

## WHAT'S IN C1 HOST

Table of Contents for C1 Host .....	C1-1
Interested in Hosting? (Frequently Asked Questions) .....	C1-2
(see also Statistics in G5)	
Host Responsibilities (very detailed) .....	C3-3 thru C1-5
Room Chart (aka Sample Form for Classroom Chart Showing How Room Needs to Be Restored .....	C1-6
Sample Seating Chart for Awards Assembly .....	C1-7
Sample List of Host Duties (DTASC Host Committees) .....	C1-8 thru C1-9
Sample Room List by Categories .....	C1-10 thru C1-11
Sample MS/JV Festival Schedule .....	C1-12
Some Fun Things That Host Schools Could Provide .....	C1-13
DTASC Signs available .....	C1-14
Signs Needed for Shakespeare Festival .....	C1-15
Sample Vendor List .....	C1-16
Sample Sign-up List for Teacher/Staff Volunteers .....	C1-17
Sample Letters – 4 different styles of host letter — which one is more your style?	
• Sample Host Letter to Participating Schools 1 .....	C1-18 thru C1-19
• Sample Host Letter to Participating Schools 2 .....	C1-20 thru C1-21
• Sample Host Letter to Participating Schools 3 .....	C1-22 thru C1-24
• Sample Host Letter to Participating Schools 4 .....	C1-25 thru C1-26
Sample Host Letter to Faculty .....	C1-27
Sample Host Letter to the Plant Manager .....	C1-28
Sample Host Letter Requesting Security .....	C1-29
Sample Host Letter to Leadership & Service Groups .....	C1-30
Sample Host Letter to Student Volunteers .....	C1-31
Sample Host Letter to Parents of Student Volunteers .....	C1-32
Index to Host Section .....	C1-33 thru C1-34

## C1 HOST

# INTERESTED IN HOSTING?

## FREQUENTLY ASKED QUESTIONS

---

### IS MY SCHOOL BIG ENOUGH?

Typically MS/JV Fall Festival needs about 45 rooms; Varsity Fall needs about 65 rooms; combined Shakespeare needs about 75 rooms. Some rooms can be re-purposed during the day. This breakdown shows what's needed for Varsity festivals. (See G5 for details from recent festivals.)

TYPE OF ROOM	EVENT OR USE	SPECIAL NEEDS IN EACH ROOM
Very large room (library, cafeteria)	Judges (might have 150 to seat)	Coffee pot and tables for snacks; TV & DVD player; long counter/tables
1 room with lots of tables, chairs, plugs	Tabulations	Access to internet/computers/printer, access to copy machine.
1 large room	Room chairs	Board for writing announcements
1 medium room	Rules	Computers, internet, copier
1 medium room	Sorting share sheets	Lots of tables or flat surfaces
1 medium room	Host school headquarters	Extra supplies
student eating area; adult eating area	Lunch	Tables for eating (judges often eat in judges HQ)
1–3 rooms/areas — preferably adjacent to each other	Events 0,1,2: Tech (3 categories which each need their own space)	Central table and 4 chairs for judges; tables for tech presentations; electrical outlets for computer & lighting displays
7–10 small rooms	Event 3: Audition Monologue	2 chairs; board & writing implement
12–25 medium rooms	Events 4–6: for 2-4 person scenes	4 chairs; board & writing implement
9–20 large rooms	Event 7–8: for 3–6 person scenes	4 chairs; board & writing implement
7–10 very large rooms	Event 9: for 3–10 person scenes	4 chairs; board & writing implement

### HOW MUCH WILL THIS COST ME?

The festival should cost your school nothing. DTASC will reimburse up to \$2500 to cover Host expenses for the festival (including but not limited to custodial fees, security, chair rentals, energy expenses). Any expenses not listed must be pre-approved by the DTASC president.

### WHAT ARE THE PERKS?

There are several perks to hosting the festival:

- First, it is an excellent opportunity to raise funds for your theatre program. There are usually over 1,500 people at your school during the day of the festival. They need to eat. Be creative.
- Your students will take tremendous pride in hosting the festival. It brings the festival experience to a new level.
- Your school's parents, administration, and staff will have the opportunity to see the excellent opportunities you are providing for your students.
- Plus, the festival host pays no entry fees or ad fees and doesn't have to hire a bus. (You still need to pay your dues for the year.)

### IF I SAY YES, WILL I BE ON MY OWN?

Definitely not. Any member of the DTASC board will be happy to give any guidance needed. We don't expect you to be an expert the first time you host a festival.

## HOST RESPONSIBILITIES

### **Prior to the General Meeting:**

1. Get permission from Administration to host the festival
  - 1.1. Financial guidelines and Facility requirements (C1-2)
  - 1.2. C Division Host should get permission for organizational meeting (large tables needed, lots of chairs, internet access)
2. With your Administrator, please arrange the following:
  - 2.1. PA system and bells will be turned off on Festival Day
  - 2.2. Air conditioning or heating may be needed throughout the day and into the evening
  - 2.3. Outside lights for evening hours
  - 2.4. Phone access in case of emergency
  - 2.5. Emergency services available
  - 2.6. Location of bus parking
  - 2.7. Access to the computer lab
  - 2.8. Use of copy machine and overhead projector
  - 2.9. Use of walkie-talkie system
  - 2.10. Notify District that you are hosting the DTASC festival. Make it clear that DTASC is NOT renting the school.
  - 2.11. Marquee notification

### **Between General Meeting and Organizational Meeting:**

1. Notify faculty of festival and the use of their rooms. (C1-27)
  - 1.1. Room floor plan (C1-6)
2. Assign rooms to each event
  - 2.1. Create a list of which rooms are available for which events
  - 2.2. Create a list of available rooms for Judges, Rules, Room Chairs, Tabs, Share Sheets and Assemblies
3. Prepare a list of acknowledgments (i.e., Principal, Plant Manager, and other important people)
4. Secure support personnel:
  - 4.1. Stage crew – to help with assemblies
  - 4.2. Student Government (C1-30)
  - 4.3. Custodians (C1-28)
  - 4.4. Cafeteria – if their facility and services are needed
  - 4.5. Security (C1-29)
  - 4.6. Computer Tech Support – to help with computer access for Tabs (if needed)
  - 4.7. PTA or Booster Club (C1-8 and C1-9)
  - 4.8. Other interested faculty and parent support groups
  - 4.9. Students/Former drama students (C1-31)
5. Arrange Lunches
  - 5.1. Judges' lunches may go through your own cafeteria/catering services or be catered by a local restaurant. The budget is \$8 per judge, including beverage, dessert,

*continued*

## HOST RESPONSIBILITIES, CONTINUED

paper products, utensils. The number of judges/coaches will be available after the organizational meeting

- 5.2. Make arrangements for student lunches and determine costs
6. Judges/Coaches Hospitality
  - 6.1. Arrange for Coffee and Snacks to be provided
7. Get student volunteers to help with Organizational Meeting.
8. Signs
  - 8.1. Coordinate getting signs from DTASC Divisional VP
  - 8.2. Make additional signs that can be posted around the school giving directions to important rooms (bathrooms) and/or buildings
9. Prepare e-mail to be mailed to all participating schools
  - 9.1. Directions to school & information about bus drop-off and parking
  - 9.2. Map of school
  - 9.3. School rules, lunch information, and other misc. information (see samples on C1-18 thru C1-26)

### **Organizational Meeting:**

1. See C2 for complete information

### **Immediately following Organizational Meeting:**

1. Communication with DTASC membership
  - 1.1. Send out e-mail to participating schools (C1-18 thru C1-26). This e-mail will be sent to the Membership Secretary
2. Make signs for each classroom that will be used
3. Pick up classroom layout form from faculty members
4. Locate enough chairs to use in each room
5. Make arrangements for coffee and snacks in the Judges/Coaches Room

### **Week before Festival:**

1. Remind all support personnel about duties for the festival
2. Remind all teachers whose rooms are being used.
3. Double-check with administrator:
  - 3.1. Bells will be turned off
  - 3.2. Air conditioning or heating will be available throughout the day and evening
  - 3.3. Evening lights will be on
  - 3.4. Sprinklers will not be used the night before the event or the night of the event
  - 3.5. Use of walkie-talkie system
  - 3.6. Access to the computer lab
  - 3.7. Use of copy machine and overhead projector
  - 3.8. Marquee notification
4. Make sure that you have keys to all necessary rooms and to the elevator (need for handicapped access)

*continued*

## HOST RESPONSIBILITIES, CONTINUED

5. Get white butcher paper for Tabs results

### **Night before Festival:**

1. Set up each classroom to be used:
  - 1.1. Each room needs 4 chairs, a performance area, whiteboard and marker
  - 1.2. Place form on door indicating what events will take place therein. Leave space on form to write last minute changes, directing participants to new room
  - 1.3. Post layout drawing on INSIDE of classroom door (what the classroom must look like after the festival so that the teacher who loaned the room is not inconvenienced) (Note: can also photograph room with smart phone as reference)
  - 1.4. Make sure rooms are clean and ready
2. Get cash box for any transactions
3. Remind all support personnel to put away any personal valuables and sensitive information
4. Mark seats in auditorium for each school
5. Coffee pot to judges room
6. Prepare bill to be presented to DTASC president detailing expenses incurred

### **Day of Festival:**

1. Meet with support personnel
  - 1.1. Custodial staff on duty by 7 am
  - 1.2. Stage Crew on duty by 7:15 am
2. Unlock doors to Judges, Room Chairs, Rules, Tabs and restrooms by 7 am
3. Set-up 3 tables for registration by 6:45 am
4. Set-up table to sell t-shirts and additional tables for school concessions by 6:45 am
5. Have coffee and snacks ready by 7:15 am for judges (should be available until 3 pm)
6. Put up signs which tell where things are located
7. Set-up sound system for morning assembly (if inside, this can be done the night before)
8. Set-up sound system, lights, podium, 4 chairs and tables for awards assembly
9. As Round 1 and 2 end, begin shutting down rooms that will not be used later

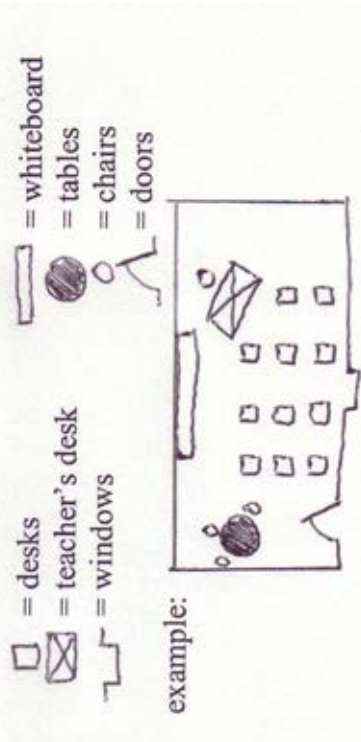
### **Notes:**

- It works best to have a team of students and/or parent volunteers shutting rooms down throughout the day so that the judges, tabs, rules, room chairs, share sheets, and final round rooms are being shut down during the final assembly. That way, as soon as the final trophies are given out, EVERYONE, including you and your team, can go home.
- At the end of the day, you should check to see that the rooms have been returned to their proper order.
- Make sure that extra trophies, stopwatches, participation ribbons, banners and sandwich boards have been secured if these items have been left at your school.

SAMPLE FORM FOR CLASSROOM CHART SHOWING HOW ROOM NEEDS TO BE RESTORED

ROOM # \_\_\_\_\_

Since all rooms are arranged differently, please use this key when making your floor plan.



Special Notes:

Please lock up any items which could be damaged or lost!



## DTASC Host Committees

### **Food Committee** (Committee Chair: Reba Soroky)

- Breakfast
  - Find companies to provide the food
    - ← Possible breakfast items: breakfast burritos, bagels, juice, coffee
    - ← Breakfast should aim to be less than \$3.00
    - ← Plan to serve approx. 750 breakfast meals\*
  - Pick-up food/ Plan delivery (should be ready to serve around 7:30)
    - ← Utensils, napkins, cups
  - Have cash boxes ready
  - Organize volunteers to serve breakfast (7:30-9:30)
    - ← Parents and students may help (make sure that at least one adult is supervising)
- Lunch
  - Find companies to provide the food
    - ← Possible food items: sub sandwiches, pizza, In N' Out Truck, soda, water, chips, salad
    - ← Lunch meals should be around \$5.00
    - ← Plan to serve approx. 1300 Lunch meals\*
  - Pick-up food/ Plan delivery (should be ready to serve around 11:15)
    - ← Utensils, napkins, cups
  - Have cash boxes ready
  - Organize volunteers to serve lunch (11:15-1:00)
- Snack
  - Snacks can be available all day (especially after lunch 1:00-8:00)
  - Snack ideas: popcorn, snow cones, candy bars, granola bars, chips
  - Have cash boxes ready
  - Organize volunteers to serve snacks (9:30-11:00; 1:00-8:00)
    - ← Parents and students may help

### **Rooms Committee** (Committee Chair: Lynn Dubrow)

- Get layout drawing of each room (or polaroid)
- Set-up rooms (Friday Evening)
  - Make sure each room has 4 folding chairs, a performance area, whiteboard, whiteboard marker and eraser
  - Place form on door indicating what events will take place therein. Leave a space on form to write in last minute changes, directing students to new room.
  - Hang vinyl signs: Information, Registration, Parking, Tabulations, Judges, Room Chairs

*continued*



## **SAMPLE LIST OF HOST DUTIES, PAGE 2**

- Close down rooms after use.
  - Make sure all furniture is placed back and all trash is picked up.
  - Remove folding chairs from rooms
  - Talk with custodian throughout day for help.

### **Hospitality Committee** (Committee Chair: \_\_\_\_\_)

- Set-up judges room
  - Prepare coffee and place out snacks (7:45)
  - Check periodically to make sure the judges room stays clean, food and drink stocked
  - Coffee should be available until 3:00 for judges
- Make tags for all Hospitality volunteers (so they will be noticed)
- Organize parents and students to help greet schools as they come in
  - Volunteers should greet at parking lot and registration table
  - Volunteers should be in gym for opening and award ceremonies
- Organize parents and students to help with directions/ questions throughout day

### **Decorations Committee** (Committee Chair: \_\_\_\_\_)

- Make different signs to post: School Map, Bathroom Signs, Welcome, etc.
- Make school name signs for gym.\*
- Post signs in gym (Friday evening)

\*names of schools and final number of participants will be given after DTASC organizational meeting .

**SAMPLE ROOM LIST BY ROOM NUMBER**

REVISED ROOM LIST WITH EVENTS Shakespeare Festival, April 18, 2015

125	JV - 4	Women in Disguise
127	JV - 4	Women in Disguise
128	JV - 4	Women in Disguise
129	MS - 4	Women in Disguise
130	MS - 4	Women in Disguise
225	JV - 3	Monologues
226	MS - 8	Lear
226	JV - 3	Monologues
227	JV - 3	Monologues
229	JV - 3	Monologues
230	JV - 3	Monologues
600	V - 3	Monologues
601	V - 3	Monologues
602	V - 3	Monologues
603	V - 3	Monologues
604	V - 3	Monologues
605	V - 3	Monologues
606	V - 3	Monologues
607	V - 3	Monologues
608	V - 3	Monologues
609	V - 3	Monologues
701	MS - 3	Monologues
702	MS - 3	Monologues
703	MS - 3	Monologues
A5		TABULATIONS
A10		RULES
B1	V - 4	Women in Disguise
B10	V - 5	All in a Day's Work
B11	MS - 5	All in a Day's Work
B12	V - 5	All in a Day's Work
B13	MS - 5	All in a Day's Work
B14	JV - 5	All in a Day's Work
B2	V - 4	Women in Disguise
B3	V - 4	Women in Disguise
B4	V - 4	Women in Disguise
B5	V - 4	Women in Disguise
B6	V - 4	Women in Disguise
B8	V - 5	All in a Day's Work
B9	V - 5	All in a Day's Work
C1	V - 0	Tech - Sets / Lights / Graphics
C2	MS - 0	Tech - Sets / Lights / Graphics
C2	JV - 0	Tech - Sets / Lights / Graphics
C3	V - 1	Tech - Court Costumes
C4	MS - 1	Tech - Court Costumes
C4	JV - 1	Tech - Court Costumes
C5	V - 2	Tech - Character Costumes
C6	MS - 2	Tech - Character Costumes
C6	JV - 2	Tech - Character Costumes
D1	V - 5	All in a Day's Work

D11	JV - 9	Merry Wives
D13	JV - 9	Merry Wives
D16	JV - 9	Merry Wives
D3	V - 5	All in a Day's Work
D9	MS - 7	Play's the Thing
E1	JV - 5	All in a Day's Work
E10	V - 7	Play's the Thing
E11	V - 9	Merry Wives
E12	JV - 8	Lear
E13	JV - 8	Lear
E2	JV - 5	All in a Day's Work
E3	V - 8	Lear
E4	V - 8	Lear
E5	MS - 7	Play's the Thing
E6	MS - 9	Merry Wives
E7	MS - 9	Merry Wives
E9	V - 9	Merry Wives
F10	V - 6	Villains
F11	JV - 6	Villains
F12	JV - 6	Villains
F13	JV - 6	Villains
F3	V - 6	Villains
F4	V - 6	Villains
F5	V - 6	Villains
F6	V - 6	Villains
F8	V - 6	Villains
F9	V - 6	Villains
G1	MS - 8	Lear
G2	MS - 6	Villains
G3	MS - 6	Villains
J1		ROOM CHAIRS
LgGym	V - 7	Play's the Thing
Library		JUDGES
M1	MS - 7	Play's the Thing
M2	MS - 7	Play's the Thing
Odin	V - 7	Play's the Thing
S5	V - 8	Lear
SmGym	V - 7	Play's the Thing
T2	V - 7	Play's the Thing
T22	V - 9	Merry Wives
T23	V - 9	Merry Wives
T24	V - 9	Merry Wives
T25	V - 8	Lear
T26	V - 7	Play's the Thing
T27	V - 8	Lear
T28	JV - 7	Play's the Thing
T29	JV - 7	Play's the Thing
T5	JV - 7	Play's the Thing
T6	JV - 7	Play's the Thing

**SAMPLE ROOM LIST BY CATEGORIES**

## REVISED ROOM LIST WITH EVENTS Shakespeare Festival, April 18, 2015

<b>Middle School Rooms</b>	
0 – Tech – Sets / Lights / Graphics	C2
1 – Tech – Court Costumes	C4
2 – Tech – Character Costumes	C6
3 – Monologues	701, 702, 703
4 – Women in Disguise	129, 130
5 – All in a Day’s Work	B11, B13
6 – Villains	G2, G3
7 – Play’s the Thing	M1, M2, D9, E5
8 – Lear	226, G1
9 – Merry Wives	E6, E7
<b>Junior Varsity Rooms</b>	
0 – Tech – Sets / Lights / Graphics	C2
1 – Tech – Court Costumes	C4
2 – Tech – Character Costumes	C6
3 – Monologues	225, 226, 227, 229, 230
4 – Women in Disguise	125, 127, 128
5 – All in a Day’s Work	B14, E1, E2
6 – Villains	F11, F12, F13
7 – Play’s the Thing	T5, T6, T28, T29
8 – Lear	E12, E13
9 – Merry Wives	D11, D13, D16
<b>Varsity Rooms</b>	
0 – Tech – Sets / Lights / Graphics	C1
1 – Tech – Court Costumes	C3
2 – Tech – Character Costumes	C5
3 – Monologues	600, 601, 602, 603, 604, 605, 606, 607, 608, 609
4 – Women in Disguise	B1, B2, B3, B4, B5, B6
5 – All in a Day’s Work	B8, B9, B10, B12, D1, D3
6 – Villains	F3, F4, F5, F6, F8, F9
7 – Play’s the Thing	F10, Odin’s Hall, Large Gym, Small Gym, E10, T26
8 – Lear	T2, S5, T27, E3, E4, T25
9 – Merry Wives	E9, E11, T22, T23, T24

## **SAMPLE MS/JV FESTIVAL SCHEDULE**

Fall Festival, November 8, 2015

Woodrow Wilson Middle School, Glendale

Please remember all times are approximate!

Changes in times or locations may be announced from the amphitheater stage.

### Schedule

- 7:30 – 8:45 Registration — Tripidome
- 8:45 – 9:00 Opening Assembly — Gym end of Athletic Field  
(Room Chairs Report to Auditorium on arrival)
- 9:00 – 10:30 Round 1
- 10:45 – 12:15 Round 2
- 12:15 – 1:30 Lunch — Outside Lunch Area
- 1:30 Assembly, Both Divisions — Gym end of Athletic Field
- 1:45 – 3:00 MS Division Round 3  
JV Division Semi-Finals
- 3:45 Post JV Finals — Gym end of Athletic Field
- 4:00 – 5:30 MS Division Awards Assembly — Auditorium  
JV Division Finals
- 5:45 – 7:30 JV Division Awards Assembly — Auditorium

## **SAMPLE VARSITY FESTIVAL SCHEDULE**

### Schedule

- 7:30 – 8:45 Registration — At entrance gate
- 8:45 – 9:00 Opening Assembly — Quad  
(Room Chairs Report to Auditorium on arrival)
- 9:00 – 10:30 Round 1
- 10:45 – 12:15 Round 2
- 12:15 – 1:30 Lunch — Outside Lunch Area
- 1:30 Post Semi-Finals — Quad
- 1:45 – 3:00 Semi-Finals
- 3:45 Post Finals — Quad
- 5:00 – 8:00 Awards Assembly — Auditorium

## **SOME FUN THINGS THAT HOST SCHOOLS COULD PROVIDE**

Some fun things that host schools have provided at their own expense. Some schools have chosen to provide that something extra that made their festival a little more memorable. Some of these things have turned into fundraisers for the school. Here are some ideas you might want to consider:

1. Provide music (Broadway or Elizabethan depending on festival) before each assembly.
2. Provide lunchtime taped music or live performers such as Drill Team or Madrigal Singers in lunch area.
3. Make colorful cardboard pennants with each school's name on them to take home as a souvenir. Shakespeare festival has made coats of arms for each school.
4. Host school takes pictures of each school as the participants arrive for the day and emails a free copy to the coaches.
5. Provide a show for those students not advancing to final round. Some schools have gotten volunteer professionals to demonstrate fencing or improv techniques. Others have held trivia game shows with audience participation. Movie posters or donated prizes were given to winners.
6. Prepare a slide show or video (7–10 minutes) of the day's events which is shown at the final assembly. This requires setting the pictures to music. It's really popular if you have the ability to pull it off.
7. Provide game booths at lunch and final rounds. This has been especially effective using a Renaissance theme during Shakespeare festivals.
8. Provide computer game room during final round.
9. Make banners, displays, slide shows, etc. of festival-related subjects which can be viewed around the school.
10. Have a student guide assigned to each school who greets them upon arrival and helps them find important locations.

## **DTASC Signs available**

These signs need to be displayed at Festival.

- 2 large banner, white with purple letters and logo:

# **DTASC**

Drama Teacher's Association of Southern California

- 1 sign each. Most are sandwich boards that stand near doors. A few can be taped to tables with duct tape.

**RULES**

**TABULATIONS**

**REGISTRATION**

**INFORMATION**

**JUDGES**

**ROOM CHAIRS**

**T-SHIRTS**

- 2 signs each, 3 x 5, white with purple letters (*Note: as of 2015, these are missing, but they will be replaced at some point*)

# **PARKING**

Drama Teacher's Association of Southern California

SIGNS NEEDED FOR SHAKESPEARE FESTIVAL  
(SATURDAY, MARCH 29<sup>TH</sup>, 2003)

**LARGE**

Welcome to the DTASC Shakespeare Festival 2015  
(or any other more catchy slogan, but please include: DTASC, which festival, and year)

**MEDIUM**

Signs for each building block, maybe two per block: A, B, C, D, E  
Bathroom signs: Girls Restroom, Boys Restroom, etc

**SMALL**

Sign mounted on posterboard or other firm base for each school attending the festival, with the name of the school and some kind of Shakespeare or other Elizabethan profile or image, preferably set on a small post (these will be posted in each school's seating area in the gym for the awards ceremony)

Sign for each room being used: a regular sized sheet of paper showing what categories and groups will be competing in the room and at what time; usually taped to door

# SHAKESPEARE DRAMA FESTIVAL

## Valley View, Host School

Drama Teacher's Association of Southern California, A/B Divisions

**SATURDAY, MARCH 29<sup>TH</sup>, 2003**  
**7am to 6pm**

Want to raise funds for your club or organization? Contact Ellen Huerta at ext. 213 as soon as possible!

### VENDOR LIST

Organization/Contact	Will be selling:	Time frame:
In-N-Out Burgers – Dave Dingman/Leigh Scott	\$5.00 lunch: hamburgers, cheeseburgers, or grilled cheese with chips + drink	11-30am to 1:30 pm
Drama Club- Ellen Huerta	—Beverages: soft drinks, coffee, orange juice, water —Floral Garlands for hair	All day
PTSA- Nancy Clark	Bake sale, including breakfast type items; bagels, muffins, etc	All day
Kiwanis Club - Ted Enke	Hot dog cart	After regular lunch hours only; 2pm to 6pm
Builders Club - Ted Enke	Candy bars	All day
Drama Club - John Abril	Sno Cones & Cotton Candy	Mid-morning to late afternoon; must be eaten in food area-no “carryout”
Foreign Language Club - Kathleen Erickson	Specialty candy	All day
Leadership - Mary Warren	Ice Cream	All day



# SHAKESPEARE DRAMA FESTIVAL

## Valley View, Host School

Drama Teacher's Association of Southern California, A/B Divisions

**SATURDAY, MARCH 29<sup>TH</sup>, 2003**

### TEACHER VOLUNTEER SIGN-UPS

Many jobs available—we need and appreciate your help!

#### All day (8am to apprx. 6pm)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

#### HALF-DAY

##### 8AM-IPM

##### IPM-6PM

1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

#### OTHER (When or how can you help?)

Name

When/how I can help:

1.	
2.	
3.	
4.	
5.	

March 18, 2003

Dear Coach and Students of \_\_\_\_\_:

Your code number is \_\_\_\_\_

The staff and students of Valley View Middle School are excited to be hosting this year's DTASC A/B Shakespeare Festival, and would like to welcome you to Valley View and Simi Valley! Please go over the information in this letter carefully so you will have a great festival day!

**Bus Parking:** Busses will enter the main school entrance and park on the south side of the front parking lot. If this area becomes full, busses will need to park on Tapo Street.

**Car Parking:** Parking for judges and coaches will be in the northern half of the front parking lot. When this is filled, additional cars will have to park on Tapo Street or on the athletic fields at the back of the Valley View campus. To reach this parking area from Tapo Street facing north, turn left (west) on Walnut Street and look for the gate opening on your left. This area is for car parking only—no busses on the athletic field.

**Registration & Assemblies:** Registration will take place at the front of the school near the parking lot by the school marquee. The opening assembly will take place in the amphitheater area between the main administration building and the multipurpose room. Awards assemblies will be held in the gym for the A Division and the multipurpose room for the B Division. Seating charts will be available to coaches at morning sign-in, and signs indicating where each school is to sit will be posted in the gym and multipurpose room.

**T-shirts:** There will be a T-shirt table located in the amphitheater area; coaches may pick up any pre-ordered T-shirts there.

**Lunch Tickets:** Coaches or other adult chaperones should pre-purchase lunch tickets (\$5.00) for all students who are buying lunch. Tickets will be sold at the lunch ticket table near the front of the school. Please purchase these tickets before 9:30am, and be sure to buy enough tickets for all students who are eating lunch at one time. No money will be handled in the lunch line, so lunch tickets MUST be purchased in advance. Lunches will be served on a first come, first served basis by ticket only.

**Lunches:** Coaches or other adult chaperones should distribute the pre-purchased lunch tickets (\$5.00 each) to students, then students will present those tickets in the lunch line. Lunch will be fresh-cooked by the In-N-Out Burger wagon, and available lunch choices will be hamburger, cheeseburger, or grilled cheese sandwich. All lunches include chips and soda. The lunch eating area will be in the patio area between the multipurpose room and the gym. Judges' and pre-paid coaches' lunches will be served in Room A-8, catered by Joe's Catering of Simi Valley.

*continued*

**Snacks:** A variety of drinks, snacks and other foods will be available for purchase throughout the day, including breakfast items, candy, soda, coffee, hot dogs, and popcorn. Some will be sold in the amphitheater area near the multipurpose room, while others will be in the patio area between the multipurpose room and the gym

**Room Chairs:** The first room chair meeting will be in the multipurpose room. Room chairs should proceed directly to the meeting upon arrival. Room chair headquarters for the rest of the day will be in room D- 11. Room chair students are encouraged to bring a stopwatch that they know how to read.

***Students should not enter rooms until judges and room chairs arrive. Please wait outside!***

**Campus Rules:** Students are not to leave campus except for medical emergencies. Smoking by anyone at any location on campus is strictly forbidden. The library (judges headquarters) and tabulations room (B- 11) are for adults only. No food is allowed in classrooms or the gym. Please do not touch anything in classrooms where scenes are being performed. During performances, please be courteous and quiet so everyone can enjoy the scenes. Please pick up your own trash and help us keep our campus clean!

**Rules and Disqualification:** Please review all festival rules before the festival, to avoid any problems. If a rules infraction is observed, do not discuss it with anyone in the room. You may report the rule infraction on a rules violation slip which you may obtain from the room chairs or in the rules committee room, B-22. Fill out the form completely making sure you know the code of the school you are citing, the room and the round that you saw the infraction in, and list the rule you think was broken. Give the completed form to the room chairs or take it to the rules committee in room B-22. Decisions by the rules committee are final. Attempts to influence judges by students, coaches, or parents may disqualify your school. Unsportsmanlike conduct will not be tolerated in rounds, assemblies, or anywhere on campus. Do not risk disqualification of your entire school!

**Directions:** See the enclosed map and directions for bus drivers, coaches, and parents who may be driving students to the festival

**A Reminder:** Please be considerate and supportive of all who are at the festival. Make new friends! Be a good audience for others. Win with grace and humility-that shows real class. We are here to celebrate theatre, learn through participation, and to share with others the joy of performing. We all love to win a trophy, but the rewards of the day are so much more than that- getting excited about theatre and experiencing the magic of William Shakespeare!

**Questions?** Contact:

**David Dingman, host**  
**School: 805-520-6820**  
**Home: 818-717-9023**  
**Cell: 818-416-0265**  
**Email: [ddingmangsimi.k12.ca.us](mailto:ddingmangsimi.k12.ca.us)**

*Aviara Oaks Middle School  
A California Distinguished School  
6880 Ambrosia Lane  
Carlsbad, CA 92009  
(760) 602-6040*

Dear Colleagues and Participants:

April 6<sup>th</sup>, 2002

Instructions to A.O.M.S.

See attached map.

Bus Parking Have the busses pull into the first drive way (elementary school) and go all the way around to the end of the U Shape drop off. The busses should then proceed up the hill on the one way street, and park on Ambrosia Ln.

Car Parking Go to the second drive way (middle school) and look for parking, if the lot fills up then go up the hill and look for parking along Ambrosia Ln.

Registration & Assemblies

Registration will take place in the quad in front of the middle school Multi-purpose building. The opening assembly will be held out doors in the quad area. **In case of rain umbrellas will really be useful to you!** The Awards Assembly will be indoors. A division will be held in the Middle School Multi-Purpose building and B division will be held in the elementary cafeteria. Seating charts for the Awards Assembly will be available when your coach signs in and seats will be marked with your school's name.

T-shirts

There will be a T-shirt table located in the quad area; coaches may pick up any preordered shirts there.

Lunch & Snacks

Carlsbad High School Theater Department will be selling snacks all day in front of the Middle School Multi-Purpose building. Friends of A.O.M.S. Musical Theater will be selling breakfast snacks in the quad. Student lunches tickets will be sold in the quad area. The lunches can be picked at the school elementary cafeteria windows, students, must present their lunch ticket to receive their lunch, the lunches tickets cost \$5:00 and include a deli sandwich, (turkey, ham or veggie) soda, chips and a cookie. Pre-sold lunch order forms have been sent to all coaches. The lunch tickets will also be sold at table in the quad- However, lunches are sold on a first come first serve basis by ticket only. We suggest that you pre-order your tickets, to assure you will get lunches. Judges and prepaid Coach lunches will be served in the elementary staff lounge located directly beside the library. **\*Students must stay on campus all day.** There isn't much around anyway!

Room Chairs

The first room chair meeting will be in the Middle School Multi-Purpose Building. Room chairs should proceed directly to the meeting upon arrival. The room chair head quarters for the remainder of the day will be in room 1455, just up the quad stairs from the Multi-Purpose building. **\*Room chair students are encouraged to bring a stopwatch that they know how to read.**

**STUDENTS SHOULD NOT ENTER ROOMS UNTIL JUDGES AND ROOM CHAIRS ARRIVE. PLEASE WAIT OUTSIDE!**

*continued*

## SAMPLE HOST LETTER TO PARTICIPATING SCHOOLS 2, PAGE 2

### Rules and Disqualification

Please go over all festival rules with you students before the festival, this will avoid problems. As a coach, please be fair and enforce the rules before you arrive for the festival. If your students believe another group has failed to adhere to a particular rule they should report to YOU THE COACH and you in turn can contact the rules committee located in room 1448. Also we ask, that if you are asked to judge that you try hard to judge in a different division then you are entered. If you are entered in both divisions, only judge if absolutely needed.

The rules committee and/or festival hosts and D.T.A.S.C. president are given authority, in extreme circumstances, to place on probation, disqualify, and or eject- with a letter of reprimand sent to the director and principal of the school in question-all entries of a school for unsportsmanlike conduct and/or discourteous behavior by the director, students and or parents, (e.g. abusive language, and/or vituperous (worthy of censorship) conduct by a representative of an entered school- director, student parent-toward an official of the festival.) The decision on the matter shall be final.

NO SMOKING ON CAMPUS! Any adult or student who smokes risks disqualification for his./her entire school.

### VERY IMPORTANT INFORMATION!

*On a personal note, we will be using some classrooms on the **elementary campus**, while the schools are quite close they are not connected in any way, Most of the B DIVISION rounds will be held in these classrooms. Except for the chairs provided for participants for scenes there will small chairs, desks and lots of elementary toys and things. PLEASE REMIND STUDENTS NOT TO TOUCH ANYTHING IN THE CLASSROOMS!*

### ENTERTAINMENT

The San Diego Renaissance Festival Group will be set up in the quad area at lunch time with jugglers, troubadours, hair braiders and vending booths so students might want to bring some extra money to buy souvenirs.

### REMEMBER

We are here to celebrate theatre, learn through participation and to share with others the joy of performing. Trophies are great but the rewards of the day, we hope transcend mere hardware and get students fired up about Shakespeare and about theatre!

### QUESTIONS??? CALL

Roger Graziani- A/B President  
Hm. (626) 358-4994  
School (310) 277-5900 ext. 450

Andrea Schuck-host  
School (760) 602-6040  
Hm. (760) 603-9668  
e-mail~ [aschuck@sdcoe.k12.ca.us](mailto:aschuck@sdcoe.k12.ca.us)  
**Judi Stapleton** co-host  
School (760) 602-6020 ext. 4897  
Hm. (760) 729-0763  
e-mail~ [judijudd@sdcoe.k12.ca.us](mailto:judijudd@sdcoe.k12.ca.us)

THE DRAMA TEACHERS' ASSOCIATION OF SOUTHERN CALIFORNIA  
PRESENTS  
THE SHAKESPEARE FESTIVAL—A & B DIVISION  
MARCH 14, 1998  
AT  
GEORGE ELLERY HALE MIDDLE SCHOOL  
23830 CALIFA STREET  
WOODLAND HILLS, CA 91367  
(818) 704-1505

Dear students of \_\_\_\_\_

We at Hale Middle School are thrilled to welcome you to the Shakespeare Festival '98. Please take a minute to review these very important items which will help make that day a success.

1. **PLAN TO ARRIVE AT 8:00 A.M.** Please be on time. We want to get out early. **PARKING:** Note the enclosed map. Buses should park on the service road after entering through the faculty parking lot entrance on Califa Street. Judges park in the lot on Califa. All participants park on the street (Califa Street or Hatteras Street).

2. **WHAT TO EAT?** Breakfast—a bake sale with assorted items.  
**STUDENT LUNCHES MUST BE ORDERED BEFORE THE FIRST ASSEMBLY.**

Student Lunch: Ameci's Submarine Sandwich, Sunchips, & Soda—\$3.50  
Adult Lunch: Subway Sandwich Board, Assorted Salads, Deserts—\$6.00  
Snacks: Hale Candy Bars \$1.00, Sodas \$.75, Fruit \$.50,  
Caramel Apple \$1.00, Water \$1.00

3. **WHAT TO BUY? 1998 D.T.A.S.C. Shakespeare Festival T-shirts—\$13.00**  
They come in natural (wheat) color and have comic designs of Taming and Hamlet on them. I've seen them. They're great! Shakespeare Bears, Drama Masque Rings and Earrings, Jester Hats for only \$2.00-\$5.00.

4. **WHAT TO DO WHEN YOU ARRIVE:**  
FIND YOUR GROUP'S PLACE ON THE LAWN  
TAKE GROUP PICTURES FIRST ON THE OUTDOOR STAGE  
COACHES PICK UP PROGRAMS AT REGISTRATION  
PARTICIPANTS REPORT TO THE **EIGHTH GRADE LAWN**  
**ROOM CHAIRS REPORT IMMEDIATELY TO F232 & F234**

**PARENTS REPORT TO THE VOLUNTEER CENTER.** They will be assigned tasks. Please ask parents not to bring other children.

**Parents are welcome only if they are willing to work.**

**700 PARTICIPANTS ARE EXPECTED FOR THIS FESTIVAL  
SO PLEASE DO NOT BRING OBSERVERS.  
THIS INCLUDES STUDENT DIRECTORS.  
ALL WHO COME MUST BE ENTERED OR HELP RUN THE FESTIVAL.**

We simply will not be able to seat extras  
in the Multi-Purpose Room for the final assembly.

*continued*

**5. HOW TO READ A PROGRAM:**

EVENT IV — BREECHES

AZ 40	ROOM D212	1	ROOM D114	5
BP 40	ROOM F235	3	ROOM F131	7

The code numbers along the left margin will be used by the judges and room chairs to identify the student or performing group throughout the day. The order in which the names are listed in the program indicates the order in which the students will perform in the first round. The number along the right margin represents the room the student or group should report to for the second round and the last number listed tells the order that student or group will perform. So, Breeches Group from the school with the code AZ will report to room D212 after the first assembly and will be the first group to perform. Second round, that group should report to room D114 and they will perform 5th.

**6. WHAT SHOULD I DO?** Everyone will perform in the first two rounds. After rounds 1 and 2 are over, we eat lunch. After lunch, all should report to the outdoor stage to see who has made B Semi-Finals or A finals. Listen carefully to see if you made it into the next round of competition. If you did not, go to the next round, see who did and why. After Finals, A Division participants report to the MPR for the A Division Final Assembly. After Semi-finals, students in B Division need to go back to the outdoor stage to see if they made finals. All B Students should attend finals to cheer on those who are participating. Then go to the gym for the Workshop presented by Will Geer & Company. We will come get you for the B Final Assembly when we have finished the A Assembly. **LISTEN CAREFULLY TO ANNOUNCEMENTS—YOU NEED TO KNOW WHO MADE IT AND WHERE TO GO TO PERFORM OR SEE YOUR FRIENDS. LISTEN FOR THE ROOM NUMBER!**

**7. RESTROOM:** They are available in the back of the MPR, and downstairs in the E and C Buildings. Faculty Restrooms are in the C Lounge, & the C & F Buildings downstairs, and in the Library Office.

**8. KEEP CAMPUS RULES:** No student may leave the campus. Smoking by adults or students is forbidden. P.E. fields and the Gym are off limits. The Library and Tabulations Rooms are for adults only. Standing on seats in the auditorium is dangerous. Please don't. During performances, there is no reason to talk. **PLEASE PICK UP YOUR OWN TRASH!**

**9. COMPETE ACCORDING TO FESTIVAL RULES:** Your director has been sent a list of the rules. If you see a rules infraction, do not speak to other students or judges. You may be wrong. You may report the infraction on a rules violation slip which you may obtain from Room Chairs. Have your coach read it and sign it. Then put it in the Rules Infraction Box in the library. You must have the code of the school violating the rule or your slip will be thrown out. Decisions of the Rules Committee are final. Attempts to influence judges by students, coaches, or parents may disqualify your school. **UNSPORTSMANLIKE BEHAVIOR WILL NOT BE TOLERATED—in rounds, in assemblies, or on campus.**  
**DO NOT RISK DISQUALIFICATION OF YOUR ENTIRE SCHOOL.**

**10. DIRECTIONS:** These are included for carpools or so your parents may drive you if you missed the bus.

**11. DEPARTURE:** Schools with students entered in the A Division only should be finished with the A Division Assembly no later than 4:30. We would like to encourage these schools to leave Hale at this time since we cannot accommodate both divisions in the B Assembly. Of course, schools entered in both divisions should bring all students to the B Assembly. B Division should finish by 7:00.

**12. TAKE ADVANTAGE OF EVERY OPPORTUNITY TO LEARN.** Watch the scenes closely to observe which ones you might want to perform next year. If you are unfortunately eliminated from competition, take a few seconds to dry your tears, then grit your teeth, and quickly go watch the scene

*continued*

**SAMPLE HOST LETTER TO PARTICIPATING SCHOOLS 3, PAGE 3**

that beat you. Above all, don't take winning or losing too seriously. We all have different preferences in movies, so don't be surprised if the judges' choices and yours might be different. Remember the judges' preference may indicate a difficult decision because all scenes were excellent.

13. This is a very special day for us to share the results of our hard work. Be considerate and supportive of all who are participating. Make new friends. Be a good audience for others. During performances there is no excuse to talk to neighbors, so let's not. Enjoy your victories but remember that humility and sensitivity show real class. Above all have fun.

See you on March 14th. Break a leg!—Jacqueline Young, Festival Host

Note: Sample letters, forms, etc., with spaces for dates, school name, host name, etc. will be on the DTASC Handbook CD, and can be opened in your word processor (Microsoft Word, AppleWorks, etc.) for you to edit and adapt.



**Birmingham High School PERFORMING ARTS DEPARTMENT**  
17000 Haynes St. Van Nuys, CA 91364 818-881-1580 ex. 208

**This is your D.T.A.S.C. Shakespeare  
Festival Information Letter!  
Please read carefully!  
It contains some special instructions.**

---

Dear Colleagues and Participants:

Instructions to BHS

Map attached. Please note the special drop-off point and information regarding parking. On March 7th, BHS will ALSO host a track meet AND a bus rodeo (whatever that is!) **It is important that you park in the HAYNES PARKING LOT, or on neighborhood streets next to school.**

\*Students are to remain on campus all day.

BHS Campus Map

Map attached. A copy will also be printed on the festival program.

Registration

Will take place on the SENIOR QUAD in front of the stage.  
Seating chart for ASSEMBLIES available when your coach signs-in.  
**In case of rain, umbrellas would really help!**

Final Assembly

Final assembly will take place in the PERFORMING ARTS AUDITORIUM, with Some of the schools in an overflow area. Seating is limited to participants in the festival only.

T-Shirts

They will be available for purchase in front of the COUNSELING CENTER.

Lunch

BHS Dad's Club will sell snacks all day. 7:30-8:30 am: coffee, hot chocolate, donuts; 9:30-6pm:barbecued hamburgers (1.75), cheeseburgers (2.25), hotdogs (1.75), chips (.50), candy (.75), soda (1.00), popcorn (.50), ice cream bars (.75).

Room Chairs

Should meet in our FACULTY PATIO. Assignments will be made at that time. Room chair students are encouraged to bring a stop watch, or accurate watch that they know how to read.

**STUDENTS SHOULD NOT ENTER COMPETITION ROOMS UNTIL JUDGES AND ROOM CHAIRS ARRIVE. PLEASE WAIT OUTSIDE.**

Rules and Disqualifications

Every year scenes get disqualified for failing to follow DTASC rules. Please go over all festival rules with your students before the day of the festival. This will

*continued*

## SAMPLE HOST LETTER TO PARTICIPATING SCHOOLS 4, PAGE 2

avoid problems. If your students believe that another group has failed to adhere to a particular rule, they should report to you, THE COACH, and you in turn, can contact the rules committee in the COMPUTER ROOM, small office connected to the COUNSELING CENTER.

The Rules Committee, and/or festival host and DTASC president are given the authority, in extreme circumstances, to place on probation, disqualify, and/or eject - with a letter of reprimand sent to the director and principal of the school in question - all entries of an entire school for unsportsmanlike conduct and/or discourteous behavior by the director, students or parents (e.g. abusive language and/or vituperous (worthy of censorship) conduct by a representative of an entered school - director, student, parent - toward an official of the festival. The decision in the matter shall be final.

**NO SMOKING ON CAMPUS! Any adult or student who smokes risks disqualification of his/her entire school.**

### REMEMBER

We are here to celebrate theatre, learn through participation, and to share with others the joy of performing. Trophies are great, but the rewards of the day will, we hope, transcend mere hardware, and nurture souls. BREAK A LEG!

*\*Special thanks to all previous Host schools, and especially Donna Tucker, from whom we have stolen most of this letter's wording, and ALL of their hosting suggestions. Wish us luck! We WILL be ready for you - with coffee brewing...*

### QUESTIONS??? CALL

Roger Graziani – President  
Home (626) 358-4994  
School (310) 277-5900 ext. 450

CJ Foss – host  
School – (818) 881-1580 ext. 208 messages est. 3208  
Home – (818) 992-1254

Amanda Swann – co-host  
School – (818) 892-4311  
Home (818) 345-5637

**SAMPLE HOST LETTER TO FACULTY**



**To: CHS Faculty and Staff**

**From: Bill Garrett, Kirk Miyashiro**

**Subject: Fall Drama Festival**

---

The Calabasas Theater Program is proud to have been chosen to be the host for the annual DTASC (Drama Teacher Association of Southern California) Fall Drama Festival. Schools from all over Southern California will be attending on Saturday, October 25<sup>th</sup>, at Calabasas High School. This important event gives students a chance to perform scenes and monologues they have prepared in class, receive evaluations from judges, and see a wide variety of performances given by students throughout Southern California.

In order to facilitate this event the following rooms will be used:

Gym, Theater, Lecture Hall, Library  
Cafeteria

All rooms in the H-Building

Band Room, Choir Room

M-1, M-2, M-3, M-4, M-5, M-6, M-7, M-8, M-9, M-10, M-11

B-1, B-2, B-3, B-4, B-5

T-31, T-32, T-33, T-34

PA-1, PA-2, PA-3

Attached is a classroom layout sheet. If you leave a floorplan attached to the inside of your classroom door, all furniture will be returned to the location indicated. We will take every step to make sure this process is as convenient for you as possible. Thank you for your assistance. You are helping to provide students with an educational experience they will always remember.

Thanks

**SAMPLE HOST LETTER TO THE PLANT MANAGER**

**TO: MIKE LAWSON, PLANT MANAGER**  
**FROM: BILL GARRETT**  
**RE: DTASC FALL FESTIVAL**

---

Hi Mike. Thank you so much for all of your help so far with the DTASC Fall Festival. Please know that the students, the parents, and I are so appreciative of all your hard work! Here is a list of things that we will need to have for the festival.

**By Saturday- Oct 25**

1. Make sure to have key for walk-in fridge and cafeteria windows.
2. A/C arranged for the day.
3. If any bells are scheduled, please turn off.
4. Arrange for outside lights for evening hours.
5. First Aid kit (does Coyote Club or the administration have one??)

**On Friday - Oct 24**

1. All restrooms must be cleaned and well-stocked
2. Upper quad should not be watered!! It can't be wet on Saturday am
3. Trashcans lined with plastic bags (lots!) We also need to know where extra bags are when we need them..)
4. We will be putting four folding chairs in every room. A golf cart or any assistance would be greatly appreciated.

**On Saturday - Oct 25**

1. At 7am, all restrooms and rooms being used need to be unlocked (including cafeteria/refrigerator, Library)
2. Set up ASB sound system on concrete stage in quad
3. Restrooms need to be checked during the day and stocked
3. Set-up two Microphones, podium, video projector, projector screen, and 3 tables in Gym. (Can be set up on Friday evening)
4. Copy machines turned on and stocked w/paper and available access to office

There will also be plenty of parents and students to help!  
If you have any questions, please do not hesitate to ask. Thanks again!

**SAMPLE HOST LETTER REQUESTING SECURITY**

**INTER-OFFICE CORRESPONDENCE  
LOS ANGELES UNIFIED SCHOOL DISTRICT**

TO: Ms. Evangelina Stockwell Date: November 7, 1990  
Region Superintendent, Region G

FROM: Edward Amarillas, Principal  
STEVENSON JUNIOR HIGH SCHOOL, REGION G

SUBJECT: DRAMA FESTIVAL SECURITY SERVICES

The purpose of this memo is to advise you that the Stevenson Junior High School campus will host the Annual Drama Festival and to request District Security Personnel for this event.

This event is scheduled for Saturday, November 17, 1990. It is anticipated that as many as 800 students and their Drama Teachers will be in attendance from as far away as San Diego. The scheduled hours of this event are 7:30 a.m. to approximately 8:00 p.m.

I am requesting security between the hours of 8:00 a.m. and 8:00 p.m. The reason for this is, there will be an exchange of monies at the event, increased level of gang activity in the community, and the fact that it is dark at approximately 6:00 p.m. in the evening.

It is my understanding that the District has provided this service in the past for this event at other locations.

EA/KR/dj

CC: Emma Rodriguez, Region Administrator

**SAMPLE HOST LETTER TO LEADERSHIP & SERVICE GROUPS**

TO: SANDY CRUZ, LEADERSHIP  
JEANETTE MARRERO, LADIES & DAMSELS  
NATE BOGAN, KNIGHTS & SQUIRES

FROM: MICHAEL BATTIN, DRAMA

RE: DTASC FESTIVAL

APPROVED: CLARA CHELTENHAM, ASSISTANT PRINCIPAL

Sun Valley will be hosting the Drama Teachers Association of Southern California's Fall Festival on November 19, 1988. Students and coaches from around Southern California will be competing in an all day festival. To ensure that the day will be successful, I would like students from our service groups to assist in the following areas:

- 1) assisting with parking
- 2) directing visitors to correct rooms
- 3) greeting buses as they arrive
- 4) escorting participants to auditorium
- 5) assisting with room preparation
- 6) selling T-shirts and sweatshirts

Please ask your students if they would be able to be at Sun Valley on Saturday, November 19, 1988 to help with the festival. I will also need students to assist the day before the festival after school.

Let me know by Friday, November 4 who will be willing to help so I may assign duties to individuals. Thank you for your help and support.

# Stevenson Junior High School DTASC FALL FESTIVAL

Thank you for helping with the DTASC Fall Drama Festival on Saturday, November 17, 1990. Please keep in mind that we represent Stevenson and our friendliness and courtesy will be what students and teachers from other schools will remember. Here are some guidelines for you:

1. Meet in Room 59 by 7:30 to check in with Ms. Eiden and Ms. Hensley.
2. Then report to the area on this assignment sheet.
3. Do not try to solve any discipline problems yourself. Go to the Library and ask for assistance.
4. When you finish your assignment, please sign out on the sign out sheet outside of room 59. It would be best to check with Ms. Hensley to see if you can be of any further help.

Have a good time and remember to show your PIRATE PRIDE!

Your assignment is:

---

---

Thank you again for helping us make the festival a success.

---

(Festival sponsor)

# FALL DRAMA FESTIVAL 1990

To the parent/ guardian of \_\_\_\_\_

The Stevenson Drama Program is proud to have been chosen to be the host for the annual District Fall Drama Festival. Schools from all over the Los Angeles area will be attending on Saturday, November 17, 1990 at Stevenson Junior High School. Sponsored by the L.A. Drama Teachers' Association, this important event gives students a chance to perform scenes and monologues they have prepared in class, receive evaluations from judges, and see a wide variety of performances given by students throughout Southern California. The Festival also gives our stage crew and service organizations a chance to use their organizational and leadership skills as well as show their pride in Stevenson.

Any student who agrees to compete or help out on the day of the Festival must realize that he/she is making an important commitment which affects many others besides himself/herself. Last minute absences or changes of plans could have a very damaging effect on others. Drama and Drama Lab students will receive a grade based on their participation.

Please discuss with your son or daughter the opportunities offered by this activity and the responsibilities it involves. Then sign and return the statement below.

Thank you,

\_\_\_\_\_  
Festival Sponsor

-----

Activity: Fall Drama Festival                      Place: Stevenson Junior High School  
Date: Saturday, November 17, 1990      Time: 7:00 AM to 7:00 PM  
Supervising Teachers: Susan Eiden, Linda Hensley. Our Assistant Principal, Mr. Rocke will be on campus, as well as a number of other supervisors.

\_\_\_\_\_ I will not be able to attend this event.

\_\_\_\_\_ I will be able to attend this event. I understand that my signature represents my commitment to attend on that day and be responsible for carrying out those tasks which I am assigned.

Signed (Student) \_\_\_\_\_

Signed (Parent/ Guardian) \_\_\_\_\_



## INDEX FOR C1 HOST

Awards Assembly, Sample Seating Chart for . . . . .	C1-7
Chart for Room Layout, Sample. . . . .	C1-6
Chart for Awards Assembly Seating, Sample . . . . .	C1-7
Classroom Chart Showing How Room Needs to Be Restored, Sample Form for . . .	C1-6
Committees, Host School . . . . .	C1-8 thru C1-9
DTASC Signs available . . . . .	C1-14
Faculty, Sample Host Letter to . . . . .	C1-27
Festival Schedule, Sample . . . . .	C1-12
Frequently Asked Questions . . . . .	C1-1
Form for Classroom Chart Showing How Room Needs to Be Restored, Sample . . .	C1-6
Fun Things That Host Schools Could Provide . . . . .	C1-13
Host Committees. . . . .	C1-8 thru C1-9
Host Duties, Sample List of . . . . .	C1-8 thru C1-9
Host Letter Requesting Security, Sample . . . . .	C1-29
Host Letter to Faculty, Sample . . . . .	C1-27
Host Letter to Leadership & Service Groups, Sample . . . . .	C1-30
Host Letter to Parents of Student Volunteers, Sample . . . . .	C1-32
Host Letter to Participating Schools, Sample 1 . . . . .	C1-18 thru C1-19
Host Letter to Participating Schools, Sample 2 . . . . .	C1-20 thru C1-21
Host Letter to Participating Schools, Sample 3 . . . . .	C1-22 thru C1-24
Host Letter to Participating Schools, Sample 4 . . . . .	C1-25 thru C1-26
Host Letter to Student Volunteers, Sample . . . . .	C1-31
Host Letter to the Plant Manager, Sample . . . . .	C1-28
Host Responsibilities (very detailed) . . . . .	C1-3 thru C1-5
Interested in Hosting? . . . . .	C1-2
Leadership & Service Groups, Sample Host Letter to . . . . .	C1-30
Letters, Sample . . . . .	C18 thru C32
List of Host Duties, Sample . . . . .	C1-8 thru C1-9
MS/JV Festival Schedule, Sample . . . . .	C1-12
Parents of Student Volunteers, Sample Host Letter to . . . . .	C1-32
Participating Schools, Sample Host Letter 1 to . . . . .	C1-18 thru C1-19
Participating Schools, Sample Host Letter 2 to . . . . .	C1-20 thru C1-21
Participating Schools, Sample Host Letter 3 to . . . . .	C1-22 thru C1-24
Participating Schools, Sample Host Letter 4 to . . . . .	C1-25 thru C1-26

## INDEX FOR C1 HOST, CONTINUED

Plant Manager, Sample Host Letter to the . . . . .	C1-28
Responsibilities, Host (very detailed). . . . .	C1-3 thru C1-5
Room Chart, Sample. . . . .	C1-6
Room List by Categories, Sample . . . . .	C1-10 thru C1-11
Sample A/B Festival Schedule . . . . .	C1-12
Sample Form for Classroom Chart Showing How Room Needs to Be Restored. . . . .	C1-6
Sample Host Letter Requesting Security . . . . .	C1-29
Sample Host Letter to Faculty . . . . .	C1-27
Sample Host Letter to Leadership & Service Groups. . . . .	C1-30
Sample Host Letter to Parents of Student Volunteers. . . . .	C1-32
Sample Host Letter to Participating Schools 1 . . . . .	C1-18 thru C1-19
Sample Host Letter to Participating Schools 2 . . . . .	C1-20 thru C1-21
Sample Host Letter to Participating Schools 3 . . . . .	C1-22 thru C1-24
Sample Host Letter to Participating Schools 4 . . . . .	C1-25 thru C1-26
Sample Host Letter to Student Volunteers . . . . .	C1-31
Sample Host Letter to the Plant Manager. . . . .	C1-28
Sample Letters . . . . .	C18 thru C32
Sample List of Host Duties. . . . .	C1-8 thru C1-9
Sample Room List by Categories . . . . .	C1-10 thru C1-11
Sample Seating Chart for Awards Assembly . . . . .	C1-7
Sample Sign-up List for Teacher/Staff Volunteers. . . . .	C1-17
Sample Vendor List. . . . .	C1-16
Schedule, Sample Festival Schedules. . . . .	C1-12
Seating Chart for Awards Assembly, Sample . . . . .	C1-7
Security, Sample Host Letter Requesting . . . . .	C1-29
Service Groups & Leadership, Sample Host Letter to . . . . .	C1-30
Shakespeare Festival, Signs Needed for . . . . .	C1-15
Signs available, DTASC . . . . .	C1-14
Signs Needed for Shakespeare Festival . . . . .	C1-15
Sign-up List for Teacher/Staff Volunteers, Sample . . . . .	C1-17
Some Fun Things That Host Schools Could Provide . . . . .	C1-13
Student Volunteers, Sample Host Letter to . . . . .	C1-31
Table of Contents for C1 Host . . . . .	C1-1
Teacher/Staff Volunteers, Sample Sign-up List for . . . . .	C1-17
Varsity Festival Schedule, Sample . . . . .	C1-12
Vendor List, Sample . . . . .	C1-16