

# MENTOR CHECKLIST

## Discussion Mentor To-Do's

### PREPARING FOR THE SHOW

- \_\_\_\_\_ Spend a few moments doing background research on the show.
- \_\_\_\_\_ Bring your Mentor Binder.

### PRIOR TO SHOW

- \_\_\_\_\_ Arrive 45 minutes before the show.
- \_\_\_\_\_ As necessary, arrange tables and seats for a good discussion.
- \_\_\_\_\_ Distribute show programs to Critics, along with any other materials the host school may be providing.
- \_\_\_\_\_ Promptly 20 minutes before curtain, start the pre-show discussion, and continue until the usher asks you to take your seats, as the last ones seated.
- \_\_\_\_\_ Give background information on the show
- \_\_\_\_\_ Remind Critics to show good decorum, to be careful what they say around other members of the audience, and to turn off cell phones, beepers, etc.

### DURING INTERMISSION

- \_\_\_\_\_ Start promptly 2 minutes after the end of Act One, and continue for not less than 10 minutes.
- \_\_\_\_\_ Lead a discussion in the manner described in your Mentor Binder (starting with positive comments, involving as many Critics as possible, keeping the room focused on one conversation, etc.).

### AFTER THE SHOW

- \_\_\_\_\_ Start discussions promptly 2 minutes after bows. Do not remain in the theater for any post-show ceremonies.
- \_\_\_\_\_ Discuss the entire show (with an emphasis on Act Two) for 10 minutes. Keep the conversation as positive as possible- see "Discussion Mentor Questions and Guidelines". (*Include favorite moment discussion*).
- \_\_\_\_\_ Lead the selection of Critics' Choices.
- \_\_\_\_\_ Ask Critics to fill out the Critics' Choices – Post-Show Evaluation forms. *Remind students to complete the top portion. Ask the students to write their ranks for each category now!*
- \_\_\_\_\_ 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 Critics to take home programs.
- \_\_\_\_\_ 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.