



*Exploring our heritage  
Shaping our community*



***America the Bountiful***

## **Program Committee Guide for 2005**

### **The Program Committee's Job**

April 1, 2005, is the deadline for the main work. The Program committee schedules at least 10 and no more than 25 Daytime Programs, delivered by the Chautauqua cast or crew members at various organizations around the community or within a radius of twenty miles. Daytime Programs last 30-45 minutes and are substantially different from the evening performances under the tent. **Most important, the daytime programs are not given "in character" and the scholars are not in costume.** They are lectures about *America, The Bountiful*, about the historical figures being presented under the tent, or about the craft of Chautauqua performances.

The Program committee completes the scheduling by April 1, and the Road Manager finalizes the schedule by April 15, so that publicity materials can be produced in time to be effective. During completion of this task, the committee chairman talks frequently with the Road Manager, who is responsible for assigning Chautauqua cast or crew to each venue and who determines if the proposed schedule is workable. Daytime Programs may not be added to the schedule after April 15.

The Program committee is also responsible for providing drivers to take the speakers to and from each daytime program.

Once the programs are scheduled and the Road Manager has approved the schedule, the Program committee prepares **a map** of the community showing the locations of Daytime Programs, the tent site, and the alternate indoor site. The Chairman forwards the map to the Road Manager before the troupe arrives.

### **Points to Remember When Scheduling**

- The Daytime Programs are designed for adult audiences. Scheduling for young audiences can pose challenges for the speakers; therefore, close consultation with the Road Manager is very important if the audience is not adults.
- Daytime Programs must be open to the general public even if a membership organization is the host (e.g. Lions, Rotary, etc.). They must be advertised as open.
- Scholars are not available for Daytime Programs on the day they are the featured attraction in the evening performance under the tent.

- Hosts for Daytime Programs almost always assume that the scholars will appear in costume and “in character.” The Program committee needs to remind hosts that Daytime Programs are given by the scholar, not by the historical figure.
- The Road Manager assigns the scholars to venues you arrange. If you have specific scholars or topics in mind for certain venues, please make your wishes known to the Road Manager. Your requests will be honored whenever possible.
- The Tuesday schedule is exceptional because every scholar will be present in costume for a “teaser” before the main evening performance. Therefore, scholars other than the one featured that night may be scheduled for a single Daytime Program on Tuesday, provided that the program is over at least three hours before the “teasers” under the tent.
- If you schedule Daytime Programs in nearby communities, remember to keep the one-way travel under 20 miles.
- Although there is no “show” on Monday, there is a tent-raising in the evening. Therefore, you may schedule the scholars for a single Daytime Program each on Monday, if you wish, allowing the scholar at least a two-hour break before the tent-raising.
- Scholars who are not performing that evening may be scheduled for one or two Daytime Programs each on Wednesday, Thursday, and Friday, provided that the programs finish by 5:00 p.m.
- Scholars who are not performing on Saturday night may be scheduled for one Daytime Program each on Saturday, provided that the programs finish by 5:00 p.m.
- **No scholar or crew member may be scheduled for more than a total of 5 Daytime Programs for the week.** This count does not include publicity appearances.
- Don’t let these tasks wait until the end of March. You need the OK of the Road Manager on the full schedule by the deadline of April 1. Sometimes a program just can’t be worked out and has to be dropped from the proposed schedule. Be sure to allow time to work out an alternative before April.

### **Media and the rights of the Chautauqua Scholars**

- The Chautauqua scholars have proprietary rights to their lectures, performances, and even their likenesses. If the media are present at Daytime Programs, permission must first be obtained from the scholar before taking pictures, videotaping, filming or making sound recordings.
- In the event that a media interview is requested at a Daytime Program, please keep the integrity of the program intact. Don’t change the length of the program or its starting time to squeeze in the interview. And if it’s Tuesday, make sure the interview doesn’t shorten the scholar’s three-hour time cushion before the evening “teasers” under the tent.

### **How to arrange Daytime Programs**

- Make a list of organizations with adult membership. Adults are the primary audiences for the lectures. Think about service clubs, libraries, senior centers, churches, state or national parks. The Chamber of Commerce may have a list of all the clubs and organizations in the area.
- You may also consider family and youth organizations such as YMCA, summer school, and summer camps, but bear in mind that the scholars' Daytime Program topics are not designed for young people and the scholars are not going to be in costume or "in character." Be sure to consult with the Road Manager before making commitments involving young audiences.
- Use the attached program planning form for each booking. Fill in all the details and send to the Road Manager no later than April 1. The Road Manager then matches scholars and topics to each booking, discusses any concerns with the committee, and finalizes the information by April 15. On April 15 the information goes into production for web pages and printed flyers.

### **Managing drivers for Daytime Programs**

- Arrange for a driver/escort for each daytime program.
- Make a master list of all the drivers' names and phone numbers and designate the scholar/program to which each is assigned. Provide this list to the Road Manager by June 1 or, failing that, on the Sunday the troupe arrives in your community.
- Tell each driver to contact their scholar in advance to arrange a pick-up time and location (usually the hotel lobby). They may contact the scholars in person at the tent or call them at the hotel.
- Give each driver (1) the hotel name and phone number; (2) the Daytime Program location, with directions, and phone number; and (3) the contact person for the Daytime Program, and their phone number.
- The driver takes the scholar to the program, remains there during the program, and takes the scholar back to the hotel.
- Sometimes the sponsoring organization forgets to provide someone to introduce the scholar. If the driver is willing to perform that duty, the scholar will provide a short introduction which the driver can read.

Suggestions: Being a Driver/Escort is an easy way for the community members to volunteer their help and the more people you can involve with Chautauqua the better! They also get to hear a great Daytime Program. You could arrange for a different person for each program. If this is too many people to manage, consider a corps of drivers who are able to cover all the programs OR assign one driver to each scholar. Another option is for a member of the organization to whom the scholar will speak to act as the Driver/Escort.

**Information for the host sites of Daytime Programs**

The person who initiated the program at his or her location should be available for the road manager to talk to by phone, at least one day before the program, and should be present during the program.

Water should be made available to the scholar.

If a sound system is necessary, it should be set up and ready to go before the scholar's arrival. This is particularly important if there are over 20 people present.

Someone at the location should be designated to introduce the scholar, addressing the scholar using the scholar's real name and giving some background information on the scholar as well as the Chautauqua format and other activities. The scholar will have a written introduction available to be read.

**Evaluation**

The Missouri Humanities Council and the Illinois Humanities Council invite comments and recommendations on the process of arranging Daytime Programs. We want to help you create memorable experiences for the community.

**Contact Person**

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