

Internship Journal 2/4/92

Went around with Sue today. I met so many people I don't know if I will remember all these names. I met some ~~people~~ of the actors for the Outreach Program - Jason?, Toyin Godfree?, and Dave. The outreach program goes by Van to schools in the area to ~~so~~ perform plays - probably educationally based.

I helped Dave move a desk, and got a chance to see ~~there~~ the "Green room". I like ~~there's~~ there's better than arts. (It has a small kitchen area.) I got to see the stage area. I really like the space. It is small, but seems to be flexible. They probably can do anything really grandiose, but sometimes too much frills detracts from

plays. (at least I think so.)
* The Round House Theater
presents ~~the~~ Elektra by
Ezra Pound. Due to this
fact I will be in the
Box Office on Thursday.

I left at 4:30
after
printing up ~~letters~~ ^{envelopes} for Sue
Rowlands. (Sue met with Ann
re: ^{contracts - discussing} discuss to discuss
2/5/92)

In Box Office from
12-5. I watched for awhile
the procedures for taking
reservations by phone. The
Theater has for sale tickets
for the "Mainstage" production
of Elektra and the next
production "Tynnyes". It also
sells tickets for Children
Series Shows and
~~the~~ Mossy
Music Series. I would
like to see "Ganga" - Music

of India.

Procedures for Box Office
much like those of Retail Sales
Stores. Answer Phone politely and
get all essential information.

New concepts "dressing the
house" → giving best seats
first → filling house evenly.
Read manual on Box Office
procedures; but learned more by
doing.

2/11/92

Box Office again "Elektra"
to be extended for another
weekend. Problem with set
in the fact that it is too
high for handicapped patients
to sit properly. We were
very busy. I am going to
see the show on the 16th.

2/13/92 → show!!! Did some grant
research.

2/16/92

Went to see Elektra -
It was wonderful. I
liked the blend of Greek
style with ~~the~~ "modern"
accents and dress.

I liked how the play
made a full circle and
made ~~the~~ Orestes seem
like a replacement of Agamemnon
as the people crowded
around him. - like the curse
will continue. The acting was
superb. "Elektra" especially.
She made the character
seem very true, which is a
difficulty since she had to seem
out of sorts + revengeful,
yet also deserving of pity, at
least that is my opinion. That
kind of balance is often hard
to achieve. Very interesting
use of space as well - bringing
in the audience to the world
of the play.

2/18/92 → Working with
Geri Olson for Marketing.
Will be back in ~~Marketing~~
box office on 2/20/92.

Asked Mary Surface to give information
on her husband (Kevin Reese's) children
show called A Perfect Balance to help
advertise it. Called one Cathy Fink for
making labels she had to advertise Children's
Series show → Bill Harley? She will call
back. Called Barbara Form regarding
Bill Harley. Called Mr. Roy who heads up
music group Ganga to get list of
organisations that we could send information
about the "Ganga" → Mostly Music
Performance. Looked through folders on
what had about "Ganga", "Bill Harley
and "A Perfect Balance". Got idea to
contact Ganga's previous employers.
Will do that on 2/18/92.

Note: All above done after
the read through of the Musical
→ Tyntyper - proved interesting.
Note Mary Surface is Tyntyper

direction. left at 4:15.
2/18/92 (re copied from scrap paper)
Went to musical read through a

Tintypes

Problems with were to put orchestra
+ how to cue music and actors.

Music on 1890-1917

"Dream Confronting Reality"

Car on 9

at of Arena 9 years ago was
first production. ~~Car on 9~~

Lighting + set not "in house"

Arranger - new

"Sense of Possibility"

Dream Sequences

Silent Movie - part

3 equity Equity for understudies

Dream Come True - silent movie

Get Together

2/20/92 In Box Office 7 Very Busy

for last weekend at Elektra 12-5.

2/25 Tried to call to get mail Lia
in Ganga by looking through there file
and calling places ~~that used to~~ they

performed at. Some were wild goose
chase. Went through directory and
started listing possible groups to call
(cross referencing list previously started).
~~Some were~~ Called Ganga to get
information on organizations to
send information to (That is called
Mr. Roy). Message from Cathy Fink
that ~~she w~~ so she will try to locate
labels and that she will want a flyer
with just Bill Harley sent. She will send
a "comment" for flyer.

~~Worked on matter of interest for
types.~~

~~Worked on Bill Harley and
other things Press release~~

Looked through files and read
for possibilities ~~of~~ for press releases and
flyers. Looked at examples in
file for Children series.

2/27/92

Worked on Press releases at

Bill Harley and Perfect Balance

Got quote from Cathy Fink-Edwards. Tried to get her on the phone to see it alright.

Finished ~~gas~~ press releases. Did them for Ganga as well.

Geri edited and changed ones for childrens shows. Let's Ganga as "is!"
~~Lesson~~

Sue went to North Carolina and may be late to class on Monday.

Did more Grant research and calling. I have learned ~~to~~ the complicity ~~is~~ Making sometimes simple.

That is → Press releases should be short and grab ~~at~~ the attention with their visual simplicity.

Geri commented on how "art corner to life" is ~~at~~ ~~at~~ something the reader can see which ~~is~~ makes it a good ad.

3/3/92

Worked on Grant List today -
just made a general List of
Organizations to call and
then will use to refer back
to directory. Finished List
of Large organizations at home.
Finished small ~~org~~ ~~donor~~ ~~organi~~
organization list today.

Bill Harley Flyers ~~to be~~ sent out
~~soon.~~ ~~For~~ ~~the~~ ~~first~~ ~~time~~ ~~started~~

Lesson of the Day from Geris
Always ~~send~~ give instructions
to a printer in writing.

~~Worked~~ Worked on Tintype
invites. Started them to
be sent. ~~at~~ ~~the~~ ~~mailing~~

~~for~~ ~~the~~ ~~mailing~~
~~at~~ ~~the~~ ~~mailing~~
Made copies of PSAs and
Press releases. Started
Press releases to be sent.
~~at~~ ~~the~~ ~~mailing~~

3/5/92

~~Started Ganga Poster~~
Started Ganga Poster. Found an elephant in the Clipboard file and reduced it.

See Grant Journal - made some (Operations) calls. Did mailer for Maryland Took most of time. (for Tintypes).

3/10/92

- Xerox "Be A Name in the Theater" and gave to Frank

- Box Office Manager

- Started Grant files. Tony Elliot wants those that do not send anything to have a letter with contact persons name and address and the procedures to follow for Grants - See Grant Journal

- Looked Through "Gang in Washington" to find more grant giving organizations

- Ganga Poster continues

3/12/92

Computer glitch with Ganga
Poster - almost done. Have
border and general information complete.
PSA sent out for Ganga.
+ children shows. Press
releases sent on 3/10.

Ganga Press list for Labels started
3/24/92

Poster of Ganga finished.
Had to add TDD number
for hearing impaired -
Supposed to be in all ads.
Ganga Press list for mailer
finished. ~~Began to print~~
Started mailer for Ganga
- one poster and one
press release per organization
except the radio stations
and TV who get PSAs.

What follows is PSAs +
Press Releases done. (Only Ganga
Poster completely my own as far as
the flyers are concerned).

A Perfect Balance



Arts comes to life in an exciting show of animated circus sculptures, music, and art as a young artist journeys through an imaginary world on the rocky road to discovery and invention. Stimulating, entertaining and fun for all ages.

*Saturday, March 28 at 1 and 2:30 p.m.
Tickets \$3.50 (301) 217-3300*

*Written and directed by Mary Hall Surface
Designed and performed by Kevin Reese*

Round House Theatre

presents

Bill Harley!

SONGS & STORIES FOR EVERYBODY

"The Mark Twain of contemporary kids music", Nationally recognized family entertainer and award-winning recording artist, Bill Harley in a terrific show of his witty and with-it songs and stories .

Winner of three Parents' Choice Awards, plus many other awards and accolades, Harley's wildly-imaginative records include A Monster in the Bathroom, Dinosaurs Never Say Please, You're in Trouble and more.

"One of our favorite performers....Bill Harley is a fun, engaging and highly animated singer, songwriter and storyteller. He'll entertain a broad age range. Hope to see you there!"

--Cathy Fink and Marcy Marxer

*Saturday, April 11 at 1:00 & 2:30 p.m.
Tickets \$3.50 (301) 217-3300*

Round House Theatre

*Montgomery County Recreation Dept.
12210 Bushey Drive, Silver Spring, Md.*



Art comes to life in the multi-media exciting visual adventure "A Perfect Balance," performing on stage at the Round House on March 28. Come celebrate the spirit of discovery and invention of a young artist, Sandy, performed by actor/visual artist Kevin Reese. With his struggle to find his own exuberant masterpiece, Sandy stimulates young people to imagine creating their own extraordinary and new ways of seeing the world.

Performances are at 1 and 2:30 pm, March 28. Tickets are three fifty for all ages. Advanced tickets are suggested. For further information call the Round House Box Office at 301/217-3300.

Bridging the gap between parent and child, Bill Harley will pull both young and old into his world of stories and songs in his performance on the Round House stage, April 11. With seven award winning recordings under his belt, including several Parent's Gold Choice Awards, he will delight all as he creates tales that celebrate a child's (and parent's) everyday experiences, fears and fantasies. Sometimes we all need to be reminded what it is like to be a child at heart. Performances are Saturday, April 11 at one and two thirty pm at Round House in Silver Springs. Tickets are three fifty for all ages and advanced reservations are suggested. Call the Box Office at 301/217-3300 for more information.

ART COMES TO LIFE IN THIS MULTI-MEDIA ADVENTURE, "A PERFECT BALANCE." KEVIN REESE'S ONE MAN PERFORMANCE WILL STIMULATE THE IMAGINATION OF ALL AGES ON THE ROUND HOUSE STAGE ON MARCH 28. THIS EXCITING SHOW COMBINES ANIMATED SCULPTURE AND MASTER WORKS OF ART. A CELEBRATION OF THE CHILD LIKE SPIRIT OF DISCOVERY IN US ALL! A "PERFECT BALANCE" ON STAGE AT ROUND HOUSE IN SILVER SPRINGS AT ONE AND TWO-THIRTY, MARCH 28. TICKETS ARE THREE FIFTY AND ADVANCED RESERVATIONS ARE SUGGESTED. CALL 301/217-3300.

CHILDREN OF ALL AGES WILL DELIGHT IN THE STORIES AND SONGS OF BILL HARLEY. PERFORMING ON THE ROUND HOUSE STAGE AT ONE AND TWO-THIRTY PM, APRIL 11. CELEBRATING A CHILD'S (AND PARENT'S) EVERYDAY EXPERIENCES, BILL HARLEY REMINDS US ALL OF THE SAGE OF CHILDHOOD AND THE STICKIER CONDITION OF ADULTHOOD. TICKETS ARE THREE FIFTY EACH. AT THE ROUND HOUSE IN SILVER SPRINGS. CALL EARLY 301/217-3300.

Come step into the mystical and exotic sounds of eastern India with Ganga, a folk music ensemble dedicated to the performance of Indian (Bengali) folk music.

Originally formed in Calcutta in the late seventies, this group has performed through out the United States and along the eastern corridor. Using traditional instruments crafted in Bengal, India, Ganga reflects the history and continuity of the hundreds of traditions in India that are part of an oral tradition spanning centuries. Through the music the lives of people come to life, passions and joys. Come step to the richly textured heartfelt style of Ganga. Performing on April 6 at eight pm at Round House in Silver Springs. Tickets are eight dollars. Available at the Box Office, 301/217-3300.

Step to the richly textured heartfelt style of Ganga, at Round House in Silver Springs. Ganga, a folk ensemble originally from Bengal in Eastern India, brings the exotic history of the east alive, where man and elephant live side by side. Ganga will perform at the Round House in Silver Springs on April 16 at eight pm- only. Tickets are eight dollars and advanced reservations are suggested. Call 301/217-3300.

Round House Theatre

presents

GANGA

Folk Music of Bengal

"Richly textured songs in an unadorned but heartfelt style."

-Washington Post

The lush green country side crisscrossed by waterways and rivers, in the foothills of the Himalayas, where elephants and people live together. Come and enjoy Hita Brita Ray and his family as their ensemble bring the tradition of Bengal to life through authentic East Indian Instruments

Monday, April 6 at 8:00 pm
Tickets \$8.00 (301) 217-3300
TDD (301) 217-6869

Round House Theatre
Montgomery County Recreation Dept.
12210 Bushey Drive,
Silver Spring MD 20902



News Release

FOR IMMEDIATE RELEASE

CONTACT: GERI OLSON (301) 217-6861
BOX OFFICE (301) 217-3300

ROUND HOUSE MOSTLY MUSIC SERIES PRESENTS 'GANGA' APRIL 6

Come step into the mystical and exotic sounds of eastern India with **Ganga**, a folk music ensemble dedicated to the performance of Indian (Bengali) folk music.

Originally formed in Calcutta in the late seventies, this group has performed through out the United States and along the eastern corridor. Using traditional instruments crafted in Bengal, India, **Ganga** reflects the history and continuity of the hundreds of traditions in India that are part of an oral tradition spanning centuries. Through the music the lives of people come to life , passions and joys. Come step to the richly textured heartfelt style of **Ganga**. Performing on April 6 at eight pm at Round House in Silver Spring. Tickets are eight dollars. Available at the Box Office, 301/217-3300.

XXXXXXXX



FOR IMMEDIATE PSA

CONTACT: GERI OLSON (301) 217-6861
BOX OFFICE (301) 217-3300

MOSTLY MUSIC AT ROUND HOUSE

(0:30)

STEP TO THE RICHLIY TEXTURED HEARTFELT STYLE OF GANGA, AT ROUND HOUSE IN SILVER SPRING. GANGA, A FOLK ENSEMBLE ORIGINALLY FROM BENGAL IN EASTERN INDIA, BRINGS THE EXOTIC HISTORY OF THE EAST ALIVE, WHERE MAN AND ELEPHANT LIVE SIDE BY SIDE. GANGA WILL PERFORM AT THE ROUND HOUSE IN SILVER SPRING ON APRIL 16 AT EIGHT PM ONLY. TICKETS ARE EIGHT DOLLARS AND ADVANCED RESERVATIONS ARE SUGGESTED. CALL 301/217-3300.

XXXXXXXXXX

News Release



FOR IMMEDIATE PSA

CONTACT: GERI OLSON (301) 217-6861
BOX OFFICE (301) 217-3300

CHILDREN'S SHOWS AT ROUND HOUSE

(30 SEC.)

CELEBRATING THE CHILD-LIKE SPIRIT OF DISCOVERY IN US ALL, KEVIN REESE BRINGS HIS INVIGORATING MULTI-MEDIA SHOW FOR KIDS TO THE ROUND HOUSE THEATRE ON SATURDAY, MARCH 28. "A PERFECT BALANCE" IS AN ARTISTIC ADVENTURE FILLED WITH MUSIC, ANIMATED CIRCUS SCULPTURE AND A CHILD'S JOURNEY TO AN IMAGINARY WORLD. PERFORMANCES ARE AT ONE AND TWO-THIRTY PM ON MARCH 28 AT THE ROUND HOUSE IN SILVER SPRING. TICKETS ARE THREE-FIFTY EACH. CALL (301) 217-3300.

XXXXXX

News Release



FOR IMMEDIATE RELEASE

CONTACT: GERI OLSON (301) 217-6861
BOX OFFICE (301) 217-3300

ROUND HOUSE CHILDREN'S SERIES PRESENTS 'A PERFECT BALANCE' MARCH 28

Art comes to life in the invigorating multi-media show for kids, **A Perfect Balance**, at the Round House Theatre on March 28. Celebrating the child-like spirit of discovery in us all, A Perfect Balance follows a young artist's journey through an imaginary world filled with music, animated circus sculptures, art and fantasy as the child discovers the key to capturing his exuberant vision of life.

A Perfect Balance is the latest children's production written and directed by Mary Hall Surface and designed and performed by actor/visual artist Kevin Reese, creators of the internationally acclaimed Apollo: To The Moon. Their productions have been featured at the Kennedy Center Theatre for Young People, Smithsonian, Honolulu Theatre for Youth, Seattle Children's Theatre, and at many International Festivals.

A Perfect Balance, designed for ages 5 through adult, will be performed on Saturday, March 28 at 1:00 and again at 2:30 p.m. at the Round House Theatre in Silver Spring, Maryland. Tickets are \$3.50 and advance purchases are suggested. For information call (301) 217-3300.

XXXXXX

News Release



FOR IMMEDIATE RELEASE

CONTACT: GERI OLSON (301) 217-6861
BOX OFFICE (301) 217-3300

**BILL HARLEY, NATIONALLY ACCLAIMED RECORDING ARTIST
PERFORMS AT ROUND HOUSE THEATRE
(Saturday, April 11, 1992)**

"The Mark Twain of Contemporary Kids Music," Bill Harley brings his witty and with-it musical storytelling show to the Round House Theatre on Saturday, April 11.

His wildly imaginative songs and tales celebrate the trying saga of being a child, the stickier condition of being an adult, and issues that bridge the gap from one place in time to the other. An engaging and highly entertaining show for all ages.

Nationally recognized as a family entertainer, Bill Harley has won three Parents' Choice Gold Awards, plus numerous other awards and accolades for his recordings, which include titles like Monsters In The Bathroom, Dinosaurs Never Say Please, You're In Trouble, Grownups are Strange and others. Touring nationally since 1980, Bill Harley has performed on National Public Radio, at the National Storytelling Festival, in major festivals, schools and theatres.

Bill Harley will appear at the Round House on Saturday, April 11 at 1:00 and at 2:30 p.m. Tickets are \$3.50 and advance purchases are recommended. Call (301) 217-3300.

XXXXXX

Did mailer for Ganga.

3/26/92

3/31/92

Wrote Page on Outreach + Sent
Letters on Outreach to Post,
Gazette, + Channel 8 to get feature
done (sent w/ Packet on Outreach)

4/7/92

Packet for Review of Tintyper
Worked on Grant Subt

Antique Show flyer - corrected +
copied Read review.

COA for Geri Adair

Talked to Maryland on
her job →

Round House try to Break from
County, She works for "Friends
of Round House" - non profit
office to ~~assist~~ assist RH to
get non-county funds.

Incorporated. → Producing show
Charge of Salaries - all except MD.
Get from Board of Directors

She is the Pay Master
Pay Insurance & Pension funds
+ employer share of FICA.
Incorporated. mostly monthly
meetings.

Development Director - sets up fund
raising procedures, Raise for Law
Show - presently do not have
this position.

4/9/92

Wrote Letter to send to
grant organizations not have #
for - only large ones.
Grant Subb.

4/14/92

Typed letter for Grant
information. but I forgot my
list. + started Database
Files done - 3 new ones for
Grant org.

Data Base mailing List.

Page for Outreach edited.

Sent out

4/16/92

Grants Smith → Printed Letters
for foundations w/ Database
Worked on Donor Lists for
Joe Egg Program.

Weekly Box office corrections
reviewed by Barbara.

Grants

Call Reps on Places + make
files for those go through.

Tony "Can't Do it w/ guidelines
then find some one else."

4/21/92 - Readthrough of Joe Egg
4/28/92

Typed Contracts

Blinks on Plays for next year
Looked up.

4/30/92

List of High School w/ Newspaper
Names - called

Organized slides to show for
Geri

5/5/92

Wrote Ganga PSA and
copied. Finished up Grams Subb.
for Tony.

5/7/92

Did last on Grams Subb and
Gave to Tony w/ explanations

Mailers for PSA/Inviter
for Joe Egg + started to send
mailer of advertisements for
Joe Egg.

Said goodbye 

Laura -
Good!
Sue

take out
these spaces

Round House Theatre's Outreach Company
An Entertaining Learning Experience

The Outreach Company and the Round House Theatre School, founded in 1972, provides creative, innovative programs for all ages children, adults, senior citizens, as well as for special populations. The Company also conducts Artist ~~in~~ Residency programs, working in schools with teachers and special needs students. Four professional actors and a Tour Manager make up the Outreach Company under the direction of Sue Ott Rowlands, Educational/ Outreach Director, and Jerry Whiddon, Artistic Director of the Round House Theatre.

Now in its 19th year, this touring/ teaching company currently has three original shows addressing contemporary issues facing today's youth--issues such as substance abuse, hate-violence, self-esteem and friendship. The shows are designed to entertain and to educate students.

A HERO LIKE ME (grades K-5), by Sue Rowlands and Bob DeFrank enhances multi-culture awareness and the importance of pursuing dreams through characters like Harriet Tubman, Benjamin Banneker and Clara Barton. A HERO LIKE ME is a lively, magical journey of friendship and self-esteem.

ROASTED SHOES (grades 6-12), by John Trump, is aimed especially at teenagers. This comic and serious piece deals with such thought provoking issues as substance abuse, relationships, and personal responsibility. The Meyer Foundation awarded a grant for this show to be performed in secondary schools throughout Prince George's County. Often used in conjunction with health education curriculum, the play is followed by a discussion with students.

BROKEN RAINBOWS (grades 7-12), by Mary Hall Surface, delivers a hard-hitting, clear message on the destructive nature of prejudice and hate violence. This provocative piece raises questions about the consequences of prejudice and the difficulties in taking that essential first step toward, rather than away from, a fellow human being. The play is followed by a discussion with students.

Over one thousand performances have been staged by the Outreach Company at elementary and secondary schools, churches, colleges, festivals, museums, civic and social functions in recent years. More than 25,000 students join in the excitement each year.

For information and booking call 301-217-6852.

News Release



FOR IMMEDIATE PSA

CANTACT: GERI OLSON (301) 217-6861
BOX OFFICE (301) 217-3300

ROUND HOUSE THEATRE PRESENTS PETER NICHOLS' JOE EGG

(30 SEC.)

"HOW CAN A PLAY BE BOTH WILDLY COMIC AND DEEPLY SAD?" FOR AN ANSWER COME SEE **JOE EGG**, AT THE ROUND HOUSE THEATRE. THIS MOVING AND FUNNY PLAY UNFOLDS THE STRUGGLE OF A FAMILY DEALING WITH A DISABLED CHILD. **JOE EGG** WILL TOUCH YOUR HEART AND YOUR FUNNY BONE. PERFORMANCES WILL BE FROM MAY 20TH TO JUNE 14TH AT THE ROUND HOUSE THEATRE IN SILVER SPRING. CALL 301/217-3300.

XXXXXXXXXXXXXXXX