

MENTOR CHECKLIST

Editor Mentor To-Do's

PREPARING FOR THE SHOW

- _____ Bring your Mentor Binder.
- _____ Print out and bring a final Attendance List, (you will receive the list by email 48 hours before show.)

PRIOR TO SHOW

- _____ Arrive 45 minutes before the show.
- _____ Confirm the availability and location of Cappies seats in the theater.
- _____ Make sure you have a sufficient number of tickets.
- _____ Not later than 30 minutes before curtain, get the Award Category Eligibility form from the Show Director.
- _____ Invite the Show Director or Stage Manager to discuss the show briefly with Critics, if they wish, about ten minutes before curtain.
- _____ Ask if the Cappies Room will be locked. If not, advise Critics to keep valuables with them.
- _____ Take attendance. As Critics enter, get their names. (*Steering Committee Member will help*).
- _____ Five minutes before curtain, return any unused tickets to the box office.
- _____ Tell the Critics any information listed on the Award Category Eligibility form that they should know prior to the show.

DURING INTERMISSION

- _____ Make sure the discussion does not start until no one from the host school is in the Cappies Room.
- _____ Get answers to any Critic questions Critics may have from the Show Director, Assistant Director, or Stage Manager.

AFTER THE SHOW

- _____ Make sure no one from the host school is in the Cappies Room.
- _____ For rule questions, consult the Award Category Guide. (*Steering Committee Member will help*).
- _____ Confirm name spellings of Critics' Choices with the show program. Fill out a Critics' Choice form to take home.
- _____ Take home a completed Critics' Choice form, with names spelled correctly. *Make sure Steering Committee Member has a copy.*
- _____ Collect the Critics' forms and give to steering committee member. Make sure that they are completed correctly and that one has been turned in from each student. (*Steering Committee Member will help*).
- _____ Remind students of Review due date and time.
- _____ Take home a show program.
- _____ Make sure the Cappies Room is clean before leaving.
- _____ Check to see if any Critics are awaiting rides. Remain with Critics who are awaiting rides—and do not leave until all Critics have left for home.

UPON RETURNING HOME

- _____ Log into C.I.S. Enter attendance and Critics' Choices. (Please do this IMMEDIATELY--- verify spelling of all cast and crew using the show program)

ON SUNDAY

- _____ Log into C.I.S. after the Review Deadline.
- _____ Read all the reviews, including any that are marked as late.
- _____ Select—and rank—the **top 10 reviews** to be forwarded to newspapers. (*Use Editor Rubric*)
- _____ Enter and save the ranks on C.I.S.
- _____ Edit the selected reviews, in the manner described in the Mentor Binder—taking care to double-check all name spellings with the show program.
- _____ Edit all reviews, in the manner described in the Mentor Binder.
- _____ Email Alecia at alewkowich@ursulineacademy.org if
 - a. any review falls below the 300 word limit
 - b. any review contains severe negativity or negatively discusses a student by name
- _____ Within **48 hours of the show** review deadline, submit your selections, ranks, and edits to C.I.S.