

UNI THEATRE ARTS Leadership Info

2024-2025



unitheatarts.org

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Leadership

Duties not Titles

Note what tasks interest you or suit your skills and note ideas you have for Uni Theatre Arts next year.

2023-2024

Uni Theatre Arts

EXECUTIVE BOARD

PRESIDENT _____ SOPHIA KURANI
CLERK _____ ANNABELLE WONDER
COMPANY MANAGER _____ ZOE HUXMAN
DOCUMENTARIAN _____ V SHARMA
ACTIVITIES & OUTREACH _____ TAYLOR NIEDWICK

2023-2024

Uni Comedy Sportz

LEADERSHIP BOARD

CAPTAIN _____ SIERRA WHEATON
CAPTAIN _____ HENKKA BOSWORTH
PUBLIC RELATIONS _____ JOHN MCPHIE
TEAM MANAGER _____ ADAIR BOEHME

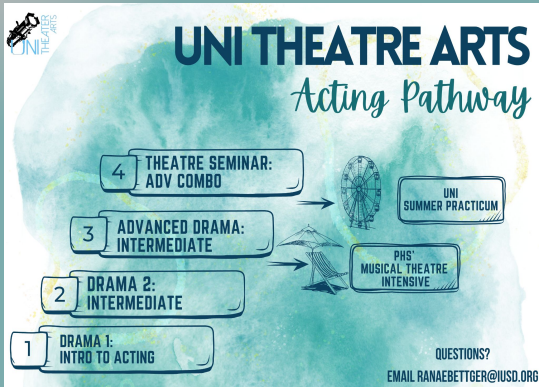
2023-2024

Uni's Cappie Critics

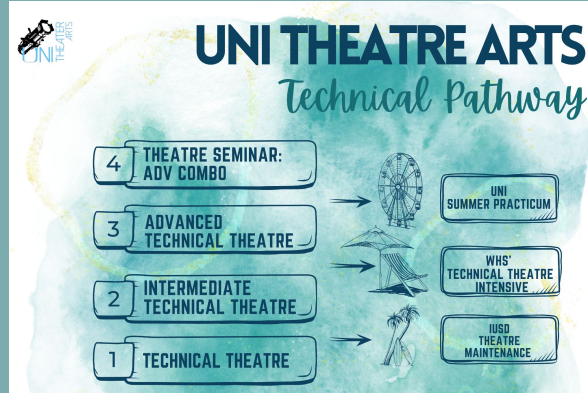
CAPPIE LEAD CRITICS

LEAD CRITIC _____ ROWAN OLSON
CO-LEAD CRITIC _____ CHERRY XUE

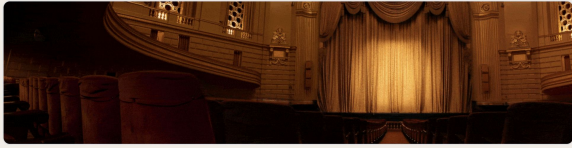
Next Year Classes



STUDENT CHOICE FOR ENROLLMENT WILL DECIDE WHAT CLASSES EXIST NEXT YEAR



Summer Enrollment



2023 Technical Theatre Summer Intensive Sign Up Form

Tech Theatre Summer Intensive will be from June 5th-16th M-F at Woodbridge High School.

Class sessions will be live in the afternoons (roughly 1:30 - 5:30, Monday thru Friday) so that you can also take IUSD summer courses in the morning. Please email cassandra@iUSD.org with questions.

Technical Theatre Summer Intensive

June 17-21

Portola Theatre Intensive

July 22-26

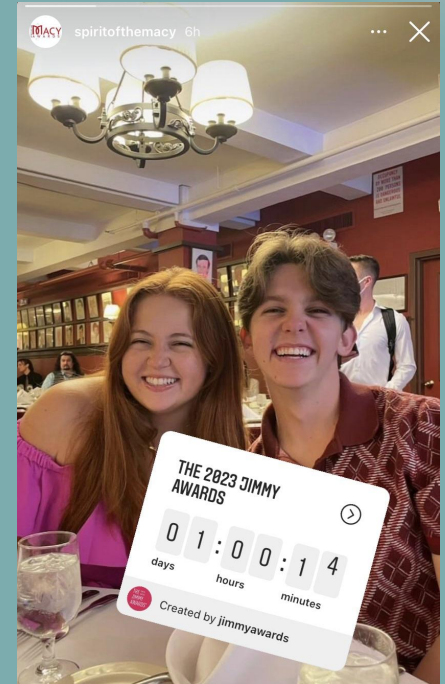
Showcase @ UNI

Aug 23

Macy's

Who would like to be nominated for
Macy's scholarships?

NEEDS & MERIT
must be a senior majoring in theatre



UNI THEATRE ARTS

Uni Theatre Arts 2024-2025 Leadership

Open to *all* members of Uni Theatre Arts

24-25 UNI THEATRE ARTS LEADERSHIP

STEP 1

overview

APRIL 19TH
APPLICATION LIVE



Drama CLUB 6-9 Leaders
UNI COMEDY SPORTZ 5-7 Leaders
CAPPIES 1-2 Lead CRITICS

STEP 2

apply

DUE APRIL 24TH
VIA FLIPGRID

STEP 3

VOTE

Student Voice

Drama CLUB ON APRIL 26

STEP 4

interview

Only if needed

APRIL 28TH @ OH



STEP 5

ANNOUNCE

MAY 3 DRAMA CLUB
UNITHEATREARTS.ORG

STEP 6

SHADOW

MAY SHADOWING
JUNE PLANNING

How To Vote!

- 1** Must attend the 4/26 Drama Club Meeting
- 2** Go to the Flip Grid and watch all the candidate videos
- 3** The Google Form will open after all the videos are watched!
- 4** Fill out the google form ranking your top 10 candidates

President- Sophia Kurani

Duties:

- Plans and officiates all Drama Club meetings.
- Informs board of important ASB deadlines and other school clubs-related news.
- Organizes Drama Club's participation in school wide fundraisers and outreach events.
- Plans and organizes the Drama Club banquet.
- Plans and organizes a quarterly fundraiser

Documentarian - V Sharma

Duties:

- Coordinates photography for and films all Uni Theatre Arts events for memorabilia and archives
- Compiles recent club documentation into a monthly Drama Club video.
- Assists crew leads and designers in taking photos and distributing them for Cappies boards and student portfolios.
- Curates videos representing the department for other needs (i.e grants, Family Night, etc.)
- Updates the website for all events and news

Activities and Outreach Coordinator

Taylor Niedwick

Duties:

- Works with Miss B to enroll Uni Theatre Arts in festivals
- Works with Miss B to enroll Uni Theatre Arts in field trips.
- Creates and plans fun parties and events for Valentines day, Halloween, the Egg Hunt, and more!
- Assists in planning meeting agendas.
- Organizes Drama Club Banquet with President.
- Publicizes all Uni Theatre Arts events and new through social media

Clerk - Annabelle Wonder

Duties:

- Takes minutes for every Drama Club meeting and Executive Board meeting.
- Turns in minutes to ASB monthly.
- Tracks attendance at every Drama Club meeting.

Company Manager - Zoe Huxman

Duties:

- Works alongside or is the Stage Manager.
- Manages the technical aspects of Uni Theatre Arts on campus by coordinating running crew and technicians.
- Plans and officiates all Production Meetings alongside the Stage Manager.
- Coordinates crew for VAPA performances and events → passes information between crew and hosting staff member.
- Informs technicians about Uni Theatre Arts events.

Additional Duties

Duties:

→ Accounting:

- ◆ Runs the ASB-Drama Club account for Comedy Sportz, Cappies, Thespians, Productions and Classes.
- ◆ Complets and submits stipends, pre-auths and check requests.
- ◆ Applies for both PTSA Mini-Grants and seeks other supplemental support.
- ◆ Completes Club Budget each semester.

→ Website

- ◆ Publicizes all Uni Theatre Arts events and news through the website.
- ◆ Updates all things website (graphics, updates).

→ Black Box Productions

- ◆ Finds playwrights, oversees casting, creates the production calendar, collaborates with crew on design, may direct the show and leads the company on the night's of production.

→ Uni's Thespians Troupe.

- ◆ Creates the vision for Thespians.
- ◆ Runs Thespians Meetings
- ◆ Submits Thespians Point Sheets monthly.
- ◆ Collaborates with Troupe Director to update records.
- ◆ Manages the troupe for Induction and Graduation.

Things that we ideated or fell thru

Duties:

- Field Trips (NY)
- PRODUCERS: Summer Practicum
- Bonding Events- offsite trips (supporting local highschool theatre)
- Outreach- connects with other Drama Clubs, and help coordinate events with other schools.
- Maintains classroom Drama Club bulletin board.
- Completes Club Budget each semester.
- Assists in leading Thespians Troupe.
 - ◆ Running Thespians Meetings
 - ◆ Managing the Thespians Point Sheets (grade)

CAPPIES

Cappies Lead Critic(s)

Open to ***any returning Cappies members***
(23-24 team or previous)

Rowan Olson + Cherry Xue

Duties:

- Coordinate all Cappies Meetings with fellow co-lead and Miss B.
- Attend all training sessions with other teams and/or Lead Critics.
- Maintain the uhs.cappies Instagram page and class bulletin board.
- Verify Cappies members' transportation to/from shows, attendance at shows, and timely submission of quality critiques.
- Monitor team participation and etiquette in discussion rooms.
- Hold Tech Eligibility workshop with designers for each show.
- Hold Cappies Informational meeting with each show's company.
- Ensures that each member meets requirement for shows seen.

CSZ

Uni Comedy Sportz Leadership Board

Open to *any returning CSZ members*
(23-24 team or previous)

Duties of the Adults

Coach- Marco Serna

- Lead 4 Workshops to train our team in Improv

Advisor- Mark Gibson and Miss B (or sub)

- Monitor during practices and workshops.
- Teach improv skills and advise the captains in what area the team needs improvement.
- Advise the team during Game Con 1 and Game Con 2.
- Assist in schedule Away Matches and Opposing Teams.

Director- Miss B

- Register the team with CSz and pay the invoice.
- Schedule the workshops with the Coach.
- Assist the Leadership in producing their team.
- Schedule the Matches with the school administration.
- Collaborate with the Drama Club on the accounting needs for the team.

Captain -Sierra & Henkka

Duties:

- Attend CSz Improv Summer Camp in LA (when offered- can be eligible for scholarship).
- Attend summer leadership to plan the year for the team.
- Plan and lead lunch practices.
- Collaborate to plan after school practices with the advisor/coach.
- Create Bonding Activities for the team and coordinate the plan with the advisor/coach.

Manager- Sierra & Henkka

Duties:

- Attends Summer leadership training with Miss B & CSZ Board
- Create rosters for every match and have the approved by the advisor/director.
- Communicates with other CSZ captains from other schools to plan away matches.
- Communicates news from CSZ board meetings (and Drama Club updates) with the entire team.
- Collaborates with Miss B on getting advisors and coaches for practice.
- Coordinates photography with Univision and Yearbook.
- Creates a show theme for every match that is approved by the director and board.
- Checks stock of Red CSz box and ensures players have uniforms for shows
- Curates the program for upcoming matches with Tech Liaison

Adair Boehme & John McPhie

Duties:

- Takes Meeting Minutes.
- Publicizes the team through the UniCsz instagram account.
- Collaborates to maintain the Uni Theatre Arts CSz page of the website.
- Creates a shenanigan for the team and audience at every match that's connected to the show theme.
- Creates a poster and post that adhere to the show theme.
- Coordinates the dinner break or food delivery for the team pre-show.
- Welcomes the opposing team (new players) and trains them in our facility and norms.
- Creates the Mr. Voice script for each match
- Checks the stock of concessions, and coordinates the purchasing of them for matches
- Plans team parties.

Things We Want To Change

Duties:

- Assists with production duties before, during and after the show
- Tracks any team dues, donations, or fees with Miss B
- Completion stipends, pre-auths, check requests and deposits.

HOW TO RUN

1

Attend this meeting.

24-25 Board members *may only run if* they have been counted for attendance at today's meeting.

2

Application Form

Answer questions about your goals and reasons for wanting a position on Board. **Due 4/24.**

3

Flipgrid Video

Submit a 60 second video for Uni Theatre Arts members to hear why they should vote for you. **Due 4/24.**

4

Vote for others.

Those who were present at this meeting will have access to a ballot, where you will anonymously vote. **4/26.**

5

Celebrate!

Results will be announced on **5/3.**

6

Inductions

Participate in the Drama Club Banquet for official transition between 23-24 and 24-25 boards.

24-25 UNI THEATRE ARTS LEADERSHIP

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APPLICATION



<https://docs.google.com/forms/d/1-T7CpyCW8OcXyyCEQP1w9iA4AdUd0dne0exj2bqgj2o/prefill>

A screenshot of a Google Forms application page. The header features a blue background with yellow and white confetti, a circular logo with a rocket and the text '2024-2025 TRBUPE UNI THEATRE ARTS LEADERSHIP ELECTIONS 3219', and the text 'LEADERSHIP ELECTIONS'. Below the header is a yellow bar with 'Section 1 of 3'. The main content area has a white background and contains the following text:

2024-2025 Uni Theatre Arts Leadership Application

B I U

This is the Interest form for Executive Board Leadership 2024-2025.

Because sometimes Google Forms time out, we highly suggest using a doc to type thoughtful answers, and then copy and paste the information into this form.

This form is due by **April 24th** and your speech must be uploaded to Flipgrid by **April 24th** in order to complete the application process. Uni Theatre Arts Voting will occur at the Drama Club Meeting on **April 26th** and positions will be announced **May 3rd**.

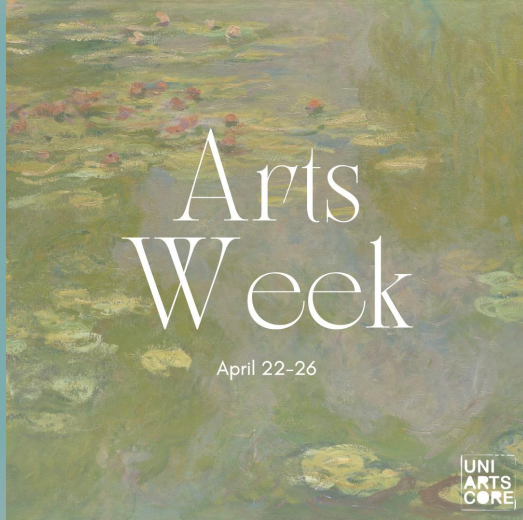
Email *

Valid email

This form is collecting emails. [Change settings](#)

Family Night Video





weekly overview:

ART MARKET & GALLERY @ LIBRARY

MONDAY 4/22

Dress up:
monochrome

Lunchfest: Jazz
Band @ Xroads

TUESDAY 4/23

Lunchfest:
Watercolor
postcards @
Library

WEDNESDAY 4/24

Dress up:
band tee

Lunchfest:
Ceramics Demo @
Xroads

THURSDAY 4/25

Lunchfest: Dance
and Color Guard @
Xroads

FRIDAY 4/26

Dress up: artscore
shirt + pj pants

Lunchfest: Student
Performances @
library

UNI
ARTS
CORE

THANK YOU!

Unitheatreats.org

This presentation, the link to the Google Application form, and the link to the Flipgrid will all be posted to the Uni Theatre Arts website.

Submissions will be cross-referenced with attendance from today