



# FVHS Theatre Handbook

Information for the year

## 2013-2014

FVHS Drama Booster Board

President	Jodi Kohanek	714-269*8405	<a href="mailto:odiek@socal.rr.com">odiek@socal.rr.com</a>
Parliamentarian	Jeff Kohanek	714-519-4826	<a href="mailto:gdoggie@socal.rr.com">gdoggie@socal.rr.com</a>
Vice President- Fundraising			
Vice President Marketing			
Secretary	Paige Wells	714-615-1145	<a href="mailto:pwells@lbschools.net">pwells@lbschools.net</a>
Treasurer	Laura Flores	714-814-4690	<a href="mailto:Ajmom4@gmail.com">Ajmom4@gmail.com</a>
Bingo Representative	Denise Sheppard	714-606-3472	<a href="mailto:clansheppard@gmail.com">clansheppard@gmail.com</a>
Master Builder	Bill Billetter	714-580-8375	<a href="mailto:billgillgogo@yahoo.com">billgillgogo@yahoo.com</a>
Webmaster	Scott Wells Mark Flores	714-595-2037	<a href="mailto:Swells1888@yahoo.com">Swells1888@yahoo.com</a> <a href="mailto:mark.flores4@gmail.com">mark.flores4@gmail.com</a>
Student Drama Club President			

**Checks** should be made payable to: FVHS Theatre Boosters

Website URL: [www.fvhstheatre.com](http://www.fvhstheatre.com)

Email Link: [rzick@hbuhsd.edu](mailto:rzick@hbuhsd.edu)

You can also reach us via Facebook at FVHSDRAMA

# FVHS Theatre Production

## Booster Organization

Congratulations!! You are now an official member of the FVHS Theatre Booster organization. All parents automatically become booster members when your student joins the Theatre Productions.

Participation in the Theatre Production will teach students self-discipline, confidence, team work, time management, responsibility, leadership and excellence in Theatre Production and visual arts.

These goals cannot be accomplished without our love and encouragement. Parents are needed throughout the semester to support and assist the students. We provide input at the monthly booster meeting to assist in the direction of the program. We raise money to keep the program thriving.

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Booster Board meetings are open only to board members. The board meets the 2nd Wednesday of each month at 6:00pm before the general meeting.

Booster general meetings are open to all parents and students at 6:30pm!

The general booster meetings are held:

- Date and Time: 2nd Wednesday of each month @ 6:30
- Place: Lamppost Pizza, 10130 Warner Ave. FV, CA 92708
- Our meetings will also be a Restaurant Night Fundraiser for FVHS Theatre. We will receive 20% of the sales for the evening. We will e-mail a flyer every month.

Welcome and thank you for your support in both your student and the program.

~We are all volunteers with a common interest.....our students!

If you have suggestions or questions, please do not hesitate to contact a Theatre Booster Board Member or Robert Zick.

# Explanation of Program Costs

The FVHS Theatre is an exciting program that requires an investment of time, talent and treasure. To continue this level of excellence requires a significant Operating Budget. The Huntington Beach Unified School Districts provides only a small portion of the funding required to run this successful program.

We receive approximately \$650 for the year from the school district and nothing from the state for the entire year. The fall and spring fair share contributions only begin to cover all of the FVHS Theatre Production operating expenses.

**Theatre Production Operational Expenses: \$34,250.00<sup>1</sup>**

## **Operational Fair Share Contributions :**

The operational fair share contribution for the 2013 Spring semester:

- **\$250 per student, which is due tonight.**

~Your fair share contribution will immediately begin to provide for the cost of scripts, royalties, technical and acting support, costumes, props, set, advertising, and other production costs.

These contributions are payable to: FVHS Theatre Boosters.

## **Volunteer Hours:**

In addition to the fair share contributions necessary to produce this semester's two excellent shows, each family is asked to volunteer their time.

- **work at least 10 volunteer hours a semester.**

~This can be accomplished in one or all of the stage productions.

In the event you are unable or choose not work the volunteer hours, you can buy-out for an additional \$150 payable to FVHS Theatre Boosters.

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<sup>1</sup> Does not include expenses for the Awards Banquet at the end of the year.

# What to Do

- Read and sign Cast and Crew Contract. Every student will be held responsible for their participation in this semester's productions.
- Fill out the student/parent information form.
- **Your \$250.00 Operational Fair Share Contribution is requested now** payable to: FVHS Theatre Boosters.
- **Sign up for your volunteer hours and events.**  
If you choose to pay off your \$150.00 Volunteer hours, check should be made payable to FVHS Theatre Boosters, tonight.

\*You may also mail your contribution to:

FVHS Theatre Boosters at: PO Box 8853, Fountain Valley, CA 92728

Payments may also be dropped off in our new mailbox in the Theatre Room #309

#### **Assistance:**

If you need to set up a pay plan for the fair share contribution, please let us know. All information and or requests will be kept confidential.

Contact Jodi Kohanek 714-269-8405

#### **Returned Checks:**

All checks returned for NSF (Non-Sufficient Funds) will be charged a \$25.00 fee.

- Review the rehearsal and crew calendar. This calendar is available at [www.fvhstheatre.com](http://www.fvhstheatre.com).

We choose to have a first class program that competes against the best high school theatre programs in California. We choose to have the students perform works by the world's greatest playwrights and musical composers, and every set and lighting cue that you see is the work of your students. This program is the epitome of maximizing student learning.

A program like this takes the collaborative effort of many. With that being said, the support of every parent is essential to our student's success. We have the choice to be good, very good or to excel... We choose to excel!

A busy and exciting semester awaits us and we want you all to be involved!

Thank you for supporting the FVHS Theatre Production,

Jodi Kohanek

FVHS Theatre Booster President

# Fundraising

Each student will be required to participate in fundraisers to be determined each semester.

Some of these include:

1. Bingo
2. Rummage Sale
3. Scripp
4. Workshop/Improv Nights
5. Poinsettia Sales
6. Restaurant Nights
7. Baked Goods for resale at all production intermissions.
8. Sponsorships (see attached handout)

We are working on a few other fundraising opportunities. We will discuss them at the parent meetings.

## What is a Sponsor?

A Sponsor is a person or a business that donates money or supplies to our department for the benefit of one of our shows. 1

~Each student is responsible for at least 2 sponsor donations @ \$25.00 each. For every dollar over \$50 your student will be able to earn money for their account to go toward their Fair Share Contribution, Field Trips etc...

- **Honorary**- \$25.00 (one line ad)
- **Silver**- \$50.00 (business card ad)
- **Gold**- \$100.00 (1/2 page ad)
- **Platinum**- \$250.00 + (full page ad)
- **Theatre Angel**- \$500.00 +(Platinum + Angel Credit in the program and 2 reserved seats at the Gala)
- **Production Sponsor**- \$1000 + (Platinum + Sponsor Credit in the program and 4 reserved seats at the Gala)

Each sponsor will have an advertisement space in the selected show playbill.

# FVHS Theatre Wish List

If sponsors choose to donate materials -the following is needed:

- Sound Board
- Wireless Microphones (see Zick for details)
- Heavy Gauge Extension Cords
- Lumber
  - 1 x 12 x 12
  - 5/8" and 3/4" ply-wood sheets
  - 1/4" luan
  - 2x4x10 or 12
- Paper/Printing
- Ben Nye Theatrical Make-up
- Make-up, make-up brushes, hairspray, deodorant, false eye lashes, feminine products, tissue, make-up remover, etc...
- Costume material (Thread, needles, velcrow, buttons, etc...)
- T-shirts
- Printer Ink (HP 60 black/color)
- Fabric (See Zick for specifics)
- Gift Cards (Target, Home Depot, Lowes, JoAnne's Fabric, Michael's, Restaurants, Grocery Stores, Staples)
- Concessions (Water, packaged snack foods, coffee, hot chocolate, napkins)

Your help is always greatly appreciated. Do your part to help all year and enjoy the strong value each family receives for the money spent to insure the best possible performing arts program for your student.



September 17, 2012

Dear Sir or Madam,

The Fountain Valley High School Theater Department is a group of hard working students who work many hours to present our school and community with great performances and we want your help. Twice a year students and the community come together to produce high quality shows such as *The Musical Comedy Murders of 1940*, *Almost, Maine*, *A Midsummer Night's Dream*, *You're A Good Man Charlie Brown*, *The Drowsy Chaperone* and many more. We face a great challenge in bringing to Fountain Valley challenging and entertaining theatre. F.V.H.S. Theater has very few funds available to help with sets, costumes, sound, lighting and other necessary items needed for shows. The students spend countless hours painting, building sets, putting together costumes, making their own props, learning their lines as well as running a performance. However, their hard work is compromised with mediocre and limited resources due to a lack of funding. With your help, the talent of these students will no longer be held hostage to the confines of a miniscule budget.

To make our upcoming year a success we are turning to our community and asking for sponsors.

- October 20, 2012- The Mission Viejo Roleabout; High School Theatre Festival
- December 5- TBA, 2012- *Twelfth Night, Or What You Will* by William Shakespeare
- January 18-20- CETA Theatre Festival
- April 24-May 4, 2013- *Little Shop of Horrors* by Howard Ashman and Alan Menken

Our play runs for four –eight nights and are seen by hundreds of local students as well families and friends. Don't miss this great opportunity to advertise your business and help a wonderful program at the same time.

We appreciate your willingness to sponsor the F.V.H.S. students. You can feel proud to help these students acquire skills through the arts, build positive self-concept, develop creative thinking skills and practice communicating successfully with others. Because of your support, the theater students will be able to continue their involvement in a growing program which helps them return to the community as well-adjusted, self-directed leaders.

Thank you so much for your time and consideration to this request. Please contact Robert Zick at rzick@hbuhsd.edu or (714) 962-3301 ext. 4309 if you have any further questions.

Sincerely,

Robert Zick, Jr

Fountain Valley High School Theatre Department

**Thank you for your contribution to the F.V.H.S. Theatre Department!**

Fountain Valley High School  
17816 Bushard Street  
Fountain Valley, CA 92708  
714-962-3301

**Student name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Donation Details: (materials and/or dollars)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Honorary-** \$25.00 (one line ad)
- **Silver-** \$50.00 (business card ad)
- **Gold-** \$100.00 (1/2 page ad)
- **Platinum-** \$250.00 + (full page ad)
- **Theatre Angel-** \$500.00 +(Platinum + Angel Credit in the program)
- **Production Sponsor-** \$1000 + (Platinum +Sponsor Credit in the program)

Tax I.D. Number # *will be sent to you upon receipt.*

This is the receipt for your donation.



**BRING THIS PORTION BACK TO F.V.H.S. Theatre Department**

**Student name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Donation Details:**

\_\_\_\_\_  
\_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**City/ State/ Zip:** \_\_\_\_\_

Please attach copy of business card and/or advertising graphic and check or cash. Please make checks payable to FVHS Theatre Boosters.



# Thank you for your contribution to the F.V.H.S. Theatre Department!

Fountain Valley High School  
17816 Bushard Street  
Fountain Valley, CA 92708  
714-962-3301

## PERSONAL Congratulatory Advertisement

Student collecting donation: \_\_\_\_\_

Date: \_\_\_\_\_

Donator's Contact Info:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Personal Message

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- **Honorary** - \$25.00 (one line ad)
- **Silver**- \$50.00 (business card ad)
- **Gold**- \$100.00 (1/2 page ad)
- **Platinum**- \$250.00 + (full page ad)
- **Theatre Angel**- \$500.00 + (Platinum + Angel Credit in the program)
- **Production Sponsor**- \$1000 + (Platinum + Sponsor Credit in the program)

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Please attach copy of picture or graphic (if applicable) and check or cash.

Make checks payable to FVHS Theatre Boosters.