

CONSTITUTION

BY-LAWS

POLICY & PROCEDURES



FTC TECH CLUB



SOUND



MAKE-UP

**FRANKLIN HIGH SCHOOL/ASSOCIATED STUDENT BODY
FRANKLIN THEATRE COMPANY TECHNICAL CLUB
CONSTITUTION**

Article I. Name, Purpose and Governance

Section 1: Name:

This club shall be called Franklin Theatre Company (FTC) Technical Club. This FTC Technical Club operates in concert with the FHS/ASB Thespian Club and under the sponsorship of the Drama Teacher and FTC Artistic Director.

Section 2: Purpose:

Technical Theatre Club is a group of students working behind the scenes. Before a show can begin, the techs work on construction of set and props, painting, maintaining scenery shop and its materials, costumes, props, setting up theatre, lighting, and sound. During the show, there are the running crew members that control the sound and lights from the control booth; and there is a crew backstage, which consists of micwranglers, costume assistants, prop handlers, and large props. When the theatre production is over everyone involved with the production takes apart the set (this is known as striking the set).

Section 3: Governance:

This FHS Technical Club's constitution and its bylaws are two components of a hierarchy of documents that govern the FTC Technical Club and its membership. This constitution may not be altered in any way that conflicts with a superseding document or school policies and procedures. The FTC Technical Club operates under the authority of the Elk Grove Union School District's Franklin High School Associated Student Body (ASB) and the guide lines set forth by the ASB and that of the Sponsor

Article II. Membership

Section 1:

All students seeking active membership shall be regularly enrolled as students of Franklin High School and complete a Theatre Technical Staff Application.

- i. Toby Johnson Students are eligible to help with The Tech Crew on any main stage show.

Section 2:

Active membership requires annual commitment to theatre. To maintain active membership, a member must participate with: (1) FHS/FTC House Department, (2) Active members should also maintain attendance at regularly scheduled membership meetings and/or work parties, and (3) completing the Theatre Technical Staff Application.

Section 3:

Final authority concerning membership requirements shall be vested in the FTC Technical Club sponsor.

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Section 4:

Honorary membership may be granted to adults for extraordinary and worthy assistance in the promotion of the theatre in the school and the community. They will be awarded a certificate of membership.

Section 5:

Per regulation in the International Thespian Society Handbook, a Tech member may earn their membership in the International Thespian Society. A student may, however, lose their ability to participate in troupe activities for just cause at the Sponsor's discretion. Just cause may result from a student's violation of FTC Technical Club or school policies which may affect the safety or welfare of the FTC Technical Club or other individuals. This may include harassment, racism or other actions which do not uphold the high standards of the International Thespian Society, Franklin High School, or The FHS Technical Club.

Article III. Officers

Section 1:

The FTC Technical Club shall elect officers once a year at a January regular business meeting. These officers will comprise the Executive Board. They will serve one Calendar year or until elections are held for officers.

Section 2:

Requirements for all elected officers are as follows: Each student must be a currently active member of the FTC Technical Club, Theatre Support, or Thespian Club, and currently enrolled in grades 9 – 12 at Franklin High School.

Section 3:

The following officers will be elected each year according to the By Laws. Each member must work with Tech crews of the theatre and will have the following duties:

President: Presides over all meetings, appoints all standing and special committees and directs and supervises FTC Technical Club activities. President is an ex-officio member of the Thespian Club Executive Board and Coordinates with the ASB Board.

Vice President: Presides in the absence of the President, is responsible to assist Thespian Club for the induction of new members and is Chair of the FTC Technical Club Election Committee.

Secretary: Keeps records of the meetings and attends to FTC Technical Club correspondence. Helps create meeting agendas at the direction of the President and/or Sponsor.

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Treasurer: Treasure is responsible for fundraiser money, working at all fundraisers, assisting with seeking donations, funds from businesses, and collecting field trip money and other fees. Treasurer will work with the FTC Production Manager.

Historian: Keep a record of technical activities for posterity. This may include maintaining photo albums, maintaining a video library, collecting news clippings and reviews, or other activities.

Section 4:

Replacement of an officer during the term of duty shall be submitted and approved by the FTC Technical Club sponsor.

Section 5:

The duties of the sponsor will be to oversee all FTC Technical Club activities, to be the final authority in selection of new members and to be the guide and inspiration of the group. To ensure these members are working to support all theatre and school activities using FHS Black Box Theatre.

Article IV. Meetings and Attendance

Section 1:

Executive Board and Full Membership Meetings shall be held at least once a month.

Section 2:

Special meetings may be called by the sponsor, any officer, or by a quorum.

Section 3:

A quorum shall be fifty percent of the Executive Board

Section 4:

Any member who causes deliberate dissension, which would disrupt the workings of any production or business meetings, shall be dropped from active membership by the authority of the Sponsor and a member of School Administration. Any member requesting re-admittance after suspension must have the consent of the Sponsor and a member of School Administration.

Article V. Dues, etc.

Section 1:

There shall be no dues for the FTC Technical Club

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FRANKLIN THEATRE COMPANY TECHNICAL CLUB
CONSTITUTION**

Article VI. Amendments

Section 1:

All amendments to this constitution must have the vote of two thirds of the Executive Board. This constitution and its amendments shall be subject to change according to any or all requirements of the Franklin High School Associated Student Body governing board or by the Club Sponsor.

Article VII. Adoptions

Section 1:

When interested students forming the Franklin High Franklin Technical Club agree to the attached four pages consisting of the FHS Technical Club Constitution and have been duly recorded as the framers of this Constitution, it shall become effective. We, the undersigned, present on this day the Constitution of FTC Technical Club and declare that this Constitution has been adopted by a majority of all the organizing members present.

President, Kylie Vega

Vice President, Mighty Chen

Secretary, Sophia Roque

Treasurer, Sophia Aguirre

Historian, Michelle Nguyen

The above organizing committee officers
attest to the adoption by the organizing members on:

Secretary, Sophia Roque

Date: February 7, 2014

FHS TECHNICAL CLUB BYLAWS

Article I. Inductions

Section 1:

Inductions to the International Thespian Society shall be held once each year as designated by the FHS Thespian Club, or as often as deemed necessary by the sponsor.

Section 2:

The time and place of induction as well as the format will be determined by the sponsor and Vice-President along with the Thespian Club and must be a Thespian Member prior to this meeting.

Section 3:

The Vice-President will be held responsible to coordinate induction activities with the FHS Thespian Club.

Article II. Troupe Activities

Section 1: Franklin High School Theatre Department Productions:

The Artistic Director of the Franklin Theatre Company shall announce the season of shows prior to the end of school terms each year so planning may begin for next year's shows.

Section 2: Non-Production Activities:

This is involving the "back-stage" support to prepare, construct and maintain each area supporting the theatre as noted in the "FTC Technical Club Areas of Responsibility" of these By-Laws.

Section 3:

The FTC Technical Club shall sponsor at least one "Good Neighbor" activity a year for the purpose of establishing good relationships with the campus and community.

Section 4:

The FTC Technical Club shall cooperate with all other theatre departments in helping them with their duties in any way it can.

Section 5:

Any activities or productions presented during the summer (outside of the normal school calendar) should be considered part of the next school year.

Section 6:

The troupe is not a secret organization, so faculty and students interested in theatre, as well as honorary members and alumni, are open to attend its meetings.

Section 7

This section is to establish a written Policy and Procedures maintained by the FTC Technical Club describing the areas of responsibilities. These areas are the support areas that help maintain and support theatre productions. These functions will have responsible leaders appointed by the FTC

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Technical Club sponsor. Training and support will come from qualified student leaders and as required from professionals in the areas of the skills required. See the Policy and Procedures maintained by this club to support this section of the By-Laws.

Article IV. Point award system

Section 1:

The Sponsor will determine the exact number of points to be awarded in all theatrical and non-theatrical participation.

Section 2:

Points may be awarded as suggested by the point system of the International Thespian Society.

Article V. Elections

Section 1:

Officers shall be elected at a regular business meeting in January of each school year.

Section 2:

Nominations for officers are to be made by an Election Committee, meeting with the sponsor, with additional nominations being permitted from the floor at the meeting. Officers will be elected by a majority vote.

Section 3:

The Election Committee will be chaired by the Vice-President and will be selected by the Sponsor and the President. The Committee will be composed of at least one board member other than the Vice-President and at least one non-Board member.

Section 4:

Voting will be done by secret written ballot.

Section 5:

Ballots for all elections will be counted by the Sponsor and a non-board (counting by students cannot count ballots they are listing upon) member of the FTC Technical Club appointed by the President to the Election Committee. The sponsor shall have final authority to those who are elected to the Executive Board of the FTC Technical Club.

Section 6:

Three members, including one officer, may request, in writing, to the sponsor, a recall election of all or any elected officers within ten (10) days of the election. This written request must state the need for such an election. A special meeting will be scheduled within five school days upon receipt of the request, for the purpose of voting on whether or not a recall election is necessary. Two thirds of the

FHS TECHNICAL CLUB BYLAWS

currently seated Executive Board is required to mandate a recall election. If a recall election is necessary, election of officers will follow the procedure set in these By-Laws and its Constitution.

Article VI. Installations

Section 1:

Officers shall be installed at the end of the election meeting in January.

Article VII. Conflict Resolution

Section 1:

In the event issues/conflicts arise between a FTC Technical Club member and a Sponsor which cannot be solved through communication between the two parties, the issue should be resolved by the school administration.

Section 2:

Members found to be willfully violating the mission of this organization, its standards, or its ethics, will be disciplined by the authority of the sponsor, at least one member of the Executive Board and a member of School Administration.

Article X. Amendments

Section 1:

Changes to the By Laws may be made by the Executive Board and require a two thirds approval vote of the Board.

**FHS TECHNICAL CLUB
BYLAWS**

Article XI. Adoptions

Section 1:

When interested students forming the Franklin High Franklin Technical Club agree to the attached four pages of these Bylaws and have been duly recorded as the framers of these Bylaws, it shall be effective. We, the undersigned, present on this day the Bylaws of FTC Technical Club and declare that these Bylaws have been adopted by a majority of all the organizing members present.

President, Kylie Vega

Vice President, Mighty Chen

Secretary, Sophia Roque

Treasurer, Sophia Aguirre

Historian, Michelle Nguyen

The above organizing committee officers
attest to the adoption by the organizing members on:

Secretary, Sophia Roque

Date: February 7, 2014

FTC TECHNICAL CLUB

Policy and Procedures

INTRODUCTION:

This document complies with “FTC Technical Club”, Article II, “Club Activities”, and Section 7 of the Technical Theatre Club By-Laws.

The areas listed in these Policy and Procedures can be modified depending how the Artistic Director and Teacher wants to structure theatre operations.

GOALS:

The goal of the FTC Technical Club shall be the advancement of standards of excellence in technical theatre. More specifically the club shall focus to maintain the theatre facility, to educate their members, to staff any event, and to fulfill their responsibility as a service club.

SPECIAL NOTES:

1. The Technical Theatre Club works in cooperation with the FHS Thespian Club to promote theatre events and support fund raising events.
2. Students participating with the Tech Club are required to complete the Theatre Technical Staff Application.
3. Show Grips will be selected from the Tech participates as required.
4. Technical Theatre Club is organized to support the areas of theatre operations contained in these Policy and Procedures along with being taught basic skills required in each area.
5. Adult supervision may be a part of each department listed in these Policy and Procedures.
6. The FTC Tech Club is to support theatre and can earn Community Service hours for their participation.

ABOUT:

The FTC Technical Club Policy and Procedures are a set of pages outlining the areas of responsibility for each department supporting theatre operations.

DONATIONS:

Donations for any Department are welcomed and solicitation of donations is acceptable to help offset costs.

FTC TECHNICAL CLUB

Policy and Procedures

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| Policy Area: COSTUMES | Subject: COSTUME SHOP |
| Title of Policy: COSTUME DEPARTMENT | Number: I |
| Effective Date: 2/7/2014 | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |
| <p>1. Rationale or background to policy:</p> <p>This is to provide information that pertains to the Policy Area named above to maintain and provide to the Franklin Theatre Company</p> <p>2. Policy Statement: The following procedures outline the areas of responsibility. This Department includes the following Accounting categories but not limited to them. Budgeting and funds requests will be submitted to FTC Production Manager and Artistic Director.</p> <ul style="list-style-type: none"> a. Material b. Notions c. Cleaning d. Storage <p>3. Procedures:</p> <ul style="list-style-type: none"> a. This area is supported by a designated Costumier. b. Help keep orderly and clean area. c. Maintenance of all costumes d. Work with Show Director for types of costumes e. Show costumes are required for: <ul style="list-style-type: none"> i. Era of the show ii. Type of Character iii. Male or Female Roles iv. Special characters v. Multiple costumes as required for various scenes f. Assist with costume construction g. Assist with costume measurements h. Assist with costume assignments and bags for shows i. Assist with costume dressing during shows. j. Develop an inventory system for all costumes. | |

FTC TECHNICAL CLUB

Policy and Procedures

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| Policy Area: CAST MAKE-UP and HAIR | Subject: FTC MAKE-and HAIR |
| Title of Policy: MAKE-UP and Hair DEPARTMENT | Number: II |
| Effective Date: 2/7/2014 | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |
| <p>1. Rationale or background to policy:</p> <p>This is to provide information that pertains to the Policy Area named above to maintain and provide to the Franklin Theatre Company</p> <p>2. Policy Statement: The following procedures outline the areas of responsibility. . This Department includes the following Accounting categories but not limited to them. Budgeting and funds requests will be submitted to FTC Production Manager and Artistic Director.</p> <ul style="list-style-type: none"> a. Cleaning Pads b. Sponges c. Q-Tips d. Make-up e. Hair Gels, spray, and combs <p>3. Procedures:</p> <ul style="list-style-type: none"> a. Help keep clean and orderly area. b. Make-up <ul style="list-style-type: none"> i. Develop and maintain a list of standard make-up supplied by FTC <ul style="list-style-type: none"> 1. Develop and maintain a list of make-up required by each actor. ii. Maintain all standard Make-up supplies iii. Assist with a clean an orderly make-up supplies iv. Assist students with Make-up applications v. Work with show Director and Costumier for special make-up applications. c. Hair <ul style="list-style-type: none"> i. Prepares performers hair ii. Works with wigs, hairpieces, hair extensions iii. Oversees actors throughout production iv. Work with Show Director and Costumier about hair styles. | |

FTC TECHNICAL CLUB

Policy and Procedures

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| Policy Area: PROPS | Subject: PROPERTY |
| Title of Policy: PROP DEPARTMENT | Number: III |
| Effective Date: 2/7/2014 | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |

1. Rationale or background to policy:

This is to provide information that pertains to the Policy Area named above to maintain and provide to the Franklin Theatre Company

2. Policy Statement: The following procedures outline the areas of responsibility. This Department includes the following Accounting categories but not limited to them. Budgeting and funds requests will be submitted to FTC Production Manager and Artistic Director.

- a. Hand
- b. Set
- c. Trim
- d. Set Dressing
- e. Personal
- f. Greens
- g. Manual Special effects
- h. Manual Sound Effects

3. Procedures:

- a. This area is managed by the appointed Prop Master for a Show
 - i. This group will assist the Show Prop Master to setup props for a show and to put all props to their storage areas after a show.
- b. Maintain prop inventory to keep clean and orderly
- c. Maintain scenery & actor props
- d. Work with Show director to obtain types of props for show
- e. Set up show prop table
- f. Develop a list of all props in inventory and a location system for storage and retrieval.
- g. Types of Props:
 - 1) **Hand** – Hand props are any props manipulated by one or more actors on stage. A book, a gun, and a wine glass are all hand props. Hand props can be **consumable** or **perishable** prop, which means they need to be replaced every night, such as food which is eaten or

FTC TECHNICAL CLUB

Policy and Procedures

| Policy Area: PROPS | Subject: PROPERTY |
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| <p>a letter which is torn up. We can also look at costume (or personal, or "propstume") props like purses or belts as a subcategory. These require special consideration with the costume department to determine who is responsible for both providing and paying for them. manual/special effect, practical</p> | |
| <p>2) Set - Set props include all the furniture on stage, and any other "objects" which are a part of the set. It also includes furniture-like objects, such as rocks which are sat on. The lines between "set" and "props" are the most blurry in this category, as some sets have "built-in" furniture, and more abstract or metaphorical sets have less reference points for determining what is "prop or not".</p> | |
| <p>3) Trim – Trim props hang on the walls, like curtains, blinds, or pictures.</p> | |
| <p>4) Set dressing – The set dressing is the items and objects on the stage which the actor doesn't handle. The easiest way to think of this is in an apartment set. The floor, walls, doors and windows are the set. The furniture is the set props. All the knick-knacks on the dresser, books on the shelves, and plates in the sink are the set dressing. If an actor picks a set dressing item up, it becomes a hand prop and is treated differently. The set dressing can include practicals, which are electrical props (like lamps, chandeliers, and wall sconces) that actually work. Also included here are rugs, carpets, and other floor coverings. Set dressing is used more to flesh out the characters and setting rather than push the narrative forward. While it is up to the set designer to describe and lay out what the set dressing is, it is often left to the props master to choose and arrange the individual items. Set dressing is an art and a craft of its own and in some cases can be a person's exclusive job on a production.</p> | |
| <p>5) Personal – A personal prop is a prop an actor carries to develop their character. Sometimes these are called for in the script, but often it is the actor who is requesting it. A pipe, a cane, or a fan can be examples. Some actors are notorious for picking a prop or two at the very first rehearsal to play with.</p> | |
| <p>6) Greens - Whether real or artificial, the props department is oft responsible for plants, leaves, bushes and flowers. Obviously, if the set calls for a life-sized tree to fill the stage, the props department can defer to the scenic department for its construction.</p> | |
| <p>7) Manual special effects – Bursts of smoke, remote-controlled rats, artificial fires in fireplaces, or any other manual special effect is generally the responsibility of the props department, though depending on the scope or means of achieving said effect, there may certainly be overlap with any number of other departments.</p> | |

FTC TECHNICAL CLUB
Policy and Procedures

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| Policy Area: PROPS | Subject: PROPERTY |
| <p style="text-align: center;">Breakaway props may also fall in this category.</p> <p>8) Manual sound effects – Though increasingly rare in these days of recorded audio, if a sound effect is generated off-stage by an actor or crew member, the props department is responsible for the apparatus that creates that noise. Older props shops still have the various crash-boxes, thunder sheets, and wind machines that fall under this category.</p> | |

FTC TECHNICAL CLUB Policy and Procedures

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| Policy Area: HOUSE MANAGEMENT | Subject: THE HOUSE |
| Title of Policy: HOUSE DEPARTMENT | Number: IV |
| Effective Date: 2/7/2014 | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |

1. Rationale or background to policy:

This is to provide information that pertains to the Policy Area named above to maintain and provide to the Franklin Theatre Company

2. Policy Statement: The following procedures outline the areas of responsibility. This Department includes the following Accounting categories but not limited to them. Budgeting and funds requests will be submitted to FTC Production Manager and Artistic Director.

- a. Seating
- b. Decorations
- c. Paint
- d. Cleaning Supplies
- e. Curtains

3. Procedures:

- a. This area will be managed by the appointed House Manager for a Show
- b. For Ushers
 - v. Maintain and issue Usher vest to be worn at each show
 - vi. Dress Code is white shirt and black pants and shoes.
 - vii. Act professionally and without recourse
- c. Help setup up house seating
- d. Maintain orderly seating area
- e. Clean/Vacuum seating floors
- f. Clean and prepare the house for all shows
- g. Painting House Floor prior to a show production.
- h. Mop house stage area
- i. Ensure back stage area is clean and free of any debris
- j. Clean up the house after each show
- k. Ensure all door Exits inside and outside have open pathways free from obstructions and trip and fall hazards prior to each performance.
- l. Be available to help patrons during show or in any emergency.
- m. Lobby Decorations for a show
 - a. Help setup and remove Lobby Decorations for each show

FTC TECHNICAL CLUB
Policy and Procedures

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| Policy Area: SCENERY SHOP | Subject: SCENERY SHOP |
| Title of Policy: SCENERY SHOP DEPARTMENT | Number: V |
| Effective Date: 2/7/2014 | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |
| <p>1. Rationale or background to policy:</p> <p>This is to provide information that pertains to the Policy Area named above to maintain and provide to the Franklin Theatre Company</p> <p>2. Policy Statement: The following procedures outline the areas of responsibility. This Department includes the following Accounting categories but not limited to them. Budgeting and funds requests will be submitted to FTC Production Manager and Artistic Director.</p> <ul style="list-style-type: none">a. Hand Toolsb. Power Toolsc. Suppliesd. Painte. Cleaningf. Lumber <p>3. Procedures:</p> <ul style="list-style-type: none">a. Help maintain a clean an orderly area and storage areasb. Maintain Inventory of:<ul style="list-style-type: none">i. Toolsii. Lumberiii. Paintiv. Suppliesc. Help with set constructiond. Help with paintinge. Help with special prop construction | |

FTC TECHNICAL CLUB

Policy and Procedures

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| Policy Area: THEATRE LIGHTING | Subject: LIGHTING |
| Title of Policy: LIGHTING DEPARTMENT | Number: VI |
| Effective Date: 2/7/2014 | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |
| <p>1. Rationale or background to policy:</p> <p>This is to provide information that pertains to the Policy Area named above to maintain and provide to the Franklin Theatre Company</p> <p>2. Policy Statement: The following procedures outline the areas of responsibility. This Department includes the following Accounting categories but not limited to them. Budgeting and funds requests will be submitted to FTC Production Manager and Artistic Director.</p> <ul style="list-style-type: none"> a. Lamps/Bulbs b. Gobos c. Gels d. Fixtures e. Safety Wires f. Control Board g. Wiring h. Storage Containment <p>3. Procedures:</p> <ul style="list-style-type: none"> a. Help maintain a clean and orderly Lighting areas b. Learn to clean and maintain light fixtures c. Learn the types of light fixtures and their use d. Help hang lights from lighting plot e. Learn how to install gels and gobos f. Maintain a neat and organized file of gobos and gels. g. Learn how to focus lights h. Learn how to use and program lighting console i. Learn how to run lights based on scripts and queues j. Help maintain and clean orderly lighting equipment. k. Maintain a list of all lighting equipment and include EGUSD tag numbers and serial numbers. | |

FTC TECHNICAL CLUB

Policy and Procedures

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| Policy Area: THEATRE SOUND | Subject: SOUND |
| Title of Policy: SOUND DEPARTMENT | Number: VII |
| Effective Date: 2/7/2014 | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |

1. Rationale or background to policy:

This is to provide information that pertains to the Policy Area named above to maintain and provide to the Franklin Theatre Company

2. Policy Statement: The following procedures outline the areas of responsibility. This Department includes the following Accounting categories but not limited to them. Budgeting and funds requests will be submitted to FTC Production Manager and Artistic Director.

- a. Speakers
- b. Microphones
 - i. Remote Hand
 - ii. Body
- c. Wiring
- d. Batteries
- e. Specialty recordings for show music and special effects.

3. Procedures:

- a. Help maintain clean and orderly sound equipment areas.
- b. Learn the functions of all sound cords, outlets and connections
- c. Learn the equipment and its operation relating to sound functions
- d. Learn how to use speaker system and placing for best audience listening positions
- e. Learn the sound console operations and its functions.
- f. Learn how to set up body microphones and attached to actors
- g. Learn how to test sound system
- h. Learn various connections and how to use them
- i. Learn how to use the Mac programs in relation to sound
- j. Keep clean and orderly related sound devices.
- k. Maintain a file of sound recordings.
- l. Maintain all sound related equipment including wireless walkie talkies
- m. Maintain a list of all sound equipment and to include EGUSD property tag Numbers and serial numbers.

**FHS TECHNICAL CLUB
POLICY AND PROCEDURES**

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| Policy Area: Public Relations | Subject: Promoting and Archival of Theatre Activities |
| Title of Policy: Public Relations | Number: VIII |
| Effective Date: 3/27/2014 | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |

1. Rationale or background to policy:

This is to provide information that pertains to the Policy Area named above to maintain and provide to the Franklin Theatre Company

1. **Policy Statement:** The following procedures outline the areas of responsibility. This Department includes the following Accounting categories but not limited to them. Budgeting and funds requests will be submitted to FTC Production Manager and Artistic Director.
 - A. Develop and post information about Theatre Productions.
 - B. Learn how to use and maintain all video and camera equipment.
 - C. Maintain files of all products produced via video or camera images.

3. Procedures:

- A. Assist and create posters and other advertising materials about theatre shows.
- B. Video
 - i. Maintain Video Equipment and related items.
 - ii. Maintain Video Library
 - iii. Create DVDs of shows
 - iv. Duplicate as required DVDs
- C. Photography
 - i. Maintain all Photography Equipment and related items
 - ii. Maintain Photo image files either by hard copy or digital image files.
 - iii. Prepare images for use as directed by the Class Teachers and/or Artistic Director of the Franklin Theatre Company.
- D. Under the direction of the Certified Teachers and FHS Administration, no student pictures shall be used for any purpose without their consent.



Franklin
HIGH SCHOOL

Home of the
Wildcats



PERFORMING
ARTS