CHICKENS' BALL

What's It All About?

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Someone has the spark of an idea and you want to do a skit!
But, what do you do next?

Or your group wants to participate in Chickens' Ball by submitting a skit - - Does anyone have an idea for a story?

The following are some things to consider in this earliest phase of the process leading to one of the most exciting and creative community activities you will ever have. Read this information along with your GUIDELINES FOR SKITS. Each new Chickens' Ball Committee publishes the GUIDELINES with the specifics of dates, props, sets, etc. and how to submit your skit scripts for their consideration. You may read "last year's" if available as most things don't change due to constraints in the space available for the production of the Ball. Dates and names will change.

THE BASICS:

Any club or organization based in San Carlos may enter a skit. The group is expected to mount the entire production of its skit which includes writing an original script, designing and producing all sets, props and costumes. Chickens' Ball provides 8 flats to each skit at no charge. The group also provides its own rehearsal space and rehearsal musician, etc. The Ball provides seed money, the group must provide its own additional funds. The amount you will require depends on how good your group members are at "scrounging" and how willing they are to help foot the bill themselves.

THE WRITING PROCESS:

An approach used successfully by many groups is to call a meeting of a core group of known workers (4 to 6 people) from the organization to decide the feasibility of the project. Once the important decision has been made to proceed, prepare to have fun! This core group may brainstorm ideas for the story and the music if music will be a part of the skit. The strongest writer in the group will emerge naturally and that person might take the ideas home and begin he process of writing the skit. This first draft is brought back to the group for critiquing and refining. This may happen 3 or 4 times until the group is satisfied. The script is produced (See *Script* under September for more information) and submitted to the Steering committee.

Other writing schemes are for one person to do the entire script or to do it entirely with the whole committee working together. This last method is most time consuming. It is important, if possible, to have the potential Director be a part of the writing group.

Now that you've decided how to write, consider the following items in order to take best advantage of your resources and talents. You may need:

Writers

Set Designers / Builders

Artists

Director

Singers

Fund Raisers

Dancers

Actors

Chairperson

Cheerleaders

Look carefully at who you have in your group and write to take best advantage of your resources. If you have a great singer or singing group, include them. You may have a great villain type - use him/her. You may have a design engineer - go for the props prizes!

Now that your preliminary considerations are done, pen/computer in hand, ready - set - WRITE!

It is recommended that the major work be done in the spring before the Ball to avoid the frustrations of trying to have meetings in the summer and the busy early fall. Scripts are submitted mid to late September of odd numbered years. Give yourself enough time.

There will be a meeting in May or June to review the requirements for skits. Be sure to attend. You will be provided with all the who, what, where, when and how, as well as a schematic of the stage and the details of proper prop and set construction.

MELODRAMA OR VARIETY?

There are 2 categories of skits - Melodrama and Variety. Both should have an entertaining story with a beginning, middle and end. However, Melodrama should have the stronger story with a hero, heroine, and villain - good wins out over evil. There is less music in Melodrama than in Variety. Variety often tells its story with music and dance as well as dialogue.

The action should take place between 1890 and 1918. The music, costumes and sets should reflect that era and the focus is on the Barbary Coast in San Francisco during those rowdy years. Skit stories have often moved away from the Barbary Coast but the era is a must.

THE SECRECY / COMPETITION PARGE THAT GIVE THAT GIVE THAT THE

Your skit is completing for prizes each performance. A different group of 3 celebrities from the Bay Area judges the show each night. Scoring and criteria is explained in the GUIDELINES. For this reason, your skit is a secret as are all other skits. Don't discuss your skit outside your cast and crew and don't ask questions about other skits until that final dress rehearsal.

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The competition is in 3 areas. There will probably be a first and second for skits in Melodrama category, a first and second for skits in Variety category and all skits compete together for the Props/sets prizes including a first and second. Judging criteria is explained in the GUIDELINES.

At the end of each show, a representative or two from your skit, in costume, will go on stage to receive any winnings. Prizes are "Pokes of Gold" and are a small cash prize which you may use to offset expenses, return to the club treasurer or use as your group decides.

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Next, we give you a guide which includes descriptions of what to expect each month.

APRIL -

Chickens' Ball is sponsored by PTA Coordinating Council administered by a Steering Committee made up of 2 representatives from each school and 3 members-at-large. This committee appoints a General Chair who in turn appoints a Production Chair. They appoint other committee chairs and select a theme. Skits should not be written in the context of the Ball theme. As the state of the state o

Members-at-large are to be people who have been participating in the Ball for several years and who have chaired committees as well as participating in skits and/or entr'actes. Past Chair people are good candidates. Their purpose is to bring institutional memory to the order Steering Committee who tend to be younger people with little Ball experience (Steering Logarity).

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Keep those writing meetings going. Don't let up or get discouraged. It seems like the show is a long way off but come summer - it is hard to get meetings together. It will all come together very soon!

Watch for your invitation to this meeting or for an article in the newspaper. Or call the General Chair to be sure you receive an invitation. You will be provided with new GUIDELINES and meet the General Chair, production Chair and all the technical chairs and musical director. Listen carefully, ask any questions, meet the possible competition and have fun.

MUSIC AND SKIT IDEAS RESERVATIONS -

The first organization requesting music will have priority. At the "HOW TO - " meeting, or sooner, you will learn to whom to send your music and skit theme idea reservations. You may bring your reservation to the meeting also. If you have any idea what songs you will want to use in your skit, reserve early. No two skits may use the same music. Also, the Production Chair needs to know what music skits are using so that he/she doesn't plan to use the same music for entr'actes. The same is true for the general idea of the skits. Details of the skits aren't needed - just tell them if it is "Italian", about a brewery, farmers, a Barbary Coast night spot, hot air balloons, etc. This will help the General Chairs let you know if two or more skits are using the same theme and avoid disappointments. The General Chair will let the Production Chair know what music and skit themes are being considered but the Production Chair does not know who has made these reservations. After the final skit selections are made in September by the Steering Committee as explained below, the Production Chair will know the groups.

COLOR RESERVATION -

If you have a specific color that will be important to your skit - your line of dancing girls, an overall theme, etc., reserve it early also. You will be informed to whom to send your reservation & the "HOW TO" meeting or bring it with you if you know.

SEPTEMBER -

SCRIPT -

Tell your story simply in one act including some dialogue, action, and music, if applicable. Also include drawings of some costumes, sets and props. Refer to *GUIDELINES* for more specifics. Minor changes are allowed as the skit develops.

Your presentation may be just typed and copied on standard white paper with appropriate cover pages. Or it can be very elaborately decorated, colored and jazzed up. However, the skit itself is what is important. A good skit that will be entertaining and understood by the audience is what wins. Spend your time on developing and writing a good skit - then get fancy if you have time.

Prepare the appropriate number of copies and deliver to the address provided in the GUIDELINES on the date specified. Six skits will be selected to be in the Ball. Groups whose skits were not selected are invited to have a concession on the Gayway which is an outdoor area providing food, drink and other goodies during show time as the audience waits to enter and at intermission.

SEVERAL DAYS LATER

Steering Committee meets to select the 6 skits. You will probably be called that night to let you know your status. Get your group together to wait for the call. It is a very exciting night.

Steering Committee members read the skits without knowing what groups have submitted them. The General Chair and Assistant General Chair and General Secretary are the

only people who know what group submitted what skit. They are **not** voting members at the selection meeting. Production Chair and Assistant Production Chair also read the skits without knowing their group and they are voting members in the selection process.

NOW - ORGANIZE!!!

Select your chairperson / Director Find Rehearsal space Find set-building space Organize first meeting / auditions Inite fund-raising plans

PRODUCTION / SKIT MEETING

This is a meeting of all skit chair people and directors with Ball production staff, i.e. Production Chair, Stage Crew Chair, and any other technical chairs necessary. Now you will learn any further details you need to know about the show. Each skit will meet privately with Production people to discuss your skit specifically to ascertain any special requirements you may have and to let you know of any problems with your skit so they can be corrected immediately. You may be asked to convince production people that you really can build that elaborate prop, or you may be requested to eliminate something that they feel won't work, or discuss any duplications with another skit in your details, etc.

PARTIES AND / OR MEETINGS -

Throughout the months prior to the show, the skit Director and Chair will receive invitations to parties and meetings held by the General Chair or the Production Chair. Try to attend them. It is your chance to meet the leadership of all the committees and gives you an opportunity to get to know these people. It is easier to ask for assistance from people you know, your rehearsals and presentation will run smoother. Besides, the practical reasons, it will be fun!

OCTOBER -

PICK UP FLATS -

You will receive notice to come to the Chicken Coop to pick up flats. The Chicken Coop is a storage building for Chickens' Ball material and equipment. However, only skit flats are stored there - not other skit materials. It is on the grounds of Tierra Linda School. Take your flats to your set building place. You will need a pick-up truck. The flats are the 4' x 10' panels that you will paint and decorate for your "backdrop" and you will receive 8 of them unless you request a different amount.

ENTR'ACTE AUDITIONS -

Entr'actes are variety acts between skits, usually 2 of them, allowing stage crew time to change skit sets. There are typically 10 to 13 entr'actes. A ruling is made each Ball as to whether skit people may also be in entr'actes. There are so many people who want to be a part of Chickens' Ball that some times people are allowed to be in either a skit or an entr'acte but not both. You will be told at the June meeting. Keep your cast and crew informed.

NOVEMBER / DECEMBER -

You might hold your auditions now and you might begin rehearsals now. Some wait till after the holiday season. But it is a good time to tie up loose ends and be ready for the big push in January.

AUDITIONS -

Auditions can scare people. Be gentle. Some groups hold real auditions if they have large groups from which to choose. Some groups find a place for everyone who shows up at the meeting. You might send a notice to all in your organization such as in PTA Newsletters. Others might simply make an announcement at a meeting. It usually works best to keep it nonintimidating while you are checking out the talent.

JANUARY -

Begin rehearsals in earnest now! Skits usually rehearse once a week. Some ideas to make rehearsals productive and fun: Work hard for 2 hours, then have refreshments and social time. Plan for some meeting time to discuss other matters such as costumes, fund raising, Etc., etc.

Begin building / painting sets and making the costumes. Continue fund raising as needed and begin plans for other events discussed in detail later such as the Kick-Off Dinner, Mementos, Parade, etc.

KICK-OFF DINNER -

This is the major event that really begins the Chickens' Ball Season. Steering committee plans this semi-formal dinner dance usually at a nearby hotel. Steering Committee will unveil their dresses which has been a secret till now. Plan to reserve a table or two for your group and encourage everyone to attend. Some old timers might come in costumes from past Balls. Ball people are friendly and after dinner, dancing begins with everyone dancing. There are no wall flowers. Couples and singles will all feel comfortable. Consider taking rooms at the hotel, changing at the hotel and having your own group cocktail gathering before going down to the party. Then stay over and have breakfast together in the morning. It's a ball!

TICKET SALES FOR CAST AND CREW

Appoint a Ticket chair for this very important job. You will her services for everyone in your group who will want them. You will 's states for your share the members draw numbers from THE TOTAL AND CHAPTER STORY OF THE TICKET STORY.

Or, another system is to put one ticket from each pair in a hat (most tickets are sold in pairs). Each member draws a ticket and buys it with its mate.

The opportunity to buy a ticket is usually given to each member for each real job they do. For example, Mary may be a dancer, make 3 or 4 costumes and be on the Fund Raising Committee - she would have the opportunity to buy 3 pairs of tickets. Be fair and don't request tickets for more jobs than are truly earned. Look at past programs for ideas as to some of the committees. These lists are basically the same as the ticket request list you will be submitting.

At about this time, a SWAP BOARD will appear in the hallway at Central School for people to do the trading they may require to get the tickets for the nights preferred. Ticket swapping goes on all the time and everywhere.

RESERVED SEATS

For an additional amount, ticket holders may purchase a seat reservation. It does not come with the original ticket - reservations are bought separately. Cast members will be given several opportunities during rehearsals at Central School to purchase the reserved seats. Be certain that everyone understands that they are available and when and where. Ticket Committee will have a chart of reserved seats

PROGRAM INFORMATION

You will be asked to provide detailed information about how you want your skit presented in the program. Read a past program for ideas. Return the information promptly. It seems early when you receive this request for information. You may not even have your committees all in place yet but programs are very time consuming to put together - they need the time. You will be allowed some time for changes and you will have to proof read and sign off on it before it is final. Be prompt. Get your cast and crew appointed early so you will be ready for this.

MAKE-UP REQUIREMENTS

Chickens' Ball provides a Make-up Committee which your cast may use. They will provide you with details of what they need. Decide early if you will have any special characters that they need to assist you with in designing so they can prepare. This may include animals, clowns, aged faces, oriental characters, etc.

They will need to know how many people will be using their services. Some skits prefer to do their own make-up, however, it is fun to use the Make-up Committee and it is one less problem for you to deal with. If you decide to do your own, they will teach you some basics and tell you what type of make-up to buy and use.

MUSIC REQUIREMENTS

Contact the Musical Director and let him/her know what music you are using. Provide copies of your music and work with the Director regarding any special effects you want with the music. If you need help in selecting your music, consult the Musical Director for advice.

FEBRUARY

CHICKENS' BALL MONTH

San Carlos City Council will declare a Chickens' Ball Day or Chickens' Ball Month. Watch for these activities later.

MARCH

REHEARSALS AT CENTRAL SCHOOL ON STAGE

You will receive notice that you are allotted time to rehearse on stage at Central School once a week beginning this month. This allows your cast to become familiar with the stage although there is an apron constructed later which adds several feet to the front of the stage. You can probably use the extra rehearsal time. You may request advice from the Production people if you are having any problems or feel unsure of anything. They want to help!

They may offer advice unsolicited. You are not obligated to take their advice but consider the value of their experience in Chickens' Ball. Their interest is in putting on a great show for the audience. They are impartial regarding the competition.

Come to these rehearsals on time and use every minute productively. Have discussions and meetings in the hallway before or after your allotted time on stage.

Only your skit cast is allowed in the auditorium during these rehearsals plus a few Production Committee people who must continue working at their jobs.

STAGE CONSTRUCTION

About 5 weeks prior to opening, the "apron" will be built on to the existing stage. Now, your rehearsals at the school will be with the appropriate space. Prepare to rethink your spacing and get those actors up front and paying attention to where the microphones are located.

PUBLIC TICKET SALE DAY

This is the day for the sale of tickets to the general public. It is after sales to cast and crew has been completed. If cast and crew want more then they could get from their group allotment, they must come today for additional tickets.

Usually, this day is the same as the beginning of stage construction. Sale opens at 8:00 AM and people will line up early to get those week-end tickets. Sometimes in the past, the public has been there by 5:00 PM the night before. Sale opens at 8:00 AM. An organization may be there to provide coffee and doughnuts. Each buyer is allowed to buy one pair. To buy more, they must get back in line.

PARADE

in 2002, we presented a Watch and lieten for what avent meteod of the narade The parade is usually held on the day that the public ticket sale takes place. Your skit This week, downtown stores have decorated Instead of the Parade and Posters which have been species are all part of the Community spirit Committee

Watch and listen for what event watch are cast and crew should organize a float. Decorate a pick-up truck, climb aboard with costumer

	Are your costumes nearly done?
	Are your sets and props done?
	Have you been using your props in your rehearsals as well as any unusual costumes that need special spacing or other treatment?
	Have you finished raising all the funds you need?
	Have you had any parties to keep your group having fun?
]	Are you remembering to acknowledge people who are giving lots of assistance?

END OF MARCH - APRIL - till show time

FINAL DAYS BEFORE OPENING

Listed now are the many things that will happen prior to opening and during show time. You will be provided with calendars for each of these last 4 months so you will have an idea of what is happening throughout the entire Chickens' Ball structure. Read and try to understand it and see what part of the overall Ball your group plays. If you don't understand something, ASK! You will have more fun if you understand what is going on and your place in it all!

GAYWAY

Construction begins about now on the Gayway area outside the auditorium. In this area, clubs not presenting skits will have booths where they sell food and drinks and other goodies such as Chickens' Ball souvenirs and T-shirts. There also may be additional entertainment in this area. This activity takes place during the time prior to the show while audience members wait outside and during intermission.

DRESS REHEARSALS

Be prepared but don't panic if you aren't perfect the first time for dress rehearsal. These rehearsals are arranged for your benefit - to work out any problems. Use them well.

PICTURE WEEK

However, you will want to have your costumes ready this week. The "official photographer" will be at rehearsals this week to take your *PORTRAIT*. Have your full cast there. These pictures will be available for you to purchase during the show and will be a valued souvenir and will be an important part of the official record and scrapbooks.

Prior to this rehearsal at Central, prepare your group for their pose. Rehearse the pose at your private rehearsal space. Don't waste rehearsal time on stage working out a pose. Be ready and be gorgeous!

FAMILY VIEWING TIME

Each Chickens' Ball Committee tries to plan a special time for your young children to see the show or perhaps, your skit only. You will be informed. Bring only the children of your cast. Young children need an adult but they don't need several adults. Don't bring Auntie and Neighbor Ozzie. Don't abuse this special time. But DO have your children supervised by an adult they know.

INDOOR CONSTRUCTION

Four weeks prior to opening, the inside of the auditorium begins to change dramatically. The crew doing the work has begun this construction off-site and will bring it in now. They try to do as much as possible on weekends, but they will be working every night during rehearsals. Do not panic. Work with it. It is necessary and is a very exciting thing to watch take place. You will become accustomed to the added noise. Maintain your patience!!!

SKIT FLATS DELIVERED TO CENTRAL SCHOOL

You will be provided with a schedule to bring in your sets and large props. Be there on your scheduled time promptly. You and the stage crew will set up the flats to be certain that they are workable and that your props are workable. They are brought in in the order in which the skits appear in the show. This allows the stage crew to put them in the proper place to retrieve them for you during the show. They should be complete! If you must make minor adjustments, you will be accommodated. It is important to be prompt on this day - early doesn't hurt.

BAND ARRIVES

Sometime 2 or 3 weeks prior to opening, you will begin to rehearse with the band. The Musical Director will have been rehearsing with them off-site prior to coming to Central School.

Now, your music will sound different and your cast may have difficulty adjusting. Be patient - don't complain! Understand that you will need to work with the Musical Director to correct any problems. Record the music to rehearse with at your private rehearsal space. After a few times, your cast will be comfortable again.

The added stage space, the noise in the auditorium and the band are big changes and they all come at once. You can expect to have to make some adjustments.

DRESSING ROOMS

By now, you will have received information regarding your dressing room assignment. We will be using classrooms and / or the Library for our dressing rooms. Have your cast and crew report to your assigned room for that final dress rehearsal before opening night.

You will read more later regarding the *traditions* of food and drink. However, this is where we remind you that we are using classrooms where our children report the next morning to spend the day. We must leave the rooms looking, feeling and smelling as they did when we arrived - or better. Whatever refreshments we bring in to the rooms must be taken out - and all the remnants. Any furniture moved out of place must be returned to its proper place. NO SMOMKING IS ALLOWED IN THE ENTIRE BUILDING! Mostly, the Chickens' Ball people have, over the years, not smoked in the classrooms. But one cigarette butt is a big neon light that upsets everyone. Be certain that your group doesn't have that offender. Smokers must leave the school property to smoke.

You should appoint someone each night to stay until last to check the room. Steering Committee will check, but we should not leave them with the dirty work! The best plan is to bring your own garbage bags, use them and take them home with you.

DRESS REHEARSAL - THE FINAL RUN-THRU

This is just about the most exciting day of all!! Be completely ready - costumes, props, attitude, everything! Today, you will see the other skits for the first time - now you know your competition. You will also see the entre'actes. All the wonderful sights and sounds and people!

Be at the school at the designated time - probably 12:00 noon to get ready. Be in the auditorium at 1:00 PM ready to begin. don't miss a minute of it! There will be announcements and thank you's and Steering Committee will reveal the dedication.

This is a good time to plan a pot-luck party for your cast and crew after the rehearsal. You will have lots to talk about.

DEDICATION

The Steering Committee will have chosen someone or something to dedicate this Ball to and the presentation is one of the first things on the program. It is a secret till the moment of the announcement. After the presentation, programs will be handed out.

GIFTS AND THANK YOU'S

The Steering Committee will also present a special gift to the General Chair, Assistant General Chair, Production Chair and Assistant Production Chair. The General Chair and Production Chair will also probably thank all the committee chairs and their crews for all the wonderful work they have done.

Then the show begins and does not stop except for extreme problems. This is real! Do not attempt to bring anyone outside your cast to this rehearsal!

SENIOR CITIZENS SHOW

In past years, a special Sunday afternoon show has been presented for Seniors at a reduced price. This practice has been changing so watch for ticket information to Find out more about Senior prices.

SHOW TIME

During the show, there are several *traditions* in which you will want to participate. Below is an outline of them and some ideas on how you might want to get involved.

THE TRADITIONS ~

MEMENTOS

These are small souvenirs that represent your skit that are given to other people. They are often pinned on to a vest or shirt or hat which the person wears during the shows and is added to each year. Some people have mementos from many, many years in the past pinned to their vests.

You will need 200 to 300 of them and you will want to have them ready to begin passing them out on opening night or even on Final Dress Rehearsal day. They can be made simply of paper hung from a string or ribbon with a tiny safety pin attached or they can be very elaborate. Check the resources of the people in your group and check with your "crafty" type people. Appoint a committee outside of your skit workers to do them, if possible. Ask to see some examples from past Balls. These mementos are usually about 3" x 4" and can be any size and shape as long as they will hang from a vest. Very heavy or bulky ones may not fit into scrapbooks easily.

FOOD AND DRINKS

Each dressing room usually has an array of goodies to eat. Many people do not have time for dinner before coming to prepare for the show. For other, it is just something to nibble on. Your cast members may take turns bringing something, you may request that members of your organization not in the skit support you by providing the food.

Remember to invite the technical, musical and other support groups to come to your dressing room for goodies. You may also wish to take some goodies to their gathering area.

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Most directors don't allow cast members to drink or to drink very little alcohol before going on stage. It makes a difference in their performance.

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CHEER LEADING FOR OTHER GROUPS

Depending on the location of your dressing room, cheer for other skits as they leave to go on stage! It's fun to do and it is fun to receive!

SINGING

Some groups like to parody a song that they sing to another skit. This is not mandatory. If things are happening that make it a fun thing to do, do it. You can't prepare ahead - it will depend on what is happening. For example - if a group is winning every night - they need to be kidded; or if a group is losing every night - they need to be supported. Other things will become self-evident.

GIFTS FOR OTHER SKITS

This is similar to singing. Often, a silly gift goes along with the song. Don't spend a lot of money on these things. Be creative and have fun if you decide to do this. In the singing and gifting, it really is the thought that counts.

PHOTOGRAPHS AND VIDEO

There will be tables with a volunteer ready to take your orders for the photos made by the official photographer and the official videographer. Read their order instructions and pay attention to deadlines. Remember to get your order in. These items are very special remembrances.

CLOSED CIRCUIT TV

At 2 or 3 locations, there will be TV's set up showing the show in progress. What fun!! Your backstage crew can watch every night. This also helps us be ready to go on stage.

POKES OF GOLD

Winners receive these little pouches each night. More cheer leading!!! When each winner returns with their pokes to the dressing rooms, they will hang them from the special sign that the General Chair has placed at the door of each skit's dressing room and which have hooks attached to receive the pokes. Take pictures and celebrate your own pokes as well as the other skits'.

WHO GOES ON STAGE TO RECEIVE THE POKE?

Each skit will be asked to send 2 representatives up on stage for the finale and to be available to receive any winning pokes of gold. Have a sign-up sheet for your group. People will want to go up on nights when they have special people in the audience.

THE DAY AFTER THE TWO WEEKS BEFORE

The construction crews will return to Central on Sunday after closing night to take down that beautiful set. They need help. First, come back for your props and any other "stuff" you might have used on stage. The crew will take your flats back to the Chicken Coop.

Then, if anyone can stay and help, it will be appreciated. You may want to bring a battery-powered screw driver, gloves, work clothes, etc. It is a lot of hard work but, also, one of the most fun days of all as well as a sad day.

AFTER THE BALL PARTY

Saturday following the closing night, there will be a grand last event - the After The Ball Party. Get your whole gang there. It will be a time to get together with all those wonderful people you have met and you will all want to attend. Reserve tables for your group but understand that once there, everyone mixes it up and has great fun together. A final toast to another great show and a great time.

LAST, LAST THING

As you are enjoying your eight performances and the After the Ball Party, your conversations about "next Ball" will leave you with several ideas for your next skit. Make notes of them all. Have a reunion now and then through the next year while you wait for the time to come again to start over. Play the video tapes from the show and enjoy the good times all over again. Now you are experienced and an *old timer*!

See you next time!!!

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