

# FVHS Theatre Handbook

Information for the year

## 2014-2015

### FVHS Theatre 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:qdoggie@socal.rr.com">qdoggie@socal.rr.com</a>
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Vice President Marketing	Marie Hulett Jeffrey Isbell	714-595-0437 714-623-2810	<a href="mailto:mhulett@coastline.edu">mhulett@coastline.edu</a> <a href="mailto:jcisbell@gmail.com">jcisbell@gmail.com</a>
Secretary	Paige Wells	714-615-1145	<a href="mailto:pwells@lbschools.net">pwells@lbschools.net</a>
Treasurer	Mary Bola	714-904-7797	<a href="mailto:bolahome@yahoo.com">bolahome@yahoo.com</a>
Bingo Representative			
Master Builder	Bill Billetter	714-580-8375	<a href="mailto:billgillgogo@yahoo.com">billgillgogo@yahoo.com</a>
Webmaster	Marie Hulett		<a href="mailto:mhulett@coastline.edu">mhulett@coastline.edu</a>
Student Drama Club President	Jake Wells	714-423-4840	<a href="mailto:swells18@yahoo.com">swells18@yahoo.com</a>
FVHS High School Director	Robert Zick	714-962-3301 x4309 646-342-8291	<a href="mailto:rzick@hbuhdsd.edu">rzick@hbuhdsd.edu</a>

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

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

Email Link: rzick@hbuhd.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: 1st Tuesday of each month @ 6:30
- Place: FVHS Room 309

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 \$550 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: \$43,850**

### **Operational Fair Share Contributions :**

The operational fair share contribution for the 2014 fall 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.

# 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 92708

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. Mattress
4. Scrip
5. Workshop/Improv Nights
6. Poinsettia Sales
7. Restaurant Nights
8. Baked Goods for resale at all production intermissions.
9. 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.

~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...

- **Sponsor**- \$10.00 (will receive show bumper sticker with sponsor tag)
- **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 (full page ad + Angel Credit in program)
- **Production Sponsor**- \$1000 (full page ad + Sponsor Credit in program)

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:

- Lighting equipment (see Zick for details)
- XLR and DMX Cables
- 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.

**FOUNTAIN VALLEY HIGH SCHOOL  
A CALIFORNIA DISTINGUISHED SCHOOL  
17816 BUSHARD STREET, FOUNTAIN VALLEY, CA 92708 (714) 962-3301**

September 09, 2014

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. Each semester students and the community come together to produce high quality shows such as *Young Frankenstein*, *Skin of Our Teeth*, *The Musical Comedy Murders of 1940*, *Almost, Maine*, *A Midsummer Night's Dream*, *You're A Good Man Charlie Brown*, *The Drowsy Chaperone*, *Twelfth Night* and *Little Shop of Horrors* and many more. While bringing educational and entertaining theatre to Fountain Valley is our passion, it is also a challenge. FVHS 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 minuscule budget.

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

- November 8, 2014- High School Theatre Festival
- December 11-13, 2014 – A Modern Adaptation of Julius Caesar
- January 17-19, 2015- CETA Theatre Festival
- April 24- May 2, 2015- Pippin

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 FVHS 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!

FVHS Theatre Boosters  
PO Box 8853,  
Fountain Valley, CA 92708  
714-269-8405

## SPONSORSHIP DONATION

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

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

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

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- **Sponsor**- \$10.00 (will receive show bumper sticker with sponsor tag)
- **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)
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Tax I.D. Number # *will be sent to you upon receipt.*

This is the receipt for your donation.

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**BRING THIS PORTION BACK TO F.V.H.S. Theatre Department Room 309**

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

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

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

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

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

**\*Please send digital copy of business card and/or advertising graphic to [mhulett@coastline.edu](mailto:mhulett@coastline.edu) and submit check or cash to FVHS Theatre Department or student. Please make checks payable to FVHS Theatre Boosters.**



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

FVHS Theatre Boosters  
PO Box 8853,  
Fountain Valley, CA 92708  
714-269-8405

**PERSONAL Congratulatory Advertisement**

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

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

Donator's Contact Info:

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

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

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

**Personal Message**

see attached

- **Honorary**- \$25.00 (one line message – 120 characters maximum, including spaces)
- **Silver**- \$50.00 (business card ad)
- **Gold**- \$100.00 (1/2 page ad)
- **Platinum**- \$250.00 + (full page ad)
- **Theatre Angel**- \$500.00 (full page ad + Angel Credit in program)
- **Production Sponsor**- \$1000 (full page ad + Sponsor Credit in program)

**\*Please attach copy of picture or graphic (if applicable) and check or cash. Make checks payable to FVHS Theatre Boosters.**