

## **Officers Positions Guide For Prospective Officers 2010-2011**

### **President**

- Run Meetings – Players and Officers
  - Make agendas for meetings
- Work with Director of Student Advancement on recruiting opportunities:
  - Summer Orientation: Contact orientation services, reserve a table, and organize pictures for trifold and pamphlets to hand out
  - Fall Open House: Through University Admissions, have a table in the JC with trifold and pamphlets
  - Find volunteers
  - VTA: make sure we have a booth and volunteers at VTA (when in Reston)
    - Prepare fliers about our faculty, department, concentrations, and upcoming shows
  - Spring Open House: contact High Schools in VA, DC, MD via email
    - Set up schedule, workshops and faculty, contact admissions to have a booth there, contact TFA & AFYP to have a booth
    - Make fliers and send them out as well as set up visits with local high schools to personally invite students
  - Banquet: reserve date and space
    - Work on awards, nominations and the actual creation of them
    - Order the food and catering services
    - Make and send invitations to Players and Faculty
    - Set up and clean up
- Schedule events such as Ten Hour Play Festival, Theater Kid Football and events for Artists in Action 24 Hour Marathon in April

### **Vice President**

- Assist President on recruiting events
- Assist Treasurer on Fundraising events
- Update Lounge calendars
- Work with Saxbys concerning coffee donations for Coffee House(s)
- Schedule Players meetings

### **Secretary**

- Take minutes at every meeting
- Take attendance at Players Meetings
- Schedule officer's meetings
- Update Players List as necessary

### **Treasurer**

- Setting up concessions
- Depositing money into account through Sara
- Keeping cash boxes tracked and filled with \$200 each
- Setting up fundraisers

-Coffee House

- Work with the Vice President on finding a space/time for event
- Making sure there is petty cash in the box, finding stamps for people's hands

-Krispy Kreme

- Order donuts 2 weeks before
- Reserve space outside JC, Sub I and walkway to K
- Pick up donuts morning of sale

-T-shirts

- Work with President and VP to design shirt
- Price out different companies, order shirts through Sara

**Historian**

- Make Season wall
- Update headshot wall
- Studio and Main stage display cases
  - Designs/Plots, Pictures from Rehearsals, Props, Poster, Dates, "Coming Soon"
- Keep updating/rotating posters in lounge
- Make slideshow for banquet at the end of the year with the production photos
- Take photos of Player's events and archive them

**Publicity**

- Put up posters for shows around campus
- Chalk for shows
- Schedule kiosks and A frames
- Send poster PDF to blinky boards

**Liasons**

- Go to faculty meetings and bring concerns to them
- Coordinate events with faculty, keep them updated on the Open House
- Work hand in hand with Artists in Action