

# **KEYNOTE EMERGING ARTIST OF PROMISE AWARD COMMITTEE**

## **Manual of Operations**

### **Part I. Operating Procedures**

**Purpose:** The Keynote Emerging Artist of Promise Award Committee is an ad hoc committee which shall consist of five members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Keynote Emerging Artist of Promise Award committee shall be the selection of the recipients of the Keynote Emerging Artist of Promise Award.

**Award Description and Brief History:** The Southeastern Theatre Conference implemented an initiative to support and encourage young theatre artists in our region: The Keynote Emerging Artist of Promise Award. The idea for the award was born when 2005 Convention Keynote Speaker Samm-Art Williams asked that his honorarium as a speaker that year be used to bring one or more promising secondary school students to the 2006 convention - students who would not ordinarily be able to attend the convention and who could take advantage of the excitement and encouragement that the country's largest theatre gathering would provide.

In 2006, SETC committed additional funds in order to endow the program, naming it the "Keynote Emerging Artist of Promise Award given in 2006 in appreciation of the contribution of playwright Samm-Art Williams."

The KEAP Award is presented to four (4) recipients (who reside within one of the ten southeastern states) who have strong academic backgrounds (GPA, ACT, SAT, statement from teacher or counselor), strong commitment to theatre (statement from teacher) and a financial disadvantage to attend the SETC Convention (statement from teacher). The KEAP Award provides each recipient a student membership for one (1) year, convention fees for one year, audition fees (if applicable), ticket to states' luncheon, ticket to awards banquet, a hotel room coordinated through SETC Central Office or up to \$250 reimbursement if student travels and boards with school group. In addition should a chaperone need support SETC will provide admission to SETC, ticket to states' luncheon, ticket to awards banquet and a shared a hotel room coordinated through SETC Central Office up to \$250 .

**Committee Composition:** The Keynote Emerging Artists of Promise Award Committee is composed of a committee chair that is appointed by the President of SETC. The committee is composed of members of SETC appointed by the President. (The 2009-2010 membership of the committee contains representatives from Professional Division,

Community Division, and College and University Division, Secondary Division with backgrounds in performance, technical and history and criticism.)

**Duties of Chair:**

1. Scholarship chairs should submit a story for the Nov/Dec issue of SETC News every year. Deadline: Set by SETC Editor
2. Whenever possible the chair should submit items to SETC News editor via email by the 7th day of the months of January, March, May, July, September and November.
3. During July and January, the chair should prepare to submit to the Semi -Annual SETC Report action items, items for discussion, or items of interest. Budget requests and/or changes should be sent in with the January report. The Semi - Annual SETC Report is submitted to the SETC Administrative Vice-President.
4. During September at the Fall Meeting and March during the SETC Convention, the chair should attend the Advisory Council meetings.
5. Information about the KEAP Award is sent to SETC members, institutions, and other interested parties from the chair near the beginning of the academic year with a follow-up monthly to insure coverage. The members of the KEAP Award Committee also are free to send information about the award to interested parties.
6. The chair of the committee receives statements of interest from qualified students or the teachers of qualified students, whereupon they are mailed a nomination form. (A copy of these documents is included in this manual.) The chair can also direct those interested to download the forms from the SETC website – [www.setc.org/scholarships](http://www.setc.org/scholarships) .
7. When the deadline for the scholarship closes the chair compiles the nomination forms and mails or e-mails the information to all committee members along with a KEAP Scoring Sheet and a deadline for completion and return.
8. The Chair should compile the committee scores for the nominees and mediate dialogue about the nominations should more than four nominees qualify. The chair then compiles the list of four award recipients and submits the names to the SETC Central Office Staff, SETC President and to the Chair of the Endowment Committee.
9. The KEAP Award recipients and their nominating teachers are then notified by the chair through e-mail and phone. Any arrangements needed for scholarship auditions and hotel needs should be clarified in the initial conversation or a follow-up conversation. (Standard award letter is included in appendix.)
10. Chair should remain in close contact with recipients and the SETC Central Office to follow up with hotel arrangements, scholarship audition form completion, state's luncheon tickets and seating, banquet tickets and seating, keynote speaker seating and keynote conference.
11. Along with input from the committee members, an agenda for the KEAP recipients should be compiled and sent to insure that each meeting time and place for the recipients is understood before traveling to the convention. (Standard agenda format included in appendix.)
12. Award plaques should be ordered for presentation at the Awards Banquet. The chair currently obtains the plaques and receives reimbursement from the Central

Office. Other arrangements to obtain the plaques can be coordinated through the Executive Director.

13. Chair should coordinate with committee members' times during the convention to meet and assist with the KEAP recipients.
14. Follow up with recipient survey on final day of convention. (Included in appendix.)
15. Submit a follow-up story of the KEAP Award recipients experience at the SETC Convention to SETC News immediately following the conclusion of the convention.
16. Chair should update the nomination form for the following year and submit to the SETC Central Office for posting on the SETC website.

**Duties of Committee Members:**

1. Information about the KEAP Award is sent to SETC members, institutions, and other interested parties from the chair near the beginning of the academic year with a follow-up monthly to insure coverage. The members of the KEAP Award Committee also are free to send information about the award to interested parties.
2. When the deadline for the scholarship closes (currently January 15th) the chair compiles the nomination forms and mails or e-mails the information to all committee members along with a KEAP Scoring Sheet and a deadline for completion and return. Committee members score nominees based on submitted information and choose four (4) recipients for the award. If more than four (4) recipients are found, the chair will mediate a dialogue between all committee members to narrow the field to four.
3. During the convention, committee members should be available to meet on occasion with KEAP recipients to mentor and accompany if necessary to events where the recipients presence is necessary. Chair will coordinate times when committee members will be available.
4. Any committee member with a personal or professional relationship with a scholarship applicant will recuse him or her self from the deliberations during the final decision making process.

**Budget:** The budget for the award is provided by SETC's Endowment Committee and shall not exceed the amount of income from the principle in any given year unless the KEAP Committee is able to augment the budget from other sources. This budget shall include assistance for candidate hotel, membership, registration, state luncheon, banquet and any audition fees the recipient would incur attending the convention.

**PART II. POLICY FROM HIGHER AUTHORITY**

**Bylaws**

*Article V*

Section 3. The Vice-President of Administration shall:

- (1) oversee activities related to governance and administration of the Corporation;
- (2) preside at meetings of the Administrative Council;

- (3) report to the Corporation concerning administration and proceedings of the Administrative Council
- (4) coordinate reports of the Advisory Councils;
- (5) solicit current operations manuals for all ongoing Corporation functions;
- (6) collaborate with the Executive Director regarding administrative matters of the Corporation;
- (7) perform the duties of the President when designated to do so by the President or when both the President and the elected Past President are unable to fulfill such duties

## *Article XI*

### **ADVISORY COUNCILS**

Section 1. The Advisory Councils shall be composed of:

- (1) the chairs of all committees, including those concerned with auditions, festivals, awards, and activities;
- (2) the Liaison Officers;
- (3) a Vice-President of the Corporation, acting as chair.

Section 2. Each Advisory Council shall meet at the call of its chair to consider the reports of all of its members and to recommend action to the Executive Committee. Advisory Councils may recommend to the incoming President candidates for all appointive positions.

Section 3. Committee chairs shall:

- (1) furnish leadership to their respective committees;
- (2) stimulate and develop interest in their assigned areas;
- (3) file written reports on the dates requested by the Vice-President chairing their respective Advisory Council;
- (4) keep their operational manuals up to date;
- (5) collaborate with the Executive Director and Central Office staff.

Section 4. Chairs of Advisory Councils shall:

- (1) be Vice-Presidents of the Corporation;
- (2) furnish leadership to their respective Advisory Councils;
- (3) serve as advocates to the Board of Directors and the Executive Committee;
- (4) solicit written reports from the members of their own Advisory Council;
- (5) coordinate with the Vice-President of Administration to establish dates for submission of reports;
- (6) file written reports on the dates requested by the Vice-President of Administration.

Section 5. The Advisory Councils shall be classified as:

- (1) the Services Council, convened by the Vice-President of Services acting as chair, comprised of Liaison Chairs, chairs of the Publications Committee and committees or interest groups providing programming or services, along with other chairs recommended by the Executive Committee;
- (2) the Administration Council, convened by the Vice-President of Administration acting as chair, comprised of the chairs of the Bylaws Committee, Long Range Planning

Committee, and Nominations Committee, and chairs of other committees charged with administrative or organizational functions, along with other chairs recommended by the Executive Committee;

(3) the Finance Council, convened by the Vice-President of Finance acting as chair, comprised of chairs of the Finance Committee, Endowment Fund Committee, and chairs of committees conferring scholarships and awards, along with other chairs recommended by the Executive Committee;

(4) the Divisions Council, convened by the Vice-President of Divisions acting as chair, comprised of Division Chairs and chairs of auditions, festivals, or activities associated with each division;

(5) the States Council, convened by the Vice-President of States acting as chair comprised of the state representatives.

### **Rules of the Association:**

**Rule I. 4. Semi-Annual Reports.** The semi-annual reports described in the Bylaws and required for timely submission to the Executive Committee are submitted on or before the deadline established by the Vice-President of Administration. Those semi-annual reports containing action items and/or items of interest will be mailed to Board and Advisory Council members prior to the Executive Committee meetings. The Vice-President of Administration. will read the reports submitted by the deadline and distribute to the Board an action agenda showing only those items that require Executive Committee or Board action. No action items or reports will be discussed in the Reports portion of the Executive Committee agenda unless submitted to the Vice-President of Administration. by the deadline. Members of the Board and Advisory Councils will receive a list of reports submitted and not submitted. (3/8/14)

**Rule I.17. Preparation of Manuals.** All manuals must be prepared in the following format:

Part I. Operating Procedures. (In this section should appear as much detail as may be necessary about how the subject group or activity functions. These procedures are not binding upon future users of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.)

Part II. Policy from Higher Authority. (In this section should be quoted any Bylaws, Rules, Board or Executive Committee actions, or other policy statements bearing on the work of the manual's subject group. These policy statements may not be changed except by acceptance of the higher authority involved.)

Part III. Regulations from This Constituency. (In this section should be presented in full any decisions by the manual's subject group that are intended to be binding on future operation. These regulations may not be changed except when the subject group meets.)

All manuals must be set in 12 point Times New Roman and structured in MLA outline format.

At the end of the manual, there should appear the name of the originator of the latest revision and the date of its acceptance by the Executive Committee. Manuals may not contain commitments to specific dollar amounts or to any expenditures. At the end of

the division or committee chair's term of office all copies of the minutes, budget, and other information shall be passed on to the next chair and copies shall also be sent to archives. (09/06/2008)

**Rule I-18 Procedures for Updating Manuals.** The Vice-President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the appropriate Vice-President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice-President. The designated Vice-President collaborates with the Executive Director on proposed changes to Part I Operational Procedures as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated Vice-President for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I Operating Procedures or Part II Policy from Higher Authority may be submitted to the designated Vice-President at any time. Revisions to Part III Regulations from this constituency must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Committee Chair sends updated manuals to designated Vice-President;
2. Designated Vice-President collaborates with Executive Director on proposed changes to Part I *Operating Procedures* as appropriate;
3. Vice-President sends to Bylaws, who sends response to the designated Vice-President
4. That Vice-President presents manuals to Executive Committee;
5. After approval, Vice-President of Administration sends approved manual to Executive Director;
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Committee Chair or Officer. (9/11/2015)

**Rule II. 25. Keynote Emerging Artist of Promise Award Committee.** The Keynote Emerging Artist of Promise Award Committee is a standing committee which shall consist of five members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Keynote Emerging Artist of Promise Award Committee shall be the selection of the recipients of the Keynote Emerging Artist of Promise Award. (9/12/09)

**Rule III. 1. Budget Preparation.** Each officer, division or committee chair shall submit a budget request when it is requested by the central office. The Executive Director shall incorporate these requests into a draft budget for the forthcoming fiscal year. This draft budget, together with all budget requests, shall then be studied by the Finance

Committee, which will recommend to the Executive Committee for approval a balanced budget. Each officer, division or committee shall operate within the approved budget. (3/15/98)

**Rule IV.17. Duplication of Awards.** No one individual may receive two or more scholarship awards from SETC in the same year. (9/8/01)

**Rule V. 2. Nondiscrimination.** The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. (3/7/12)

**Rule V. 4. Board and Committee Membership.** All officers, Board of Directors and Advisory Council members, and committee members (except the Local Arrangements Committee) must individually be current members of SETC. Employees of the SETC Central Office may collaborate with and serve committees, without vote, as an aspect of their job descriptions or as instructed by the Executive Director upon the request of the Executive Committee. (3/8/14)

**Rule V. 7. SETC News Responsibilities.** All Division Chairs, State Representatives, interest area chairs, and other chairs shall submit appropriate items to *SETC News* on a schedule provided to them. This responsibility shall be included in all appropriate operations manuals. (3/8/14)

### **PART III. REGULATIONS FROM THIS CONSTITUENCY**

None

**Manual prepared by: Chris Rich**

**Date of Acceptance by Executive Committee: March 2010 - President: Beth Harvey**

**Revised by Jack Benjamin: Administrative Vice President, June 2010**

**Date of Acceptance by the Executive Committee: September 11, 2010 – President Alan Litsey**

**Revised by: Tonya Hays, 3/4/2015 Keynote Emerging Artist of Promise Committee, Chair**

**Date of Acceptance: 3/4/2015 – President: Jack Benjamin**

**Updated Rule I.18 - Approved by the Executive Committee: September 12, 2015 – President Tiza Garland**



Appendices of paperwork and resources for the Keynote Emerging Artists of Promise Award

A – Original KEAP Letter

B – Checklist for KEAP Process

C – KEAP 2010 Nomination Form

D – KEAP Sample Score Sheet

E – KEAP Sample Recipient Award Letter

F – KEAP Sample Convention Schedule

G – KEAP Plaque Sample

H – KEAP Article Sample for SETC News

I – KEAP Sample Budget Request

J – KEAP Sample Organization Distribution List

## A – Original KEAP Letter

October 2005

The Southeastern Theatre Conference is very pleased to announce our newest initiative to support and encourage young theatre artists in our region:

The Keynote Emerging Artist of Promise Award.

The idea for the award was born when 2005 Convention Keynote Speaker Samm-Art Williams asked that his honorarium as a speaker that year be used to bring one or more promising secondary school students to the 2006 convention - students who would not ordinarily be able to attend the convention and who could take advantage of the excitement and encouragement that the country's largest theatre gathering would provide.

SETC has committed additional funds in order to endow the program, naming it the "Keynote Emerging Artist of Promise Award given in 2006 in appreciation of the contribution of playwright Samm-Art Williams." It is hoped that the award will continue each year to inspire and encourage young theatre artists.

Sincerely,

Denise Halbach  
SETC President 2005-2006

Anthony Haigh  
SETC President 2004-2005

B – Checklist for KEAP Process

**Keynote Emerging Artist of Promise Award Checklist**

|    | <b>Task</b>  | <b>Time</b>                     | <b>Done</b> |
|----|--|---------------------------------|-------------|
| 1  | Update nomination form.  | March after convention          |             |
| 2  | Update interest letter.  | March after convention          |             |
| 3  | Update contacts list for executive directors.  | April after convention          |             |
| 4  | Update contact lists for state presidents.   | April after convention          |             |
| 5  | Update contact list for Thespians.   | April after convention          |             |
| 6  | First mailing notification of award.   | April after convention          |             |
| 7  | Second mailing notification of award.  | August                          |             |
| 8  | Third mailing notification of award.   | October                         |             |
| 9  | Review filled-in forms for each recipient.   | As they come in                 |             |
| 10 | Distribute nominations to committee  | January 16                      |             |
| 11 | Receive results from committee   | January 20                      |             |
| 12 | Notify recipients of awards  | January 21                      |             |
| 13 | Name of student and chaperone or nominating teacher to central office.   | January 21                      |             |
| 14 | Review convention paperwork, audition paperwork and hotel accommodations with central office.                      | January 21                      |             |
| 15 | Order awards for recipients.   | February Week 1                 |             |
| 16 | Contact President-Elect concerning meeting with keynote speaker(s)   | February Week 2                 |             |
| 17 | Put together KEAP schedule to include schedule for convention, meeting times and places and keynote presentations. | February Week 3                 |             |
| 18 | Make folders or notebooks for KEAP recipients and includeschedule, notepad, pencil and lanyard.                    | February Week 3                 |             |
| 19 | Review seating for states luncheon with central office.  | February Week 3                 |             |
| 20 | Question committee on seating at awards banquet.   | February Week 3                 |             |
| 21 | Review seating for awards banquet with central office.   | February Week 3                 |             |
| 22 | Meet KEAP recipients, orientation answer questions   | Thursday 8:30am of Convention   |             |
| 23 | Meet KEAP recipients and answer  | Thur - Sat 7:00pm of Convention |             |

|           |   |                                  |  |
|-----------|---|----------------------------------|--|
|           | questions   |                                  |  |
| <b>24</b> | Meet KEAP recipients, answer questions and prepare for day  | Fri - Sat 8:30 am of Convention  |  |
| <b>25</b> | Accompany KEAP recipients to Keynote Presentations  | Thur - Sat of Convention         |  |
| <b>26</b> | Accompany KEAP recipients to States' Luncheon, be prepared to introduce KEAP recipients and speak about award | Friday of Convention             |  |
| <b>27</b> | Survey for students and sponsors  | Saturday afternoon of convention |  |
| <b>28</b> | Follow up with KEAP recipients and ask for written impression of convention experience                        | Friday after Convention          |  |

## C – KEAP 2010 Nomination Form

### **Keynote Emerging Artist of Promise Award:** Given in 2010 in Appreciation of the work of Samm-Art Williams

The Southeastern Theatre Conference Keynote Emerging Artist of Promise Award is designated to help talented, scholarly, high school theatre students who are economically disadvantaged to attend the 2010 SETC Convention in Lexington, Kentucky.

The award includes the following:

- One year student membership in SETC
- Registration fees for the convention
- Shared room Wednesday through Saturday nights at the convention or room reimbursement of up to \$250.00.

During the course of the Convention the award winners will:

- Attend a meeting with a 2009 keynote speaker
- Have complimentary reserved seating at the Friday state luncheon
- Have complimentary reserved seating for the Saturday night awards banquet
- Attend workshops and events within the conference
- If eligible, KEAP students will audition for scholarships in the Undergraduate and Transfer Auditions. Audition fees are waived.

Visit [www.setc.org](http://www.setc.org) for more information on the Southeastern Theatre Conference and the 2010 SETC Convention in Lexington, Kentucky, March 3-6<sup>th</sup>.

Students should be nominated based on their scholastic aptitude, artistic potential and financial need. Deadline for nomination is January 15, 2010. Four (4) Emerging Artists of Promise will be chosen from the nominations and notified the third week of January.

**To nominate a KEAP Student, please fill out the Nomination form, part 1 and 2 and include the following forms, both available from SETC central office [setc@setc.org](mailto:setc@setc.org) or 336-272-3645:**

- KEAP Student Convention registration (includes membership)
- Undergraduate School Audition Application

Student Name \_\_\_\_\_

**Keynote Emerging Artist of Promise Award:**  
Given in 2010 in Appreciation of the work of Samm-Art Williams  
**Nomination Form, Part 1**

Name of Nominating Teacher: \_\_\_\_\_

Subject(s) Taught: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

FAX: ( ) \_\_\_\_\_ Current Member of SETC? \_\_\_\_\_

I would like more information about the Southeastern Theatre Conference \_\_\_\_\_

I nominate the following student for the SETC "Keynote Artist of Promise Award", and if he/she receives the award, will attend and participate as the nominee's faculty supervisor at the SETC March convention.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year in School (Fr/So/Jr/Sr): \_\_\_\_\_

GPA [and/or ACT or SAT scores]: GPA: \_\_\_\_\_ ACT: \_\_\_\_\_ SAT: \_\_\_\_\_

I attest that the above given grade point average or standardized scores are correct and were achieved by the student nominated above.

Signature of Principal or Guidance Counselor: \_\_\_\_\_

Printed Name of Principal or Guidance Counselor: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name \_\_\_\_\_

**Keynote Emerging Artist of Promise Award:**  
Given in 2009 in Appreciation of the work of Samm-Art Williams  
**Nomination Form, Part 2**

TO BE COMPLETED BY STUDENT NOMINEE

This page is to be completed by the student nominee. Use as much space as needed. Fill out electronically or print and add extra pages if necessary. Make sure that any extra pages contain the nominee's name and teacher's name at the top of each page. When complete turn into your nominating teacher, to be included in the complete nomination packet, and submitted by the deadline of January 15, 2015.

*Please provide a list of shows in which you have appeared or on which you have worked-- both in school and out of school. Make sure to include your role/job on each one.*

*Have you ever attended a Southeastern Theatre Conference? If you are selected, what do you hope to gain from your experience?*

*Briefly discuss your future/plans/goals/dreams in theatre. What do you hope to do after you graduate from high school. (100 words or less)?*

Student Name \_\_\_\_\_

**Keynote Emerging Artist of Promise Award:**  
Given in 2009 in Appreciation of the work of Samm-Art Williams

**Nomination Form, Part 3**

This page is to be completed by the nominating teacher. Use as much space as needed. Fill out electronically or print and add extras pages if necessary. Make sure that any extra pages contain the nominee's name and teacher's name at the top of each page. A confirmation of receipt of the nomination will be sent to the teacher via email. **Nomination deadline is January 15, 2009.**

Nominee Name: \_\_\_\_\_

Teacher

Name: \_\_\_\_\_

Evaluation of the student's academic performance and anticipated success (attach additional pages if needed):

Evaluation of the student's theatre experience both at school and off-campus (attach additional pages if needed):

Evaluation of the student's financial need (attach additional pages if needed):

Send completed form by January 15, 2015 to:

Tonya Hays, KEAP Chair  
9177 Ridge Rd.  
Gulfport, MS 39503  
Phone: 228 860 6336  
Tshays777@aol.com

D – KEAP Sample Score Sheet

Keynote Emerging Artist of Promise Award Score Sheet

| Last Name | First Name | School | State | GPA | 0-5 Rating<br>Academic<br>Evaluation | 0-5 Rating<br>Theatre<br>Involvement | 0-5 Rating<br>Economic<br>Need | Rater<br>1 | Rater<br>2 |
|-----------|------------|--------|-------|-----|--------------------------------------|--------------------------------------|--------------------------------|------------|------------|
|           |            |        |       |     |                                      |                                      |                                |            |            |
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|           |            |        |       |     |                                      |                                      |                                |            |            |
|           |            |        |       |     |                                      |                                      |                                |            |            |

Ratings are from 0-5 with 5 being the best or highest score.

## E – KEAP Sample Recipient Award Letter

February 2, 2009

Dear

Congratulations on being chosen as a 2009 recipient of the Keynote Emerging Artist of Promise Award given in honor of Samm-Art Williams. The award was born when 2005 Convention Keynote Speaker Samm-Art Williams asked that his honorarium as a speaker that year be used to bring one or more promising secondary school students to the 2006 convention - students who would not ordinarily be able to attend the convention and who could take advantage of the excitement and encouragement that the country's largest theatre gathering would provide. We are excited to extend this invitation to you.

This year's Southeastern Theatre Conference Convention is in Birmingham, Alabama and will be held March 4<sup>th</sup>-7<sup>th</sup>. As a Keynote Emerging Artist of Promise Award recipient your registration and convention fees are waived and you are invited to attend the State's Luncheon on Friday from 1:00-2:20pm and the Awards Banquet on Saturday evening 8:00-10:00pm. If you are interested in auditioning for undergraduate theatre programs, that fee is also waived. As a recipient you will also be attending our Keynote Speaker presentations on Thursday, Friday and Saturday at 2:30. Eugene Lee, Beth Level, Mark Redanty and David Shaul each bring their experience and unique perspectives of theatre, film and television to the convention.

Over the next few weeks we will be in contact with you by e-mail and phone to make sure all arrangements are made and you have the information you need. We look forward to meeting you at the convention. Our first group meeting will be Thursday morning at 8:30 so that we can meet, answer questions and get you started on your way.

Congratulations again as a Keynote Emerging Artist of Promise Award recipient.

Sincerely,

Chris Rich  
Chair, Keynote Emerging Artist of Promise Award Committee

Keynote Emerging Artist of Promise Award Committee Members

Lynn Nelson  
Denise Halbach  
Michael Howley  
Ginger Willis

## F – KEAP Sample Convention Schedule

# Keynote Emerging Artist of Promise (KEAP)

### Schedule

This is a schedule of optional and required events for the convention. Please schedule around the required times. You do have the freedom to attend other sessions, but you must attend the required programs, briefings and follow-up sessions.

### WEDNESDAY, March 4, 2009

Please note: All meetings are open to SETC members.

- 4:00-5:20PM **SETC Orientation: Navigate the Next 3 ½ Days (Optional)**  
Presiders: Betsey Baun (Executive Director, SETC Central Office), Jack Benjamin (U of South Carolina Aiken)  
Welcome and words of wisdom on how to navigate the Annual Spring Convention.

### THURSDAY, March 5, 2009

- 8:30-9:00AM **Keynote Emerging Artist of Promise (KEAP) Orientation**
- 2:30-3:50PM **Keynote Presentation “Talent, Training and Timing...the best ingredients for success”**  
**David Shaul**  
**Stage and Screen Agent**
- 4:00- 4:30PM KEAP Follow-up for Day One

### FRIDAY, March 6, 2009

Please note: All meetings are open to SETC members.

- 8:30-9:00AM KEAP Planning and Q&A
- 1:00-2:15PM **States Southern Social: Friday Luncheon**
- 2:30-3:15PM **Keynote Presentation**  
**FROM SETC AUDITIONS TO A TONY AWARD**  
**BETH LEVEL**  
**Tony Award Winning Actress**
- 3:30-4:00PM KEAP Follow-up for Day Two and Planning for Day Three
- 5:30-7:00PM **State Meetings & Reception (Optional)**

**Introductions and recognition at the State Meetings**

### SATURDAY, March 7, 2009

Please note: All meetings are open to SETC members.

**Undergraduate School Auditions** (If Registered)  
7:30AM-7:00PM    President: Margie Timmons

**Schedule:**

7:30-8:00AM    Student Registration  
8:00-8:30AM    School Rep Registration  
                    Student Auditionee Warm-up  
8:30-9:00AM    Professor Briefing & Coffee  
                    Student Mandatory Briefing  
9:00AM-1:00PM Auditions  
                    Warm-up  
                    Holding Room  
                    Callback Postings for actors  
                    Callback Audition Interviews  
1:00-1:45PM    Lunch Break  
2:00-7:00PM    Auditions Continue  
                    Callback Interviews

Throughout the day, you are free to choose workshops or prepare to for your audition. Keep close watch on the audition schedule **and please be on time for your audition.**

2:30-4:00PM    **Keynote Presentation**  
**EUGENE LEE**  
**Recipient of the 2009**  
*SETC Distinguished Career Award*  
*Master Designer Eugene Lee Shares His Secrets*

4:00- 4:30PM    Last Debriefing/ Prep for Banquet

8:00-9:30PM    **Awards Banquet**  
                    President: Glen Gourley (SETC President)  
                    Annual Awards Dinner

9:30PM-12:30AM **Celebration and Dance (Optional)**  
                    President: Glen Gourley (SETC President)  
                                    After the banquet, stay for an evening of music and dance

G – KEAP Plaque Sample

The Southeastern Theatre Conference  
Recognizes

**RECIPIENT**

As a  
Keynote Emerging Artist of Promise in  
Theatre  
For 2009

## H – KEAP Article Example for SETC News

The Keynote Emerging Artist of Promise Award.

“The idea for the award was born when 2005 Convention Keynote Speaker Samm-Art Williams asked that his honorarium as a speaker that year be used to bring one or more promising secondary school students to the 2006 convention - students who would not ordinarily be able to attend the convention and who could take advantage of the excitement and encouragement that the country’s largest theatre gathering would provide.

SETC has committed additional funds in order to endow the program, naming it the ‘Keynote Emerging Artist of Promise Award given in 2006 in appreciation of the contribution of playwright Samm-Art Williams.’”

These words from SETC President Denise Halbach began the search in October, 2005, for the four high school students who would become the Keynote Emerging Artists of Promise. Nominations were sent in by high school teachers focusing on the students’ academic ability, artistic dedication and financial need. Samm-Art Williams wanted to help students that wouldn’t normally have the means to attend such a conference to become involved with excitement and knowledge that SETC provides.

The four Keynote Emerging Artists of Promise (KEAP) Award recipients for 2006 were all experiencing the Southeastern Theatre Conference Convention for the first time and their excitement was easy to see and fun to experience.

Josh Berry, a senior from Butler High School in Huntsville, Alabama, was nominated by his teacher, Amy Pugh Patel. Josh has been very involved in Theatre at Butler High School as both an actor and technician. His work as a technician has helped Butler make the Trumbauer State Theatre Festival in Alabama for the past several years. His scene design for *The Hobbit* received a superior rating at the state festival.

Joshua Means, a sophomore from Picayune Memorial High School in Picayune, Mississippi, was nominated by his teacher, Donna Porter. Not only was Joshua new to SETC, but the theatre program at Picayune is in its infancy and off to a running start. Joshua received the Best Actor award for his portrayal of Cephus Miles in Samm-Art Williams’ *Home* at the Mississippi Theatre Association Festival. This was Picayune High Schools first attendance at the SETC Conference.

Kelsey Johnson, a junior at Louisville High School in Louisville, Mississippi, was nominated by her teacher, MJ Etua. Kelsey has shown great promise as an actress, songwriter and playwright. She attended many workshops at SETC along with the 24-hour play festival performances and showcased her talents with the Undergraduate and Transfer Auditions held on Saturday.

Haley Moon, a junior from St. John’s High School in Biloxi, Mississippi, was nominated by Tonya Hays from WINGs Performing Arts Center in Biloxi, Mississippi. Haley is an accomplished dancer and actress with credits as choreographer. From day one of the convention Haley’s schedule stayed full with programs in movement, auditioning and acting. She also showcased her talents with Undergraduate and Transfer Auditions.

Along with the workshops and exhibits, the KEAP recipients attended the Keynote Presentations with Jane McCullough, Philip Rose and Anne Bogart. After the presentations they were able to meet briefly with the each of the presenters. On Friday, after the SETC State’s Luncheon, the KEAP recipients got to have a private audience with Philip Rose that lasted well over an hour. Along with stories about his career, Mr. Rose also spoke about his involvement in the Civil Rights Movement and how he continually redefined himself over the course of his career. It was an excellent dialogue between the fresh faces of theatre and a member of groundbreaking theatre history in America.

The Keynote Emerging Artists of Promise were recognized for their dedication to theatre and academic excellence not only at each of the keynote addresses and the state luncheon, but also at the SETC Awards Banquet on Saturday night. Each of the recipients were amazed that there was so much to do at the festival and so many others who were participating. They each stated that would definitely be back in Atlanta.

The Southeastern Theatre Conference will continue each year to inspire and encourage young theatre artists with the Keynote Emerging Artist of Promise Award. High school students, from Sophomore to Senior, who are academically strong, dedicated to theatre with a financial need can be nominated by their teachers. If you are interested in the award and the nomination process, please contact KEAP Award Chair Chris Rich at [crich@troy.edu](mailto:crich@troy.edu). The next nomination process will begin with the Fall of 2006 school year. Watch the SETC scholarship and awards webpage for more details in the fall.

## I – KEAP Sample Budget Request

TO: ExCom Officers, Division and  
Committee Chairs  
FROM: Betsey Baun, Executive Director  
RE: **Budget Request for Fiscal Year  
2009-2010**  
DATE: November 5, 2008

Please email your 2008-2009 budget requests to [betsey@setc.org](mailto:betsey@setc.org) or fax to central office at 336-272-8810. Please note: these requests are for a budget that will not go into effect until **July 2009!**

### **A few things to consider:**

1. If you are a chair of a division that hosts a festival, it is important to involve your festival chair in this process.
2. If you are a new chair, talk to last year's chair.
3. If you need a copy of your 2008-2009 budget email the Central Office and we will forward you the information. We can also send you a copy of the 2007-2008 actual income and expenses.
4. Please provide details for new expenses or adjustments from past.

As most of you know, our fiscal year runs from July 1 to June 30. HOWEVER, the budget is planned approximately six months in advance in order to accommodate the schedule. Please contact Executive Director Betsey Baun if you have any questions. She prepares the proposed budget draft in December that incorporates budget requests.

**Please return as soon as possible.** TIMELINE for Budget process:

7  
Deadline for budget request – Executive Director creates  
Budget draft, incorporating requests  
Executive Director presents tentative budget to ExCom & FinCom  
for review and discussion  
FinCom reviews budget  
FinCom presents their recommendation for the budget at the ExCom Meeting  
FinCom reviews budget Saturday afternoon at Budget Session  
Vote on budget at the Sunday Morning Board Meeting

Mail or e-mail your request form and narrative to the SETC Central Office no later than **November 17, 2008**

Office or Committee: Keynote Emerging Artist of Promise

Amount

Requested:   \$2000.00  

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Support Information:   The money will be used to pay for awards, hotel rooms, convention fees and membership for the recipients of the KEAP Award.  

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Name:   Chris Rich   Contact Info:   [rcrich@troy.edu](mailto:rcrich@troy.edu), 334-434-0540

## J – KEAP Sample Organization Distribution List

| <b>State</b>                   | <b>Secondary Div Chair</b> | <b>E-mail</b>  | <b>Website</b>   |
|--------------------------------|----------------------------|--|--|
| Alabama                        | Lonny Harrison             | <a href="mailto:jilton@hoover.k12.al.us">jilton@hoover.k12.al.us</a>                             | <a href="http://www.alabamaconferenceoftheatre.org">www.alabamaconferenceoftheatre.org</a> |
| Florida                        | Frank Venezia              | <a href="mailto:ffrankv@aol.com">ffrankv@aol.com</a>   | <a href="http://www.flatheatre.org/">www.flatheatre.org/</a>                               |
| Georgia                        | Bill Murray                | <a href="mailto:bmurray@franklin.k12.ga.us">bmurray@franklin.k12.ga.us</a>                       | <a href="http://www.georgiatheatreconference.com">www.georgiatheatreconference.com</a>     |
| Kentucky                       |                            | <a href="mailto:kytheatreassoc@qx.net">kytheatreassoc@qx.net</a>                                 | <a href="http://www.theatreky.org/">www.theatreky.org/</a>                                 |
| Mississippi                    | John Davenport             | <a href="mailto:johnpaul98@bellsouth.net">johnpaul98@bellsouth.net</a>                           | <a href="http://www.mta-online.org/">www.mta-online.org/</a>                               |
| North Carolina                 | Angela Hays                | <a href="mailto:angelahays@nctc.org">angelahays@nctc.org</a>                                     | <a href="http://www.nctc.org/index_home.shtml">www.nctc.org/index_home.shtml</a>           |
| South Carolina                 | Jimmy Chrismon             | <a href="mailto:jdchrismon@comporium.net">jdchrismon@comporium.net</a>                           | <a href="http://www.southcarolinatheatre.com/">www.southcarolinatheatre.com/</a>           |
| Tennessee                      | Chris Luter                | <a href="mailto:cluter@tn-theatre.com">cluter@tn-theatre.com</a>                                 | <a href="http://www.tn-theatre.com/tta-home.html">www.tn-theatre.com/tta-home.html</a>     |
| Virginia                       | Pamela Beatty              | <a href="mailto:pbeatty@hanover.k12.va.us">pbeatty@hanover.k12.va.us</a>                         | <a href="http://www.vtasite.org/">www.vtasite.org/</a>                                     |
| West Virginia                  | Carson Soelberg            | <a href="mailto:carson.soelberg@mail.wvu.edu">carson.soelberg@mail.wvu.edu</a>                   | <a href="http://www.wvtheatre.org/index.htm">www.wvtheatre.org/index.htm</a>               |
| <b>Thespians</b>               |                            |  |  |
| Alabama                        | Lisa Newton                | <a href="mailto:mnewton@thomasvilleschools.org">mnewton@thomasvilleschools.org</a>               | <a href="http://www.alabamathespians.com/">www.alabamathespians.com/</a>                   |
| Florida                        | Michael J. Higgins         | <a href="mailto:director@flthespian.com">director@flthespian.com</a>                             | <a href="http://www.flthespian.com/">www.flthespian.com/</a>                               |
| Georgia                        | Gail Jones                 | <a href="mailto:gjones@white.k12.ga.us">gjones@white.k12.ga.us</a>                               | <a href="http://www.gathespians.org/">www.gathespians.org/</a>                             |
| Kentucky                       | Carolyn Greer              | <a href="mailto:carolyn.greer@owensboro.ky.schools.us">carolyn.greer@owensboro.ky.schools.us</a> | <a href="http://www.kentuckythespiansociety.org">www.kentuckythespiansociety.org</a>       |
| Mississippi                    | Suze Allman                | <a href="mailto:suz@megagate.com">suz@megagate.com</a>   |  |
| North Carolina                 | CJ Breland                 | <a href="mailto:cj.breland@asheville.k12.nc.us">cj.breland@asheville.k12.nc.us</a>               | <a href="http://www.ncthespians.org/">www.ncthespians.org/</a>                             |
| South Carolina                 |                            |  |  |
| Carolina                       |                            |  |  |
| Tennessee                      |                            | <a href="mailto:efbluestein@mail.scs.k12.tn.us">efbluestein@mail.scs.k12.tn.us</a>               | <a href="http://tedta.org/index.html">tedta.org/index.html</a>                             |
| Virginia                       | Nancy Curtis               | <a href="mailto:npcurtis@vbschools.com">npcurtis@vbschools.com</a>                               | <a href="http://www.vathespian.org/">www.vathespian.org/</a>                               |
| West Virginia                  | Pat Cowdery                |  |  |
| <b>State Reps</b>              |                            |  |  |
| Alabama                        | Michael Howley             | <a href="mailto:mphowley@hotmail.com">mphowley@hotmail.com</a>                                   |  |
| Florida                        | Steve Bayless              | <a href="mailto:bayless727@aol.com">bayless727@aol.com</a>                                       |  |
| Georgia                        | Duke Guthrie               | <a href="mailto:dguthrie@valdosta.edu">dguthrie@valdosta.edu</a>                                 |  |
| Kentucky                       | Kathi Ellis                | <a href="mailto:kellis@kyartsed.org">kellis@kyartsed.org</a>                                     |  |
| Mississippi                    | Tom Booth                  | <a href="mailto:1tct@bellsouth.net">1tct@bellsouth.net</a>                                       |  |
| North Carolina                 |                            |  |  |
| Carolina                       | David Schram               | <a href="mailto:Schramd@gborocollege.edu">Schramd@gborocollege.edu</a>                           |  |
| South Carolina                 |                            |  |  |
| Carolina                       | Lelsie Dellinger           | <a href="mailto:lgedellinger@aol.com">lgedellinger@aol.com</a>                                   |  |
| Tennessee                      | Melissa Shafer             | <a href="mailto:shaferm@etsu.edu">shaferm@etsu.edu</a>   |  |
| Virginia                       | Mac Damron                 | <a href="mailto:cmdamron@henrico.k12.va.us">cmdamron@henrico.k12.va.us</a>                       |  |
| West Virginia                  | Greg Mach                  | <a href="mailto:mach@wwc.edu">mach@wwc.edu</a>   |  |
| Secondary School Theatre Chair |                            |  |  |
|                                | Rick Adams                 | <a href="mailto:ricktadams@aol.com">ricktadams@aol.com</a>                                       |  |
| <b>Executive Directors</b>     |                            |  |  |
| Alabama                        | Sue Ellen Gerrells         | <a href="mailto:actexecdir@yahoo.com">actexecdir@yahoo.com</a>                                   |  |
| Florida                        | Robert Ankrom              | <a href="mailto:RAnkrom76@aol.com">RAnkrom76@aol.com</a>   |  |
| Georgia                        | Mary Norman                | <a href="mailto:mnorman830@yahoo.com">mnorman830@yahoo.com</a>                                   |  |

|                |                  |  |
|----------------|------------------|--|
| Kentucky       | Doug Schutte     | <a href="mailto:dougschutte@gmail.com">dougschutte@gmail.com</a>               |
| Mississippi    | Stephen Cunetto  | <a href="mailto:scunetto@library.msstate.edu">scunetto@library.msstate.edu</a> |
| North Carolina | Angie Hays       | <a href="mailto:angelahays@nctc.org">angelahays@nctc.org</a>                   |
| South Carolina | Kathy Fudge      | <a href="mailto:khfudge@alltel.net">khfudge@alltel.net</a>                     |
| Tennessee      |                  |  |
| Virginia       | Mary K. Molineau | <a href="mailto:molinemk@jmu.edu">molinemk@jmu.edu</a>                         |
| West Virginia  |                  |  |