

# **Theatre Assembly and The Theatre Assembly Planning Committee**

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### **1. Mission statement for theatre assembly and TAPCO:**

- a. **THEATRE ASSEMBLY:** A friendly, inviting community where students can feel free to be themselves, Theatre Assembly provides programming, events, opportunity and community for anyone interested in theatre, regardless of major.
  - i. **TAPCO (Theatre Assembly Planning Committee):** The elected planning committee within Theatre Assembly, tapco provides leadership, organization, inspiration and direction for the theatre assembly as a whole.

### **2. General Duties of Tapco and examples of work accomplished**

The theatre assembly planning committee:

1. Meets weekly or bi-weekly to discuss events and plan
2. Co-sponsors events on campus that pertain to theatre
3. Co-sponsors class visits to plays in town
4. Served in an advisory capacity to the department on issues relating to students
  - Casting policies
  - Student handbook updates
  - Crew work registration
  - Season Selection
  - Season Posters
5. Works with the department to identify and resolve issues in the season productions.
6. Helps to advertise for events around campus
7. Helps promote student performance groups
8. Holds acting workshop above and beyond class work.
9. Completes items on yearly list of work and events

Examples of work accomplished not on the yearly list of events:

- Worked on updating the green room and making it a space for students
- Met with music and art to discuss shared spaces and shared students

### **3. Theatre Assembly Planning Committee Yearly Schedule of Work and Events, Updated April 2015**

1. Prep meeting before classes in the fall
  - Held in early August before classes begin.
2. Student Activities Fair
  - TAPCO faculty mentor reserves a table
  - TAPCO members work the table during the fair times or recruit theatre assembly members to work the table if they all have classes
  - Fair times are divided into hour shifts
3. Student Organization Meeting/SGA info session
  - At the beginning of each school year a representative from TAPCO must attend a meeting to re-recognize our two theatre organizations (TAPCO and Theatre Assembly)
  - After attending this meeting and receiving the most up to date ROF (Request of Funds) cycle and fundraising information, an individual from TAPCO must complete the re-recognition survey. There will be more information provided on how to access this survey and a further explanation of what is at the initial re-recognition meeting.
    - The survey asks when and where we meet, this information goes to OSA—in case students come to them with questions.
  - In addition to the survey we must email an updated constitution to OSA looked over by each member of TAPCO. The exact information on who to email this to will be shared at the initial meeting. . Previously, only one has been submitted to cover Theatre Assembly and explains TAPCO as a support point
  - If any student wishes to, they can apply for fundraising through SGA.
    - Certain limits have been set for different types of requests, so be sure to check those before you decide which to apply for
    - Fundraising/ROF process happens in three main steps
      - Complete the ROF application ON TIME and email it to said point person
      - Attend the Committee Finance Meeting
        - At this meeting, one or two representatives will go through the ROF application and their responses will be verbally with the SGA finance committee. Be prepared and well versed in what you wrote, print out a copy to be sure you know the details.
      - Attend the SGA General Assembly Vote

- At this meeting, one will learn:
    - Weather or not the request was proved
    - How much of the total we asked for we will actually receive
  - Bring the account number you wish to have the funds go to
  - Ask the resumed time it will take for the funds to go into the account and double check with Phil/Jeanne the funds have been deposited
4. Kick off meeting, open to all (with ice-cream cake)
    - Meeting at the beginning of the fall semester open to all!
    - Gives important information about the year including auditions dates, upcoming workshops, and how the Edgewood College Theater Department works
    - Opportunity to meet other students interested in theater
    - Includes Ice Cream cake and a game!
  5. Wine and Cheese event for area theatres
    - A bi-annual event to promote the arts in the Madison area, sponsored by the theatre department. Held with AWTE and the opening of the new building.
    - When this event is held, TAPCo helps with the running of the event.
  6. Candy Table for First Show of the Season (Fundraiser)
    - The candy table is a small fundraiser we do for every show at Edgewood College.
    - The mentor for theatre assembly or her designee will purchase candy and water bottles before every show,
    - We set some candy out with some water bottles, and then put a basket on the table for donations.
    - We decide at our meetings who can set up and break down the table, and keep track of the money based on who is involved with the show.
  7. T-shirt order (work with graphic design to create season t-shirt)
    - Create a signup sheet with name and size of shirt on the list after a certain amount of time this list will be taken down.
    - A second list will be made using excel, this online version is easier to send information to the bookstore and the graphic design professor.
    - Work with the graphic design class to create designs, and vote on a design by mid-October so shirts are ready for the second show of the season.
    - Once you have all of the orders total up the number of orders and orders per size. Always order extra just in case people transfer or missed the signup sheet.
  8. Annual American Player's Theatre trip
    - The show is chosen at the end of the spring semester and we attended in the fall (generally right around the run of the 1st show of the season).
    - A signup sheet is made asking who plans on attending. It generally costs are \$12-\$15, this money is given to Jeanne.
    - Transportation is provided by students carpooling
  9. Library Murder Mystery

- This is a small production entirely run by the students during Family Weekend at Edgewood College.
  - Two students volunteer to direct the show, and any student is able to audition. It is a complete two act murder mystery show, where at intermission the audience tries to guess who the murderer is. The show is memorized and rehearsed.
  - Librarians handle food at intermission.
  - Any member of the audience who guesses correctly wins a prize, from T-shirts to a laptop computer. Prizes are handled by the librarians
  - Students work with Student Activities to pay for the rights for the script and cover other costs.
10. Workshop/visiting artist event in the fall
- Each semester a workshop of some kind is held, and promoted by Tapco.
11. Candy table for Second Show of Season (Fundraiser)
- See candy table for first show, above.
12. ACTF prep and funding request (American College Theatre Festival) Edgewood College participates in the Kennedy Center American College Theatre Festival. Students are encouraged to participate in all areas of design, stage management, and every other area available. We have just begun to have students participate in the design areas, but we have a longer tradition of sending actors to the festival.
- Prep includes funding applications, planning with student government, promotion of trip, reservations, etc.
  - Finding application (Request of Funds ROF cycle)
  - Promotion of the trip
  - Reservations
  - Panel presentation to theatre assembly as a students return from festival (this will happen at Spring Kickoff meeting)
13. Senior project sponsorship (if any are in the fall)
- Senior projects are a requirement of the COR 3 Capstone class, and are the performance element of the course requirement. Theatre Assembly supports the performances with
    - Creating promotional materials
    - Listing events on the campus calendars
14. Holiday Party
- A celebration in December to boost morale and encourage comradery between students and faculty involved with Theatre.
  - Announcement of mid semester elections of TAPCO members.
  - Awesomeness that is the White Elephant Gift Exchange - bring a random/re-purpose/handmade/no \$ needed gift - Battle Royale for who gets which gift.
  - A chance to reflect on the semesters activities and look forward to break and the coming semester.
  - Celebration slide show of any seniors graduating in December
15. ACTF trip in January (5-6 days before classes start)
- See other materials and student handbook about ACTFs
  - Travel arrangements and other plans are handled by the department. Tapco helps support that as needed.

16. Spring kick off meeting
  - Meeting at the beginning of the spring semester open to all!
  - Gives important information about the spring semester including audition dates, upcoming workshops, and what shows will be included in next year's season!
  - Includes panel of students who participated in ACTFs
  - Includes information about recent or upcoming London COR 2 class
  - Opportunity to meet other students interested in theater
  - Includes snacks and a game!
17. Candy table for 3<sup>rd</sup> show of the season (Fundraiser)
  - See candy table for first show, above.
18. Admitted student lunches, usually 2 or 3 in the spring (through Admissions)
19. Student Activities Presidential Round Table (required by student gov't to be an official club)
20. Chicago trip (Saturday with performance and pizza)
  - The Chicago trip is every other year and in the early spring.
  - The trip entails a bus ride to Chicago, downtown time, pizza, and a show at Second City.
  - A bus is rented out via Badger Buses (this is the reason that the trip is a first come first serve basis).
  - This trip generally costs students roughly \$25, and is supported financially by theatre assembly and the department
21. Candy table for 4<sup>th</sup> show of the season (Fundraiser)
  - See candy table for first show, above.
22. Spring elections for TAPCO
23. Senior project sponsorship (if any are in the spring)
  - Tapco promotes senior projects by working with (or as) work studies to list events on calendars and create fliers and other promotional materials.
24. Banquet planning
  - Reserve atrium and theatre
  - Create a reservation form for the banquet and the social hour before
  - Order food from food service
  - In order to decide what to order and how much to order we looked at our past food order and attendees. Also there is a budget for this that we must stick to.
  - Create sign-up sheet before the last show of the season is finished
  - Advertise the event
  - Invite not only faculty/staff of theatre but other supporters of theatre—work with dept. to develop a guest list.
  - Collect money from students and guests
25. Lollipop awards at banquet
  - The lollipop awards are small awards we give to anyone who comes to the end of the year theatre banquet. These are usually something funny and personal that has happened in the last year, but they can also be sentimental. It's a great way of looking back on the year and thinking about what everyone has done.
  - Using the list of everyone coming to the banquet, the entire tapco team creates the awards and purchases lollipops

- In an organized and fast paced way, the awards are handed out to kick off the award portion of the show by the members of theatre assembly.
26. Senior Slideshows at Banquet
- Done for seniors the semester they are graduating;
    - However they can be done a semester before or after depending on what banquet they would like their slides shown at.
  - The slides contain pictures from the show the senior has been during their time at Edgewood,
    - if there is a student who has not participated on a lot of shows but is still an active member in the department pictures on crews, with friends, and other things that they enjoy are all acceptable

#### **4. Constitution**

In addition to the annual recognition survey sent to Office of Student Affairs, we must email an updated constitution to OSA looked over by each member of TAPCO. The exact information on who to email this to will be shared at the initial meeting. Previously, only one has been submitted to cover Theater Assembly and explains TAPCO as a supportive point.

Here is the 2014-2015 constitution:

#### **Theatre Assembly**

-CONSTITUTION 2014-2015 School Year Primarily By: Sarah Krahn-

##### **Article I: Club Name**

The name of the club shall be Theatre Assembly.

##### **Article II: Club Objectives**

1. A friendly, inviting community where students can feel free to be themselves, Theatre Assembly provides programming, events, opportunity and community for anyone interested in theatre, regardless of major.
2. This organization shall not provide monetary gain, incidentally or otherwise, to its directors, officers, or membership. This does not restrict the payment of wages, salaries or incentives by the organization for services rendered.
3. This organization shall operate in accordance with any and all Edgewood Collge policies, as well as federal, state and local regulations.

##### **Article III: Membership**

1. Any person who has participated in a theatre event is considered part of the Theatre assembly
2. Membership is open to all students, staff and faculty without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation.

3. Active members shall consist of those who are involved in Edgewood college theatre during the current school year. Involvement may consist of but not be limited to.
  - a. Participation in an Edgewood College Production
  - b. Participation in a Theatre Class
  - c. Participation in theatre Assembly sponsored events
  - d. Work-Study within the dept.

#### **Article IV: Leadership and Committees**

1. All officers of this club must be currently enrolled students at the Edgewood College.
2. The governing body of officers for theatre Assembly shall be called TAPCO (Theatre Assembly Planning committee)
3. It shall be the duty of all TAPCO members to provide leadership, organization, inspiration and direction for the theatre assembly as a whole.
4. The advisors of this club shall be members of the faculty of Edgewood College Theatre Department.

#### **Article V: Elections**

1. The nomination and election of TAPCO members shall be held when all current members of TAPCO feel there is a need for an additional member. For example if a member has graduated and needs to be replaced.
2. Anyone who is a participant in Theatre Assembly shall be placed on the nomination ballot.
3. The election for a new TAPCO member shall be open to all Theatre Assembly participants.
4. All TAPCO members shall be elected to hold office starting as soon as their election has been announced at either the Holiday Theatre Party or the End of the Year Banquet until they graduate or indicate that they would like to abdicate their position.

#### **Article VI: Meetings**

1. TAPCO Meetings are to be held weekly or bi-weekly as is decided by the current members of TAPCO at the beginning of each semester.
2. Theatre assembly Meetings will be scheduled by TAPCO.
3. A Theatre Assembly meetings may consist of, but not be limited to, such events as.
  - a. Beginning of the school year information session.
  - b. Trips to see theatre in the community.
  - c. Various Theatre Workshops
  - d. A Theatre holiday Party
  - e. A Chicago trip to see Second City Improv
  - f. End of the Year Theatre Banquet
4. The fiscal year of the Club shall conform to the College school year.

#### **Article VII: Financial Matters**

1. Any amount of club money to be spent shall be agreed on by TAPCO at a TAPCO meeting

2. All Dissolution procedures set forth by the Office of Student Activities shall be followed, in the event that this club is to be dissolved. In addition, any remaining funds in any accounts opened on behalf of this club should be paid to the following.

- a. The Theatre Department, to be used as seen fit.

**Article VII: Amendments**

1. Amendments to the constitution may be proposed by any member of TAPCO verbally in any TAPCO meeting.
2. Amendments to the Constitution of the Club shall be made when TAPCO agrees upon an amendment.

**Article VIII: Amendments**

1. Amendments to the constitution may be proposed by any member of TAPCO verbally in any TAPCO meeting.
2. Amendments to the Constitution of the Club shall be made when TAPCO agrees upon an amendment.

Ratified by Sarah Krahn Date: 11/21/14

Ratified by Mark Kennedy Date: 11/21/14

Ratified by Leigha Sander Date: 11/21/14

Ratified by Sara Wojtak Date: 11/21/14

Ratified by Miranda Beadle Date: 11/21/14



## 5. Obtaining Funding: information on Request for Funds from SGA/OSA

If any student organization wishes to, they can apply for funding through SGA.

Below is the link where the current ROF guidelines and information can be found:

**\*\*This updates bi-annually, and sometimes more frequent than that, so**

**ALWAYS consult this website before starting any fundraising paperwork.**

Link A:

<http://my.edgewood.edu/sites/organizations/sga/SitePages/ROF%20and%20Co-Sponsorship%20Documents.aspx>

Certain limits have been set for different types of requests, so be sure to check those before you decide which amount to apply for.

EXAMPLE:

<b>Proposal Due (Friday at Noon) Submit online form &amp; E-mail budget to NHefty@edgewood.edu</b>	<b>Finance Committee Meeting (Monday at 4:00 p.m.) Predolin 307</b>	<b>SGA General Assembly Vote (Monday at 4:00 p.m.) Predolin 307</b>
February 2	February 9	February 16
February 27	March 2	March 9
March 27	March 30	April 6
April 17	April 20	April 27

**The fundraising/ROF process happens in three main steps.**

**BE SURE TO MEET ALL DEADLINES.**

**1. Complete the ROF application ON TIME and email it to said point person.**

the current application can be accessed here:

ROF [https://edgewood.co1.qualtrics.com/SE/?SID=SV\\_d5tP4Sk5zw53Vkh&Q\\_JFE=0](https://edgewood.co1.qualtrics.com/SE/?SID=SV_d5tP4Sk5zw53Vkh&Q_JFE=0)

This application includes: a contact person and their email/phone number, which organization is requesting, the amount being requested and a DETAILED explanation of all costs, the total cost of the event, a description of the event, the expected benefits, the direct benefactors, the number of students participating, and all fundraising efforts outside of SGA. **\*\*ALWAYS APPLY FOR MORE MONEY THAN WHAT WE**

NEED\*\*. SGA rarely gives the full amount any student org asks, so be sure to ask for more than what we need to be sure we receive as much as we can.

## **2. Attend the Committee Finance Meeting:**

a. The time and location change yearly, so be sure to see the updated link (link A) above.

b. At this meeting, one or two representatives will go through the ROF application and their responses verbally with the SGA finance committee. Be prepared and well versed in what you wrote, print out a copy to be sure you know the details.

## **3. Attend the SGA General Assembly Vote:**

a. At this meeting, one will figure out

1. whether or not the request was approved
2. how much of the total we asked for we will actually receive

b. Bring the account number you wish the funds to go into \*TO THIS MEETING\*.

c. Ask the presumed time it will take for the funds to go into the account and double check with Phil/Jeanne the funds have been deposited.

**Below is the 2015 ROF Cycle Guidelines Sheet for reference. Can also be accessed through the link titled ROF above.**

*Keep in mind Edgewood College's Student Government monthly ROF budget is 3,000.00 We ask that you keep this in mind when requesting funds.*

### **Travel:**

Travel Brackets

Bracket #1

- Travel costs of the trip are \$0.01 to \$100.00
- The individual/group/club/class can request the entire amount.
- If the cycle is over budget, cuts do apply

Bracket #2

- Travel cost over \$100.00
- The individual/group/club/class can request an initial \$100 dollars and half of whatever the balance of the travel cost.
- This bracket is capped however; you cannot request more than \$500 (1,100 Travel cost) dollars a person.
- If the cycle is over budget, cuts do apply

Food is not included. Conference fee is not included in determining travel cost. SGA will only fund up to \$500.00 of a registration fee.(If the cycle is over budget, cuts do apply) *Example: If someone is going on a trip and registration is \$200.00 and travel is \$500.00 dollars. The requester can request the full \$200.00 of the*

registration fee, and \$100.00 for travel. The total amount this person could request is \$300.00.

**Follow-up Plan Bracket System (FPBS):**

This bracket system is to be used in determining what must be done after a request is approved.

**FPBS #1**

- Approved amount ranging from \$0.01 to \$500.00
- Follow up with Nick and talk about how the event went-- Provide receipts
- Information will be reported to the general assembly [Treasurers Report]

**FPBS #2**

- Approved amount from \$500.01 and above
- Bracket 1 plan and then something else including maybe a PowerPoint, event, showcase, etc

**No Show Policy:**

- If an individual/group/club/class doesn't show up for either meeting their request is denied
- Exception if they communicate with treasurer prior to the meeting and their absence is approved.
- An absence will not allow requesters to answer potentially important questions about their requests, which can potentially affect the ability to receive funds.

**Absence Approval**

- If the absence will be during the finance committee, a majority of finance committee members must vote to approve the individual/group/club/class absence with the information provided to them by the Treasurer. If the absence is not approved the request fails automatically, and is not sent to the General Assembly.
- If the absence will be during the General Assembly, a majority of General Assembly members must vote to approve the individual/group/club/class absence with the information provided to them by the Treasurer. If the absence is not approved the request fails automatically and is does not receive any funds.

**Burden**

- The burden is on the treasurer to convince the general assembly and or Finance committee on whether or not absence should be approved or not.

**Not absence related denied requests.**

- If a request is not recommended to get any funds from the Finance committee that individual/group/club/class can come to the general assembly and plead their case.
- This provision only applies if the individual/group/club/class have not violated any of these other guidelines in the document above.

**Responsibility to Return**

- If an individual/group/club/class does not use all of the funds requested by SGA, that individual/group/club/class has the responsibility to return those dollars to SGA.

- Student Government reserves the right to bill an individual/group/club/class if money is not returned on request.

### **Startup Funds**

- Once every academic year any approved and in good standing student organization can request for startup funds.
- The same ROF online form is used. In places where the form asks for additional information just type in "startup funds"
- Startup funds are \$50 dollars. The FPBS does not apply.

### **Retroactive Funds**

- If a club, organization or individual requests retroactive funds they must provide evidence of all expenditures (be that receipts, invoices stubs, etc.), and must give evidence of why the ROF was not completed in the appropriate cycle. The General Assembly has the right to not approve retroactive requests. If the retroactive funds request is supported with just reason of tardiness then the General Assembly will vote on the retroactive funds request, separate and last in the order of the requests. For the retroactive funds request to pass, it will require a two-thirds vote of the members of SGA present to pass.

### **Denial**

- If a request is denied at the Finance Committee level the individual/group/club/class has two options:
  1. They can withdraw their request and reapply for that same request in the immediate following cycle. If the requester withdraws and does not apply in the next month's cycle then they cannot return to SGA with that request. If they are denied by the Finance committee after reapplying they cannot bring the request forward a third time.
  2. They can take their case to the General Assembly and fight for the funding. If they are denied by the General Assembly the requestors cannot reapply for that same request.