

ADVISOR CHECKLIST

This Checklist is a partial guide only. Please consult your Advisor Binder for a more complete description of Director, Mentor and Critic duties. As your school's Cappies Advisor, you are responsible for making sure your school follows the rules of the Cappie Program.

AT THE BEGINNING OF THE YEAR

- _____ Consult with your school's Show Director concerning selection of your school's Critic Team, Lead Critic, Mentors, and Cappie Show.
- _____ Choose your Critics and designate a Lead Critic, ensuring that all Cappie Rules are followed.
- _____ Register your School for the Cappie Program and familiarize yourself with CIS and your school's database.
- _____ Note all required training sessions for the Cappie Program, and make sure that your school's Director, Mentors, Boosters, and Critics (as well as yourself) attend. Contact the Cappie Program Director for make-up training dates, as necessary, and ensure that everyone is properly trained.
- _____ Meet with your Lead Critic and discuss how you will work together to oversee the Critic Team, including show attendance and review writing.
- _____ Meet with your school's entire Critic Team. You and the Lead Critic should make sure the team is prepared for the year. Cover CIS access, your specific expectations, the Team's show schedule, etc.
- _____ Along with your school's director, sign and turn in the [Director and Advisor Agreement on Director Show Preparation](#) form.

THROUGHOUT THE CAPPIE SHOW SEASON

- _____ Remain in contact with the Lead Critic as the Critic Team attends shows and writes reviews, ensuring that all Cappie rules are followed.
- _____ Use CIS to monitor the Critic's show attendance and review submission, as necessary, to ensure that attendance and review minimums are met. Work with your Lead Critic and the Program Director to deal with any issues well before the end of the year.
- _____ Be aware of any brush-up training required by the Cappie Organization, and make sure that Critics and/or Mentors attend as required.

PRIOR TO YOUR SCHOOL'S CAPPIE SHOW

- _____ Meet with your Director and Booster parents and discuss all preparations for the show, ensuring that all Cappie rules are followed. See *the Director Checklist at the end of your Advisor Binder* for specific duties, and support your Director/Boosters as necessary.

DURING YOUR SCHOOL'S CAPPIE SHOW

- _____ Greet the Mentors and Steering Committee Members who attend the show, making sure they have everything they need.
- _____ Make certain that the Cappie room remains private throughout the show, especially when discussion is taking place.
- _____ Perform any other duties as decided beforehand, referring to the Director Checklist at the end of your Advisor Binder.

AFTER YOUR SCHOOL'S CAPPIE SHOW

- _____ When your school's Director shares Cappie Reviews with the students, help them take whatever useful things they can from the reviews, while keeping in mind that each review is one person's opinion, nothing more nor less.
- _____ Visit the Cappie Photographers site (www.bryantgallery.com). Work with the Lead Critic or the Show Director to caption 6-7 photographs for use in the published articles and other printed materials. Make sure all actors are identified correctly, including the spelling of their names.
- _____ When the Critic Choices are communicated to your school, review them for the spelling of all names, and alert the Program Director of any corrections as soon as possible.

AT THE END OF THE SEASON

- _____ Confirm the voting eligibility of each member of your Critic Team via CIS and any communications from the Program Director.
- _____ Make sure that your Lead Critic communicates with the Voting Committee to schedule the Team's voting time, and that all Team members attend.

TO PREPARE FOR THE CAPPIE GALA

- _____ Monitor your email closely for communications from the Steering Committee concerning Gala requirements and preparations.

- _____ When Nominations are announced, support your Show Director in communicating with the students, reminding them that the goal of the Cappie Program is to celebrate Theatre among all the participating schools. The spirit with which the nominations are received by a cast and crew will depend in part on how you, and the Show Director, respond to them.
- _____ Work with the Show Director to decide how any nominee tickets allocated to your school should be distributed among the Critics, cast and crew.
- _____ Work with your Booster Parents to share information about the Gala and to arrange ticket ordering, including both nominee and supporter tickets.
- _____ Coordinate with nominees to prepare for and attend the Nominee reception.
- _____ Respond to any requests from the Steering Committee, including requests for Adult volunteers to help with the Gala.

THANK YOU FOR SUPPORTING THE CAPPIE PROGRAM!