

Help for the school production presentation

Another set of Top Tips from Mr T

Contents

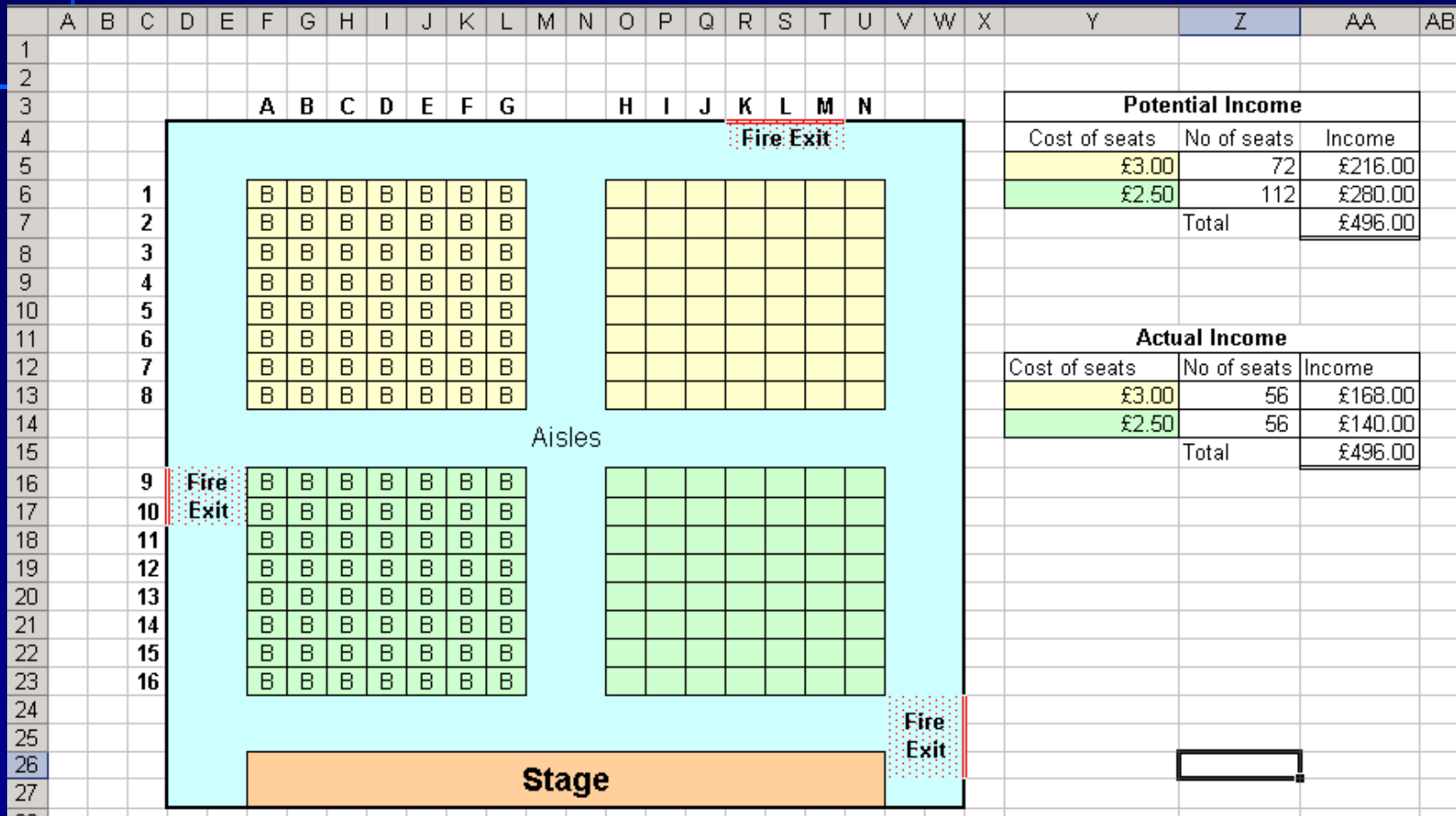
- Seating plan
- Finances for half filled hall
- Finances for hall filled to capacity
- Logo design
- Ticket design
- Mail merge form letter
- Example of letter

You will need more slides if you intend showing the play on more than one night.

Over To You

- Use text boxes on the programs where you created your work OR here on PPT after you paste your screen shots. Give as much explanation as possible.
- Formatting is up to you. It needs to be professional looking for an adult audience.
- The contents will be increased if you have more than one night.

Example of hall half filled without annotation OR finance sheet



Your annotation should explain how the plan works. You will need to submit formula version as well.

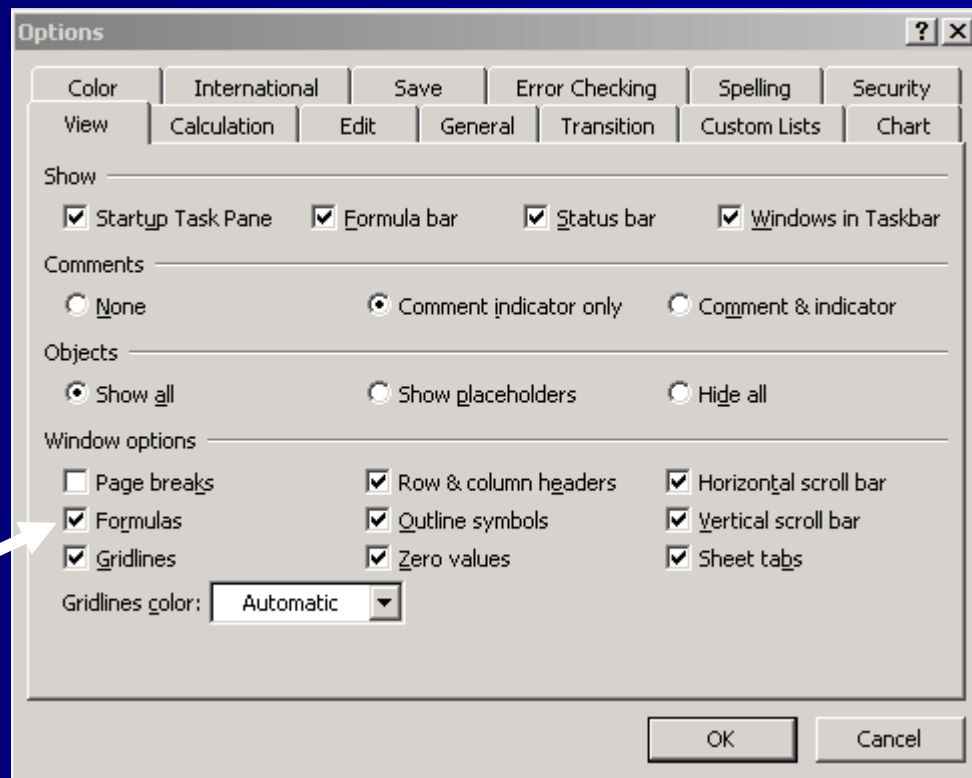
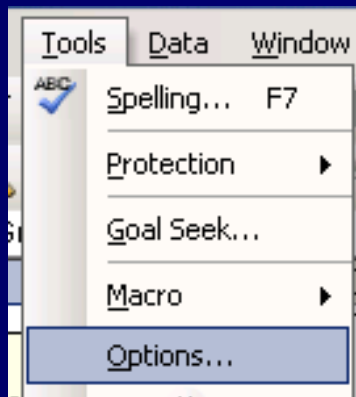
Finance sheet (incomplete)

You need to explain (annotate) your plans to say how it works.

| | A | B | C | D | E | F | G | H | I |
|----|--------------------------|-----------------|---------------|-----------------|---|---------------------|-----------------|---------------|-----------------|
| 1 | Costs | | | | | Income | | | |
| 2 | | Thursday | Friday | Saturday | | | Thursday | Friday | Saturday |
| 3 | Caretaker | £ 30.00 | | | | Yellow tickets | £168.00 | | |
| 4 | Lighting/special effects | £ 30.00 | £ 30.00 | £ 30.00 | | Green tickets | £140.00 | | |
| 5 | Costume sets | £ 100.00 | £ 100.00 | £ 100.00 | | Program sales | £30.00 | | |
| 6 | Performing rights | £ 75.00 | £ 75.00 | £ 75.00 | | Refreshments | £ - | | |
| 7 | Refreshments | £ - | £ - | £ - | | Raffle | £ - | | |
| 8 | Printing | £ - | £ - | £ - | | | | | |
| 9 | ? | | | | | | | | |
| 10 | ? | | | | | | | | |
| 11 | Total Costs | £ 235.00 | £ 205.00 | £ 205.00 | | Total Income | £338.00 | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | Profit | £103.00 | | | | | | | |
| 15 | | | | | | | | | |

You need to screen shot at least one formula version.

To create a formula version



How does your logo help to *sell* the school production?



How will it be used?

Explain the information and layout on the ticket



Hayle Community School
Drama Department

Midsummer Nights Dream
In

The School Hall

Thursday 22nd March 2007

At 7:30p.m.

£2.50

Seat no:

Remember your mail merge evidence.

- You have THREE weeks to complete any outstanding work to your:
 - Seating plan
 - Finance sheet
 - Logo and ticket
 - Mail merge letter
- AND complete your presentation
- Plan very carefully so that you get the presentation done on time.

Extension

- If you have done everything asked of you then you can produce a poster for the production and add it (with annotation) to your presentation.
- Add a narration (sound) to your presentation to explain aspects of your work.