

# MEETING AGENDA

1. WELCOME ACTIVITY
2. EXPLAIN UNI THEATRE ARTS' PROCESS
3. DUTIES OF CURRENT OFFICERS
4. THE APPLICATION
5. 2025-2026 UNI THEATRE ARTS VIDEO
6. NEXT STEPS

TROUPE



3219

UNI THEATRE ARTS  
LEADERSHIP ELECTIONS

The background is a solid blue color with scattered white, yellow, and teal confetti dots. In the top-left corner, there are two overlapping circles: a large yellow one and a smaller teal one. The word "WELCOME!" is centered in a large, white, sans-serif font.

WELCOME!

*First, something fun....*



Jeremy Jordan



Jojo Siwa



Lin Manuel Miranda



SpongeBob



Sofia the First



Aydean Eskandari

Who would you pick to be stuck on a desert island with BUT you can only use one-syllable words in your argument

TROUPE



3219

UNI THEATRE ARTS

LEADERSHIP ELECTIONS



# 26-27 LEADERSHIP



## STEP 1

### APPLICATION

DUE APRIL 22ND  
VIA GOOGLE FORM

## STEP 2

### VOTING

STUDENT VOICE

DRAMA CLUB ON APRIL 24TH

## STEP 4

### INTERVIEWS

ONLY IF NEEDED

ANNOUNCED APRIL 27TH

## STEP 5

### ANNOUNCED

THESPIANS ON MAY 1ST

come - grow - be  
**TOGETHER**

Drama CLUB	5-7 Leaders
comedy SPORTZ	3-5 Leaders
capPIES	1-2 Lead CRITICS

# THE OVERALL PROCESS

1

## ATTEND THIS MEETING.

26-27 BOARD MEMBERS **MAY ONLY RUN** IF THEY HAVE BEEN COUNTED FOR ATTENDANCE AT NEXT WEEK'S MEETING.

2

## APPLICATION FORM

ANSWER QUESTIONS ABOUT YOUR GOALS AND REASONS FOR WANTING A POSITION ON BOARD. **DUE 4/27.**

3

## APPLICATION VIDEO

SUBMIT A 60 SECOND VIDEO FOR UNI THEATRE ARTS MEMBERS TO HEAR WHY THEY SHOULD VOTE FOR YOU. **DUE 4/27.**

4

## VOTE FOR OTHERS.

THOSE WHO WERE PRESENT AT THIS MEETING WILL HAVE ACCESS TO A BALLOT, WHERE YOU WILL ANONYMOUSLY VOTE.

**VOTE 5/1**

5

## CELEBRATE!

RESULTS WILL BE ANNOUNCED ON **5/3**

6

## INDUCTIONS

PARTICIPATE IN THE DRAMA CLUB BANQUET FOR OFFICIAL TRANSITION BETWEEN 25-26 AND 26-27 BOARDS.



# HOW TO VOTE!

1. **MUST ATTEND THE 4/27 DRAMA CLUB MEETING**
2. WATCH ALL THE CANDIDATE VIDEOS
3. THE BALLOT WILL OPEN AND BE SENT TO EVERYONE AT THE MEETING
4. **RANK YOUR TOP CANDIDATES**



QUESTIONS



# UNI THEATRE ARTS EXECUTIVE BOARD

# DUTIES OF THE ADULTS

## ADVISOR- MISS B OR UNI STAFF MEMBER

- ENSURE UNI THEATRE ARTS ADHERES TO THE MISSION STATEMENT: COME TOGETHER: GROW TOGETHER: BE TOGETHER
- MONITOR ATTENDEES DURING MEETINGS AND SCHOOL EVENTS UNI THEATRE ARTS IS PARTICIPATING IN
- ENSURE UNI THEATRE ARTS ADHERES TO THE SCHOOL RULES FOR CLUBS
- SIGN OFF ON ALL CHECK REQUESTS, PRE-AUTHORIZATIONS AND PURCHASE ORDERS

## PRODUCER- MISS B OR DRAMA TEACHER

- BUILDS A SEASON THAT ADHERES TO OUR MISSION STATEMENT: COME TOGETHER: GROW TOGETHER: BE TOGETHER
- CREATE THE UNI THEATRE ARTS CALENDAR FOR THE 2026-2027 SEASON
- CONSULT STUDENT LEADERSHIP WITH HOW TO BRING THEIR VISION FOR UNI THEATRE ARTS TO REALITY
- TEACH LEADERSHIP, COLLABORATION AND COMMUNICATION SKILLS TO STUDENT LEADERSHIP
- PROVIDE INSTRUCTION IN SMALL BUSINESS OPERATIONS FOR UNI THEATRE ARTS
- MEDIATE WHEN DISAGREEMENTS ARISE
- REPORT SAFETY CONCERNS

# THINGS WE DO TOGETHER

## 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).

# THINGS WE DO TOGETHER

## SENIOR SHOW

- DECIDING IT
- DIRECTING, CASTING, DESIGNING , PERFORMING
- RUNNING REHEARSALS, CREATING CALENDAR, ETC.

## 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.

# PRESIDENT

## DUTIES

- ADVERTISES AND PARTICIPATES IN OUTREACH AS THE FACE OF THE COMPANY
- ATTENDS MANDATORY CLUB MEETINGS AS A REPRESENTATIVE OF DRAMA CLUB
- PLANS AND OFFICIATES ALL DRAMA CLUB MEETINGS.
- TRACKS POINTS FOR UNI THESPIAN TROUPE 3219
- SIGNS UP AND ORGANIZES DRAMA CLUB'S PARTICIPATION IN SCHOOL WIDE FUNDRAISERS AND OUTREACH EVENTS (CLUBAPALOOZA, CLUB KICKOFF)
- PLANS AND ORGANIZES THE DRAMA CLUB PARTIES, GATHERINGS & BANQUET.

# VICE PRESIDENT

## DUTIES

- HELPS PLAN DRAMA CLUB MEETINGS AND MAKES THE SLIDESHOW
- TRACKS POINTS FOR UNI THESPIAN TROUPE 3219
- HELPS PLAN AND ORGANIZE THE DRAMA CLUB BANQUET
- SEND EMAIL FOR WEEKLY BULLETIN ANNOUNCEMENTS
- WRITE BLURB FOR UPCOMING WEEK AND SEND TO MS. KOH
- COORDINATES WITH ASB MEMBERS (MAINLY CLUBS COMMISSIONER) REGARDING SCHOOL CLUB EVENTS

# TROUPE OUTREACH

## DUTIES

- ENSURES WE ARE ENROLLED IN THESPIANS TROUPE
- TRACKS THESPIANS POINTS FOR OUR CONSTITUENTS
- PLANS AND OFFICIATES THESPIANS INDUCTION DURING SENIOR ACTIVITIES AND GRID WALK
- COORDINATES TRIPS TO MIDDLE SCHOOL MUSICALS
- COORDINATES TRIPS TO COMMUNITY THEATRE EVENTS
- COORDINATES FIELD TRIPS TO LONDON, NEW YORK, SEGERSTROM, MUSICAL THEATRE WEST, ETC.
- WORKS WITH MISS B TO ENROLL UNI THEATRE ARTS IN FESTIVALS
- PLANS A MONTHLY MEETING TO INSPIRE TECHNICIANS AND ACTORS
- COLLABORATES WITH THE COLLEGE & CAREER CENTER TO INTRODUCE ARTS SPECIFIC HONORS, SCHOLARSHIPS AND GUEST SPEAKERS

# CLERK

## DUTIES

- ATTENDS ALL ASB MEETINGS AND TRAINING NECESSARY FOR SECRETARY & TREASURERS OF UNI CLUBS
- TAKES MINUTES AND NOTES FOR EXECUTIVE BOARD MEETINGS.
- FACILITATES COMPLETION, SUBMISSION, AND RECEPTION OF PRE-AUTHORIZATIONS, CHECK REQUESTS, AND DEPOSITS TO ASB ON A WEEKLY BASIS.
- SUBMITS BUDGET TO ASB QUARTERLY
- COMPLETES GRANT APPLICATIONS: PTSA AND ASB
- ENSURES DONATIONS ARE COMPLETE FROM CAPPIES, COMEDY SPORTZ AND AWARD ATTENDEES
- IS THE CO-COORDINATOR FOR ALL THESPIAN TROUPE ACTIVITIES
- TRACKS POINTS FOR UNI THESPIAN TROUPE 3219

# DOCUMENTARIAN

## DUTIES

- COORDINATES PHOTOGRAPHY & VIDEOGRAPHY FOR ALL UTA 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 UTA FOR OTHER NEEDS (I.E 8TH GRADE NIGHT, FAMILY NIGHT)
- CREATES GRAPHICS FOR REMIND, WEBSITE & INSTAGRAM
- UPDATES WEBSITE WITH ALL EVENTS AND NEWS
- RUNS THE UTA INSTAGRAM ALONGSIDE THE PRESIDENT
- COLLABORATES WITH UNIVISION ON ADS & TRAILERS

## INTERESTED IN

- PHOTOGRAPHY, VIDEOGRAPHY,
- GRAPHIC DESIGN, WEB DESIGN
- DIGITAL MEDIA

# COMPANY MANAGER

## DUTIES

- WORKS ALONGSIDE OR IS THE STAGE MANAGER
- MANAGES THE TECHNICAL ASPECTS OF UNI THEATRE ARTS ON CAMPUS BY COORDINATING CREW AND TECHNICIANS WITH MISS BETTGER OR THE ADVISING TEACHER
- PLANS AND OFFICIATES PRODUCTION MEETINGS ALONGSIDE THE STAGE MANAGER
- COORDINATES CREW FOR VAPA PERFORMANCES AND EVENTS
- INFORMS TECHNICIANS ABOUT UNI THEATRE ARTS EVENTS AND OPERATIONS
- IS ENROLLED IN AN INTERMEDIATE OR ADVANCED TECHNICAL THEATRE CLASS



# THINGS WE WANT TO DO

## FIELD TRIPS

→ LONDON, SEGERSTROM OR MUSICAL THEATRE WEST, IUSD PRODUCTIONS, ART CORE EVENTS

## BONDING EVENTS

→ HOLIDAY PARTIES, NON-THEATRE HANG OUT, MOVIE NIGHT, ETC.

## OUTREACH

→ CONNECTS WITH OTHER DRAMA CLUBS, MIDDLE SCHOOL FEEDERS, ALUMNI & GUEST ARTISTS

# THINGS WE WANT TO DO

## CLERICAL

- MAINTAINS CLASSROOM DRAMA CLUB BULLETIN BOARD
- COMPLETES CLUB BUDGET EACH SEMESTER.

## THESPIANS TROUPE

- RUNNING THESPIANS MEETINGS
- MANAGING THE THESPIANS POINT SHEETS (GRADE)



QUESTIONS



# CAPPIE LEAD CRITIC(S)

# LEAD CRITIC(S)

## 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.



QUESTIONS



# COMEDY SPORTZ LEADERSHIP BOARD

# DUTIES OF THE ADULTS

## COACH- MARCOS SERNA

- LEAD 4+ WORKSHOPS TO TRAIN OUR TEAM IN IMPROV

## ADVISOR- MISS B OR UNI STAFF MEMBER

- MONITOR DURING PRACTICES AND WORKSHOPS.
- ADVISE THE TEAM DURING GAME CON 1 AND GAME CON 2.
- ADVISE AWAY MATCHES AND OPPOSING TEAMS.

## DIRECTOR- MISS B

- TEACH IMPROV SKILLS AND ADVISE THE CAPTAINS IN WHAT AREA THE TEAM NEEDS IMPROVEMENT.
- 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.

# THINGS WE DO TOGETHER

## PRODUCTION

- IDENTIFIES A THEME FOR EACH MATCH
- PITCH MISS B THE INSPIRATION SOURCE FOR MATCH THEMES
- FACILITATES IN TEACHING DURING PRACTICES AND WORKSHOPS
- COMMUNICATE WITH THE TEAM, THE LEADERSHIP, THE ADVISOR, THE COACH AND THE SUBS.

## OUTREACH

- BEFRIEND OTHER TEAMS SO WE CAN PLAY AWAY MATCHES
- BONDS WITH THEIR TEACHERS SO WE HAVE AN ARSENAL OF ADVISORS WHEN NEEDED.
- COLLABORATES WITH TECHNICIANS SO WE HAVE RESOURCES TO WORK OUR MATHES

# CAPTAIN

## DUTIES:

- ATTEND SUMMER LEADERSHIP TO PLAN THE YEAR FOR THE TEAM
- LEAD TEAM AUDITIONS AT THE BEGINNING OF SEMESTER ONE
- LEAD TEAM ATTENDANCE IN GAMECON FALL AND SPRING SESSIONS
- PLAN AND LEAD LUNCH/AFTER SCHOOL PRACTICES, AND BONDINGS WHEN POSSIBLE
- COLLABORATE AND CREATE ROSTERS FOR MATCHES
- CHOOSE GAMES FOR MATCHES
- COORDINATE WITH ASB FOR PROMOTION THROUGH UHS ASB INSTAGRAM
- FIND ADVISORS/COACHES FOR AFTER SCHOOL PRACTICES WHEN NEEDED
- MAINTAIN TEAM MORAL AND POSITIVE PLAYER RELATIONSHIPS
- MANAGE MATCHES, COLLABORATING WITH PLAYERS, TECHNICIANS, STAFF, AND AWAY TEAMS.
- DOUBLE CHECKS WORK FOR VOICE SCRIPT, PROGRAM, PRE-SHOW DUTIES, ETC
- COLLABORATES WITH BOARD TO DECIDE MATCH THEME

# SHENANIGANS MANAGER

## DUTIES:

- ATTEND SUMMER LEADERSHIP TRAINING WITH MISS B & CSZ BOARD
- COMMUNICATE WITH CSZ CAPTAINS FROM OTHER SCHOOLS TO PLAN AWAY MATCHES
- COMMUNICATES NEWS FROM CSZ BOARD MEETINGS (AND DRAMA CLUB UPDATES) WITH THE ENTIRE TEAM.
- 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
- PLAN SHENANIGANS IN CORRELATION WITH THE MATCH THEME
- CREATES PLAYLIST FOR PRE SHOW AT MATCHES
- DESIGNS POSTERS/PROMOTIONS CONCEPTS FOR MATCHES ACCORDING TO THEME AESTHETIC

# TEAM PUBLICIST

## DUTIES:

- MAINTAIN POSTING AND PUBLICITY ON THE UNICSZ INSTAGRAM ACCOUNT.
- HAVE POSTERS PRINTED FOR MATCHES AROUND CAMPUS.
- HELP MAINTAIN THE UNI THEATRE ARTS CSZ PAGE OF THE UTA WEBSITE..
- ORGANIZING TALK WITH STAFF ABOUT THE STAFF MATCH AND WITH ASB FOR THE ASB MATCH.
- CREATES THE MR/MRS. VOICE SCRIPT FOR EACH MATCH.
- CHECKS THE STOCK OF CONCESSIONS AS WELL AS PROPS OR NEEDS FOR THE MATCH, AND COORDINATES THE PURCHASING OF THEM FOR MATCHES.
- CURATES THE PROGRAM FOR UPCOMING MATCHES WITH TECH LIAISON.
- KEEP TRACK OF UNIVISION DATES AND PLAN PROMOTIONAL VIDEOS.

# THINGS WE NEED

## DUTIES:

- BETTER TEAM PROMOTION THROUGHOUT THE SCHOOL.
- ASSIST WITH PRODUCTION DUTIES BEFORE, DURING AND AFTER THE SHOW.
- TRACK ANY TEAM DUES, DONATIONS, OR FEES WITH MISS B.
- KEEP TRACK OF STIPENDS, PRE-AUTHS, CHECK REQUESTS AND DEPOSITS.
- PLAN TEAM BONDINGS AND HOLIDAY PARTIES
- COORDINATE PHOTOGRAPHY WITH UNIVISION AND YEARBOOK



QUESTIONS?



# 26-27 LEADERSHIP



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STUDENT VOICE

DRAMA CLUB ON APRIL 24TH

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THESPIANS ON MAY 1ST

come - grow - be  
**TOGETHER**

Drama CLUB	5-7 Leaders
comedy SPORTZ	3-5 Leaders
CaPIES	1-2 Lead CRITICS

# APPLICATION



## 2026-2027 Uni Theatre Arts Leadership Application

This is the Interest form for Executive Board Leadership 2026-2027.

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 4/22 and your speech must be uploaded in order to complete the application process. Uni Theatre Arts Voting will occur at the Drama Club Meeting on 4/24 and new executive board will be announced 5/1.

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form





# QUESTIONS

YOUR APPLICATIONS MUST BE SUBMITTED BY

WEDNESDAY @ MIDNIGHT

# GO SUPPORT THE ARTS



**Lunchfest  
+  
Dressout  
details  
coming  
soon!**

**ART  
GALLERY  
WEEK**

**APRIL  
20-24  
2026**

The background is a solid blue color with scattered white, yellow, and teal confetti dots. In the top-left corner, there are two overlapping circles: a large yellow one and a smaller teal one. The text 'THANK YOU!' is centered in a large, white, sans-serif font.

# THANK YOU!

THIS PRESENTATION AND THE LINK TO THE GOOGLE APPLICATION FORM WILL ALL BE POSTED TO THE UNI THEATRE ARTS WEBSITE.

[UNITHEATREARTS.ORG](https://www.unitheatrearts.org)