

OHIO COMMUNITY THEATRE ASSOCIATION REGIONAL ANNOUNCEMENT FORMAT

Welcome Everyone

We have a few quick announcements before we begin the day.

* Housekeeping
* Concession or refreshments
* Restroom location(s)
* Fire Exits
* Reminder that no one should enter/leave once an excerpt has started unless it is an emergency. Those making a commotion during an excerpt will be asked to leave.
* Turn off cell phones, beepers, I-pads etc. so as not to disturb those around you.
* Introduce Responders with color of Ribbon
* Introduce OCTA Fest Chair
* Introduce Board members in attendance
* Introduce your Host Region’s Reps and Delegates
* Introduce visiting Regional Reps and Delegates in attendance
* Remind participants how important that the evaluations are in the planning process and to help show those who provides OCTA with grant money, how we are doing.
* Become a Patron of OCTA. With the Patron Program a percentage of donations go to support the annual scholarship program.
* Introduce Conference Chair to talk about OCTA Conference.
* Remind participants that if they have not entered the Set Design, Costume Design, Newsletter, Brochure, and Website competitions that there is still time. Do you have someone in your theatre who has contributed to the advancement of theatre? Consider a nomination to the OCTA Hall of Fame.
* Get involved in helping OCTA continue to grow into the future. There are Board terms available. See any Board Member, Regional Rep or Administrative Assistant for a Nomination Packet.
* The Logo table is available to get your OCTA gear. (when available)
* If your region has other items such as 50/50, where to go for lunch so forth. Please insert any additional information here.

Updated: 1/2022