

STEERING PACKET

FRESHMAN FOLLIES

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General Steering Information

What is Freshman Follies?

Held annually in the fall semester as a Student Union Activities Board presentation, Follies has allowed freshmen to light up the stage with singing, dancing and "cheesing" since 1970. Since its inception, Follies has included freshmen from the fraternity and sorority community, from student organizations and from residence halls in the performance. However, as time passed, fraternity men and sorority women truly embraced the Follies tradition, and, beginning in 2009, the Office of Fraternity & Sorority Affairs took over the advising role. Traditionally, Follies takes place on the uniquely shaped stage in the Student Union Little Theater. In 2018, Freshman Follies will be celebrating 48 years at Oklahoma State University!

Expectations

Attitude

- In your attitude towards shows, show **NO** personal bias for your living group or affiliated organization. If you show bias, you will be removed from steering immediately. This does not mean that you cannot enjoy your group's performance, but be aware that your actions are seen by many.
- Take your job seriously; Freshman Follies committees are something to be proud of and should be treated as such.
- Smile, connect with people, and act professionally in all situations.
- Always think: "How can I help make EVERY show a FIRST place show?"

"Now he was an older, wiser [player] who understood that **it wasn't brilliant individual performances that made great teams**, but the energy that's unleashed when [players] **put their egos aside and work toward a common goal...** Good teams become great ones when the members trust each other enough to **surrender the 'me' for the 'we.'**"

– Phil Jackson

Participation

- Meet with your committees and start brainstorming, planning meetings, etc.
- Express your ideas freely; the more people involved in creating Freshman Follies, the better the show.
- Stay in contact with your committee head and the Executive Director overseeing Steering, and complete project deadlines on the set date.
- Make sure anything you plan or schedule is confirmed. Please follow up on your reservations and confirmations at least two weeks before the show.
- Before anything is final, make sure your committee head and the Executive Directors approve the action.
- Please attend all meetings and be present.
- Scheduled steering meetings are mandatory, no exceptions.
- Committees with designated "heads" will give reports to the executive director overseeing steering regarding the participation of the members of the committee.

Walk-arounds

- All walk-arounds are mandatory. If you cannot attend a walk-around you must send a formal, written excuse to freshmanfollies@okstate.edu at least 24 hours before the walk-around starting time. Missing more than two unexcused walk-arounds will lead to your removal from the committee.
- Be professional in everything you do and say.
- You can bring drinks and snacks to munch on in between groups, but please be respectful of the Student Union Theater rules and keep the lecture hall pristine.
- NO GREEK LETTERS** are to be worn during walk-arounds.
- Please give the casts your undivided attention and treat them with respect.
- Everyone has something valuable to say, so we expect everyone to provide feedback at least once for each cast and to **be a source of encouragement.**
- Confidentiality!** You should not talk about any of the shows outside of walk-arounds or meetings. Everyone works extremely hard and dedicates several hours to create their show, so please do not share their creative ideas with others. You should not share your "placing opinions" or talk about any other show's predicted rankings.

- ❑ Failure to remain confidential will result in penalties to the cast that received information, and the steering member in question will be permanently banned from applying for any steering committee.

Cast Liaisons

- ❑ Liaisons will have additional responsibilities outside of their normal committee. Occasionally they will visit casts to
 - ❑ Show encouragement and support
 - ❑ Deliver announcements from steering meetings
 - ❑ Answer questions about tickets, walk-arounds, etc.
 - ❑ Post on social media about their “Freshman Follies Experience”
- ❑ Being a liaison for a cast means that you will be their direct contact to steering, BUT this does not include giving them information about other casts shows/performance
 - ❑ If selected to be a liaison, you must have the utmost confidentiality!

And most importantly, HAVE FUN!

Executive Team & Graduate Assistant

Production Coordinator

The Productions Coordinator is the Executive Director overseeing the performers and groups’ directors. They’re job includes managing the songs, themes, and emcees of the production and helping coordinate with the Student Union Theater/ Shake, Rattle, & Roll. Productions Coordinator should work closely with the Steering Coordinator on selection of judges, scheduling rehearsals, and providing casts with the rules and regulations of Freshman Follies.

Steering Coordinator

The Steering Coordinator is the Executive Director managing each of the steering committees. They’re job is to communicate to each committee what they’re projects are, when they are due, and how to execute their duties. The Steering Coordinator must work with GTA to look at previous records of steering projects and “To Do Lists.” Much of their focus will be on maximizing the donation amount at the end of the show.

Graduate Assistant

The GTA of Freshman Follies is graduate student at Oklahoma State University hired by the Office of Fraternity & Sorority Affairs to advise and assist the students and production as a whole. They will have access to previous budgets, paperwork, and files that have been stored for archiving purposes and should be used as a resource!

Steering Committees

Vocals Committee

Members of this committee have vocal or musical background. Their task is to help casts in the production with their music and vocal performance. Responsibilities include attending and scheduling group practices with casts to give support and constructive criticism.

Choreography Committee

Members of this committee have dance or choreographing experience. Their task is to help casts in the production with their choreography. Responsibilities include attending and scheduling group practices with casts to give support and constructive criticism.

Philanthropy Committee

Responsible for promoting the philanthropy throughout the community and overseeing fundraisers, philanthropic events, etc. for the Hearts for Hearing Foundation. If chosen for Head of Philanthropy, you will work closely with the Steering Coordinator to oversee various projects.

Judges & Awards Committee

This committee is directly in charge of selecting impartial judges to score the performing casts in the production. They are a direct representative of the organization while communicating with the judges and ensuring that their experience is a positive one. They will also oversee the purchase of trophies and plaques.

Tickets Committee

Responsible for production of all tickets and coordination of ticket sales. Works closely with Design Committee to create tickets. Assists Philanthropy Committee with the show week silent auction, assists Publicity Committee with sponsor sales. Coordinates the pre-selling of tickets to casts, and providing VIP tickets to special guests.

Publicity Committee

Responsible for promoting Freshman Follies in Stillwater and on campus. Also responsible for mail inserts, A-frames, hanging fliers, radio and television coverage, developing press releases, organizing dinner announcements and chalking. Coordinates with other committees on social media content. Members of this committee will also be in charge of all photography and videography projects.

Programs & Merchandise Committee

Oversees creation of printed program including: overall layout, sponsor ads, and program photos (including cast photos). Assists Publicity Committee with sponsor sales. Committee will work closely with Student Union Marketing to produce the programs. They will also be in charge of designing the T-shirts/Jackets.

Photo/Video Committee

This committee will be overseeing all of the photography and videography for Freshman Follies! They will take the pictures for the programs and social media.