA Summit: OK Thespians pays for Chapter Director(s) room, flight, departure, arrival, and return Airport Transportation (as needed). If decided by majority vote of the Executive Board Oklahoma Thespians will extend same coverage for additional board members to attend. Meals not covered by EdTA Summit Schedule are to be paid by attendee.

Section 8.11.2. EdTA National Conference: If decided by majority vote of the Executive Board, OK Thespians Pays for Chapter Director(s) room, flight, departure, arrival, and return airport transportation (as needed). Meals not covered by EdTA are to be paid by attendee.

Section 8.11.3. International Thespian Festival: If not sponsored by their own school, or otherwise, if decided by majority vote of the Executive Board, OK Thespians Pays for Chapter Director(s) Registration Fee (including room stay as needed) for double or single occupancy accommodation, flight, arrival, and return airport transportation (as needed). Meals not covered in Festival Schedule are to be paid by attendee.

Section 8.12. Whistleblower Policy: shall align with EdTA Whistleblower policy.

Note: The bylaws should be reviewed annually by the executive board and amendments should be reviewed by all active voting members one month before amendments are voted on. No amendment should be passed without a majority vote from the entire state membership.

See the most current bylaws [here](#).



OKLAHOMA
THESPIANSSM

A Chapter of the International Thespian Society

Executive Board Guidebook

Yearly Calendar Guide

Based on a February Festival

Month	Agenda Items/To Dos	Notes
July	• Attend Chapter Leadership Summit • Hold Chapter Board Retreat	
August	• Schedule/Announce Back to school Thespian Chapter Meeting	
September	Back to School Meeting	
October		
November	• Executive Board Meet • Leadership Training	

December	Festival Board Meet at Event Site	
January	Final Festival Board Meet (usually online)	
February	Festival	
March	Festival Debrief	
April		
May		
June	International Festival	

Yearly Calendar Guide

Based on a November Festival

Month	Agenda Items/To Dos	Notes
July	Attend Chapter Leadership Summit	
August	Schedule/Announce Back to school Thespian Chapter Meeting	
September	Back to School Chapter Meeting/Festival Board Meeting	
October	Final Pre-Festival Meeting	
November	Festival	
December		

January	Festival Debrief with Festival Board and Executive Board Meeting	
February		
March	Leadership Training	
April		
May		
June	• Chapter Board Retreat • International Festival	

The Chapter Director's Box

Chapter Director
RYAN KING
Schedule meetings for the year by August 1
Make agendas for all meetings
Update Bylaws annually
Forward all communication from EDTA to the appropriate board members
Attend Leadership Summit every July during your term

Oversee management of entire organization
Facilitate needs of the EDTA Rep and ITO who attend the festival
In an executive meeting, your vote should only be executed when a tie needs to be broken.

See the entire Chapter Box Spreadsheet [here](#).

The Director Elect's Box

Director Elect
schedule training time with current chapter director to discuss your role and receive logins/access to documents
attend all meetings during your year of training to learn how to do your future job.

attend leadership summit if possible to be introduced to other chapter directors who will help you in the years to come.

maintain communication with predecessor to see if you can help with any specific projects.

See the entire Chapter Box Spreadsheet [here](#).

The VP of Membership's Box

VP of Membership
Nicole Green
Assist the communications manager in updating and maintaining current records for voting members and contact sheets

Organize all outreach efforts for bringing new troupes to the chapter. Work closely with the webmaster, communications, STO Chair, and other board members as part of your committee. Or, recruit members to serve on your committee.

Assist the festival director in efforts to make members feel welcome at festival.

See the entire Chapter Box Spreadsheet [here](#).

The CFO/Treasurer's Box

Treasurer/CFO
Carson Decker
make deposits of Thespian Festival checks as they arrive
keep records of all festival expenses, scholarships, grants, and any monies received or expended for EdTA reporting

keep ALL festival records of funds, monies and expenses,
Keep ALL festival records of ie's, scholarships, etc.. for EdTA reporting in the fall
keep records of all-state royalties, expenses, etc... also reported to EdTA

See the entire Chapter Box Spreadsheet [here](#).

The Secretary's Box

Secretary
Inda Jo Conway
Type minutes within 48 hours after every meeting and publish to the board

maintain historical documentation (especially that which is required for IRS documentation)

See the entire Chapter Box Spreadsheet [here](#).

The Festival Director's Box

Festival Director
BECKY BRASWELL
Type Festival Program
Make Festival Master Schedule
Secure venue for Festival

Secure rooms at venue
Update festival forms
Update opening/closing ceremony document
Update the Master College Contact List
frequently check in with committee chairs to ensure festival prep is being handled

See the entire Chapter Box Spreadsheet [here](#).

The Comm. Manager's Box

Communications
ALLIS RODDY
Update any change of board members of chartered troupes and send to webmaster to be put on website cover.
Create promotional fliers for STO Training & OK Thespian Festival for email blast.

Keep track of newsletter sign-ups and add to the okthespians email list. Send out emails following board meetings or before OK Thespian events.

Answer email questions received from email newsletters.

Maintain Social Media accounts

See the entire Chapter Box Spreadsheet [here](#).

The Webmaster's Box

Webmaster
CARSON DECKER
schedule a photographer (professional or student) to take photos during the festival for promotional materials
Design & operate okthespians.com

Create/update all registration forms for website. Make sure they are cleared after festival and opened back up for the following year. Registration, College Table, Tech Olympics, Individual Events, OK Theatre Auditions, Workshop proposal, 10 minute showcase

Check the national IE event rules to make sure they align with the website.

Update the website with pictures throughout the year. Change out home page image based on the next event.

Notify Director when the website domain name needs to be purchased for renewal.

See the entire Chapter Box Spreadsheet [here](#).



OKLAHOMA
THESPIANSSM

A Chapter of the International Thespian Society

Festival Board Guidebook

The Auction Chair's Box

Auction Chair
Catherine Etter
Contact local theatres about donating auction items (Etter has a draft email to send explaining the auction)
Gather auction items from theatres around the state

Gather boxes, bags, etc. to place auction items in to keep them anonymous
Place auction items in bags and label with a minimum bid
Create auction sheets (Etter has a copy)
Gather pens for auction
Man the auction table during festival--Or schedule volunteers so you can go to workshops

See the entire Chapter Box Spreadsheet [here](#).

The Grants/Scholarship's Box

Scholarships/Grants Chair
Andrea Campfield AND PAUL BAKER
Continue grant research and writing. Seeking donations! If anyone has suggestions, let me know!

food for workshop leaders, vendors, etc...
Secure thank you gifts
Participate in Scholarship Interviews

See the entire Chapter Box Spreadsheet [here](#).

The College Audition/College and University Chair's Box

College Auditions Chair
Inda Jo Conway
contact all colleges to invite them to festival.
update master contact list of colleges
schedule tables for each college and work with CFO to determine who needs to be billed and who will receive waivers for table fees. Also, be in contact frequently with the festival schedule chair about who will be presenting workshops.

work with the communications manager to advertise the college auditions and oversee the registration of students.

work with festival board to update the registration forms for college auditions as needed

oversee the entire audition process, including the thespian callbacks

Work with facilities manager and festival director to secure tables for colleges and tables needed in the audition room

See the entire Chapter Box Spreadsheet [here](#).

The All State Show Chair's Box

State Show Chair
ANDREW FUNDERBURK
Secure director for next year
secure rights to chosen show
make sure there is a team in place for the production
communicate any technical needs with the venue
oversee budget of program

See the entire Chapter Box Spreadsheet [here](#).

The OK Playworks Chair's Box

Playworks Chair
GUY MITCHELL
Create application materials for Oklahoma Playworks as well as promotional materials.
Communicate with webmaster any information that needs to be posted to website or to the communications manager anything that needs to be posted on social media.
Secure a review committee to reivew and select the winner.
Work at the festival to workshop the winning script and present at the final delegation.

See the entire Chapter Box Spreadsheet [here](#).

The STO Chair's Box

STO Chair
BROOKE PEREZ
Get new officers' email and phone numbers and add them to Group Me.
If possible, schedule a fun meeting to bond and get to know everyone.
Figure out officers' strengths and what projects they particularly like. Make sure they get to use their strengths!
Set up meeting dates. We have created monthly Zoom video meetings, but live meetings would be better.
Discuss objectives and strategies for social media. Discuss expectations for frequency of posts, keeping things appropriate, and ideas for topics to post about.
Set up a social media calendar that everyone can contribute to. Check it frequently.
Make plans for TOTS Eat. Create social media schedule leading up to the event. Create a trophy for the winning school. Make a plan to present to trophy.

Plan Leadership Training. Create agenda that includes intro's, games, leadership measures or inventories, expectations of officers, how to become an officer, what to expect at state and national festival, and anything else that officers feel is important. Let the OFFICERS run the whole workshop!

Choose a theme for Ok Fest. We did talk about letting thespians vote with money for the next year's theme.

Create artwork for Fest shirts.

Create opening number to welcome thespians to Ok Fest. Consider incorporating student rep's from each school and/or mentioning each school in attendance.

Plan fundraisers for Ok Fest. Decide which officers will handle each element. Consider Broadway Cares fundraiser and Minute to Give It.

Have an officer greet buses as they arrive.

Have officers stuff school bags.

Have at least one officer create and present a workshop.

Officers should be dressed in a way that they can be easily identified at Fest.

Officers should create a theatre etiquette announcement or skit.

Have an officer (or two) check schools in at registration.

Have officers write thank you notes to workshop presenters, colleges, EdTA rep's, judges, and other adults who contributed to the festival.

Officers should run Meet the Candidates workshop.

Officers should attend ITO workshops.

Have officers post IE lists at Registration, in the lobby, in auditorium, and outside the rooms being used.

Fill in candidates on new Shadows ballot.

See the entire Chapter Box Spreadsheet [here](#).

The Tech Olympics/IE Chair's Box

Individual Events/Tech Olympics Chair
Becky Braswell
At entry deadline, print list of thespians entered in each event.
Estimate how many entries will fit into each time slot.
Divide entries into sections based on time and assign rooms.
Check entries for thespians participating in Tech Olympics. Mark those and assign them to perform first in their sections.
Print ballots for every event. You need as many ballots as there are entries - maybe a few extra in case.
Fill out ballots for each entry. *Mark ballots of thespians competing in Tech Olympics!
Keep track of drops and adds to entries through the week. Change ballots as needed.

The day before festival, make 1 copy of each ballot for the second judges. If there are enough judges available, make 2 copies - enough for three judges.

Contact high school directors and others who would be qualified to judge high school students. Gather names, contact info, and judging preferences. (Can they judge singing, acting, or tech?)

Assign judges to each section. There must be a minimum of 2 per section. Try not to use judges for two sessions as that puts them judging for close to three hours! Consider having stand-by judges in case people don't show up.

Print a separate list for each section that includes event, time, room, and contestants. You'll need copies for registration table, lobby area, auditorium, and to post outside each room being used. (5 - 6 copies just to be safe.) Be sure to update each copy if changes are made.

Have STO post lists in appropriate places.

Make ballots for Tech Olympics events / teams. These will go to Tech Olympic coordinators.

Send out the link to judges' training from EdTA and ask judges to take time to watch it.

Set a time and place for MANDATORY judges' meeting.

Remind judges throughout the week of their obligation. Remind them to be at the Judges' Meeting on time to receive further instructions and to pick up ballots.

At Judges' Meeting: Explain expectations for judging, how to fill out ballots, choosing Best of Show, give them ballots, and answer questions.

See the entire Chapter Box Spreadsheet [here](#).

The STO Box

STO
Julia / Ana / Anna / Trista
Plan the social media strategy for Theatre in Our Schools Month the March after starting your year of service
Plan the leadership Training Workshops for the November during your year of service
Plan opening skit for festival
plan theatre etiquette skit for festival
schedule rehearsals for opening and etiquette skits

The SHADOW'S Box

SHADOWS
train with the STO director and the STO to learn how to take over during your year of service.
assist in planning the social media strategies as well as help to execute them.
help at festival in all activities that the STO director asks of you

See the entire Chapter Box Spreadsheet [here](#).

The Professional Development Chair's Box

Professional Development Chair
aide in the creation and distribution of the professional development certificates at festival

plan any activities with your committee that would benefit the teachers in our chapter to better serve their students

See the entire Chapter Box Spreadsheet [here](#).

The Festival Schedule Chair's Box

Festival Schedule Chair
Update block schedule for festival
update program schedule for festival

contact all presenters regarding scheduling issues/concerns

See the entire Chapter Box Spreadsheet [here](#).



OKLAHOMA
THESPIANSSM

A Chapter of the International Thespian Society

State Board/
Voting Member/

Troupe Sponsor Guidebook

Troupe Sponsor's Box

Make sure that your troupe charter is renewed annually with ITS/EdTA.

Hold an annual induction ceremony for your troupe members. Give out awards and honors for top performances, point earners, scholars, and more. See the honors and awards store at schooltheatre.org ! Be sure and invite the Chapter Director or VP of Membership to your ceremony for some added recognition.

Contact info@okthespians.com with any questions you might have throughout the year.

Send your performance dates and show information to webmaster@okthespians.com -- Be sure to include show title, dates, times, venue address, and ticket prices. The webmaster will put you on the master event calendar
--

that will appear on our website!
Start planning and saving to attend the Oklahoma Thespian Festival! Check our website for registration dates and info. Okthespians.com
Start planning and saving to attend the International Thespian Festival! For more information on dates, times, and costs, be sure to check schooltheatre.org
Need lesson plans or ideas for solving production problems? Be sure to check out the discussion boards on the School Theatre website as well!
Add all the important contacts for OK Thespians to your contact list: info@okthespians.com , okplayworks@okthespians.com , chapterdirector@okthespians.com , membership@okthespians.com , webmaster@okthespians.com , grantsandscholars@okthespians.com

Master Contact Sheet

Name	Job/Role/Committee	Email	Phone
Ryan King	Chapter Director, Owasso Troupe #4722	chapterdirector@okthespians.com	
Nicole Green	VP of Membership, McAlester Troupe #3008	memberships@okthespians.com	
Carson Decker	CFO/Treasurer, Jenks Troupe #668	cfo@okthespians.com	
Inda Jo Conway	Secretary/College Auditions Chair/Chandler High School 1825	collegeauditions@okthespians.com	
Allis Roddy	Communications Manager/Bartlesville High School 8888	info@okthespians.com	

Carson Decker	Webmaster	webmaster@okthespians.com	
Becky Braswell	Festival Director/IE and Tech Olympics Chair/Sapulpa High School 7122	festivaldirector@okthespians.com	
Guy Mitchell	OK Playworks Chair/Del City High School 2017	okplayworks@okthespians.com	
Andrea Campfield	Grants Chair/Charles Page HS 8250	scholarsandgrants@okthespians.com	
Paul Baker	Scholarships Chair/Bethany High School 8812	scholarsandgrants@okthespians.com	
Catherine Etter	Auction Chair/Harding Fine Arts 8378		
Brooke Perez	STO Chair, Southmoore Troupe #7572	sto@okthespians.com	
Andrew Funderburk	All State Show Chair	stateshow@okthespians.com	
Trista Fassio	STO/Troupe #3283		
Julia Lanman	STO/Troupe #		
Anna Coleman	STO/Troupe #		
Ana Pagan	STO/Troupe #		
Kimberly Morales	Shadow/Troupe #3283		
Malorie Williams	Shadow/Troupe #		
Teressa Evington	Shadow/Troupe #		
Briana Williams	Shadow/Troupe #		

Alexis Chidester	Shadow/Troupe #		