

Publicity Duties

The general goal of the Publicity Manager should be to advertise and publicize everything that the program does to the outside community.

1. Grades

- a. The Publicity Manager must maintain an overall GPA of 2.5 for EVERY grading period throughout the year.
 - i. Should the GPA dip below 2.5 for any grading period the Publicity Manager will be put on probation for next 9 weeks. If the GPA is not brought to above 2.5 after the next grading period the position will be forfeited and the sponsor will appoint a new Publicity Manager.

2. Leadership

- a. All officers must be enrolled in a minimum of ONE theatre class BOTH semesters.
- b. All officers must be present for every drama club and officer meeting; on time and prepared with full knowledge of agenda and prepared to answer questions.
- c. All officers must conduct themselves in a manner that represents not only GSHS, but also our Drama Department; being polite, respectful and responsible young adults.
- d. All officers must keep the sponsor and booster club updated on all projects and happenings in their position.
- e. All officers are responsible for bringing new ideas to the program.
- f. Whether or not you audition, it is mandatory that all officers participate in the play. That can be on the tech crew, set construction, house managing, costumes, props, publicity, etc. Each officer MUST be a part of EVERY show we produce. This is not an option.
- g. There must be at least one officer at each booster club meeting.

3. Productions

- a. The Publicity Manager must be present for all production meetings
- b. It will be the publicity managers job to create posters, flyers and all media for the mainstage productions. They are also responsible for placing posters, flyers, and other mediums of advertising into local businesses.
- c. Publicity manger may also get press releases to the local print, online and television media well ahead of the productions to ensure that the local community is aware of all of our productions.

4. Consequences

- a. Any officer failing to comply with any of the above is subject to consequences, which may include loss of position and title.
- b. In the event that an officer loses their position, the sponsor for the remainder of the year will appoint a replacement.