

THE ORCHESTRATOR'S

CHECKLISTS
EVALUATION SHEETS
COMPUTER FORMS

Soldan High School CIF ^{St. Louis} TOWN MEETING

TOWN MEETING # 319 / CIF #2

DATE Wed, May 5, 1976

ORCHESTRATORS Harold Williams

Ms. Pat Druckenmiller

CHECKLISTS

All pages are to be filled out by the Orchestrator before, during, and after the Town Meeting or Community Forum and returned to Chicago Nexus.

PRE-ORIENTATION CHECKLIST

Town St Louis Mo. Location Saldan Hi School House St Louis Date 5/5/76

PERSONNEL

Arrival Time

Male Orchestrator	<u>E Harold Williams</u>	<u>4:00 PM</u> <u>5/4/76</u>
Female Orchestrator	<u>Pat Druckenmiller</u>	<u>4:50 PM</u> <u>5/4/76</u>
Local Coordinator	<u>Mr. Gabriel Scott</u>	<u>7:30 AM</u> <u>5/5/76</u>
M.C.	<u>Mr. Amos Scott</u>	<u>7:00 PM</u> <u>5/4/76</u>
Workshop Leader A	<u>MR WAYNE NELSON</u>	<u>4:00 PM</u> <u>5/4/76</u>
Workshop Leader B	<u>MR. Florizell Foy</u>	<u>4:50 PM</u> <u>5/4/76</u>
Workshop Leader C	<u>MR. Doug Druckenmiller</u>	<u>5/4/76</u>
Workshop Leader D	<u>Ms MaryAnn Modoni</u>	<u>5/4/76</u>
Scribe A	<u>Kevin Foster</u>	
Scribe B	<u>Kevin Chapman</u>	
Scribe C	<u>Wanda Watson</u>	
Scribe D	<u>Sheron Clay</u>	
Production Coordinator	<u>Mr. Bruce Macomber</u>	
Decor Coordinator	<u>Ms Mary Ann Modoni</u>	
Registration Coordinator	<u>Mr. Gabriel Scott & Mr. Harold Greer</u>	
Entertainment Coordinator	<u>Mr. Vernon Nashville</u>	
Child Care Coordinator	<input checked="" type="checkbox"/>	
Celebration Hosts	<u>Mr. & Mrs. Bruce Macomber</u>	
Dignitaries or Special Guests	<u>Mr. Harold Greer, Principal, Ms McKinney</u> <u>Audio Visual Services, Mayor Bill Brown, Area Commander.</u> <u>Districts # 6, 7, 8. Capt. Gay Carraway, Commander, Dist #7</u>	

PRE-ORIENTATION CHECKLIST

FACILITY

Who Coordinating? Ms Marilyn Madoni

Custodian on duty? Mr. Walter Jones

What time open ~~Friday~~ ^{open}? 12:00 PM

What time open ~~Wed~~ ^{wed} t.a.m. 7:00

Number of tables? 40

Number of chairs? 203

Any other activities in building? yes

Special building regulations? No. Smoking

Number of meeting rooms? 4

Type of sound system needed? H. Fi. Loudspeaker CHILD CARE

Production space? Community Room

Faculty node? "The Car"

Registration space? Entrance to Comm Room

How many troops will set-up? 6

When does the building close? 5:30 Wed PM

Tasks remaining to be done? Refreshment Set-up

REGISTRATION & PRESS TABLE

Number of registrars previous School + 1

Set-up Plan OK

Designated hosts Marilyn Madoni

PRODUCTION

Are there four typists? 2

Who will run the machines? B. Macomber

FOOD SERVICE

Coffee & Donuts for registration? yes

Menu on ~~Saturday~~ ^{wedi}? Shakes, Burgers, Dess

Serving Plan? Buffet - all staff

Clean-up Plan? Staff

ENTERTAINMENT

What? Hi School Stage Band

Time estimated? 12:00 12:30 ^{30 min}

When scheduled? 12:00 12:30

Sound system? Line audio-Seted

Who are the staff? —

Where will it be? —

Are they doing a document? —

Will they report at Plenary? —

FRIDAY EVENING MEAL

What time? 7:00

How many will be there? 6

Who will set up? House

SATURDAY CELEBRATIVE EVALUATION

Time? 7:00

Where? House

Who will be there? 6 staff

MATERIALS CHECKLIST

WORKSHOPS

Scribes Books 6
Document Production Forms 25
Workshop Worksheets 25
Wall Charts 25
Magic Markers 16
Masking Tape 2 Rolls
Blank paper 2 Reams

PRODUCTION

Production Document ✓
Four Typewriters 2
Two Mimeo Machines AM
Stencils 2
Mimeo Paper 2
Correction Fluid ✓
Rulers ✓
Stylis or Ball point pen 2
Staplers 4
Staples ok
A & M Printing yes

MASTER OF CEREMONIES

M.C. Script _____

REGISTRATION

Workbooks 200
Registration Forms 200
Name tags 200
Pencils 250

PRESS TABLE

Town Meeting Brochures _____
ICA Brochures _____
News Releases None
Local Publicity None

DECOR

Town Meeting Quotes House finished
Social Process Triangles _____
Town Meeting Posters _____
Town Meeting Logos _____
Masking tape _____

ICA STAFF ORCHESTRATION

Phone Launching Sheet None
Orchestrators Guide 2
Orchestrator's Checklists 1
Orchestrator's Evaluation sheets 1
Orchestrator's Computer Data Forms 1
ICA stationary, envelopes 1

EVALUATION SHEETS

All pages are to be filled out by the Orchestrator before, during, and after the Town Meeting or Community Forum and returned to Chicago Nexus.

TOWN MEETING EVALUATION

PRODUCTS

Have 10 copies of the document been sent to centrum? Yes No If no, please explain _____

Have Registration Forms been completely filled out and returned to centrum? Yes No If no, please explain 1 page student Roster in Product

Have all unused materials been returned? Yes No If no, please explain SK House has 100 CIF Wkbooks

Have newspaper articles, photos, tapes been sent to centrum? Yes No Please comment Use Evaluation sheet

FINANCES

ICA check for \$600 received? Yes No If no, please explain _____

FOLLOW-UP

Have thank you notes been sent? Yes No (please attach copy)
Special focus on new world giving new planning priorities for law enforcement COMMENTS & SUGGESTIONS Through Community Awaknt

TALKS Social Event pull-
ed through 4X4X4 releases
New World Story + New Human
Style. Story Style
Possibility Impactment

WORKSHOPS 15 mins of
visioning at beginning of
Each wkshop product
breakthrough of ease
with methodology

PLENARIES CIF Questionnaire
held in workshops. Evaluation
or reflection by M.C. is
Key if at morning session It
is known of his role

INTERLUDE use of local known
music Key to Celeb'N
Movie - is good grounding
tool

TOWN MEETING EVALUATION

QUOTABLE COMMENTS FROM PARTICIPANTS OR SPONSORS

- P. Questionnaire is only part like school.
- P. This is what I call hard work.
- S. What you do here today is going to be ~~the~~ heard around the world; you are expected to maintain seriousness.
- S. There are no disciplinary problems there is just holding interest.
- S. Our anxieties were just ours.
- P. When are you people coming back?
- P. We need tests like this.
- P. There's no reason to not have these every semester.

MAJOR HAPPENINGS OF THE DAY

In the interlude the band played "Way of the World" and influenced the 'way of Man' in the song writing of to the tune of "My Country 'Tis of Thee". Everyone stood up and applauded.

TURNING POINTS OF THE DAY (State the happenings)

VISIONING conversation hard to shut off.
Movie - Pleased with Pre-school work.
ah! & Oh!.

COMPUTER DATA FORMS

Community Profile
Town Meeting Analysis
Registration Form
Sponsors and Contributors
Town Meeting Proposals

All pages are to be filled out by the Orchestrator before, during, and after the Town Meeting or Community Forum. However, item "Town Meeting Proposals" is compiled by the Terminal Operator directly from the Town Meeting or Community Forum Document.

COMPUTER DATA

CIF # 2
Town Meeting # 319

COMMUNITY PROFILE

City St Louis Mo. Community Soldan High Sch. District 7 Zip 7

Population: City ~~762,000~~ 762,000 Community 46,000

Check Percentage: White 9.0 Black 89.0 Latin _____ Other 10% Puerto Rican
describe

Check appropriate boxes:

- | | | |
|--|--|---|
| <input type="checkbox"/> rural community | <input checked="" type="checkbox"/> industrial community | <input type="checkbox"/> middle class |
| <input type="checkbox"/> suburban community | <input type="checkbox"/> military community | <input type="checkbox"/> upper middle class |
| <input type="checkbox"/> urban community | <input checked="" type="checkbox"/> medical community | <input type="checkbox"/> highly affluent |
| <input checked="" type="checkbox"/> inner city | <input type="checkbox"/> union community | <input checked="" type="checkbox"/> blue collar community |
| <input type="checkbox"/> primarily Republican | <input checked="" type="checkbox"/> high crime rate | <input checked="" type="checkbox"/> professional community |
| <input type="checkbox"/> primarily Democrat | <input type="checkbox"/> low crime rate | <input type="checkbox"/> prison community |
| <input type="checkbox"/> college community | <input type="checkbox"/> state capital | <u>11</u> percentage Roman Catholic |
| <input type="checkbox"/> company town | <input type="checkbox"/> vocation spot | <u>2</u> percentage Jews |
| <input type="checkbox"/> government community | <input checked="" type="checkbox"/> poverty community | <u>79</u> percentage Protestant |
| <input type="checkbox"/> ethnic community | <input type="checkbox"/> special community | <u>8</u> percentage other |
| <u>deteriorating Economic</u>
describe <u>decline</u> | <u>isolated, benefits</u>
describe <u>political</u> | <u>practical function of</u>
describe <u>facilities formerly congregations</u> |

TOWN MEETING ANALYSIS

Town Meeting Name Soldan Hi School # 319 Date May 5, 1976

Was this a special type? (High School, LEAA, etc.) Yes No Please describe Leaa

REGISTRATION ANALYSIS

Men Registered 85
Women Registered 64
Total Registered 149
Registration Charge NONE
Children Registered NONE

ATTENDANCE NUMBER

Opening Registrations 149
Workshop I 123
Lunch 143
Workshop II 106
Plenary 65

Phases represented at Meeting (insert number):

123 16 8
Ages 0-20 20-40 40-60 Over 60

Cultures represented at Meeting (insert percentage):

89.4 9.6 _____ _____ _____
black white red tan brown yellow

COMPUTER DATA

REGISTRATION FORM



NAME _____
AGE () under 20 () 20-40 () 40-60 () over 60
HOME ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (Area Code) _____ (Number) _____
OCCUPATION _____ COMPANY _____
ORGANIZATION _____

KEY INDIVIDUAL INFORMATION

On the back of the Registration Forms are a series of letters, e.g. CO, TL, SP, etc. As noted in the KEY below this is a way to record quickly data concerning key individuals. The Orchestrators should work with the coordinators, set-up people and others to make sure this special information is recorded for key people. (There will probably be less than 50 such people in each Town Meeting.)

It is crucial that the Registration form be completed by participants, staff, steering committee, dignitaries and visitors. If this is not done then the Orchestrator should quickly fill in a form on their behalf.

KEY:	CO - Coordinator	EN - Entertainment
	TL - Team Leaders	PR - Press
	SP - Sponsor	VI - Visitor
	OR - Orchestrator	IK - In-kind
	WK - Workshop Leader	PP - Potential Patron
	MC - Emcee	BU - Business Executive
	CT - Contributor	MV - Colleague
	DI - Dignitary	ED - Will write endorsement
	title _____	letter
	role of dignitary _____	

Note: A key individual may fall into more than one of these categories.
All applicable categories should be noted.

COMPUTER DATA

SPONSORS AND CONTRIBUTORS

SPONSORS

- Sulcan High School
 1. Mr. Harold Greer 3. Rev. R.W. Raber
 2. Mr. Ames Scott 4. Mr. Gabriel Scott

CO-SPONSORS

- St. Louis Police Dept. Dist #6,7,8.
 1. May. Bill Brown A.C. 9. Rev. R.W. Raber, Pastor
 2. Mr. Bob Barton, Dir. Con. Rel. 10. Mr. Walter Jones Custodian
 3. Capt Gay Carraway Con. Dist #7 11. _____
 4. Off. Ted Johnson, Liaison, 12. Mr. Joe Mueller ^{aid to victims} _{of crime}
 5. Off. Coleman, Dist #7 13. Mr. Brendan Ryan Cir. Atty
 6. Off. Tom Rooks, Comm. Rel'n 14. _____
 7. Vernon Nashville, Stage Prod Dir. 15. _____
 8. Ms. McKinney, Audio-Visual 16. _____

CONTRIBUTORS

- Cash Amount
 Food
 Paper/printing
 Office equipment

Name	Contribution
1. <u>Addressograph Multigraph Corp</u>	<u>Printing</u>
2. <u>International Business Machines</u>	<u>Typewriter</u>
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____

Note: Most of the above can be copied from the Document onto this form. You will need to get type and amount of contribution from the Coordinator.