

Sun City Community Theatre



Workshop Toolbox

(For Workshop Manager Use)

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1. Sun City Community Theatre

SCCT Workshop –High level Process Steps

Responsibilities include:

1. Discuss with Directors, Producers, Actors, Department Heads, other Board members, to identify potential workshop topics and leads.
2. Work with workshop lead to:
 - a. Identify Workshop title, scope, goal, length, number of sessions, number of attendees, closing date for sign-up, who should receive responses (See Workshop Questionnaire for specific data needs.)
 - b. Identify schedule/timing and work with Lifestyle Services to reserve appropriate room and tools/resources needed for the workshop (This may be done by the workshop lead)
 - c. Prepare Draft Workshop Announcement (with all the information necessary to describe the workshop) to the SCCT membership (see a. and b. above).
 - d. Work with workshop facilitator to finalize the Workshop Announcement.
 - e. Release the Workshop Announcement to [Jim Clelland](#) (for release to the SCCT community).
 - f. Track responses of potential participants and advise them of their reservations.
 - i. Note: if participation exceeds original planned workshop participation limit, advise potential participants of workshop reservation closure.
 - ii. Determine if an additional workshop will be scheduled, and advise as needed.

- g. If deemed necessary, create a workshop evaluation questionnaire
3. Additional Notes:
- a. It is not necessary for the Member at Large to give or attend workshops
 - b. Limit workshops to 1 or 2 at a time
 - c. *Are there other workshop approaches, such as a blog or podcast? Don't know how these work, and they wouldn't be interactive*
 - d. This Member at Large position includes being a member of the SCCT Board of Directors, and participation in Board meetings is encouraged

2. SCCT Workshop Questionnaire for Facilitators

Workshop Title:	
Name of Facilitator:	
Date Range preferred: (e.g., end of August)	
Total # of Hours required: (e.g., 4 hrs.)	
Number of Days required: (e.g., 2 days, 2 hrs. each day)	
Days of the Week preferred: (e.g., Tues. and/or Thurs.)	
Time of Day preferred:	
Facility preferred: (e.g., Argent Facility, Magnolia Hall, etc.)	
Participation Limit (i.e., Max # of participants that can be handled)	
Any Special Equipment needed:	

Any Expenses Anticipated. If, Yes, describe & estimate cost.	
Describe what participants will learn at the workshop:	
Submitted by:	
Date Submitted:	
Email Address:	
Phone #:	
Additional Comments?	

3. Workshop Announcement - Example

Sun City Community Theatre Workshop Announcement “Follow Spot” Workshop (Rescheduled Date)

Calling all those interested in learning how to operate the “Follow Spots” (i.e., the spotlights that follow the appropriate action on the stage) for Sun City Community Theatre productions.



Facilitated by: Phil Mastman

When: Rescheduled August 31st (1:00 to 4:00 PM)

Where: Magnolia Hall
Sound /Lighting Booth

Participant Limit: 6

Purpose: To provide instructions to participants re:

- The purpose of “follow spots”
- The different types of “follow spots” in general use
- How to use the controls on the Magnolia Hall spots

- Techniques for using spots to follow action on stage
- Best practices for taking cues during shows and working with the rest of the lighting team

(Note that learning how to run “follow spots” is a great way to become introduced to the technical side of the theatre. It’s easy to learn, and will greatly enhance the theatre experience for our audience.)

If interested, contact: Phil Mastman at Pmastman@gmail.com or Phone # (513) 256-0185

4. SCHH Residential Room Request Forms (These can be obtained at Lifestyle Services Office)

5. Workshop Evaluation Form – Sample

Workshop Evaluation

Workshop Title and Date:

	Circle appropriate answer
1) What is your overall assessment of the workshop?	(1 = insufficient – 5 = excellent) 1 2 3 4 5
2) Would you recommend this workshop to others?	Yes No
3) Please comment on the organization of the workshop event.	(1 = insufficient – 5 = excellent) 1 2 3 4 5
4) Did the workshop you attended achieve its objective based on its title and stated goal? If so, why? If not, why not?	Yes No
5) Did the knowledge, information and experience gained from participation in the workshop meet your expectations?	Yes No Somewhat
6) Will the knowledge, information and experience gained from participation in the workshop be useful/applicable for you?	Definitely / Mostly Somewhat / Not at all
7) How do you think the workshop could have been made more effective?	

8) Please provide any additional comments and/or suggestions concerning this workshop.

Thank you for your Participation

6. Board of Directors Workshop “Report Out” – Example

Hey, Team.

Below is the Workshop Report for the September 7 Board Mtg.

- **Spot Light Workshop** (August 31). Below is Phil's response to my request for feedback regarding this twice 😞 rescheduled workshop.
 - *The workshop went really great! We had three people attend. Everybody got some good practice time in, had some fun, and learned what they need to run follow spot for a show. They will be on the crew for The Addams Family.*

We had about three other people who wanted to come, but had schedule conflicts, so it might be a good idea to do it again sometime after The Addams Family show is over.

Thanks for organizing this, Frank! It will be great to have some new faces in the tech areas.

—Phil

I will work with Phil to orchestrate an additional (back by popular demand) Spot light workshop.

- **Producers' Workshop** (TBD)
 - I Contacted Ralph. Here is his response:
 - *I have completed the questionnaire and will update the Producer's Handbook. I suggest that for the time being we should use only Bernadette or myself to facilitate this type of workshop. Both of us probably have one or more of these presentations in us.*

- Ralph also suggests that we should try **not** to only include people that are just interested in finding out what a producer does. In addition, he suggests that **if we have a Producer for the January show**, that we schedule the workshop in later November, after "Calendar Girls" is done.
- I will work with Ralph and Bernadette to schedule this.

- **Directors' Workshop (TBD)**
 - I would like for us to take a quick run through of the Director List to identify who would be the top 5 -10 to ask if they would be willing to provide a Director Workshop. Below is the list:

Respectfully submitted
Frank

7. List of Directors, Producers, Team Leads

SUN CITY COMMUNITY THEATRE DIRECTORS (2021)

Robert Adams	robertadams@icloud.com
Shirley Alberti	shirley2774@gmail.com
Pam Batt	pammyk1950@gmail.com
Lynda Bialko	bialko.lynda@gmail.com
Bette Bowers	mombowers@gmail.com
Skip Corris	ccorris@gmail.com
Bonnie DeSimone	desimone.bonnie@gmail.com
Carol Dines	voicebycarol@gmail.com
Jan Fierick	jan.fierick@yahoo.com
Jeff Glazer	jeff@jeffglazer.com
Linda Herrick	linda.bluffton@gmail.com
Susan Jones	jonessinc2@verizon.net
Nancy Laws	nancy@presentation-systems.net
Donna McCann	dlee2815@gmail.com
Wendell MacNeal	wamacneal@gmail.com
Bill McDougal	wm10spro@hargray.com
Mary Alice Mangan	maltesemom@scrr.com
Lorraine Miller	lmrainey@gmail.com
Mary Kay Montgomery	montyandmk60@gmail.com
Phil Mastman	pmastman@gail.com
Stephen Peters	way2slk2@gmail.com
Gwyneth Saunders	pembrook2@hargray.com
Ralph Spiegel	bunnybr@sc.rr.com
Bob Taylor	bob.taylor64@gmail.com
Nat Towle	nattowle@gmail.com
Eileen Waite	eileenmyw1@gmail.com
Carol Wroblewski	billandcarol67@gmail.com

SUN CITY COMMUNITY THEATRE Producers (TBD)

SUN CITY COMMUNITY THEATRE DEPARTMENT LEADS (TBD)

8. SCCT Workshop Sign-up Sheet – Sample (Excel Spreadsheet)



SCCT Workshop Sign Up Sheet

Running List of Workshop Attendees. An attendee may be listed multiple times for attending multiple different Workshops. Rows can be filtered by any column title.

Number	Attendee Name	Workshop Name	Workshop Dates	Phone	Email	Att
01	EXAMPLE:Ian Smith	Dance	5/21/2021	xxx xxx xxxx	april@example.com	Yes
02						
03						
04						
05						