

ACT Committee Standing Rules

- The ACT Committee is responsible for our Suffield on the Green presence, the Annual Meeting of the full membership, any Business After Hours events, Scholarship fund-raisers and any other non-production events.
- Membership in the committee can fluctuate from year to year with additions or removal of members at any time during the season. Chairperson will notify the Board of Directors of any changes in membership of the committee for updating of website and programs.
- Meetings should be scheduled at least twice per season or as need arises. If unable to attend the meeting, members should notify the chair beforehand and communicate any issues in helping with any specific events. Some events may not require the participation of all ACT members.
- Interaction with the public, fellow members of the committee, and any participants in ACT events should be professional and respectful.
- Recommended and planned season events for ACT should be presented in September to the Board of Directors. When unplanned events arise mid-season, the Board of Directors should be advised a minimum of one month in advance.
- Any new members of the committee should receive a copy of the Standing Rules at the time they join.
- Board of Directors will provide the dates and budgets for each event to the Chair of ACT for any upcoming events.
- The Chair or Designee will provide feedback to the Board after each event, either good or bad, and discuss changes that could/should be made in any future events.

The following events are the focus of the ACT although other events can be planned in addition.

Suffield On the Green (Town organizer: Friends of Suffield)

Held each year on the first Saturday & Sunday of September after Labor Day

Organize prior to event:

- Secure spaces, preferably the same as prior year. Application is done by mail or online, and notification should go to the Treasurer to make payment. The Chair will notify the Board of Directors of plans.
- Plan activities for the event: examples may include hourly raffle for opening night tickets of the season, distribution of brochures while informing the public about the Players, free face painting (2-3 stations), or any other activities.
- All participants should wear some type of Suffield Players shirt or badge (provided by the Chair or designee) or be costumed with the annual theme.
- Recruit staffing using e-mail list to procure talkers, painters and characters. Ask people to sign-up for specific times to ensure that the booth is always well staffed.
- Observe other booths on the Green to consider what might be added or done to freshen up our ideas for future years.
- Arrange for clean-up crew after the event with all supplies returned in good condition to their storage location. Paint brushes, trays and supplies must be cleaned and in order for next event.

Annual Meeting in June (Required by Bylaws of the Suffield Players)

- Planning meeting should be scheduled at least one month prior to date of Annual meeting. The Annual meeting date is set by the Board of Directors.
- ACT plans a theme (if desired) and decorations for the Hall. Assign tasks accordingly for décor/items needed for meeting (signs, raffle tickets, plates/silverware, etc).
- Agenda is prepared by President of the Board and Chair of ACT. The agenda should include Eugene Biggio and Robert Alcorn Drama scholarships, awards for past season participation, treasury report, announcement of upcoming season and election of officers.
 - Notify participants and Chairs for reports of their individual areas.
- Arrangements are made with the Board of Directors and the Publicity Director to advertise the event using E-mail as well as announcements during the Spring production. Date should be set for ACT members to setup the hall.
- Arrange for Clean-up crew after event.

Holiday Benefit Fund Raising in December.

- Have a planning meeting to decide if there should be any extra fund-raising items to go along with the Holiday Benefit Reading, such as a raffle or other ideas that emerge.
- If a State permit is required, then Chair should obtain proper paperwork a minimum of two months in advance.

Scholarship Fund Raising – throughout whole year.

- Two scholarships are given each year – Eugene Biggio Drama Scholarship for undergraduate study to students of the dramatic arts in grades K-12 and the Robert Alcorn Memorial Scholarship awarded to post-graduate performing arts students of any age.
- Scholarship fund raising events should be planned throughout the year. Events can include (but not limited to) Sponsorships from any business, restaurant promotions (such as Red Robin Nights), or any creative ideas for fund-raising. Events should be presented and approved by the Board of Directors in consideration of any time-sensitivities or finances needed to complete the event.
- Work with Marketing Director to coordinate events with current advertisers.
- Promotions further maximize the benefit to the Players when done within one month prior to a scheduled show.
- Arrangements should be made with the Board of Directors and the Publicity Director to advertise the event using E-mail as well as announcements during the previous production.
- Arrange for members to staff the events.