



MISSOURI STATE THESPIANS

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

Leadership Conference 2019

The 2019 Leadership Conference will be September 7th at the Capitol Plaza in Jefferson City, MO. Leadership Conference is a way to start your year off right. Come share ideas with other Missouri ITS Troupes and be the first to find out the scoop about the upcoming MO State Thespians Conference.

Your troupe will also have the opportunity to vote on the next State Thespians Officers & the State Conference t-shirt design! Adults will vote on new members of the Executive Adult Board. If you would like to run for the board please email Jennifer at missouristatethespians@gmail.com.

Lunch and materials are included in the \$25 charge for each student, \$20 for adults. The online application must be filled out by August 30th. There are no refunds on registration fees after August 30th. All payments must be received by Sept. 7th. Any payment not received by the deadline will incur a 25% late charge.

The conference officially runs from 8-4 on Saturday; however, there will be activities available Friday evening for any school that decides to book hotel rooms. See the attached DRAFT copy of the conference schedule for more information.

Hotel rooms can be booked by calling 800-338-8088 and asking for the Missouri State Thespians rate. Standard room rates are \$86.67 with a tax exempt letter (\$92.93 without). If you would like a suite the cost is \$118.77 with a tax exempt letter (\$127.34 without). You will be asked for a credit card at the time of reservation. The hotel has requested that you book any rooms by August 23.

The officers would like your help designing the t-shirt for State Conference! Contact clittle@parkwayschools.net for details!

Honor Troupe recognizes troupes that do outstanding work in their school and/or community and achieve a high level of excellence, both on and off stage. If you would like to apply to be an Honor Troupe, please visit the Honor Troupe page on the website for full details.

Make a banner to bring to leadership and show off your troupe to the rest of us! If you receive Honor Troupe status, you will also receive a patch to put onto your banner! The banner must be no larger than 4' x 6'. They will hang from the hotel balcony, so they should NOT have a metal pipe! Command hooks will be provided at Leadership.

FRIDAY NIGHT WORKSHOPS

Key: Yellow = State, Red = National, Green= Leadership, Cyan = Troupe, Orange=Delegate, Magenta= Adult/Troupe Director Cornflower=Skills

Time	Carnegies	Jefferson A	Jefferson B	Jefferson C	Sedalia	Park Place Lobby	Springfield
7-7:40	Registration in Missouri Foyer						Honor Troupe Presentations (scheduled in advance) Troupes will present their honor troupe applications to be adjudicated and will share their accomplishments this year.
7:45-8:25	Officer Meeting #1 - Presenter: Courtney Kissee STO	Officer Meeting #2 - Presenter: Caylah Johnson STO	Officer Meeting #3 - Presenter: Andrew Patterson STO	Officer Meeting #4 - Presenter: Matthew Christofferson STO			
8:30-9:10	Structure Swing	Keep the Joint Jumpin	Speakeasy Secrets to Professional Communication with your Board	Props For Teachers only		Sponsor Game Night/Alumni Gathering Come join other adults and alumni in playing games and/or just visiting	
9:15-10:00	Karaoke	Jeopardy		Creating Props w/Liquid Plastic			
10:15 in Rooms 10:45 lights out							

Jeopardy - Test your wit with the STO's in a fun challenging game of Theater Jeopardy!

Karaoke - Join the STO in blowing off some steam by singing and listening to showtunes.

Keep the Joint Jumpin - Learn tips for how to keep people in your department and invested. This workshop will include several group bonding activities that can be used to build strong relationships within your troupe and department. Presenter: Matthew Christofferson STO

Officer Meetings - STOs will help lead discussions with TTOs on what officers in different troupes expectations are and what can be added to your troupe leadership to help make it stronger. #1 - President/Vice-President or similar members of Student Board #2 Secretaries/Historians or similar members #3 Treasurers/Other Officers or similar members

Props Workshops (These workshops are sponsored by Parkway South Troupe 3168) Teacher only: 'Round table' discussion for props construction and how/where to obtain difficult props. Come with your ideas (or prop pics) to share and get suggestions from a prop master and other teachers. **Creating w/Liquid Plastic:** In this hands-on workshop you will learn products and techniques for creating and copying items in plastic, giving you a new tool in your ability to create interesting props and scenic elements. Presenter Eric Barnes Alumni of Troupe 3168

Speakeasy Secrets to Professional Communication with your Board. This workshop will include a discussion of effective communication techniques, ways to become more comfortable with your fellow officers, ways to put aside differences in order to work well together in planning projects and overcoming obstacles. Workshop will include Q&A time for getting advice. Presenter: Courtney Kissee STO

Structure Swing. Discuss the structure of your troupe's officer board and ways to divide up roles and responsibilities to keep your troupe running smoothly. Presenter: Caylah Johnson STO

SATURDAY SCHEDULE

8-8:30 - Registration

Key: **Yellow = State**, **Red = National**, **Green= Leadership**, **Cyan = Troupe**, **Orange=Delegate**, **Magenta= Adult/Troupe Director**, **Cornflower=Skills**

	Capital/Missouri	Jefferson A	Jefferson B	Jefferson C	Carnegies	Kansas City	Sedalia	Springfield	St. Louis
8:30-8:50	Opening Session								
8:55-9:35	Sponsor Meeting	Student Meeting - STO	Student Meeting - STO	Student Meeting - STO	Student Meeting - STO				
9:40-10:20		IEs	Detailed Registration Discussion	Improv Intensive	Scholarship Auditions at State	New Officer Q & A		Honor Troupe Presentations	Honor Troupe Presentation
10:25-11:05		IEs		Improv Intensive	Scholarship Auditions at State	Candidate Meeting			
11:10-11:40	Lunch								
11:45-12:25		Tech Challenge and Tech Design	Info Meeting for future STO applicants	Recruiting for the Mob	Scholarship Auditions for Teachers	Leadership		Honor Troupe Presentations	Honor Troupe Presentation
12:30-1:20		FUNdraising	Advocacy	Becoming the Big Cheese	How to create a Tech Portfolio	Leadership			
1:25-2:05		Troupe Performance Opportunities at Conference	Mentor Program	The Ragtime Reason Project Planning is Important	Looking at College Programs	Leadership			
2:10-2:30 Short Session		All-State Opening Number	New Sponsor Q & A	Creating Props w/Liquid Plastic	Page to Stage and MusicWorks Events	Meet the Candidates			
2:35-2:55 Short Session		Awards and Grants	STAM				Meet the Candidates		
3-4		LOGO Vote, STO Speeches & Vote, Closing Session.							

Saturday Workshops

General Notes:

- Troupes should aim to send at least 1 representative to each state event their troupe plans to enter during conference. Troupes should ideally send people if they think there is *any* possibility or interest of someone in their troupe to enter the event.
- Troupes should split their student reps between the 4 Student Officer sessions as evenly as possible.
- Each school can have up to 2 participants sign up for a Make-up or Prop workshops. Please see the Registration desk for sign-ups and entry tickets.

Advocacy- How can you advocate for your troupe or program on a district, local, state, or national level? Find out about the issues that affect Missouri at the state and national level in the areas of advocacy. Missouri's very own Show-Me Summit and Fine Arts Advocacy Day hosted by the Missouri Alliance for Arts Education at the Capitol in March of 2018 will also be discussed as a great way to meet with legislators about issues specific to your troupe, program, or area of the state. Presenter: Teri Turner

Awards and Grants – MST has a large number of awards and grants available for both teachers and students to apply for. This workshop will let the participants know what these are, what the requirements are, and how to submit your application. Presenter: Teri Turner

Becoming the Big Cheese- Learn tips on how to run for any leadership position in any organization, how to promote yourself and build your confidence. Presenter: Matthew Christofferson STO

Candidate Meeting - Students who have been placed on the ballot for State Officer will meet with current officers and Adult Board members to prepare for speeches and what to expect if they are elected. This workshop is only for STO Candidates.

Detailed Registration Discussion- Presented with the newer sponsor in mind (as well as those sponsors who might struggle with registration), this workshop is a must if your troupe is planning on attending the '19 conference. The presentation will include detailed instructions for filling out the forms, entering registration on-line, deadlines, hotel reservations, sponsor duties (what they are and sign-ups), costs to anticipate, and other information you need to know to have a successful registration. This is a double-session so time for questions is allowed. Student delegates are also welcome to attend. Presenters: Jennifer Forrest-James Chapter Director/Troupe 3168 and Debbie Corbin EdTA President

FUNdraising - This fun and interactive session is all about how to raise money for your troupe and it isn't about selling anything from a catalogue or doing things door to door. Come with your ideas to share about how your troupe raises money and leave with some new ones. Start your year off right and with a little extra money in your activity account. Presenters: Brad Rackers Troupe 6761 and Kelly Michale Troupe 3732

Helping Students with Scholarships- This workshop is reserved for sponsors only to learn the Scholarship procedures, and ask in depth questions about how to fully go about preparing your students for college auditions. Presenters: Amie Gossett Troupe 4797 and Andrea Martin Scholarship Coordinator

How to create a Tech Portfolio This workshop will help students create a technical portfolio that will showcase their best work. Presenter: Jay Rozema Missouri Valley College

IEs - If you or anyone from your troupe is planning on entering (or as an adult are volunteering to adjudicate) Individual Events, then you should make this workshop a priority. We will discuss what the events are and rules to each, the registration process, the evaluation process (what getting a superior means), new forms, and finally the Red/Green Light list. Sample entries/performances will be included. Get a head start and begin preparing for your performance today. You

might even qualify for the IE Showcase, and have the opportunity to perform for the entire delegation at conference! Presenters: Lorie O'Leary and Theresa Nigus Troupe 5140

Improv Intensive (Event formerly known as Improv Olympix) Discussion about games to anticipate, rules to these events, the evaluation process, where to find the intro and Games packet, and finally how to prepare for this event. If time permits some of the games will be played or previewed. Presenter: Jessica Winingham Troupe 2533

Info Meeting for Future STO Applicants- Presenter: Chad Little

Leadership - The leadership skills I.T.S. teaches in high school can help you succeed in college. Mostly in regards to team building/ working in groups, problem solving, time management, and utilizing our creative brains to help us succeed in areas beyond the arts. Come work on these skills together with former STO Cassidy Munie Alumni Troupe 4551

Looking at College Programs - Do you wish to pursue theatre after high school but are confused by what you should do or where you should start? Join us for some tips and tricks on how to begin the search for your perfect theatre program, in everything from the proper etiquette of your application, to the suggested pieces for your audition to what all those different letters attached to the diploma mean about your training. Presenters: Andrea Martin Alumni Coordinator and Lorie O'Leary Troupe 5140

Meet and Greet the Officers - Students who are interested in meeting the candidates for State Student Officers can meet them and ask questions. Become an informed voter for your troupe. Presenters: Various Board members and candidates

Mentor Program- Mentoring is a great opportunity to build new relationships and share our strengths! The mentor program is open to troupe directors with all levels of experience in a variety of related areas. This workshop is open to all troupe directors/sponsors who have signed up for or are interested in learning more about Missouri Thespians new mentor program. You can still sign up at this workshop! Presenter: Sarah Serbus Troup 5406

New Officer Q and A - Are you a new officer? This is an opportunity to ask questions of experienced officers and become a more effective officer. Presenters: STOs

New Sponsor Q and A - Are you a new sponsor with questions about how to run a troupe, program, or other nuts and bolts concerns? This workshop will answer your questions. Presenter: Lara Corvera Troupe 1934

Opening Session - Welcome, kick off for the day, guidance for what sessions are and what to expect from the day. Presenters: various Board members

Page-To-Stage/Musicworks - Learn how to submit a play and the new event Musicworks, what the rules/requirements are, and how to audition or apply for stage manager. Presenter: Tabatha Babcock Troupe 1158

Recruiting for the Mob- Learn techniques for recruiting potential thespians from your middle school and keeping them involved when they get to high school. This workshop will also touch on tips for creating a junior thespian troupe at your middle school. Presenter: Caylah Jonson STO

Scholarship Auditions - Workshop will include an explanation of the registration process, the types of scholarships we offer, what your chances of being awarded them are, as well as how to prepare for the actual audition/presentation. There will also be suggestions of how to use the callback process at our conference to your advantage. Presenters: Andrea Martin Alumni Coordinator and Amie Gossett Troupe 4897

Sponsor Meeting - Information of what is going on at the National Office as well as Financial information. Voting for Adult Board Members .

STAM - The Speech and Theatre Association of Missouri is the professional educators group from Speech and Theatre teachers in the state. Come meet the President of the organization, find out about our upcoming Conference, and meet members of the organization. Already a member, come join in the discussion and learn more information about our STEAM Conference this September 20 - 22. Presenters: Lara Corvera 1934 and Brad Rackers Troupe 6761

Student Meetings - Get the scoop from the STOs about late night activities, the store, conference theme and other information. Presenters: Current STO Board

Tech Challenge & Tech Design - Presentation will include the registration process, events to anticipate, rules to these events, the evaluation process, where to find the intro packet, and finally how to prepare for this event. There will also be an explanation of the Tech Design event and how to prepare for this. Presenters: Sarah Serbus Troupe 5406 and Tim Buchheit Troupe 2787

The Ragtime Reason Project Planning is Important- This hands-on workshop allows participants to plan a mock fundraising project in groups and then share/discuss to pros and cons of the project and the process. Presenter: Courtney Kisse STQ

Troupe Performance Opportunities at Conference - Changes this year to the adjudication process, what to expect if you are selected, deadlines, and how to submit paperwork will all be presented as well as the prep work to taking a show to conference will also be discussed. Many schools perform One Acts at their school or for MSHSAA - why not show off your troupe's skills in a low tech/low pressure performance opportunity. If your school has wanted to perform at State, but a Main Stage appears too daunting consider this opportunity. This is also one of the few areas a student director can showcase their work. How to be considered for a Chapter Select performance at ITF as well as the prep work to taking a show to conference will also be discussed. Presenter: Brad Rackers Troupe 6761 and Teri Turner Troupe 4261

HONOR TROUPE PRESENTATION TIME: Fri/Sat

Time	Delegate #1	Delegate #2	Delegate #3	Delegate #4	Delegate #5	Delegate #6	Delegate #7
Fri 7-7:40							
Fri 7:45-8:25							
Fri 8:30-9:10							
Fri 9:15-10:00							
Sat 9:40-10:20							
Sat 10:25- 11:05							

Sat 11:10- 11:40							
Sat 11:45- 12:25							
Sat 12:30-1:20							
Sat 1:25-2:05							
Sat 2:10-2:30							
Sat 2:35-2:55							

Sponsors:

Badges donated by  <http://casualtees-stl.com/>



Prop Workshops  Parkway South Theatre Troupe 3158

MO State Thespians Hotel Reservations Request

Capitol Plaza Hotel
415 W. McCarty Street
Jefferson City, MO 65101

September 6 & 7, 2019

Name of School:
Name of Advisor/Contact Person:
Mailing Address:
Email Address:
Phone Number:
Payment Method (Direct Bill, Credit Card or School Check). See attached direct bill application and credit card authorization form. The form will need to be returned to the hotel prior to arrival. Please provide a copy of your tax exempt letter.
Estimated Time of Arrival:

Return page 1 & 2 by August 23rd to hotel reservations.

See page 2 for rooming list.

Rate for a standard room (with tax exempt letter) is \$86.67

Rate for a Suite (with tax exempt letter) is \$118.77

MO State Thespians Hotel Reservations Request

Room #	Name of all guests in the room	Check-in date:	Check-out date:	Requested room type (King or Double)	Special requests/notes. <i>Please note which room(s) will have an advisor.</i>
Room 1					
Room 2					
Room 3					
Room 4					
Room 5					
Room 6					
Room 7					
Room 8					
Room 9					
Room 10					

Return Page 1&2 by August 23rd to hotel reservations.



Atrium Hospitality Direct Bill Application

BUSINESS CONTACT INFORMATION

PAGE 1 OF 2

Date of Function		Amount of Credit Requested \$	
Company name		Sales Manager:	
Name of Owner(s) or Executive Officer		Contact Name or Person to Approve Payment	
Phone		Phone	
E-mail		E-mail	
Corporate Address City, State ZIP Code		Billing Address City, State ZIP Code	
Year Established		Type of Company:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____
FED ID Number			
Application Type	<input type="checkbox"/> New <input type="checkbox"/> Updated		
Type of Function:	<input type="checkbox"/> Event <input type="checkbox"/> Rooms <input type="checkbox"/> Other		
Name of person Authorized to Charge & Title			Indicate Charges to be Billed: <input type="checkbox"/> All Charges <input type="checkbox"/> Room & Tax <input type="checkbox"/> Meeting Room <input type="checkbox"/> Food <input type="checkbox"/> Banquet <input type="checkbox"/> Other _____
Name of person Authorized to Charge & Title			
Name of person Authorized to Charge & Title			
Name of person Authorized to Charge & Title			

BANKING AND CREDIT INFORMATION

Bank name:		Account Number	
Street Address		Number of UCC Filings-	
City, State, ZIP Code		Secured Party	
Phone		Secured Party	

HOTEL TRADE REFERENCES

Hotel name		Phone	
Address		E-mail	
City / State / ZIP Code			
Event or Relationship		Date of Function	
Hotel name		Phone	
Address		E-mail	
City / State / ZIP Code			
Event or Relationship		Date of Function	
Hotel name		Phone	
Address		E-mail	
City / State / ZIP Code			
Event or Relationship		Date of Function	

1. All invoices are due upon receipt.
2. Claims arising from invoices must be made within seven working days.
3. By submitting this application, you hereby authorize HOTEL CREDIT EXCHANGE to make inquiries into the banking and business/trade references that you have supplied, you hereby authorize and direct that an investigation be made of references and agree to hold HOTEL CREDIT EXCHANGE harmless from any action arising out of the legitimate and proper conduct of those investigations concerning Business/Trade references and Business and Credit Information.
4. Failure to satisfactorily comply with the terms of payment may result in suspension of Direct Billing privileges until account is made current.
5. The person signing individually at the place below guarantees payment of this account. All signatories consent to jurisdiction in the location of hotel's request in the event a lawsuit is filed concerning this agreement and application of credit. In the event the company defaults, company and guarantor agree to pay hotel's reasonable attorney's fees on this account.
6. By signing this application, the hotel does not authorize acceptance of Direct Billing. We will notify you upon acceptance.

SIGNATURES

Signature	
Name and Title	
Date	

APPROVAL (HOTEL USE ONLY)

Signature	
Name and Title	
Date	
Credit Limit \$	
Account #	



CREDIT CARD AUTHORIZATION
FOR
Capitol Plaza Hotel
415 W. McCarty St. Jefferson City, MO 65101
Phone (573) 635-1234, Fax (573) 635-6843

HOTEL USE ONLY

Please bill credit card for final payment on

____/____/____
in the amount of

\$ _____
Banquet

GUEST/GROUP/COMPANY NAME: _____

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

I, _____ request that the below credit card be used for the stated function (s) or guest room (s) to be held at the **Capitol Plaza Hotel**. I state that I am the primary card holder or an authorized for the credit card account, and will pay all charges incurred as agreed upon.

Please note: If you are providing us with a debit card, our credit card authorization system captures these funds automatically-taking the money out of the bank account. The credit will be posted to your hotel account immediately, but if you eventually pay by another method, your bank may take up to 10 days to reverse this original charge and credit the bank account. By signing below, you are authorizing this procedure.

I am providing the credit card information for the following:

_____ For deposit in the amount of \$ _____ to be applied to the above event(s).

_____ For payments in full for the above events not to exceed \$ _____.

_____ For guaranty in the event that all fees not paid in accordance with direct bill terms.

Please charge the credit card for:

_____ Guest Room & Tax

_____ Parking

_____ Incidentals

_____ Meeting Room Rental

_____ Meeting Food & Beverage

_____ Other (Please notate)

Type of Credit Card _____ Today's Date _____

Name on Card (Please Print) _____

Last 4 Digits of Credit Card Number (full number will be requested via phone) _____ Exp. _____

Authorized Signature _____ Contact Ph# _____

Name of person(s) authorized to sign for the above charges on the day of event, if different from signatory:

THIS FORM MUST BE STORED IN A SECURED AND LOCKED AREA.