

LaVilla Drama Boosters Handbook

2022-2023



Email: lavilladrama@gmail.com

Facebook Page (public): www.facebook.com/lavilladrama

Facebook Group (parents only): www.facebook.com/groups/lavilladrama

Instagram: www.instagram.com/lavilladrama

Website: www.lavilladrama.org

Table of Contents

	Page
Welcome Page	2
About Us	3
Drama Booster Board & Faculty Contact Information	4
Getting Involved	5
Booster Committees	6
Enrichment Fees	7
Patrons	8
Calendar	9

Welcome LaVilla Drama Parents/Guardians!

The LaVilla Drama Boosters Mission

The purpose of this organization shall be to financially and operationally support the LaVilla Drama Department, teachers, and students in a fiscally responsible manner with passion and enthusiasm through fundraising, volunteering, and organizing events.

Dear Parents and Guardians:

The LaVilla Drama Department remains focused on providing our students with the best experience possible and will continue to find creative ways to navigate/deliver through current challenges. The Drama Boosters is a volunteer group of Drama parents, like you, that share the mutual interests of our children and the desire to help them grow and prosper in their arts area. If you are the parent or caregiver of a drama student, you are a Booster! Our students are incredibly fortunate to have the caliber of professional educators guiding them, but without strong parent support and involvement, the department cannot thrive. As a volunteer Drama Booster, you will be instrumental in the success of the Drama Department. The financial resources provided by the Booster members through Enrichment Fees, Patrons, fundraising, etc. are critical to the department's ability to offer the enhanced arts experiences that LaVilla students receive. Learn more about them in this packet.

Class supplies (i.e. monologues, scripts, paint, building materials, guest artist workshops, etc.) are all paid for through the Booster account from Enrichment Fees collected. Booster meetings are held throughout the year, normally on the second Tuesday of each month. Please refer to the Calendar section of this packet for the exact dates. The meetings provide an opportunity to get to know what is happening in the department and to interact with faculty and other parents. We will advise of any changes to meetings in advance via our social media outlets. In order to communicate effectively with each of you, it is imperative that we have your correct contact information (we rely on your address/email/cell phone/etc.) which can be submitted via our website: www.lavilladrama.org.

We also encourage you and your student to join our Facebook and Instagram pages to stay up to date with the latest information. We also provided monthly newsletters and any questions can be directed to our email: lavilladrama@gmail.com. By making a commitment to Drama Boosters, you are making a commitment to your student's education at LaVilla and their preparation for their future. We welcome, value, and seek your ideas, opinions and your service.

Sincerely,

LaVilla Drama Boosters Board

About Us

LaVilla Drama Department

Since 2000, Jacksonville's LaVilla School of the Arts has been providing a top-notch education in concentrated art fields and core academics to 6th through 8th grade students. While all of the arts are valuable, the study of theater specifically fuels so much more than creativity and passion: our curriculum and leadership breeds critical thinkers, innovators, and problem-solvers. Our students unlock their potential and acutely develop communication and collaboration skills.

LaVilla was built one block from Jacksonville's historic Ritz-Theatre, by design. The neighborhood once known as Jacksonville's arts hub during its heyday drew jazz performers such as Duke Ellington and Sarah Vaughan.

The first floor of LaVilla's building focuses on the arts, with the theater at its heart. Our theater can hold up to 700 people, with bleachers that descend from the walls for added seating. Catwalks come down from the ceiling so students can walk above the stage and control the lighting. We also have a smaller theater, called a black box theater (traditionally painted black) used for teaching and experimental productions. We put on several productions each year: a fall musical, an issues-based theatre performance, and spring play. We also participate in the school-wide Showcase at the end of the year.

LaVilla Drama Boosters

As a school with thriving art departments, our school uses Booster Clubs in the same way traditional schools would use the PTA. We create a smaller, close-knit environment where faculty and parents meet to support each other. It takes a village to pull off our wonderful productions and we are grateful for the efforts of many volunteers and parents.

We encourage parents to be part of the team and volunteer with our Drama Boosters. If interested, or for more information about our Board, Committees, Volunteers, please email us at lavilladrama@gmail.com

LaVilla Drama Booster Board & Faculty Contact Information

Feel free to contact any of us if you would like to volunteer to help in any capacity. Ensure that you familiarize yourself with our website:

www.lavilladrama.org and join/follow our social media to stay up to date with the latest in the department:

Public Facebook Page: www.facebook.com/lavilladrama

Private Facebook Group: www.facebook.com/groups/lavilladrama

Instagram: [@lavilladrama](https://www.instagram.com/lavilladrama)

2022-2023 LaVilla Drama Boosters Board Contacts

President	Melanie Moore	mel9970@yahoo.com
Treasurer	Vania Goldman	decgoldman@gmail.com
Secretary	Melissa Kolterjohn	kolterjohn@yahoo.com
VP, Communications	Emily Carpenter	artswithemily@gmail.com
VP, Patrons & Special Events	Kate Chung	kate.chung.1@hotmail.com
VP, Show Support	Jackie Tabony	luv9r4c3@gmail.com
VP, Concessions	Rachel Gunter Shapard	rguntershapard@cbf.net
VP, Merchandise	Rebekah Hutto	rebekahhutto@gmail.com
VP, Fundraising	Angela Turk	angelaturk@bellsouth.net
Volunteer Coordinator	Nicole Holloman	nc005@msn.com
Thespians Chair	Romecca Terrones	romecca.terrones@caci.com

LaVilla Drama Faculty Contacts

Amber Amerson	Drama Department Head	amersona@duvalschools.org
Abbie Malkewitz	Technical Theatre	malkewitzm@duvalschools.org
Laura Frye	Drama/Musical Theatre	fryel@duvalschools.org
Jason Collins	Drama	collinsj5@duvalschools.org

For any LaVilla Drama Department related questions, please email the board at lavilladrama@gmail.com

Getting Involved

There are many ways to help support Drama Boosters! Below are some ideas for how to get involved...

- **Donate:**

- Items like candy, chips, sodas, bottled waters (Pepsi products only) to sell at concessions table during shows.
- Small water bottles, snacks and pizza during tech weeks or Junior Thespians Festival.
- Meals, drinks and desserts for Patrons Dinners.

- **Volunteer:**

- Ensure you are registered to volunteer through Duval County Schools: www.duvalschools.org/volunteer This application must be updated every two years.
- Serve on the Boosters Board or Booster Committee.
- Work the merchandise table or concession stand at shows and other events.
- Help with set-up/clean-up for Patrons Dinners and Year-End Banquet.
- Check in ticket holders at shows.
- Assist backstage during shows.
- Serve food during cast and crew dinners during tech weeks.
- Distribute show posters around town.

- **Stay Informed:**

- Follow LaVilla Drama Boosters on Facebook.
- Read the LaVilla Drama Boosters monthly newsletters.
- Check the LaVilla Drama Boosters website regularly for updates.

Booster Committees

Communications

- Website design and maintenance, monthly newsletters, social media management and parent contact database management.

Patrons/Special Events

- Assist with decoration, set-up and staffing for Patrons' Dinners and Banquet, maintenance of Patrons membership database, Patron ticket reservations, and Patron check-in

Show Support

- Assist with program and poster design/layout, collecting cast and crew bios, program ads, printing, and scheduling photographer.

Merchandise/Concessions

- Assist with inventory, order tracking, and staffing merchandise and concessions tables.

Fundraising

- Assist with creative fundraising ideas and support fundraising efforts as needed.

Enrichment Fees

The only funding provided by Duval County Public Schools towards the arts departments is for teacher salaries. Therefore, the Arts Booster organizations at LaVilla collect Enrichment Fees from each student to supplement the needs of his/her own Arts Department not covered by public school dollars. In the LaVilla Drama Department, the fee is determined by the number of theatre classes in which the child is enrolled.

Enrichment Fees are used to cover specialized classroom materials, supplies, equipment, master classes, workshops, paint, tools, website, etc. that facilitate daily operation.

Enrichment Fees can help equip Drama classes with the needs to deliver their various intensive studies at the highest quality expected when you attend LaVilla.

Early Bird Discount: \$25 off if paid by September 1st.

Enrichment Fees:

Number of Theatre Classes	Amount	Early Bird Discount Amount (pay by 9/1)
2 or 3 Theatre Classes	\$150	\$125
1 Theatre Class	\$100	\$75

All Enrichment Fee payments are due no later than September 30th, unless you have arranged an installment plan.

Please pay online at www.lavilladrama.org/shop

Patrons

LaVilla Patrons is an annual membership to support the LaVilla Theatre Program and includes the following benefits:

- 4 tickets to Patrons Dinner immediately prior to Fall Musical
- 4 tickets to Patrons Dinner immediately prior to Spring Show
- 4 reserved seats for Fall Musical
- 4 reserved seats for Spring Show
- Early entry into theatre for each show
- ¼ page ad in Fall and Spring Show programs
- Exclusive Patrons restrooms

\$250 level

Includes all benefits listed above

\$500 level

Includes all benefits listed above PLUS:

*Pays **TWO** students' Enrichment Fees for the year

\$1,000 level

Includes all benefits listed above PLUS:

*Pays **FOUR** students' Enrichment Fees for the year

To join, please visit: www.lavilladrama.org/patrons

2022-2023 Calendar

(Dates subject to change. Please visit www.lavilladrama.org website for most up-to-date calendar.)

August

8/9 – Drama Boosters Board Meeting, 5:30-6:30pm
8/15 – First Day of School
8/17 – LaVilla Drama Orientation, 6:30-7:30pm
8/23, 25 & 26 – Auditions for Godspell
8/31 – Early Release

September

9/1 – Last day to pay Early Bird Enrichment Fees
9/5 – Labor Day NO SCHOOL
9/19 – Drama Boosters Board Meeting, 5:30-6:30pm followed by General Membership Meeting (All Drama Parents Invited to Attend!), 6:30 pm
9/28 – Early Release
9/30 – Last day to pay Enrichment Fees
TBD – Rehearsals for Godspell continue

October

10/10 – Drama Boosters Board Meeting, 5:30-6:30pm
10/11 – End of Grading Period
10/14 – Weather Day NO SCHOOL
10/17 – Employee Planning Day NO SCHOOL
10/26 – Early Release
TBD – Rehearsals for Godspell continue

November

11/11 – Veterans Day NO SCHOOL
11/14 – Drama Boosters Board Meeting, 5:30-6:30pm
11/17 & 11/18 – Godspell, 7:00-8:00pm
11/23-25 – Thanksgiving Break NO SCHOOL
11/30 – Early Release

December

12/3 – Florida Junior Thespians District Festival
12/12 – Drama Boosters Board Meeting, 5:30-6:30pm
12/14 – Early Release
12/16 – End of Grading Period
12/19-30 – Winter Break NO SCHOOL
TBD – Auditions for Spring Show (TBD)

January

1/2 – Winter Break
1/3 – Employee Planning Day NO SCHOOL
1/4 – School Starts
1/9 – Drama Boosters Board Meeting, 5:30-6:30pm followed by General Membership Meeting (All Drama Parents Invited to Attend!), 6:30 pm
1/16 – Martin Luther King Jr. Holiday NO SCHOOL
1/25 – Early Release
TBD – Rehearsals for Spring Show

February

2/13 – Drama Boosters Board Meeting, 5:30-6:30pm
2/17 – Weather Day
2/20 – Presidents' Day NO SCHOOL
2/22 – Early Release
TBD – Rehearsals for Spring Show

March

3/6 – Drama Boosters Board Meeting, 5:30-6:30pm
3/10 – End of Grading Period
3/13-3/17 – Spring Break NO SCHOOL
3/20 – Employee Planning Day NO SCHOOL
3/29 – Early Release
TBD – Spring Show

April

4/7 – NO SCHOOL
4/10 – Drama Boosters Board Meeting, 5:30-6:30pm
4/26 – Early Release
TBD – Issue-Based Theatre Performance
TBD – LaVilla Showcase
TBD – Auditions for following year's Directing/Tech/MT classes

May

5/8 – Drama Boosters Board Meeting, 5:30-6:30pm
5/17 – Early Release
5/29 – Memorial Day NO SCHOOL
TBD – End of Year Drama Banquet
TBD – Junior Thespian Honor Society Inductions

June

6/2 – Last Day of School