

# Production Procedures for Parents

## Parent Advertisements

Bexley Theatre Parents (BTP) have used parent messages in the production play bills as a source of fund raising income.

- For the elementary and middle school shows, BTP has offered a “one-line” message which consists of 15 words or less. We have charged \$10 for these ads for non-members and \$5 for members.
- For the high school shows, BTP has offered several options:
  - One-line message of 15 words or less for \$15
  - ¼ page advertisement/message (business card size) for \$35
  - ½ page advertisement/message for \$75
  - Full-page advertisement/message for \$150

In order to properly prepare for these advertisements in the playbill, they need to be submitted to either the theatre department or the person compiling the playbill NO LATER THAN 3 weeks prior to the show. All messages should be accompanied by a payment so that we do not have to collect the money later.

The timeline for advertisements is as follows:

- Before Tryouts – ask the director/theatre department to whom the message copy should be sent (i.e., who is putting the play bill together).
- Tryouts – prepare the advertisement flyer with all of the pertinent information (see next page for an example). This includes the prices, the contact and the deadline (3 weeks prior to the show).
- First parent meeting for the show – hand out the forms for the advertisements mentioning the deadline.
- 3 weeks prior to the show – give all of the checks to the treasurer to be deposited
- 3 weeks prior to the show – give all of the advertisement/message copy to the contact determined from your discussion with the theatre department.

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### Sample Parent Message Form 1

POST A PROGRAM NOTE FOR YOUR ACTOR

Place a 15 word or less message in the program  
\$5 for members of Bexley Theatre Parents  
\$10 if you are not a member (you can join today)

The money is part of our ongoing fundraising efforts on behalf of the theater programs at Bexley including subsidies for Thespian conferences and supplemental help for the theater department

*Example: Carol Joe, congratulations on a great performance. You are our star, love mom and dad!*

Please write your note in the space below and submit with a check made payable to: **Bexley City Schools**

**Ads must be turned in earlier than 3 weeks before the show**

Please mail this form with your check to:  
Joe Theater  
111 S. Cassingham Road  
Bexley, OH 43209

Your Note: \_\_\_\_\_

### Sample Parent Message Form 2

POST A PROGRAM NOTE FOR YOUR ACTOR

\$15 for a 15 word or less message  
\$35 for a ¼ page message  
\$75 for a ½ page message  
\$150 for a full page message

The money is part of our ongoing fundraising efforts on behalf of the theater programs at Bexley including subsidies for Thespian conferences and supplemental help for the theater department

*Example: Carol Joe, You are our star, love mom and dad!*

Please write your note in the space below or attach it on a separate piece of paper and submit with a check made payable to: **Bexley City Schools**

**Ads must be turned in earlier than 3 weeks before the show**

Please mail this form with your check to:  
Joe Theater  
111 S. Cassingham Road  
Bexley, OH 43209

Your Note: \_\_\_\_\_