



Workshops by Request

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Workshop Application Form

Workshop Host Evaluation Form

Theatre Alberta Membership Application

Theatre Alberta

3rd Floor, Percy Page Centre

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Edmonton AB T5M 3K6

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www.theatrealberta.com theatreab@theatrealberta.com

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What is the Workshops by Request program?

Theatre Alberta's Workshops by Request program offers community theatre groups the opportunity to develop and enhance their skills. At your request, we'll arrange for a theatre professional from Alberta to travel to your community and conduct a workshop on any theatre topic you propose. The purpose of the program is to deliver expert knowledge and skills to your local theatre community. Building and enhancing skills in your community is what Workshops by Request is all about!

How Can You Hold a Workshop?

To hold a workshop in your community:

- you must be a community theatre group
- you must have a Group membership with Theatre Alberta that is current up to and including the last day of the workshop you wish to hold (if you're unsure of your group's current membership status, please contact Theatre Alberta)
- you must abide by the guidelines outlined in this document

Our Responsibilities/Your Responsibilities

You are responsible for the following:

- ensuring Theatre Alberta receives your workshop application at least 45 calendar days prior to your proposed workshop date
- payment in full for the workshop
- a minimum of 6 participants for the workshop. The participants must be registered one week prior to workshop date, and must attend the entire workshop
- a suitable space for the workshop
- all applicable equipment and materials for the workshop (including photocopying)
- publicity/marketing for the workshop including credit to Theatre Alberta and The Alberta Foundation for the Arts using the following

wording: "This workshop is sponsored by Theatre Alberta with funding from The Alberta Foundation for the Arts"; all printed advertising must include Theatre Alberta's logo

- distribution of Theatre Alberta's 'membership package' to all participants
- completing the Workshop Host Evaluation form and returning to Theatre Alberta, along with copies of printed advertising for the workshop.

Theatre Alberta is responsible for the following:

- working with you to develop achievable workshop goals
- timely and appropriate instruction selection
- instructor travel, meal and accommodation costs
- instructor honorariums

When Can You Hold a Workshop?

Your workshop can take place anytime during the Workshops by Request season (September 1st to May 31st annually).

How Many Workshops Can You Host in a Year?

Your group is entitled to three days of workshop programming during the Workshops by Request season.

You can choose a one, one and a half, or two day workshop.

You can mix and match the length of your workshops to suit your community's needs. For example, a company who mounts one large musical production a year might choose a one day choral music workshop and a two day choreography workshop.

Please keep in mind that the purpose of the workshops is to transfer knowledge and skills to your community group, not to have a choreographer choreograph your two big dance numbers for the show or for a set

designer to design your set for you! Self-reliance builds strong theatre!

How to Plan a Successful Workshop

You can plan a successful workshop by answering a few basic questions before submitting your application to Theatre Alberta:

Why do you want to hold a workshop?

What topic will benefit your community the most?

When should you hold a workshop?

Where will you hold a workshop?

How will you attract enough participants to a workshop?

The reasons are varied, but essentially, communities hold workshops to build the skills of their members. What's important to identify is how you want to use the skills your members. Are you holding the workshop to:

- attract new members to your group?
- increase the number of people in a particular skill area?
- build specific skills you'll need in future productions? (For example, understanding Shakespeare's text, or singing for musical theatre)

Finding out why you want to have a workshop involves talking to other people in your theatre community. Don't assume everyone wants the same workshop you do. Talk to members of your Board of Directors, performers, technicians, and potential new members in your community to find out what they want to learn. A quick survey will tell you what people are interested in (and not!) and will identify potential participants for your workshops.

When?

Setting the date is an important step in planning your workshop. Before you choose a date, consider the following about your community:

- What time of year are people available to attend a workshop?
- What other events are taking place in your community on your proposed workshop date?
- Is a weekend or weekday workshop better for your community?
- And finally, consider the weather. Workshops are cancelled if weather conditions do not permit safe travel on Alberta roads.

Where?

The space you choose for your workshop must be available, accessible, and ready to use at the start of the workshop. Make sure that:

- the space will be available (and unlocked) for the workshop
- the area is clean and set up appropriately for the type of workshop you're having
- the temperatures of the workspace is comfortable for the participants
- entrances are well signed if the workshop space is difficult to find

If you're holding a technical workshop, ensure that all the equipment you'll need is available, in working order, and ready to use. If you're not familiar with the equipment the instructor will be demonstrating/using, assign someone who is familiar with the equipment from your group to attend the workshop and act as an assistant to the instructor. Taking time to set up the space before the workshop lets the instructor know you're prepared and that you value what the instructor has to offer.

How?

This is what everyone wants to know - how to get people out of the house and into their workshop! By ensuring Theatre Alberta receives your application **at least 45 calendar days before your proposed workshop date**, you create time to successfully market your workshop and attract attendees. Ways to ensure people come include (but are not limited to):

- requiring advance registration (with or without a deposit, which can be either refundable or

non-refundable). Advance registration promotes a sense of commitment to attending, especially if participants receive a reminder phone call 5-7 days before the workshop date.

- charging a workshop registration fee. Charging a fee promotes a sense of commitment to attending. In addition, community groups keep this revenue; your workshop can break even, or make a profit!
- advertising in your local newspaper and on your local radio station. This can be done even if your workshop instructor hasn't been confirmed. A poster or advertisement with the title of the workshop, the dates and times of the workshop, a short sentence about what participants will learn, and contact phone number is all you need. A second round of advertising can be put in place once your workshop instructor has been confirmed.
- personally calling and inviting individuals you think may be interested in the workshop (individuals who have expressed interest in joining the group, former cast members from previous productions, individuals from other communities in your area)
- providing a complimentary catered lunch at the workshop. This gives an "all-inclusive" advertising slant to the workshop – all participants need to do is show up!

Theatre Alberta requires a minimum of 6 participants to be registered in your workshop one week before the proposed workshop date. This minimum requirement is necessary to keep workshops cost-effective. Workshops not meeting this minimum participant requirement are cancelled. See "Cancellations and Refunds" for more information.

Applying for a Workshop

- Read "How to Plan a Successful Workshop"
- Complete a workshop application form in full. You must complete a separate application for each workshop you wish to hold, even if you are

applying for all your workshops for the year at once.

- Apply by visiting our website at www.theatrealberta.com and completing an online Workshops by Request Application form. Alternatively, return completed application form(s) with payment in full for the workshop(s) to Theatre Alberta by mail.

Theatre Alberta must receive your completed application form and payment in full for the workshop at least 45 calendar days in advance of your proposed workshop date. The Workshops by Request coordinator will contact any applicant whose proposed workshop dates do not fall in the timeline indicated above to adjust the proposed dates.

Workshop Fees and Paying for a Workshop

Payment for all workshops you apply for must accompany the completed application form(s) for the workshop(s). You can pay for more than one workshop using one cheque or credit card.

One-day (6 hours of instruction): **\$200.00**

One and a half days (9 hours of instruction): **\$250.00**

Two-day (12 hours of instruction): **\$300.00**

Theatre Alberta accepts cash, direct debit, cheque & money order (made payable to Theatre Alberta), and VISA and MasterCard for workshop fee payments. Theatre Alberta does not charge GST for Workshops by Request.

Keep in mind that your Theatre Alberta Group Membership needs to be current up to and including the last day of the workshop(s) you wish to hold (if you're unsure of your group's current membership status, please contact Theatre Alberta). To renew your membership, apply online at www.theatrealberta.com, or mail a membership form (with payment) to Theatre Alberta.

You've Applied; What Happens Next?

Once Theatre Alberta receives your application and payment, you will be contacted by the Workshops by Request coordinator. The coordinator will find out more about your theatre group, what your goals are for the workshop, and further details about what you want to cover in the workshop. The coordinator will then look for an instructor for your workshop.

Once an instructor has been secured for your workshop, the Workshops by Request coordinator will contact you to provide you with information about the instructor and how to contact them. **You must contact the instructor** to finalize details about workshop content, materials required, start and finish times, and other details important to the success of your workshop. Instructors reserve the right to limit the maximum number of participants in your workshop.

One week before the workshop date, the Workshops by Request coordinator will contact you to confirm that you have the minimum required number of participants registered in your workshop in order for the workshop to proceed. (See "Our Responsibilities/Your Responsibilities" for more information regarding minimum participant requirements). If you do not have enough participants registered, your workshop will be cancelled. (See "Cancellations and Refunds" for more information).

The Day of the Workshop

Ensure someone from your community theatre group will be attending the workshop in the capacity of coordinator for the day (ideally you, the workshop facilitator). This person should:

- arrive early at the workshop location. Instructors traveling to your workshop may arrive early, so be prepared to greet them when they arrive.
- double-check that the workshop space is clean and ready to work in and that all necessary materials are provided for the workshop

- review the Workshop Host Evaluation form to familiarize themselves with what they'll need to report on once the workshop concludes
- provide name tags for everyone at the workshop. This makes communication between the instructor and participants easier
- prepare some opening remarks. Welcome the instructor and participants. Introduce the instructor and talk about their skills/credentials. Theatre Alberta receives funding from The Alberta Foundation for the Arts for the Workshops by Request program, so be sure to thank both Theatre Alberta and The Alberta Foundation for the Arts for sponsoring for the workshop.
- Distribute the Theatre Alberta membership package to all participants. This package will be forwarded to you by the Workshops by Request coordinator in advance of your workshop.
- be a good timekeeper. Make sure participants and instructor take a lunch break (and other breaks as required) and that the workshop does not run over the allotted time. Your instructor may have other commitments after the workshop concludes. If you want a Question and Answer period at the end of your workshop, make sure you build in this time when discussing details with the workshop instructor.
- thank the instructor on behalf of the group when the workshop ends and offer a round of applause for the instructor.
- encourage participants to write to their local MLA, The Alberta Foundation for the Arts, and the Minister of Culture and Community Spirit telling them about their workshop experience. Participants can send the same letter to all three parties. Letters remind policy makers that theatre is essential to the province's cultural life and worthy of funding.
- complete the Workshop Host Evaluation form. The individual from the group completing the evaluation form must have been in attendance at the workshop.

The Workshop Is Over – What’s Left to Do?

As the workshop host, you are required to return your completed Workshop Host Evaluation form to Theatre Alberta, along with copies of all printed advertising used to promote the workshop.

Participants at the workshop are not required by Theatre Alberta to complete an evaluation form.

Your workshop is considered complete once Theatre Alberta receives your completed evaluation form and advertising copies.

The Workshops by Request coordinator may contact you to follow up on comments made on your evaluation form.

Cancellations and Refunds

Workshops are cancelled for the following reasons:

- the workshop does not have 6 participants registered one week prior to the workshop date
- instructor illness
- weather conditions make it unsafe for the participants and/or instructor to travel to the workshop location

If your workshop is cancelled due to lack of participants, Theatre Alberta will refund your Workshops by Request application fee, less a \$50.00 cancellation fee per workshop topic, which is forwarded to the instructor for preparatory expenses.

Please note:

- If the workshop is cancelled due to instructor illness, or weather conditions, your group is refunded the full amount of your Workshops by Request application fee.

Refunds are issued as follows:

<u>If Paid By</u>	<u>Will Be Refunded By</u>
cash	cheque
debit	cheque
cheque	cheque
credit card	credit refund
paypal	paypal refund

Workshops are most often cancelled due to low registration (less than 6 participants). Groups who have two workshops cancelled due to low registration in the same Workshops by Request season (September 1st to May 31st) will not be able to apply for any additional workshops for the balance of that Workshops by Request season.

Workshop Topics

Please note: these are suggestions, not limits!

Some potential workshop topics include:

auditioning	neutral mask
character mask	playwrighting
character study/analysis	producing
choosing a play/season	production management
choreography	prop construction
clowning	puppetry
collective creation	scene study
commedia dell'arte	scenic design
costume construction	set construction (theory and demonstration or hands-on)
costume design (theory and demonstration or hands-on)	Shakespeare's text
dialects	singing for musical theatre
directing	sound design (theory and demonstration or hands-on)
directing Shakespeare	sound operation
directing contemporary theatre	stage combat
directing musical theatre	stage movement
dramaturgy	stage management
juggling	text analysis
improvisation	voice/speech
lighting operation	warm-up techniques for actors
make-up	
mask techniques	
movement for actors	

Contact Information for Policy Makers

How to Contact Your Local MLA

A directory of MLA's and their contact information is available online at <http://www.assembly.ab.ca>

You can also call the Government of Alberta's Service Alberta call centre toll free at 310-0000 – ask for MLA information.

How to Contact The Alberta Foundation for the Arts

Direct letters to:
The Alberta Foundation for the Arts
10708 – 105 Avenue
Edmonton, AB T5H 0A1
Attn: Chairperson

How to Contact the Minister of Culture and Community Spirit

Direct letters to:
Hon. Lindsay Blakett
Minister of Community Development
#418, 10800 – 97 Avenue
Edmonton, AB T5K 2B6

Please complete a separate application form for each workshop applied for.

Name of Community Theatre Group: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Person for the Workshop: _____

Home Phone Number: (_____) _____ Work Phone Number: (_____) _____

Email Address: _____ Website: _____

Number and type of productions done yearly: _____

Proposed Workshop Topic: _____

Proposed Date of Workshop: _____

Proposed Space for Workshop: _____

- Workshop Fee Enclosed:
- One-day workshop: \$200.00
 - One and a half day workshop: \$225.00
 - Two-day workshop: \$300.00

- I am paying (Fee Enclosed):
- Cheque (payable to Theatre Alberta)
 - VISA
 - MasterCard

Credit Card number: _____ Expiry Date: _____

Cardholder Name: _____ Cardholder Signature: _____

Application and payment in full must be received by Theatre Alberta at least 45 calendar days in advance of the proposed workshop date. Please allow sufficient time for mailing.



Please read and sign:

By completing this application form, I acknowledge that I have read the Workshops by Request booklet and understand that my community theatre group is responsible for:

- ensuring Theatre Alberta receives our workshop application at least 45 calendar days before the proposed workshop date.
- payment in full for the Workshops by Request a minimum of 6 participants for the workshop. The participants must be registered one week prior to the workshop date and must attend the entire workshop.
- a suitable space for the workshop
- all applicable equipment and materials for the workshop
- publicity/marketing for the workshop including credit to Theatre Alberta and the Alberta Foundation for the Arts using the following wording: "This workshop is sponsored by Theatre Alberta with funding from the Alberta Foundation for the Arts"; all printed advertising must include Theatre Alberta's logo
- distribution of Theatre Alberta's participant membership package
- completing the Workshop Host Evaluation Form and returning it to Theatre Alberta, along with copies of printed advertising for the workshop.

Signature: _____

Date: _____

Send your completed application form and payment to:

Theatre Alberta

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Membership Application

MAIN CONTACT

Last Name (or Organization Name) _____

First Name (or Contact Name) _____

Address _____

City _____ Province _____ Postal Code _____

Home () _____ Work () _____ Cell () _____

Fax () _____ Email _____

Preferred method of correspondence:

- Regular Mail Email

For more information, please view our privacy policy online at www.theatreAlberta.com/PrivacyPolicy.htm

Please specify how Theatre Alberta can use your contact information:

- You may release my contact information with *no prior consent*.
 You may release my phone number(s) and email address(es) only with *no prior consent*.
 You may release my email address(es) only with *no prior consent*.
 You may release my contact information *only with prior consent*.
 You may not at any time release my contact information.

SECOND CONTACT (for group membership only, also receives library privileges)

Last Name _____ First Name _____

Address _____

City _____ Province _____ Postal Code _____

Home () _____ Work () _____ Cell () _____

Fax () _____ Email _____

- AFFILIATIONS** (please check all that apply): CAEA IATSE ACTRA APN
 School (please specify) _____
 Theatre (please specify) _____
 Other (please specify) _____

MEMBERSHIP FEES

Individual Memberships

I am: Professional Artist Emerging Artist Community Theatre Artist Teacher Other _____

I would like a: Student/Senior membership for \$20 (1 year) \$30 (2 years)

Individual membership for \$35 (1 year) \$60 (2 years)

Please add: A general membership to Alberta Playwrights' Network \$15 (1 year) \$30 (2 years)

Group Memberships – Required Information

We are: Professional/Union -Professional/Non-Union Educational Institution Community Theatre

We would like a: Group A (annual operation budget under \$10,000/year) for \$60 (1 year) \$100 (2 years)

Group B (annual operation budget under \$100,000/year) for \$85 (1 year) \$150 (2 years)

Group C (annual operation budget over \$100,000//year) for \$110 (1 year) \$200 (2 years)

Donations – Thank You! Please add a donation to Theatre Alberta for: _____

\$
Total Enclosed

Charitable Registration Number 10669 3039 RR0001

METHOD OF PAYMENT Cash Cheque (payable to Theatre Alberta) Debit VISA MasterCard
Card # _____ Expiration Date _____
Cardholder Name _____ **Cardholder Signature** _____

FOR OFFICE USE ONLY	Receipt #	Client Code	PIN	Expiry
	L4U	SIN: DB	Info Pack	New / Renewal