

**FALL TRAINING CONFERENCE 2017**

# **Campfire Skit 101 Manual**



## **California – Nevada – Hawai'i Circle K District**

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# Table of Contents

<b>Fall Training Conference: What is it?</b> .....	<b>3</b>
<i>Campfire Skits</i> .....	<b>3</b>
<i>Why Should I Apply?</i> .....	<b>3</b>
<b>Planning Early!</b> .....	<b>4</b>
<b>Recruitment</b> .....	<b>5</b>
<b>Script Planning</b> .....	<b>6-7</b>
<b>3 Committees/ Components + Practices</b> .....	<b>8-10</b>
<i>Actors</i> .....	<b>8</b>
<i>Dancers/ Choreography</i> .....	<b>9</b>
<i>Props</i> .....	<b>10</b>
<b>Scheduling Practices</b> .....	<b>11-12</b>
<b>Voiceovers vs. Live Speaking</b> .....	<b>13</b>
<b>Communication</b> .....	<b>14</b>
<b>Composure and Patience</b> .....	<b>15</b>
<b>Decision Making</b> .....	<b>16-17</b>
<b>Other Helpful Note/ Tips</b> .....	<b>17</b>

## **Fall Training Conference: What is it?**

Fall Training Conference 2017 is a 3-day event held in Sonora, CA. This exciting event will help educate both new and returning members about Circle K International, as well as establish new friendships with members throughout the Cal-Nev-Ha District. New members will have the opportunity to experience how this district-wide event and organization can enrich their professional development as well as their development as an astounding club member. Returning members will deepen their passion for this organization, uncover hidden skills and abilities within themselves, and delve into finding new opportunities to go above and beyond within Circle K. Overall, this event gathers all members, schools, and divisions throughout the Cal-Nev-Ha district in unity to celebrate service, leadership, fellowship, spirit, and membership.

## **Campfire Skits**

The Campfire Skits and Talent Acts present a unique aspect toward Fall Training Conference. This feature of Fall Training Conference promotes the tenets of Leadership and Fellowship, allowing the opportunity for the schools and divisions of Cal-Nev-Ha to collectively create a skit/talent act to perform in front of the district at Fall Training Conference!

## **Why Should I Apply?**

This is a chance to express amazing creativity, while being supported by everyone in the district! It is also an opportunity to foster close relations with your home club and division as well as represent your school in a positive light and with immeasurable spirit!

## **Planning Early!**

When applying for Campfire Skits, one of the **key** points to keep in mind is to **plan early!** Typically, the Spirit/Social Chair of your respective club is in charge of coordinating the FTC Campfire Skit, but anyone can step up and take charge as the Skit Chair!

### **Date of Fall Training Conference**

- Always keep in mind that Fall Training Conference is usually in the beginning of November, so the **earlier** you start, the better!

### **Maximize**

- Early planning can maximize time for planning and editing the script, scheduling practices, building props, and seeing your masterpiece come to life!
- Plan according to your school and make the best out of your school's **academic system**.
- *Semester schools* start around August while *Quarter schools* start around September.
  - Semester schools usually start early, which means they have more time in coordination and planning before the application is due.
  - Quarter schools start later which means the due date for the submission of the application will come faster.

### **DON'T PROCRASTINATE**

- Planning a skit a week before the deadline is **not recommended**. Keep in mind that a skit with good quality needs time, patience, and practice. Remember, you want to represent your schools as optimal as you can!

**HELPFUL TIP:** Talk to your president and/or vice president to create a tentative schedule consisting of brainstorming sessions, skit workdays, and whatever else that you think would help ease the planning process.

## **Recruitment**

In order to execute the idea of a Campfire Skit, you're going to need a cast to make it come to life! Whether it would be actors, dancers, or prop holders, a successful skit comes from the spirit, energy, and enthusiasm of an amazing crew!

### **Publicize at meetings, tabling events, and social media!**

- Address to your club you're in need of a certain amount of actors that coincide with the script/roles or a certain amount of dancers or prop holders.
- Let your members and potential members know that this is an opportunity for them to be involved in Circle K and become closer with their fellow peers.

### **Take advantage of using both *NEW* and *RETURNING* members when building a cast!**

- Involving **new members** in the skit can really open their eyes to Circle K and can give themselves a positive insight about Fall Training Conference.
- Involving **returning members** involved in the skit can promote retention within your home club and can also help educate new members about being involved in Circle K.

### **Be open-minded!**

- Try not to "save" spots or roles for specific people
- Remember to be fair when it comes to assigning to roles and taking upon leadership positions.
- Consider writing a script first and then asking who would most fit that role or would like to play the role as opposed to writing it to a specific person. ***This opens it up for the person to really take on the role as their own.***
- Consider **involving other schools in your division**. Not only will you get **bonus points** for being able to coordinate with other schools but you'll get a wider range of people to work with and create fellowship opportunities!

## **Script Planning**

Another important component of creating a Campfire Skit is writing a script! The script is one of the biggest resources the cast can always refer back to. Keep in mind that creating the script will take time, effort, and patience. Start as early as you can to let your ideas come to life! You're trying to create a fun and engaging story about what Circle K is. A lot of new members attend FTC, so it's your time to show them what we're all about!

### **Having writer's block?**

Try to get inspired by your club theme & the FTC theme!

- This is a chance to express creativity and enthusiasm!
- Be open-minded to hearing ideas from other people, like your cast, skit planning committee or home club!
- Feel free to be inspired by other external resources, but **do not plagiarize**. Copying ideas will not be tolerated with.
- Be original. Represent your school with pride! Work with your school and stand out!

### **Don't be afraid to add humor!**

- Entertainment will definitely make the skit more enjoyable, but remember to keep it appropriate and avoid making any offensive gestures that can upset anyone watching.

### **Feel free to add in a moment that mentions the District Service Initiative (DSI)!**

- Not only is the Campfire an enjoyable aspect of the Fall Training Conference, but it can help educate members in gaining a better understanding of the District Service Initiative, as well as adding a touch of service to the skit!

### **Keep in time of the time limit.**

- A *short script* won't maximize the skit's total potential and a *long script* might over exceed the time limit.
- Account time for transition changes, dance scenes, etc.

- Always keep track of time while doing run-throughs or verbal run-throughs in order to see if changes need to be made to fit the time limit.

### **HELPFUL TIPS:**

- Time your practices with a stopwatch or cell phone to monitor the time so that you can adjust accordingly later on!
- Video record with your phone/camera during practice to review the recordings to gain better insight of the stage directions between the actors.
- With verbal run-throughs, go over the script with another person. Go over the script by reciting lines back and forth with each other. This can help with the flow of the skit and increase memorization.

### **Be open to changes.**

- Don't be afraid to edit the script over and over again. You'll never know if a brighter idea might enhance the quality of the script! Those being said, refrain from making any last minute changes.

### **3 Components/3 Committees + Practices**

There are three components when building and constructing a Campfire Skit: **Actors**, **Dancers**, and **Props**. Managing three different spectrums while creating a Campfire Skit can be quite challenging. However, with excellent time management and help, the skit can be executed well to produce a well-dynamic skit.

Being in charge of the skit can be quite demanding, especially when there are a lot of factors that need to be handled and rehearsed.

**HELPFUL TIP:** Divide the areas of the skit into different groups or committees and organize separate practices or meetings in order to maximize focus upon development and improvement.

The person in charge of creating the Campfire Skit can choose to oversee all three areas of the skit, or appoint other committee heads to lead each group. This varies depending on schools, but ultimately it is up to the Skit Chair how they want to manage and oversee the skit.

**-Example:** Someone can be in charge of working with the actors, someone can be in charge of teaching choreography with the dancers, and someone can be the head designer when creating back drops/props.

If chosen to choose committee leaders to help construct the skit, just always remember **to keep in constant communication** with each other in order to make the skit as cohesive and fluid as possible.

#### **Actors**

- Actors' primary focus is on memorizing lines and interactions between each other.
- When working with actors, ensure they are familiar with stage placement as well as creating smooth transitions in between scenes.

#### **Dance/Choreography**



When planning your skit, you can consider adding dance choreography at any point. However, this is **NOT** mandatory but a fun recommendation.

- Dance choreography should relate to the skit rather than appear randomly.
  - So, something in your skit should suggest for the choreography to result or overall make sense in the storyline.
- Include as many members as you want! The more the merrier!
  - Dancers can have other roles in the skit or just their role in the dance.
- Would recommend at least 1-2 dance performances throughout the skit.
  - **Example: One dance in the middle of the skit or one at the end.**
- Any more than two may be excessive but if done, it should have good reasoning and purpose in the skit.
- Props can be utilized with choreography.
  - Keep in mind these props should be **easily transferable on/off stage.**
- Recommended length of choreography at a time should be around 15-45 seconds. **However**, it depends of the length of time your skit allows. So prioritize your time!
  - Music should be appropriate for skit and CKI standards.
- Choreography can be of any style!
  - Ex. Hip Hop, Jazz, Lyrical, etc.
- Dance rooms with mirrors are especially helpful for so people can practice posture and stage setting.
  - Choreography should be well rehearsed.
  - Dancers should know what they are doing. If not then consider more practice time, appropriate level of difficulty, or whether you should have the choreography there or not.

## Props

- A really great concept to express visual art
- Can range from something simple, like posters for backdrops, or something complex like creating a large boat out of cardboard
  - Let your creative side show!
- When creating props for the skit, it would be very helpful to **have a committee** to contribute helping hands as well as ideas for the skit.
- Schedule days when you're planning on going shopping or when you're planning on meeting together to build props.
- Ensure you maintain clear-cut ideas and sketches.
  - Props tend to take up a lot more time than people think to create.
  - Make sure to ask around to see if anyone already has the prop or something similar you can use to save time!
  - Draw layouts and list out supplies needed.
  - Keep in mind that you will need props or costumes for the skit, so creating a **budget** is ideal.

**HELPFUL TIP:** Make sure to talk to your president and treasurer of what you are able to purchase.

- Try to be as **frugal, flexible, and cost-effective** with your budget as you can when it comes to designing or constructing props.
- While transporting props to Fall Training Conference, keep in mind of the space limited in the cars in order to transfer props to the campsite.
  - Big props or too many props may be a problem to transport since they might occupy a large amount of space in a car (considering some cars may contain luggage, bags, and of course, attendees).
  - Portion sizes considerately and ensure enough space will be comfortable for passengers, bags, and other props as well.

## **Scheduling Practices**

What's a Campfire Skit without practices and rehearsals? Practices are included to build fellowship amongst your fellow cast mates as well as to perfect your skit!

### **Divide your practices based upon 3 Committees/Components**

- Depending on the progress of the skit, it may be highly suggested to focus on groups **separately** before combining all the components together and having combined practices.
  - This is designed so you can maximize your focus on each group and that way no group will be waiting around while someone or a group is practicing.
  - **Example:** Actors Practice can be on Mondays at 7:00pm-8:00pm, Dancers Practice is on Thursdays from 6:30pm-7:30pm, and Prop making will be Thursdays from 5:00pm-6:30pm.
- If in any case **combined practices** are ready or necessary for skit progression, coordinate with committee heads to combine a practice and settle a time and place!

### **Keep track of your practice times and schedules!**

- Try to keep practice schedules consistent based upon a time where all/or a majority of your cast members are free.
- Also, try to find a practice location with lots of room to move around and will allow people to talk freely/play music without noise complaints.
  - **Example:** Every Mondays and Wednesdays 7:00 PM – 8:00 PM in [classroom, parking structure, building, etc]

### **Set goals and follow time limits!**

- **GOALS**
  - Try to set goals for practice! With that being said, try getting through a certain part of the script well-memorized and rehearsed or finishing up a specific dance piece!
  - Goals will vary for every practice and school, but they'll help accomplish progression and enhance the rate of practice!

- **Setting up time limits**
  - Practices can range as long as you want to depending on how much needs to be finished or accomplished.
  - It can range from an hour or two, but commit to your given times.
  - **Example:** If practice will be an hour and a half, try not to go over the time because some cast members might have other commitments to attend after practices and rehearsals.

#### **What if someone can't attend/will miss a practice?**

- If someone cannot attend practice, just ensure the person will be able to catch up or have someone that knows the materials to teach them outside of practices!
- Record your run-throughs!
  - It'll give them time to learn by themselves or familiarize themselves by the next time practice comes around!

#### **Note/Option**

- **Provide Snacks and Drinks!**
  - Always ensure your cast members are fed and hydrated! Also, it'll give them motivation to excel through practices and it's a nice reward for their hard work and dedication!
  - **Example:** Taking a 15-20 minute food or drink break!

## **Voiceovers vs. Live Speaking**

For the finished skit, the skit chair will have to decide if your school will be using voiceovers. Voiceovers vs. doing it live gives the audience a different feel for the skit and both are perfectly acceptable to use.

<p><b><u>Voiceover Pros:</u></b></p> <ul style="list-style-type: none"><li>• Ensures everyone can be heard.</li><li>• Ensures skit ends within the time limit</li><li>• Ensures pacing and timing</li><li>• Actors don't have to memorize lines</li><li>• Interchangeability of Actors</li></ul>	<p><b><u>Live Pros:</u></b></p> <ul style="list-style-type: none"><li>• Actors can go at their own pace</li><li>• Connects more with the audience</li><li>• More time for Actors to memorize lines</li><li>• Allows Actors to iterate on lines (creates more believable/personal dialogue)</li><li>• Actors can be louder than the provided speakers at the amphitheater</li><li>• People tend to be more invested in the entire process</li></ul>
<p><b><u>Voiceover Cons:</u></b></p> <ul style="list-style-type: none"><li>• More work pre-FTC</li><li>• Skit must be finalized earlier</li><li>• Possible Technical Difficulties (forgetting to bring file/ file not working/ cutting out during the middle of skit)</li><li>• People less invested in the entire process</li></ul>	<p><b><u>Live Cons:</u></b></p> <ul style="list-style-type: none"><li>• Actors must memorize lines</li><li>• Possibility of people forgetting lines</li><li>• Actors might not be heard if not inherently loud.</li></ul>

Find out which suits your school better and go with that, remember that either way, the script itself is one of the most important things that you will need to get done early.

## **Communication**

What if a practice needs to be rescheduled? What if we're changing locations? What if we have a large announcement to make?

***Communication is KEY!***

**Contact all the actors, dancers, prop makers/holders that are involved in the skit.**

- Always confirm with your committees or cast members when practices are, where they will be held, etc.
- If sudden occurrences happen, like a practice is canceled, or if locations need to be relocated, make sure you tell ALL cast mates so they are informed!
  - One way to communicate with all cast mates is having a **Facebook group/instant message chat** or even having **GroupMe** that way the information can be easily spread.
- Also, try getting all contact information (like cell phone numbers or emails) from all cast mates so communication can be easily accessible!
- Don't be afraid to ask for help! It's going to take up a lot of work directing everything, so if you need extra hands, find as many resources as you can.

## **Composure and Patience**

When creating a Campfire Skit, sometimes it can be challenging to manage composure or patience. Maybe the deadline is coming up to submit the video or a prop breaks during practice. As the person in charge of directing the skit, it's really important to make sure your demeanor is well-conducted into setting a comfortable environment for everyone around you.

### **It's really important to have a good attitude when directing the skit!**

- You may possibly have new members that are in Circle K, and a demeaning or distressed attitude can make them feel uncomfortable.
- So stay positive! If things get hectic, just take a couple deep breathes, talk to your cast, and remember the skit is just for fun!

### **Patience is the key! Anything rushed won't maximize the quality of your skit!**

- Just always remember to space out and manage your time so practices and other important events can run smoothly
- Remember to be patient with your cast! Some people might need more time remembering lines from the script or finishing building props.
  - Extending more time/deadlines may be helpful, but always encourage your cast mates to work efficiently and constantly check-in with them and spectate/observe their progress!

## **Decision Making**

After submitting the video, sometimes waiting for the decision for the opportunity to perform at Fall Training Conference can take a while.

- Take note that the decision is not entirely made from the FTC Campfire Chair
- The decision is based up the District Governor, District Administrator, the Fall Training Conference Chair, the entire Fall Training Conference Committee, and other Kiwanians.
  - They base their decisions off a scoring rubric attached to the Campfire Skit application and they all collectively decide who gets to perform at Fall Training Conference

**HELPFUL TIP:** Take a break from practice during the decision period! Remember to thank everyone that has helped you with the process thus far and to let them know that you will notify them when you receive the decision!

### ***If Denied,***

- Please do not feel discouraged that your skit was not chosen to perform!
- Instead, put it to good use!
  - With the approval of your Lieutenant Governor, perform it at any banquet or event!
- Also, please be aware to be respectful and to keep your head up! You and your home club should be proud for stepping up to apply and for finishing an amazing experience!

### ***If Accepted,***

- First off, congratulations! But please be respectful and humble for being chosen to perform.
- Continue practices and perfect any loose ends!
- Add last minute touches to the props
- Ensure everything fits within the time frame/limit



***If any changes are need to be made in the skit, please make sure to contact the Campfire Skits & Talent Acts Chair for any other updates.***

## **Overall,**

Be proud of what you have done and what you have accomplished!

**WAY TO GO YOU** for taking this leadership position and making an impact and growth in your club!