



*Exploring our heritage  
Shaping our community*



America the Bountiful

## Guide for 2005 Host Communities

### Origin of Heartland Chautauqua

Heartland Chautauqua is a program of the Missouri Humanities Council. It was launched in Missouri in 1993 to provide an experience that stimulates enjoyment in history in a context of wholesome community activities for the family. Our modern Chautauqua is part of a national revival that now spans two decades. This revival evokes the old tent programs that our elders flocked to in the 1920s, when twelve thousand communities took part in a single year. The Illinois Humanities Council partnered with the MHC to present this program in both states from 1995 – 2004.

### Summary description of your Chautauqua festival

This year's program includes five historian/actors (hereafter referred to as 'scholars') who will give first-person monologues as Theodore Roosevelt, Mary Elizabeth Lease, George Washington Carver, Fred Harvey and John James Audubon.

On Monday the Chautauqua troupe will join with local volunteers in raising the Chautauqua tent. The troupe will be "in residence" in your town for the entire week, giving talks to groups and organizations during the day and presenting ***America the Bountiful*** in the evening under the tent from Tuesday through Saturday.

Each scholar will deliver a first-person account, in costume, at one of the evening programs. The scholars will also deliver lectures during the day (hereafter referred to as 'Daytime Programs'), but these programs are not in costume and they are not "in character."

At the close of the Saturday performance, the audience helps our crew take down the tent and pack the truck and the festival is concluded.

Because the tent is a theatrical performing space, with equipment, electrical connections, a stage, and amenities for a large audience, there are a variety of logistical and safety concerns that will be detailed below.

### Personnel and historical figures in your festival

The Councils will provide your community with details about historical figures, scholars and staff preceding your festival.

## Principal Contact Person

Kathryn Ballard is the Program Manager and also serves as the Road Manager. You will be working closely with her during the coming months. She is the liaison between you and the Council and between you and the Chautauqua troupe. She assures that the festival remains a pleasure for everyone.

As you work through the checklists, please confirm details with Kathryn. She is authorized to negotiate and accommodate all sorts of local needs, but she is also authorized to decline arrangements that, in her view, don't fulfill the ground rules between the Council and the host communities.

Kathryn will be in your town for the entire week of Heartland Chautauqua's visit.

If you need additional information, have questions or wish to discuss anything regarding the Heartland Chautauqua, please don't hesitate to contact the Council office:

Kathryn Ballard, Chautauqua Program Manager  
Missouri Humanities Council  
543 Hanley Industrial Ct., Suite 201  
St. Louis, MO 63144-1905  
Office: (314) 781-9660 or 1-800-357-0909  
Fax: (314) 781-9681  
E-mail: kathryn@mohumanities.org

## TIMETABLE

### NOVEMBER 2004

Site visit by the Councils' staff to meet with your steering committee. Discuss committee structure, promotion, fund raising, the tent site, and other details.

#### View the Chautauqua video.

- ✓ If you invite the public to this meeting, you can build community interest.
- ✓ You need to provide a VCR and video monitor to show the Chautauqua video.

### JANUARY 2005 Orientation Program

Over-night orientation program in Osage Beach, MO, for host community representatives. Orientation dates are: **January 21 & 22, 2005**

- ✓ The Councils will pay expenses for two representatives from each Host Community. Additional members from your community are welcome at their own expense. A registration form will be sent to you.
- ✓ Chautauqua scholars present previews of their performances.
- ✓ Each Host Community will give a 5 – 10 minute presentation about their community including any history of Chautauqua events from the past.
- ✓ Steering Committee members from the previous year's *Heartland Chautauqua* host communities will be present to discuss their experiences.

## JANUARY-FEBRUARY-MARCH TASKS THAT SUPPORT PUBLICITY

The following tasks need early completion so that publicity material can be created for you.

**Deadline:** March 1, 2005

- Select a suitable tent site in consultation with the MHC staff so that it can be announced in all promotional material.
- Confirm an alternate, indoor performance site in the event of inclement weather, so that it can be announced in all promotional material.

**Deadline:** April 1, 2005

You may certainly turn in materials sooner!

- ✓ Set up a schedule of confirmed dates, locations and sponsors of up to 25 daytime programs that will be open to the public and for adult audiences.  
**NOTE:** Up to 5 programs for each scholar.  
Arrangements for young audiences or children can sometimes be made, but careful advance consultation with Kathryn is necessary before confirming.
- ✓ Confirm musical entertainment for tent raising and five evening tent shows.
- ✓ Provide the Council with the names of any cash donors whose names should appear in press kits and promotional materials.
- ✓ Notify the Councils of the number of press kits, up to 15 with photo disks, needed for local promotion.

## APRIL 2005

- ✓ Distribute press kits (provided by the Council) to local media outlets.
- ✓ Confirm food and beverage concessions for evening tent shows. **(optional)**

## MAY 2005

- ✓ Provide the Road Manager with a map of your community with tent site, alternate indoor site, and daytime program locations clearly marked.
- ✓ You receive promotional flyers listing daytime programs and the evening schedule.
- ✓ You receive programs about the theme of the Chautauqua, the scholars and the historic figures to be distributed throughout the community.
- ✓ The first town on each tour hangs "Chautauqua is Coming!" banner(s), provided by the Council, in a prominent place in town.
- ✓ Confirm volunteers (**at least 100, all ages**) who will help with the tent raising. The more the merrier! Ask volunteers to bring sledgehammers if they have them.
- ✓ Confirm volunteers to usher at the evening performances.
- ✓ Confirm volunteers to drive the scholars to their daytime programs!

**JUNE 2005**

- ✓ Kathryn will schedule a meeting time with your local Steering Committee for the Sunday on which the Chautauqua Troupe arrives in your community.
- ✓ The Chautauqua troupe will arrive in your town on a Sunday, raise the tent on Monday and present programming Tuesday through Saturday.
- ✓ Hang the "Chautauqua is Here!" banner. The Road Manager will provide this to you upon arrival with the troupe. Remove "Chautauqua is Coming" banner and ship to future town as instructed or give it to the Road Manager.
- ✓ Your community makes a partial payment of the agreed cash contribution to the Missouri Humanities Council. Please let Kathryn know if you require an invoice from the MHC Fiscal Office.

**2005 TOUR SCHEDULE**

June 6 – June 11 – Pike County, MO
June 13 – June 18 – Osage Beach, MO
June 20 – June 25 – Diamond, MO

**JULY 2005**

- ✓ Final payment of the community's cash contribution is due. (Invoice upon request)
- ✓ Mail MHC a brief evaluation of the program and **cost-sharing documentation**.

If you prefer to send cost-sharing documentation on a monthly basis, you may do so.

**SUMMARY OF ROLES & RESPONSIBILITIES****Checklist of what the Host Community Provides:**

- ❑ A local steering committee to coordinate the event and work with the Council staff. The more people and organizations involved, the greater your audiences.
- ❑ People to conduct local publicity efforts.
- ❑ A list of the names and phone numbers of local committee chairs. Please send the list to Kathryn at the Missouri Humanities Council.
- ❑ A site that is a minimum of 50'W x 70'L x 20'H for the tent that is accessible, protected from wind, located on firm, level grass turf and near public rest rooms.
- ❑ A map of the community, with locations of daytime programs, alternate indoor site and tent site.

- ❑ Volunteers (100+, all ages) to raise the tent Monday night.
- ❑ An alternate indoor site for the evening programs in case weather conditions prohibit the use of the tent.
- ❑ A private dressing area (no public access) for the performers at the tent site. The area should be clean, have good light, a mirror, table, and chair. If need be, you can arrange to have a camper or RV at the tent site for use as a dressing room.
- ❑ Food and beverage concessions at the evening programs. (Optional)
- ❑ Musical entertainment before each evening program and after the tent raising.  
**Note:** The Chautauqua tent and stage are not available for entertainment use on Monday.
- ❑ At least one committee member and volunteers to arrive each evening at one hour before the show to assist the Road Manager with the daily set-up and then distribute programs and other materials (ushers).
- ❑ A member of the entertainment committee to be present each night at least one hour before the show to coordinate with entertainers and the Technical Director.
- ❑ A master of ceremonies for the evening programs to welcome the audience, introduce the musical entertainment, point out housekeeping details such as location of rest rooms, explain evening schedule and acknowledge local donors. This person should meet with the Road Manager upon arrival at the tent site in the evening. In May 2005, Kathryn will provide a standard script, which may be modified, to each host community chairperson.
- ❑ Plans for handling housekeeping, first aid, parking and evacuation in case of sudden severe weather.
- ❑ Volunteers to remain at the tent after each performance until it is secured. (Ushers or committee members)
- ❑ Full-time security for the tent site. This is a high-priority matter requiring consultation with the Road Manager and Technical Director.
- ❑ Volunteers to help strike the tent after Saturday's performance.
- ❑ Scheduling of at least 10 daytime activities (lectures, workshops, etc.), but no more than 25. **NOTE:** Each scholar may do up to 5 programs and no more.
- ❑ Drivers to take scholars to the daytime programs and return them to the hotel.
- ❑ Cash contribution to the MHC for Chautauqua expenses.

**Checklist of what the Councils Provide:**

- ❑ A company of five Chautauqua scholars selected in a competitive national audition, who will present a minimum of fifteen programs in each community (five evening programs plus ten to twenty-five daytime programs). Please note that media interviews or radio appearances, which are not included in the count of daytime programs, should be arranged through the Road Manager and not with individual members of the company.
- ❑ A Road Manager/Artistic Director to coordinate activities of the company, to work with the steering committee, local press, and the volunteers at the raising and lowering the tent and throughout the week.
- ❑ A Technical Director to supervise the raising and lowering of the tent and maintain it throughout the tour. The Technical Director runs all sound and lighting equipment and works directly with the Entertainment Committee liaison each evening
- ❑ Transportation for the company and equipment to each town and to the tent site each evening.
- ❑ Publicity kits including photographs. Publicity banners. Web site and links to your town's web page.
- ❑ Regional and statewide publicity.
- ❑ A tent requiring a footprint measuring 50 ' W x 70 ' L x 20 ' H.
- ❑ A stage measuring 8 'x16 'x 2 ' with steps on one side and skirting.
- ❑ Professional stage lighting system.
- ❑ Professional sound equipment\*.
- ❑ Approximately 190 folding lawn chairs. NOTE: The public should be encouraged to bring their own to help deal with overflow crowds.
- ❑ 800 copies of a program about the theme of the Chautauqua, the scholars and the historical figures. Distribution to be decided by Council and Steering Committee.
- ❑ Audience evaluation cards
- ❑ Liability insurance (to cover accidents at tent location and at the rain site). Each sponsor is added to this policy. Please notify Kathryn Ballard if the City needs a copy of the insurance policy. This policy is for \$1,000,000. Also let Kathryn know what coverage may already be available through the Community.
- ❑ Allowance for troupe's meals and lodging\* .

\* These items are listed in the In-Kind Donation category for Host communities to have the option of providing in whole or in part in lieu of a cash donation.

**Contact Person**

MHC Coordinator: Kathryn Ballard, Program Manager  
1(800) 357-0909 or (314) 781-9660  
E-mail: [kathryn@mohumanities.org](mailto:kathryn@mohumanities.org)

