

## **2021 Soul Searching Planning Document**

October 22 & 23, 2021

Tickets = \$20

Tickets on Sale: August 16

Theme: 175<sup>th</sup> Celebration

Volunteer Meeting: September 16

Rehearsal: October 7

### **Logistics**

**Purpose:** To provide for set up, take down, site plan, security, and needed equipment for event

- Reserve Cypress Bend Park (done)
- Determine Route (Betty, Ron, Connie) (done)
- Reserve equipment

<b>Task</b>	<b>Assigned to:</b>	<b>Completed</b>
36 bales of hay from Co-Op 5 bales at rest stop, 22 bales on trailers, 9 bales at registration	JD	
Two trailers: one from Parks Department (21'), one from Jimmy Owens (22')	JD	
Committee to bring blankets to put on hay bales plus 20 donated blankets	Committee/JD	
Rent 6 golf carts (Six passenger carts = 24 guests and 6 drivers/guides) <i>Affordable Cart Rental, San Marcos</i>	Ron	
Confirm if donations are secured for golf carts	Ron	
Lanterns (city 14) Solar lights and spotlights for actors	Lupe	
Flashlights: have 105 (donated by Gene)	Lupe	
10 Hand radios provided by Gene	Gene	
Tables – 6 (4 check in, 1 evals, 1 flashlights) add 2 for coffee if needed	JD	

36 Chairs provided by Gene (six at each soul stop)		
12 chairs for registration area	Rec Center/JD	
Tent for check in provided by Jimmy Owens	JD	
500 Water bottles provided by HEB	Ron	
Schedule site set up	Stacey	
2 galvanized tubs for flashlights	JD	
2 large ice chest for water bottles plus one small ice chest for coffee creamer if needed	JD	
Trailer from Gene to store props overnight	Gene	
Schedule site take down	Stacey	
Refer to take down schedule	All	
Parking  Work with Rangers for parking logistics (Fri 5:30 – end; Sat 5:00 – end)  Create map of parking area	Rangers	
Reserve lights/generator for parking area	JD/Marika	
Clipboards, roster of tickets (2 for each night), pens, surveys, volunteer sign in sheet, golf cart signs, credit card forms, food for volunteers, cookbooks to sell, 2 box coffee mugs to sell, coffee/coco and supplies, lights for music stands, paper towels, tape gun, scotch tape, zip ties for signs, batteries (AAA & D), change fund, hole puncher	Lupe	

## **Promotions:**

**Purpose:** To work with Marketing Coordinator to promote the event and coordinate ticket sales

Task	Assigned to:	Completed
Posters (if needed), PSA, newspaper ad (if needed), program, Chamber calendar, postcards to hand out	Parks	
Banner on cemetery fence	Parks	
Story for Herald Zeitung		
Confirm professional photographer to take photos during event	Parks	
Committee member to retrieve photos of "souls" from Sophienburg or family members for use in program	Tammy	

## **Scripts**

**Purpose:** To research histories of each soul and use information to write scripts for each year's performances. Scripts will be done by September 1<sup>st</sup> of each year.

Task	Assigned to:	Completed
Perform research at local archives, interview families, review church records, etc. to develop histories for souls.	Writers	Done
Work to develop histories into narratives.	Writers	Done

## **Decorating**

**Purpose:** To decorate the welcoming area/tent, cemetery gates, trailers, and provide lighting throughout the tour route.

Task	Assigned to:	Completed
Decorate the welcome tent and Cypress Bend Pavilion	Tammy, Allyson	
Provide blankets for the hay bales on the trailers for guests to sit upon	Committee	

Set out lighting (solar lights or other) along path for tour	Stacey/Ron	
Lanterns and/or twinkle lights under tent for lighting after dark	Tammy, Allyson	
<b>Tables/Chairs</b> <ul style="list-style-type: none"> <li>• Four tables and four chairs for check in</li> <li>• Six chairs at each soul stop for guests who need to sit</li> <li>• One table and two chairs for evaluations</li> <li>• One table for flashlights</li> <li>• Five hay bales at rest area for sitting during entertainment</li> <li>• Additional bales at check in for seating</li> </ul>	Park Ops	

## **Props**

**Purpose:** To decorate the grave of each soul with props appropriate according to each narrative/story.

<b>Task</b>	<b>Assigned to:</b>	<b>Completed</b>
Needs all requests by August	Soul Mates	
Acquire all props needed for soul stops	Soul Mates	
Bring props to cemetery and set at graves	Soul Mates	
Collect valuable/weather sensitive decorations to store overnight on Friday and reset on Saturday	JD	
Collect all props after end of event on Saturday	Soul Mates	

## **Volunteers**

**Purpose:** To solicit volunteer actors/actresses, tour guides and other volunteers to assist with the event.

<b>Task</b>	<b>Assigned to:</b>	<b>Completed</b>
Select/Confirm Actors	Stacey	
Select Tour Guides	Ron	
Provide scripts to actors and tour guides	Ron	
Attend rehearsal with actors to answer questions and gauge voice levels on site	Committee	
Provide gift bags to Actors with snacks and water	Raenel	
Recruit other volunteers to fill volunteer duties  Load hayrides, Unload hayrides/pass out flashlights, conduct surveys, Host at Water Stop, Golf Cart Drivers	Ron/Stacey/Betty	

## Merchandise Table

<b>Task</b>	<b>Assigned to:</b>	<b>Completed</b>
Display items for sale on table	Allyson/Tammy	
Change fund for cash payments/square for credit/cash box	Lupe	