Parents' Club of Stanford University
Extravaganza Chair
Job Description

**Duties:** The Extravaganza Chair auditions and selects the groups that perform at the Entertainment Extravaganza in Memorial Auditorium on the Saturday afternoon of Parents' Weekend. The Chair also selects a student emcee and prepares the program for the Extravaganza. The Extravaganza Chair works with the Parents' Weekend Chair and a representative from the Stanford Office of Special Events and Protocol (“Stanford Rep”) and must be present on the day of the event from 1 pm until the show is over. The busy times for this job are November (when we audition the groups and February, right before the performance. The profit from Extravaganza does to the Parents' Club Scholarship Fund.

**Summer:** Attend general meeting on Parents' Weekend with Parents' Weekend Chair, Parents’ Club President and Stanford staff in charge of Parents' Weekend. Discuss:
- Ticket price
- Ticket sales process
- Time of the event
- How event will be publicized
- Who the Stanford Rep for Extravaganza will be
- Any chances in charges or procedures for the use of Memorial Auditorium

**September:**
Meet with Stanford Rep to discuss Extravaganza details including the list of eligible groups, additions or deletions from that list, thoughts on narrowing done the list, what mix of groups we'd like in the performance, etc. See below on the list of eligible groups:

Make a list of eligible groups, e.g.:
- The Chair from the previous year will give you a list of the eligible and ineligible groups. Some of these groups may now be defunct or there may be new groups that aren’t on the list. The Stanford staff member is familiar with current groups and can be of great help on updating and refining the list of eligible groups.
- To be eligible, groups cannot have performed in Extravaganza in past 3 years
- Ask for recommendations from Parent Club members
- Look at groups who perform at Orientation
- Look at Stanford Arts Website for listings
- Attend the Activities Fair to scout for new groups

[http://artsguide.stanford.edu/directory/student-groups/]
**October:** Continue to keep a lookout for new performance groups. Attend the Party on the Edge at the Cantor, as this is the place to find new and active groups. (Contact at the Cantor is Kim Mansfield)

**Schedule Auditions.** Working with Stanford, make a shortlist of the groups you want to consider (8 - 10). Contact the groups (starting with those at the top of your list) to see if they’re interested in performing. If they are interested, tell them you’d like to audition them during November at one of their regularly scheduled rehearsal times. Find out what days of the week they rehearse where they rehearse and contact information (name, cell#, email address). Find a mutually agreeable date for the audition. The Stanford Rep must be at all the auditions.

**Involve Our Members.** Email the Parents’ Club local membership inviting them to attend rehearsals. The President will prepare this email and send it out if you give her the information you want in it. There are samples from fall of 2014. Once you get a list of parents that would like to be involved in auditions, make an email distribution list of these parents and periodically email them with the times and locations of upcoming auditions. You don’t have to keep track of which parents are coming to an audition. It’s up to them to show up or not. However, keep track of which parents DO attend auditions so you can get their input at the end of the process. The more parents that see a lot of groups, the better the input.

**November:** Attend auditions of groups. Gather input from everyone that attends the auditions. Determine which groups to invite to participate.

**December:** Before holiday break, notify the selected groups that they have been chosen. Find out the groups equipment needs and review this with Stanford. Ask for confirmation that they will definitely participate on the Entertainment Extravaganza day. Send the contract for their signature. Request a 2-sentence description of the group—this will be used for advertising online and for the printed program. Request a photo that can be used for publicity. Once the groups are finalized and we know what equipment they’ll need, Stanford will give you an estimate of what their costs will be for Extravaganza. This will include labor for both the rehearsal and the show. In the Extravaganza binder there are records of what revenues and costs have been in the past.

**January:** Work with Stanford to schedule one or two dress rehearsals, based on groups’ rehearsal schedules. Select an MC for the program. Ask groups for any additional information that would be helpful for the script. Coordinate any video or photography needs.

**February:** Attend dress rehearsal(s), which have been scheduled by Stanford. After the dress rehearsal you can decide on the order of the performances. Layout the program and send it to the Parents’ Club Parents Weekend Chair and Stanford for proofreading. Get the names of the songs being performed (and the songwriters if possible). Work
with the MC on a script based on the responses from the groups and send to MC for review. Request checks from Parents Club Treasurer.

Week of the show: Print programs (expected attendance + 100), 2-sided, half-page. Arrive at Mem Aud. at least half hour before cast. Have performers checks, gift for Stanford Production Manager, all contact information, extra copies of the script, and refreshments for green room if necessary.

-Kathleen Christman 6/17/14