

BOARD MEMBER CHECKLIST

PREPARING FOR THE SHOW

- ___ Print out and bring to show the attendance eMail from CIS.
- ___ Be prepared to serve as either Mentor in the event they no-show (research the show).
- ___ Print out and bring to show Discussion and Editor checklists.
- ___ If time permits, call the Discussion and Editor mentors 12-48 hours in advance to verify they are prepared.

PRIOR TO THE SHOW

- ___ Arrive 60 minutes prior to curtain.
- ___ Verify the Director Pre-show Packet for Critics (8-pages) is complete with sufficient copies for each Critic attending.
- ___ Verify physical evidence in the room satisfies all categories identified on Packet for technical categories listed as eligible (i.e., 300 word description at minimum).
- ___ In the event the Packet or Evidence is missing, aggressively pursue remediation from the Director or any adult authority representing the presenting school; if remediation is not achieved by 45 minutes prior to curtain, the show is disqualified from the technical awards.
- ___ Introduce yourself to the mentors and critics as they arrive.
- ___ Verify if mentors received Pre-Show Reminder Email and communicate back to Board if they did not (in order to resolve email deliverability issues)
- ___ Based on your preference, invite the discussion mentor to lead the "favorite moment" nominations and voting activity, or lead it yourself if so desired (see below); either you or the discussion mentor should notify the critics to keep an eye out for moments.
- ___ Help take attendance; real-time entry in CIS is preferred, if an internet connection is available to support CIS connection.
- ___ Emphasize to students as they arrive: (1) they need to observe the physical evidence in the room for technical categories, and (2) they should be aware what time they will be dismissed.
- ___ If the food is not ready by 45 minutes prior to curtain, notify Booster it cannot be distributed less than 30 minutes before.
- ___ Enforce the timeline if needed (pre-show intro needs to start by 20 min prior to curtain).
- ___ Take photos of the student discussion and share with Board member responsible for social media.

AFTER THE SHOW

- ___ Make sure the discussion mentor does NOT skip the discussion parts of the workshop and goes straight to voting (this creates a false impression that the program is all about the critics choices).
- ___ Provide clarification for critics' choice rules.
- ___ Record and keep a copy of the completed Critics Choices; encourage Editor Mentor to enter them in CIS before leaving.
- ___ Make certain all critics know when their reviews are due prior to being dismissed.
- ___ Collect the Critic Choices sheets. With the help of the Mentors, check that each sheet has the top filled out properly and that one sheet has been turned in by each critic.
- ___ Remind critics to keep their notes and programs and bring these items to voting.
- ___ Collect 5-10 show programs (these will be available during voting at the end of the year).
- ___ Make sure all critics have been picked up/left the school at the end of the night.
- ___ Take photos of the student discussion and share with Board member responsible for social media.

FAVORITE MOMENT

In an effort to promote the positive aspects of every show and to help prompt ideas for discussion and critiques, we are going to come up with the Critic's favorite moment or line from each production. This activity is not intended to take a lot of time. So please keep it moving! The procedure:

1. At the beginning of each show, the steering committee member will remind the critics to be on the lookout for their favorite lines or moments.
2. Students are encouraged to take notes during the production to help remember these (also... hopefully helping to contribute to the discussion and writing process ☺).
3. At the end of the show, students are asked to QUICKLY share favorite lines/moments with a few critics around them.
4. They will write down one or two favorites for their group and bring them to the steering committee member.
5. The steering committee member will compile the list to weed out any repeats.
6. The steering committee will read the "favorites" and then the critics will QUICKLY vote.
7. The favorite will be reported by the steering committee member and shared at the Gala at the end of the year. ☺