Vice-President

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| **Drama Club** | Notes |
| Track attendance at meetings |  |
| Submit facilities request form to Tom Morgan when dates are set |  |
| Distribute and collect all extra-curricular packets, travel, health and release forms get participation and drug testing forms to Tiger Cage |  |
| Keep and update ITS point records (thespians update paper copy; you track digitally) **after every event** (refer to program and registrations) and record award levels |  |
| Update and submit new thespian membership to ITS |  |
| Plan induction and awards ceremony* inventory and order supplies, gifts and awards, graduation activity cords
* Refer to ceremony format and host with President and Troupe Director
* Create invite for thespians and parents
* Decorate space and plan food
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| Maintain bulletin board in hall  |  |
| Coordinate T-shirt design, order, distribution and sales |  |
| Help the President and assume duties when necessary |  |
| Help Improv captain to coordinate shows |  |
| Help with sorting, organizing or cleaning of facilities (props, costumes, etc.) |  |
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| **Thespian Festivals and Troupe 990 activities** |  |
| Collect travel, health and release forms  |  |
| Help coordinate Thespian Showcase |  |
| Verify that President has gotten all tasks done for Festival events |  |
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