



The Cemetery Walk: A How-To

By

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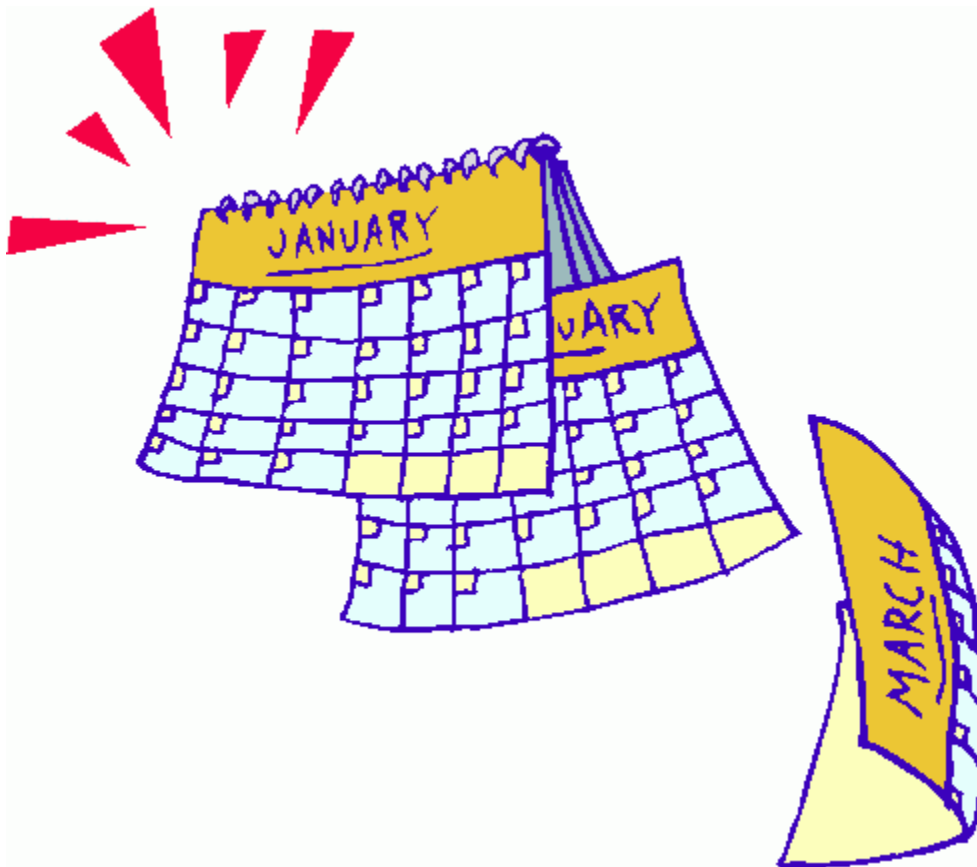
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Getting Started



Timeline (see #1)

1. Have all team members create an 11-month schedule for their individual tasks:
 - a. Marketing/promotion
 - b. Development/in-kind contributions
 - c. Theatre activities
 - d. Administration
 - e. Volunteer coordination
 - f. Education
2. Assemble all tasks with deadlines or estimated dates of completion into **one document**.
3. Administration should keep updating the timeline as changes occur, and they WILL occur!
4. Distribute timeline to every member of the team each time changes are made.



Cemetery Walk 2019 Time Line

#1

Note: All dates are subject to change

January 2019	<ul style="list-style-type: none"> -Send out "Save the Date" letter to all past volunteers. (VOLUNTEER) -Begin working on character selection (EDUCATION AND THEATER) -Budget from Theater- need by January 15 (THEATER) -Make contact with Focus Magazine, Illinois Times, B-N Visitors Guide, and Triple A for possible features on our cemetery walk (MARKETING) -Get quote from Cutis 1000 for Playbill (EDUCATION) - Begin working on second event sponsor (DEVELOPMENT) -2020 Character research begins (EDUCATION)
January 28	<ul style="list-style-type: none"> -First Cemetery Walk Meeting (ALL)
February 4	<ul style="list-style-type: none"> -Update Cemetery Walk section on Museum website with new event information (EDUCATION) -Memo to desk and staff re: event info (EDUCATION) -Sign contract with Illinois Voices Theater (EDUCATION AND THEATER)
Week of February 18	<ul style="list-style-type: none"> -Contact radio stations- WCBU in Peoria, WILL, etc.. to get on arts calendars for cemetery walk (MARKETING) -Early PR on Dates for Cem Walk (MARKETING) - Begin drafting school invite (EDUCATION)
Week of March 25	<ul style="list-style-type: none"> - Begin writing actor scripts (THEATER) - Begin writing biographies of Characters (EDUCATION) -Set times and dates for school tour days (EDUCATION) -Find graves at cemetery- (EDUCATION) -Create new route map with approximate location of graves on map (EDUCATION) -Notify Evergreen Cemetery of route and characters (EDUCATION)
March 27	<ul style="list-style-type: none"> -Select characters for 2019 walk (EDUCATION AND THEATER)
March 29	<ul style="list-style-type: none"> - Cem Walk Writer Meeting @ Museum
Week of April 8	<ul style="list-style-type: none"> -Mail early bird letters to 2018 Walk grocery donors (DEVELOPMENT) -Character blurbs due to Candace for School Invite- Due Monday, April 8 (THEATER) -Begin talking to/scheduling Cemetery Walk talks with local clubs and groups (MARKETING) -Begin writing guide scripts (EDUCATION) -Contact Evergreen Cemetery to ask if will sell tickets (EDUCATION)
Week of April 15	<ul style="list-style-type: none"> -Cemetery Walk meeting (all) - Create new bookmark/poster/cover/ (EDUCATION) - E-Mail School invite (EDUCATION) - Advertise Actor Auditions (EDUCATION AND THEATER)
Week of May 13	<ul style="list-style-type: none"> -Bookmark to printer (Jeff) -Walk route at Cemetery to determine midpoint stop info and scout out optional performance sites and routes (EDUCATION/VOLUNTEERS/THEATER) -School Registration due May 18 -Send pre-confirmation letters to schools (EDUCATION)

	-Cemetery Walk meeting (all)
Week of May 20	-First Payment to ITC - IVTE Must Invoice Museum for All Payments (EDUCATION and THEATER) - FIRST DRAFT OF ACTOR SCRIPTS DUE MAY 20 (THEATER)
Week of June 10	- Set up Online ticket sales through Brown Paper Tickets (EDUCATION) -Prepare metal signs for route (EDUCATION) -Book equipment rental (EDUCATION) -Begin working on Teacher Packet (EDUCATION) -Review actor scripts and return comments to Rhys by June 14 (EDUCATION) - Actor Auditions June 11, 6-8pm; June 15, 1-3pm (THEATER)
Week of June 24	-Begin looking for meal donors (DEVELOPMENT) -Begin Early Bird advertising campaign for play bill and donors for in-kind (DEVELOPMENT) - FINAL DRAFT OF ACTOR SCRIPTS DUE JUNE 24 (THEATER)
June 29	- Cast Meeting in Classroom, 1-3pm- (THEATER and EDUCATION)
Week of July 1	-Mail out Volunteer sign-up forms (VOLUNTEER) -Review draft of Weekend Guide Script, walk route (EDUCATION, VOLUNTEERS, THEATER)
Week of July 15	-Contact Heartland Theatre for ad (DEVELOPMENT) -Cemetery Walk meeting (all)
Week of July 22	-Review final draft of Weekend Guide Script (EDUCATION, VOLUNTEER, THEATER) -Review draft of School Guide Script and Rain Tour Script (EDUCATION) -Poster to printer (MARKETING) -Print tickets for regular tours with Alpha Graphics (EDUCATION) -Email blast to members- Save the Date and who characters are (DEVELOPMENT) -Begin early marketing and contact local newspapers, etc...(MARKETING) -Volunteer sign-up forms due back August 2 (VOLUNTEERS) -Send route map to Digital Humanities Curator to make 2-up version (EDUCATION) -Print yard signs (MARKETING)
Week of August 5	-Final walk through of School and Weekend Guide Scripts (EDUCATION, THEATER, VOLUNTEER) -Begin sending PR out (MARKETING) -Prepare ticket sale packets for Museum and Cemetery ticket sale locations. (EDUCATION) -Revise ticket sales handout if needed (EDUCATION) -Send out letter to find volunteers to bake cookies for Cem Walk- need 30 dozen (VOLUNTEER) -Begin playbill design (DEVELOPMENT, EDUCATION, DESIGNER) - Get actor and support staff bios and pictures to Candace- DUE AUGUST 5 (THEATER) Create actor/character side-by-sides and begin promoting on FB and website (EDUCATION, DIGITAL HUMANITIES)

Week of August 12	-Create Throw Back Thursday posts for Cem Walk to promote in September (EDUCATION)
Week of August 19	-Deliver posters to Libraries and other locations around area (MARKETING) -Make comp tickets and vouchers and begin handing them out (EDUCATION) -Mail out volunteer confirmations of training and event schedules (VOLUNTEER) -Begin distributing Cemetery Walk Poster (MARKETING) -Send ticket sales press releases/faxes to local media; set up TV and Radio spots; invites to press night on October 4 (MARKETING) -INTRO AND EXIT CUES DUE AUGUST 21 (THEATER)
Week of Aug 26	-Playbill files to designer (EDUCATION and DESIGNER) -Playbill Ad Copy DUE AUGUST 27 (EDUCATION) -Deadline for completion of all training materials; make packets (VOLUNTEERS)
Week of Sept.3	-Confirm school reservations by phone and e-mail Final Confirmations to Schools (EDUCATION) -THEATER proof draft of playbill -Distribute Yard Signs to ticket sale locations and others (MARKETING) -Email blast to members on Ticket sales (DEVELOPMENT) -Begin posting on Facebook regular updates on 2019 Cemetery Walk (MARKETING) -Sign-up sheet for staff table, discuss at staff meeting that week (DEVELOPMENT) -Create online teacher survey (EDUCATION)
Sept. 3	-Begin selling tickets here, online, and take them to Cemetery (EDUCATION)
Sept. 10	-Cemetery Walk Orientation with volunteers at Museum, 5:30-6:30 p.m. (EDUCATION, VOLUNTEER, THEATER) -Materials for Teacher Packet DUE. -Upload Teacher Packet to Website (EDUCATION)
Sept. 14	-Orientation with volunteers at Museum 10am-11:00am (EDUCATION, VOLUNTEER, THEATER)
Sept. 17	-Weekend Tour Guide Training at Cemetery, 5:30 p.m. (EDUCATION, VOLUNTEER, THEATER) -mail confirmation letters to all donors with voucher details (DEVELOPMENT) -Playbill to printer (EDUCATION and DESIGNER)
Sept. 19	-School Tour Guide Training at Cemetery, 5:30pm (EDUCATION, VOLUNTEER, THEATER)
Sept. 21	-Weekend Tour Guide Training at Cemetery, 10:00 a.m. (EDUCATION, VOLUNTEER, THEATER)
Week of September 23	-FINAL Cemetery Walk Meeting (all) -Prepare money box for gate ticket sales (EDUCATION) -Final Payment to ITC –THEATER to Invoice us
Sept. 23	-School Tour Guide Training at Cemetery, 5:30 p.m. (EDUCATION, VOLUNTEER, THEATER)
Sept. 26	-Weekend Tour Guide Training at Cemetery, 5:30 p.m. (EDUCATION, VOLUNTEER, THEATER)

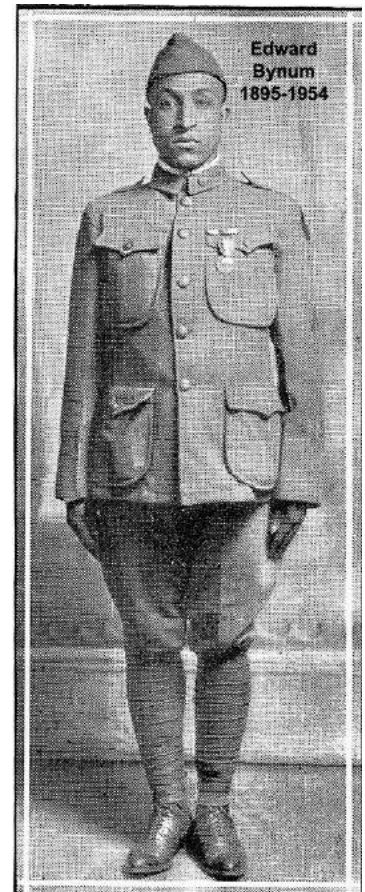
Sept. 28	-School Tour Guide Training at Cemetery, 10:00 a.m. (EDUCATION, VOLUNTEER, THEATER)
October 1	-5:30 p.m. Cemetery Walk Orientation for Box Office volunteers at Museum (VOLUNTEER & EDUCATION)
Week of September 30	-Mail final instruction letter to all volunteers (VOLUNTEER) -Final confirmation due from schools (EDUCATION) -Gather materials for Museum table box (t-shirt and hoodie sales included) and pack it for the Walk (DEVELOPMENT) -Make food donor signs (EDUCATION) -Reconfirm meals and where to pick them up and reconfirm food donations with donors. Provide Candace and Samantha with a complete list of meals and contacts and phone numbers- (DEVELOPMENT)
October 2	-Shop for supplies (EDUCATION) -Memo to Reception Desk Volunteers and Staff regarding taking phone messages during Cemetery Walk (VOLUNTEER)
October 3	-Moving Day – all materials to first floor by 10:00 a.m. -First Dress Rehearsal, 5:00 promptly (all) -Delivery of Rental equipment to Evergreen Cemetery 8 a.m.
October 4	-Second Dress Rehearsal—Press Day, 5:00 p.m.
October 5-10, 12-13	-Cemetery Walk Program Dates (all) -Buy gift cards for Cemetery Staff, etc... (EDUCATION) -Take photos at lunch each day for meal donors to post on FB (EDUCATION, VOLUNTEER)
October 14	-Return equipment rentals. Rental company needs to pick up tables and chairs by 8am. Put away supplies (EDUCATION) -Send Thank you notes to all participants (cookie bakers, all volunteers at event, researchers, actors, etc... (EDUCATION and VOLUNTEER) -Send evaluations to teachers (EDUCATION)
Late November	-Cemetery Walk wrap up meeting (all)

Character Selection

1. Identify sources for names of buried individuals. ***Note-** It is best to do this at least one year in advance of the year you want to feature the individuals if possible.
 - a. Cemetery index
 - b. Genealogical society lists
 - c. Historical society publications and catalogs
 - d. Suggestions from members of the community or volunteers and staff at your organization
 - e. Local newspapers
2. Search for information about buried individuals ***Note-** See page 100 for in-depth information on the research process.
 - a. Archival materials, e.g., diaries, manuscripts, scrapbooks, newspaper clippings, letters, and business documents
 - b. Historical society publications
 - c. Published biographies
 - d. Information on the time period and events that occurred during the lifetime of the individuals
3. Select a roster of twice the number of characters you wish to present.
 - a. Pinpoint their burial sites on the cemetery map. This will help you locate them at the cemetery. The office staff at the cemetery should be able to help you should problems arise when you go out to physically locate the grave sites.
 - b. Select sites based on a mix of genders, socioeconomic status, and burial location for equal space distribution within the cemetery.
 - c. Save information on remaining characters for future years.

Hints and helps:

- Avoid the “Great White Men” trap – select a mix of backgrounds, genders, social and economic levels, education, and notoriety to present.
- To assure longevity, use only one or two notable citizens for each walk – you don’t want to blockbuster the first year and have nothing left for the future.
- Think in terms of themes for the year (but you do not have to have a theme every year!)



Route Mapping

1. Copy cemetery map (see #2)
 - a. Make sure it includes all driveways and walkways
 - b. Section identifications are helpful
 - c. Scan it on a good scanner and make it into a .tiff file as an archive copy
2. Print blank map and mark the locations of all character burials
 - a. Locate burial plots of the individuals you have selected to feature. This is especially important to confirm they are in fact buried in the cemetery. It is also good to see whether or not the grave sites have headstones or monuments on them. If not, you may choose to mark it in a special way other than flowers during the event.
 - b. Once characters are selected, walk around the cemetery from burial to burial to select the best route for the tour.
 - c. Some burials will be too far away from a path to perform next to the gravestone. Select an alternative location and mark on draft map with numbers and names
 - d. Select midpoint stops and mark on draft map with capital letters.
 - e. Place markers for left or right directional arrows on map to show route.
 - f. Review this map several times as you do walk-throughs to fine tune it.
3. Import blank map file into a graphics program like Adobe InDesign, MS Publisher, or Quark.
 - a. Mark mid-point stops (between characters) with capital letters.
 - b. Mark character locations with numbers and character names.
 - c. Mark the path with directional lines.
 - d. Include a legend on the map with characters and corresponding numbers, a compass rose with N indicated, and any essential locations, such as HQ or restrooms, tour group starting points, etc...
 - e. Save document and print for each walk-through for fine tuning.
4. Printing map
 - a. Print map in 8.5 x 11" size and in 5.5 x 8.5" size to fit both playbill and guide script.
 - b. If using a professional printer, save file to disk for insertion into final documents.

Blank Map of Evergreen Memorial Cemetery

#2

Evergreen Memorial Cemetery



Signage

1. Signage needs (see #3 and #4)

- a. For the weekend public tours of our cemetery walk, we use seven mid-point stops (A-G); seven character locations (name of each character at each location), and number markers for tour groups (1-6).

***Note-** for our school tours, we only feature five characters due to time constraints with our local school's schedules. See page 39 for more information about the school tours.

- b. Arrow signs: we typically use 20-25 arrow signs, about half Left arrows, and half Right arrows.

- c. We purchased pre-printed metal signs from a janitorial/construction supply catalog, 40 arrow signs and 24 blank. They are white with a black border, about 4" high and 8" wide with pre-drilled holes for screw mounts. We used stair balusters as our posts, attached the signs with hex screws, and shaped the baluster bases into points. We use a rubber mallet to pound them into the ground.



- d. We make laminated paper signs with the name of each featured character on it and attach those signs to the metal signs with Velcro. This makes it very easy to change the name signs year after year.

2. Signage installation

- a. Signs need to be installed during the training sessions so the guides get used to looking for them. The signs mark stopping points along the route and help determine which direction to face the audience.
- b. Ask your cemetery if signs can remain up during the run of the tours, as they can interfere with mowing and trimming. In our case, we put up and take down the signs after each training session, but they are put up at the first dress rehearsal and stay up until the tours end eight days later.

****NOTE**** If your cemetery has had problems with vandalism, these signs could be targets, not only to be destroyed themselves, but also used to destroy monuments in the cemetery. In this case, you will have to take down and put up signs each day. We take down the signs near the entrance of the cemetery to discourage vandalism of the monuments and possible destruction of the signs at the end of each day of the event. This system has worked very well for us over the years.

3. Marking grave sites of featured individuals (#3)

- a. You should mark the graves of the individuals featured on your cemetery walk. It is a sign of respect to those individuals and also a way to make it easier for tour guides to point out the grave sites during the event.

- b. First and foremost, check with your cemetery to see what their policies are about flowers or other items placed at grave sites. You want to make sure whatever idea you come up with to mark the grave sites, you have the cemetery's permission.
- c. Once you find out what the cemetery allows, decide how to mark the graves of the individuals that will be featured at your event (flowers, flags, etc...).
- d. Flowers are the easiest way to mark the grave sites. However, it is easy for event participants to overlook the flowers at the locations of featured characters or to confuse them with regular grave site flowers that will be found throughout the cemetery.
- e. You can use real flowers, but depending on how long your event is, they may not last the entire length of the event, especially if there are drastic changes in weather. It is recommended to use artificial flowers, which can be used over again in following years.
- f. To make your flowers or marker more noticeable, you can make the flowers a bright or unique color, hang them from a shepherd's crook at each grave site, or add something that sticks out of the flowers like a flag with the logo of your organization on it (#3).

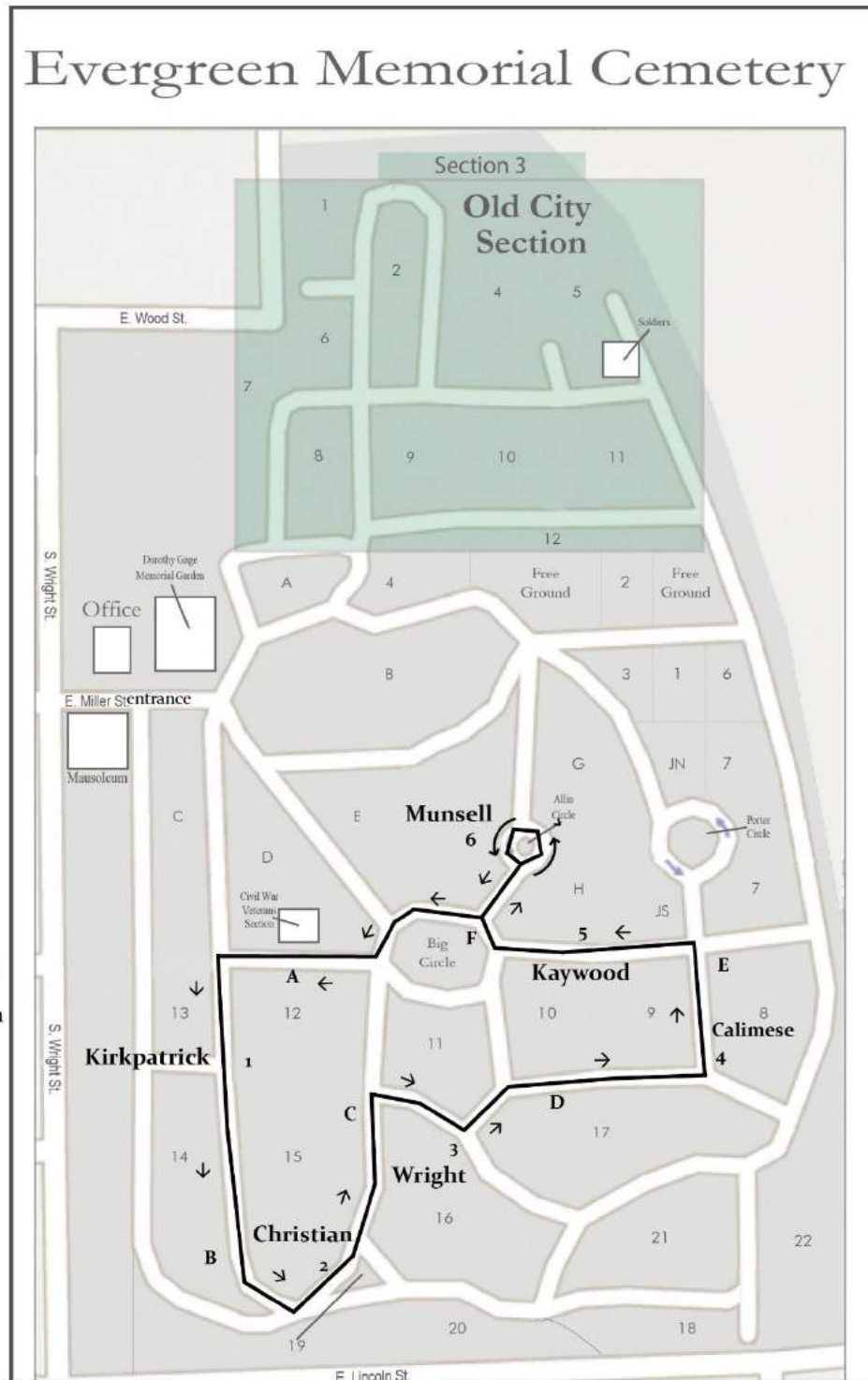
Grave Marker for Evergreen Cemetery Walk

#3



Full Route Map for Cemetery Walk 2019

#4



1. Charles Kirkpatrick (weekends only)
2. Annie May Christian
3. Ebenezer Wright
4. Napoleon & Louise Calimese
5. Florence Kaywood
6. Oliver Munsell



Weather

1. Enduring extremes

a. Notify all visitors (school groups and weekend-ticket holders) that extremes do occur in an outdoor theatrical program. Suggest sturdy, comfortable shoes, weather appropriate apparel, such as shorts or jackets, rain gear if necessary.

b. For volunteers, suggest appropriate apparel and provide water for them. Have extra umbrellas and disposable rain ponchos available.

2. Canceling tours for weather

In 25 years of performances, we have only canceled **one** performance due to severe weather. We state on the registration forms and tickets that refunds or exchanges are offered only if **WE** cancel the tour. Lightning is the biggest worry, or heavy downpours with lots of wind. We forge ahead with the tours outdoors if it is a light rain, and most actors prefer staying in place. We have a press release prepared in case we do need to cancel due to severe weather. (#5)



3. Moving performances because of weather

a. Make arrangements ahead of time with the cemetery to use alternate locations if weather is bad, e.g., mausoleums, sheds, or any indoor facility.

b. It also helps to have an indoor version of the guide script handy if the need arises. That way the tour guides are not pointing out monuments and other sites that attendees would see on the outdoor tour. It may not make sense to visitors to talk about things they will not see.

c. Divide actors between the number of indoor locations available and divide tour groups into similar numbers. Tour guides will lead groups from location to location to see performances. ***NOTE:** most locations will not have sufficient seating, so visitors may have to sit on the floor or stand.

Example Severe Weather Cancellation Press Release

#5



McLean County
MUSEUM of HISTORY

NEWS RELEASE:

Friday, Oct. 5, 2018

CONTACT: Jeff Woodard, office 309-827-0428
jwoodard@mchistory.org

Severe Weather threatens to force cancelation of Saturday's Cemetery Walk

BLOOMINGTON - The Evergreen Memorial Cemetery Walk, presented by the McLean County Museum of History, goes on rain or shine. However in the case of severe weather, the McLean County Museum of History will cancel the Cemetery Walk performances scheduled for that day.

Because of the threat for severe weather on Saturday, Oct. 6, the decision whether to cancel any Cemetery Walk performances will be made by 9 a.m. Saturday, Oct. 6.

The Museum will allow ticket holders of a canceled performance to receive a refund for the canceled performance after Oct. 7, 2018. Refunds for tickets must be made by coming to the McLean County Museum of History. Severe weather refunds will only be issued if the event is canceled by the McLean County Museum of History.

For cancelation updates please follow the Museum's Facebook page, listen to WJBC AM 1230 or FM 93.7, WGLT 89.1 FM or check the cancelation page at www.wjbc.com.

Budgeting (two methods)

1. Budgeting with a collaborating theatre company (#6)



a. About three months before your annual budget is due, request a budget from the theatre company indicating costs for actors, costuming, director and support staff, props, etc.

***Note-** our budget tends to not change drastically year after year.

b. Add to that amount your estimated costs for printing, promotion and marketing, supplies, food, equipment, and anything that you feel you will need. Work with your team to determine any potential expenses.

c. Work with your development office to obtain as much of your needs from in-kind or financial donations.

***Note-** our organization has taken on the added responsibility to find sponsors to fund the school tours of our cemetery walk. Due to rising costs of transportation and financial constraints in our local school districts, our organization no longer charges admission for school groups to attend this program. We offset this cost by finding additional event sponsors and through a fund drive campaign targeting our members (#7).

d. Determine if this program is to be a fundraiser or an educational program where you are not concerned with profits. If you only need to break even, it's very easy to keep ticket prices low. If it's a fundraiser, see what the market will bear before setting a ticket price. You might price yourself out of visitors' range, or not charge enough to cover your expenses.

***Note-** our event is not a fundraiser. All the revenue that is made from the event goes to help offset the expenses incurred and also goes back into supporting the educational mission of our organization. Document #8 illustrates a conservative estimate of dollars and staff time spent on putting this event on each and every year.

2. Budgeting with all volunteers

a. Write your budget the same as above, but also include any expenses for which you want to provide reimbursement.

b. Find a sponsor to pay the bulk of the costs, such as a local business or a granting agency. Your state arts or humanities councils are good places to look for grants.

3. Remember to include costs for recognition gifts – all those volunteers need to be thanked for their contributions, even if it's only a balloon or a plant.



Evergreen Cemetery Walk Budget – 2019

Contract for \$17,080

First payment \$8,540.00 Mon., May 20; Second payment \$8,540.00 Fri., Sept. 23

All payments must be invoiced by Illinois Voices Theatre: Echoes Theatre

Actors (7 @ \$50/round x 21 rounds = \$1,050 each);	\$7,350 + \$900.00
(2 @ \$50/round x 9 rounds = \$ 450)	(total) \$8,200.00
Director/Coordinator	\$5,000.00
Writers (2 @ \$400 each; 2 @ \$300 each)	\$1,400.00
Costume Designer/Coordinator	\$500.00
Costumes (8 @ \$75 each)	\$600.00
Production Assistant (8 days @ \$85/day)	\$680.00
Properties	\$50.00
Production Photographer	\$200.00
Contingency	\$400.00
Total	\$17,080.00

*1 round = Weekends is 6 performances (4 monologues and 2 duets) and the Weekdays is 5 performances (3 monologues and 2 duet).

Weekend= 6 performances x 8 rounds

Weekday= 5 performances x 12 rounds

Plus 2 dress rehearsals = 1 round for all actors

(48 weekend performances – 8 characters, 60 weekday performances – 7 characters, 2 dress rehearsals = 110 performances)

Performance dates: October 5 & 6, Oct. 12 & 13 - 10:00 a.m.-4:00 p.m.; Oct. 7-10 - 8:00 a.m.-2:00 p.m.,

2 dress rehearsals: Thurs., October 3 & Fri., October 4, 4:30 call.

All other rehearsals are set according to the actors' individual schedules.

Museum Expenses for the Cemetery Walk

Museum	\$ 6,000
Theater	<u>\$17,080</u>
Total	\$23,080

Income for Walk (Estimate based on 2018 sales)

Ticket Sales	\$18,000
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Fund Drive Solicitation Letter

#7

August 15, 2019

«preferred_constituent_name»
«preferred_contact_name»
«address1» «address2»
«city», «state» «zip_code»

Dear «preferred_salutation»:



“The Evergreen Cemetery Walk is an event that makes a huge impact on my students. I strive to connect learning to my student’s local environment, so I love the connection the walk makes with the rich history of McLean County along with the appreciation for art, performance, and the physical cemetery. The experience is unequalled and truly fulfills the original intention of appreciation of cemeteries among pre-adolescents.”

-Tammy Knippenberg, Lexington Junior High School

As a member of the McLean County Museum of History, we know that you understand the importance of our community events such as the *Evergreen Cemetery Walk*. This year we will be celebrating our 25th year. The *Cemetery Walk* has come to play a pivotal role in expanding the historical significance of both cemeteries and local people by bringing McLean County’s past to life, combining history and theater into an engaging learning experience.

This event serves not only as entertainment, but as an invaluable learning resource for everyone who attends, including students. The *Cemetery Walk* provides a unique experience that has served thousands of students during the week, giving them the opportunity to interact with local history in a way that they are sure to remember. **For the past few years, the Museum has waived all admission fees for student tours during our *Evergreen Cemetery Walk*.** This allowed **nearly 2,000 students** from around the county to attend last year, many of whom would not have been able to attend otherwise due to financial constraints.

We are waiving admission fees once again this year. We are proud to enable all local students and educators to attend this event, regardless of their ability to pay. Together, we are changing how they view local history and community events. However, due to the financial impact on the museum, **we need your help to offer free admission to the *Cemetery Walk*.** For every \$5 you give, a student will be able to attend this event. Please make a gift today and support both local history and education. **Thank you!**

Sincerely,

Divah Griffin
Director of Development

Staff time spent to implement the Evergreen Cemetery Walk #8

(conservative estimates)- based on 2018

Expenses	Budgeted	Spent
Education Dept. (Illinois Voices Theater, playbill, supplies, etc...)	\$23,130	\$22,302.51
Marketing	\$2,500	\$1,080
Volunteer Dept.	\$320	\$242.97
Development (Postage for mailings)		\$211.76
Total	\$25,950	\$23,837.24

Cost for student and chaperone ticket price to be waived

1,586 students attended (1,586 x \$5.00 = \$7,930)

213 chaperones attended (213 x \$12.00 = \$2,556)

Grand total student and chaperone admission waived: \$10,486

Staff Time by Department Spent on Planning and Implementing the Evergreen Cemetery Walk (Rough Estimates)

Education: 1,129 hours

Volunteers: 395 hours

Development: 150 hours

Marketing/Digital Humanities: 90 hours

Library: 130 hours

Curator/Registrar: 25 hours

Executive Director: 20 hours

Visitors Center: 10 hours

Volunteer Hours: 1,486.5 (valued at \$24.14 per hour = \$35,884.11)

Total Staff Time Invested in the Evergreen Cemetery Walk: 1,949 hours

Cost of Staff Time for the Evergreen Cemetery Walk: 1,964 x \$25.00 = \$49,100.00

Total cost of the Evergreen Cemetery Walk: \$72,937.24

Cash Flow

2018 Ticket Sales \$18,032

Sponsorships \$8,500

Support from Members \$5,700

Playbill Ads \$1,975

Total Cash Receipts \$34,207

Cemetery Walk Net Proceeds (\$38,730.24)

Collaborations

In most cases, collaboration will be between two institutions, your organization and the cemetery. In our case, we have a three way partnership between the Museum, the Cemetery, and the theatre company (even though we pay them). The idea is to share the expenses, share the responsibilities, and share the benefits of the program among all the partners.

1. Sharing expenses

- a. Cemetery – In addition to being the lead sponsor of the event, their staff has to work around the schedule of the event to keep the cemetery looking its best. Staff has to be on site during the event, and of course, must make any funeral their first priority. Our cemetery provides a large amount of in-kind support for this event including: two porta-potties for the duration of the dress rehearsals and the event at their own expense, advertising of the event, selling tickets for the event, and of course paying their staff overtime since they work every single day of the event like the Museum and Theatre staff do.



- b. Theatre company – even if you pay them, they are still sharing the expenses by possibly taking off work and being available for all the rehearsals and practices. Our local actors also agree to work for 1/4 the pay scale for this event as another way to help offset the cost of this education program.

- c. Museum – our museum bears the brunt of the expenses, but we also receive all the ticket income.

2. Sharing responsibilities

- a. Cemetery – their staff works to keep us safe by clearing pathways and warning us of deliveries, funerals, or last minute repairs. They provide us with a garage for our HQ, water and electricity, inside locations for performances in case of rain, assist with traffic control and visitors, and help with problems that arise from the plants or animals on the grounds.
- b. Theatre company – organizes the arrival of actors, handles their props and any other actor issues that arise. If an actor becomes ill or doesn't show up, the theatre director is responsible for making sure that role is filled. S/he is also responsible for making sure actor performances do not go to long and help to manage the flow of group movement during the event.
- c. Museum – manages all the volunteers, tour guides, stage hands and front office people. The Museum is also responsible for greeting and arranging school buses, getting kids off buses in a timely manner, doing the introductions, and watching for non-Walk related visitors arriving at the cemetery.

3. Crisis Management

- a. Each group shares equally in protecting everyone on the tours, keeping the tours running on schedule, and assisting with last minute changes.
- b. The Museum's insurance policy covers all staff and volunteers if they are hurt at the cemetery. Since we pay the theatre company, they are included in that policy as a contractor. The Cemetery's policy covers all visitors.
- c. Decisions about moving tours to indoors or cancelling are made collectively by all three partners.

4. Sharing benefits

There are many benefits to this type of program for all partners. Below are the goals for our cemetery walk:

- a. Prevent further vandalism of cemeteries by educating the community.
- b. Participants will develop an understanding/appreciation/respect for cemeteries as sites/sources of history.
- c. Participants will begin to identify themselves as a member of the McLean County community. In doing so, participants will begin to understand the significance of knowing one's local history, and how that history relates to regional, national, and international history.
- d. Participants will become/be made aware of the educational potential inherent in the interdisciplinary relationship between history and the arts (live performance, architecture, etc...).

Supplies, meals and other food (#9 #10, #11, #12, #13)




1. Make a list of all potential equipment you'll need and in what quantities (#9).
 - a. Determine what you can use again next year – if you have a place to store it!
 - b. Borrow it from members: remember who you got it from and clean it before returning it!
2. Make a similar list of consumable supplies and in what quantities (#9).
 - a. Work with your development office to determine what you'll ask for as in-kind gifts.
 - b. We solicit restaurants each year for meals for 30 people for all eight days (#10, #11).
 - i. Check with your actors/volunteers if anyone has food allergies, is a vegetarian/vegan, or cannot eat pork, etc...
 - ii. Ask for an entrée, salad, and bread to feed the number of your daily staff.
 - iii. If you can only get an entrée donated from restaurants, supplement it by purchasing bagged salad, chips, and other side items on your own.
 - iv. Ask for delivery, but be willing to pick it up (a good job for the stagehand or kitchen assistant).
 - c. We ask grocery stores who don't give in-kind to provide gift cards for any amount they wish – usually \$25 to \$100. We use these gift cards to buy consumable items such as paper plates, utensils, beverages, first aid items, cough drops, snacks, fruit, etc... (#12)

***Note-** it is better to get gift cards in larger denominations so that you are not spending all of your time hopping from grocery store to grocery store spending \$5, \$10, or even \$15 at a time. But if that is not possible, be grateful for what you can get and use it wisely.
 - e. Ask volunteers to make baked goods for your event, one less thing you will need to purchase. (#13) We ask our volunteers to make 30 dozen cookies, brownies, etc...
3. Acknowledgements
 - a. Offer free ads in the playbill for any donations received and give them a copy of the playbill when it's ready. It's also nice to offer two free tickets to a tour for each donation.
 - b. Place a sign on the food table stating which restaurant donated that day's meal.
 - c. Have a thank-you card available for all the diners to sign each day.



Pre Cemetery Walk Inventory 2019

#9

	<u>Cemetery Walk Trunk</u>			
	<u>Item</u>	<u>Quantity</u>	<u>Location Found</u>	<u>Notes (Missing, damaged, extras, expired, etc.)</u>
	Rubber Mallet	1		
	Umbrellas	19		
	Colored Numbers	1-6 various amounts		
	Clear Ponchos	15		
	Tour guide signs # 1-6	6 (one of each #)		
	Box of metal route Signs	3 blank white, 9 arrow signs		
	14 Kwik Cover table cloths	8- 6ft 6- 8 ft		
	Hand warmers	6		
	Super Hand and Body Warmers	2		
	Toe Warmers	7		
	Gate ticket sales sign	1		
	Museum information sign	1		
	Turn in tickets here sign	1		
	Tour group numbers sign	1		
	Playbills sign	1		
	Wheelchair seat walker sign	1		
	Tour guide assignment sheet	1		
	Information Folder	1		
	Cashbox	1		
	Bag of batteries	36 AAA 2 AA		
	Battery tester	1		
	Tan group number baggies	17		
	Thermometer	1		
	Clock	1		
	Small bag- self drilling screws	1		

	Stanley Philips head screwdrivers	6		
	Flathead screwdrivers	4		
	Dual flathead/Philips screwdriver	1		
	Clear literature holders	2		
	Thermal mugs	10		
	Gloves	2 pairs		
	Walkie-talkies	8		
	Walkie-talkie charger stations	3		
	Orange parking vests	2		
	Washers	17		
	Screws	20		
	Lock nuts	16		
	Extension power strips	2		
	Extension power strip with phone lines	1		
	Hammer	1		
	Rock paper weights	2		
	Craftsmen wrench set	1		
	White rope segment	1		
	Paint sticks	9		
	Box of push pins	1		
	Masking Tape	1		
	Desk Supply Box	1		
	Bag of rubber bands	1		
	Velcro Stickers	4		
	Number stickers	11		
	Pencils	7		
	Pens	5		
	Sharpies	2		
	Post it notes	6		
	Binder clips box	1		
	Stapler	1		
	Box of staples	1		
	Business cards (Candace)	1 bundle		
	Tweezers	1		
	Boxes of reinforcers	2		
	Paper clips	1		
	Boxes of binder clips	2		
	Scissors	1		
	Sewing repair kit	1		

	Highlighters	10		
	Scotch Tape	1		
	<u>Classroom Closet</u>			
	<u>Items</u>	<u>Quantity</u>	<u>Location</u>	
	Large Cem walk ad sign	1		
	Route sign sticks	5		
	Sign poles with stand	3		
	Black mini fridge	1		
	Left Arrow sign	18		
	Right arrow sign	18		
	Grave Flowers w/ flags in vase	9		
	Blank character sign	1		
	Extra flags	4		
	<u>Education Office</u>			
	<u>Items</u>	<u>Quantity</u>	<u>Location</u>	
	“Deep Dish” tupperware container	4	Utensils box	
	Rubbermade tupperware containers	10	Utensils box	
	Large white ladles	3	Utensils box	
	Cutting board	2	Utensils box	
	Large black ladles	3	Utensils box	
	Black serving spoons	5	Utensils box	
	Black tongs	2	Utensils box	
	Metal tongs with black rubber grip	4	Utensils box	
	All metal tongs	3	Utensils box	
	White serving spoons	3	Utensils box	
	White pan scrapers	4	Utensils box	
	White spatula	4	Utensils box	
	White salad tosser	1	Utensils box	
	Small round ziplock tupperware	3	Utensils box	
	Small rectangle tupperware	2	Utensils box	
	Knives	2	Utensils box	1

	Metal manual can opener	1	Utensils box	
	Lipton Green Tea	1 box opened		
	Bigelow Teas	1 box opened		
	Turquoise plastic bowls	2		
	Purple bowl	1		
	Green porcelain crock pot	1		
	Clear ticket box	1		
	Coffee filters	2 packages		
	Toilet paper rolls	7		
	Salt shakers	2		
	Pepper shaker	1		
	Large box of Lipton tea	1 box		
	Box of decaffeinated Bigelow tea	1		
	White plastic cups	25+		
	Pocket pack Kleenex	30		
	Storage slider bags	2 boxes		
	Green pitcher/coffee pitcher	1		
	Hot pot	1	In box on shelf	
	White coffee pitchers	3		
	Metal coffee pitcher	1		
	Coffee maker	3		
	White dish tub/drying rack	1		
	Disinfecting Wet Ones	1	Cleaning Supplies	1
	All purpose Clorox cleaning spray bottles	2	Cleaning Supplies	
	All purpose cleaner refill bottle	1	Cleaning Supplies	
	Handi Wipe clothe packages	4	Cleaning Supplies	
	Sponge	5	Cleaning Supplies	5
	Pair of latex cleaning gloves	1	Cleaning Supplies	1
	Trash bag rolls	2	Cleaning Supplies	
	Bristled cleaners with attached sponge	2	Cleaning Supplies	
	Lysol cleaner cans	2	Cleaning Supplies	
	Sunscreen	2 cans	Cleaning Supplies	
	OFF! Insect repellent	2 bottles	Cleaning Supplies	

	Dish soap	1 bottle	Cleaning Supplies	
	Tums	2 bottles	Toiletries	
	Cough drops	4 package	Toiletries	
	Shampoo and conditioner	1 sample pack	Toiletries	
	Pads	1 package	Toiletries	
	Panty liner	1 package	Toiletries	
	Tampons	1 Box	Toiletries	
	Toothpaste	1	Toiletries	
	Lotion	1	Toiletries	
	Baby powder	1 package	Toiletries	
	Kleenex pocket size	3	Toiletries	
	Handwarmers	4	Toiletries	
	Hand sanitizer	Need new	Toiletries	
	Three section plastic white plates	1 package		
	Clear plastic knives	2 boxes full		
	Cardboard plates	5 plates		
	Paper bowls	1 package		
	Paper impression bowl	2 package		
	Panera knives	1 package full		
	Small plastic bowls	1 package full		
	Plastic forks	1 bag full		
	Plastic spoons	1 box full		
	Solo plastic knives	1 box full		
	Ziplock sandwich bags	4 boxes full		
	Freezer bags	2 boxes		
	Plastic gloves	1 box		
	Brown paper bags	20		
	Kleenex	1 box		
	Plastic cups	5		
	Aluminum foil	2 boxes		
	Chip clips	2		
	Decaffeinated coffee	1 bag		
	Regular coffee	1 bag		
	Half & half	1 box		
	Woven baskets	3		

Food Donation Calendar 2019

(#10)

Date	Restaurant	Menu	Contact	Phone #	Notes
Oct 5	DP Dough	½ calzones and cookies	Ryan		Pick up 11:30am
Oct 6	Nighshop	Boxed lunches	Heaven		Pick up 11:30am
Oct 7	Avanti's	Pasta w/ meat sauce, bread, & salad	Martha Blankenship		Deliver 11:15am
Oct 8	Scout's and College Hills Meats	2 quiches and Creamy Potato Soup	Sout		Pick up 11am
Oct 9	Braize	BraiZitos and salads	Brandon		Pick up 11am
Oct 10	Shannon's Café	Chicken fried Chicken, corn, mashed potatoes and gravy, roll, desert, salad	Steve		Pick up 11am
Oct 12	Nighshop	Boxed lunches	Heaven		P/U 11:30am
Oct 13	Marco's Pizza & Flingers Pizza	9 pizzas	Bri		Pick Up 11:00 am

Restaurant Solicitation Letter 2019

#11

June 15, 2019

«Contact_Name»
«Preferred_Name»
«address1»
«address2»
«city», «state» «Zipcode»

Dear «Salutation»:

The Museum's annual *Evergreen Cemetery Walk* could not have become one of the largest outdoor theatre productions in the Midwest without the support of Avanti's. With thousands of people coming out each year to learn about the people who shaped our community, we are proud to recognize the *Cemetery Walk* as the Museum's biggest educational program of the year. Without the support of local restaurants like yours, we would not have been able to reach such success.

Last year, the Cemetery Walk was attended by **more than 3,300 people**. By offering your support, you gave us the opportunity to reach this number of people, including 2,000 local schoolchildren. We were able to focus our efforts and limited resources on offering everyone in attendance the best experience possible. **I am writing today to ask that you consider supporting our efforts once again.** Your donation, in the form of a day's lunch for thirty (30) actors, volunteers, and staff members, will go far in helping us create another top-quality program. In return, you will receive **a complimentary advertisement in our playbill** in order to recognize your generosity. In addition, both a sign and a verbal thank-you as the food is being distributed will acknowledge your donation. A picture of an actor, volunteer or staff member enjoying your food will be posted on our social media accounts to give your business exposure and a public thank-you. This is a great way to grab the attention of potential new customers who value engagement with the local community and local businesses.

I'm eager to discuss this year's *Cemetery Walk* with you, and will be in touch shortly. Again, thanks for your past support and your commitment to our program, our Museum, and our community.
Regards,

Divah Griffin
Director of Development

P.S. Want more ways to get involved with this year's *Cemetery Walk*? See the enclosed sheet for more information on event sponsorships!



Sample Grocery Solicitation Letter

#12

April 21, 2019

Ms. Julie Frisby
C/O Personnel
Walmart Supercenter
2225 W Market St
Bloomington, IL 61701

Dear Ms. Frisby:

Now that spring is here, the McLean County Museum of History is gearing up for the 25th annual ***Evergreen Cemetery Walk***. We are grateful to Walmart for being a dependable supporter of this community event and I'm writing today to ask that you consider helping us again this year.

The *Cemetery Walk* is **the Museum's biggest educational program**, and with **more than 3,200 people** attending last year, this event has become one of the largest outdoor theatre productions in the Midwest. By bringing history to life, we are able to teach adults and children alike in a fun and engaging setting. Perhaps most importantly, **your support makes it possible to offer this event free of charge to 2,000 local students and chaperones each year.**

We could not pull off an event of this size without the help we receive from local businesses. This year, **we are asking that you consider a donation of \$150** in gift cards that will allow us to buy necessary supplies for the week-long event. Your donation will help us feed our many volunteers and actors, and we will recognize your generosity in our program that is seen by more than 3,200 attendees, volunteers and staff.

Products we need include: fruit, vegetables, salad fixings, coffee, tea, granola bars, Gatorade, water, tissues, paper towels, aluminum foil, plastic containers, and basic first-aid supplies. The event runs **October 5-13**, with a break on October 9.

Again, thank you for your years of support. Should you have any questions, please contact the Development Office at (309) 827-0428. We can run the same ad from last year's playbill unless you would like to email any copy/art changes to dgriffin@mchistory.org. The ad is 4" X 2 9/16" in size.

Sincerely,
Divah Griffin
Director of Development

We Need Your Help!!

We are looking for bakers for the Evergreen Cemetery Walk this year. We need approximately 30 dozen cookies baked to feed the hungry (and dedicated) volunteers, staff, and actors at the Evergreen Cemetery Walk. If you would like to donate a dozen or two, please contact Deb in the Volunteer Department. **We would need the cookies by Wednesday, October 2, 2019.**

Here are some kinds people have made in the past:

Chocolate Chip

Sugar Cookies

Peanut Butter

Raisin Oatmeal

M&M cookies

Snickerdoodles

White chocolate cranberry

Or other favorites!

****Please mark the cookies if they have nuts in them or not.****

THANK YOU FOR YOUR SUPPORT!!

Playbills

1. You will first need to determine what type of playbill you want for your event. It could be a small hand out (front and back) or it could be a full size 20 page booklet. Determining the size of the playbill will help you figure out the cost.
2. After you identify what type of playbill you want to print, you should contact local printing companies to get quotes for the printing. It is best to shop around to see who will give you the best deal for the lowest cost.
3. If your organization does not have the ability to design or lay out the playbill, find a volunteer who has the necessary design skills to help you. If you do not have a volunteer who has the skill set to do design work, work with a local printing company to see if they could help you find a graphic designer who would be willing to help you for a reasonable rate.
4. Selling Ads (#14, #15 & #16)
 - a. Solicit local small businesses to buy ad space in your playbill. The money you make from selling ad space in the playbill should cover the cost of printing the playbill.
 - i. 1/8 page, 1/4 page, 1/2 page, or full page ads give them affordable choices.
 - ii. Send out “early bird” solicitation letters several months in advance, especially to those who advertised with you last year. Charge more for later submissions.
 - b. Collect ad copy and images from each purchaser to fit their selected size ad.
 - c. Give ad space to businesses that provide in-kind donations, such as restaurants, groceries, or equipment.
5. Include character blurbs, but don’t give away the story of the performance. Images of the real people are a nice addition if they exist.
6. Include photos and bios of all performers and staff, just as in any theatrical playbill.
7. Include information on the history of the cemetery.
8. If space allows in the playbill, it is also nice to include additional information and photos related to the people being featured. This might include a photo of their home, business, or something else associated with them.
9. You can also include information on current exhibits or upcoming events, information on membership to your organization, and how to become a volunteer.
10. Be sure to thank the volunteers and all helpers with a special section in the playbill. It’s a good way to fill up space, and they deserve the acknowledgements.



Advertising Solicitation Letter 2019

#14

June 1, 2019

Eldon and Jane Haab
Forget Me Not Flowers
1208 Towanda Ave
Bloomington, IL 61701

Dear Mr. and Mrs. Haab,

This October, the McLean County Museum of History will present its 25th annual *Evergreen Cemetery Walk*. Each year, the *Cemetery Walk* brings history to life through our fascinating, award-winning outdoor theatre program based on the intriguing lives of people buried in Evergreen Memorial Cemetery. With **over 3,200 people attending** last year, this event has become one of the largest outdoor theatre productions in the Midwest.

I am writing to offer you the opportunity to purchase ad space in this year's special edition 20th anniversary playbill. **Advertising in our playbill is an affordable and effective way to reach thousands of potential customers.** Every one of the thousands of Cemetery Walk attendees will receive a copy of the playbill, which measures 8 ½" X 11" and will feature a color cover. .



We are excited about this year's *Cemetery Walk*, and are proud of the way it has become a community favorite. One of the main reasons for this is the support we have received from businesses like yours, and I do hope that you consider supporting us this year. Please don't hesitate to contact me at (309) 827-0428 with any questions or concerns you may have.

All completed contracts must be received with payment and ad copy (if necessary) no later than August 30.

Regards,

Divah Griffin
Director of Development

Cemetery Walk Program Ads 2019

#15

Name	Ad Size	Copy/Art In	Payment	Notes
Evergreen Memorial Cemetery	Inside Front Cover	Y	Y	
Heartland Theatre	Back Cover	Y	Y	
WGLT	Full Page	Y	Trade	They give us ads
Community Players Theatre	Full Page	Y	Trade	
MCMH	Half	Y	House ad	
Vrooman Mansion	Quarter page	Y	Y	
Heartland Community College	Full Page	Y	Y	
WJBC/Radio Bloomington	Full Page	Y	Trade	They give us ads
Gene's Ice Cream	¼ page	Y	Y	
Illinois Voices Theatre Echoes	Full Page	Y	Trade	
MCGS	Half page	Y	Y	
Prenzler Outdoor Advertising	Half page	Y	Trade	Digital Billboard
CEFCU	Quarter Page	Y	Sponsor	
MCMH	Half Page	Y	House ad	Membership
MCMH	Quarter Page	Y	House ad	Dia
David Davis Mansion	Half Page	Y	Trade	
Emmett-Scharf Electric Co.	1/8 page	Y	Y	
Prairie Oak Veterinarian	1/8 page	Y	Y	
BCPA	Full Page	Y	Y	
MCMH	¼ page	Y	House ad	Culture Wars
Owen Nursery	1/8 page	Y	Trade	
Meltdown Creative Works	Quarter Page	Y	Sponsor	
Casey's	1/8 page	Y	Inkind	
CDM & Cultural District	Full Page	Y	Y	
Bloomington Public Library	Full Page	Y	Y	
AB Hatchery	Quarter Page	Y	Y	
Jazz Up Front	Quarter Page	Y	Y	
MCMH	Quarter Page	Y	House ad	ACIC
Food/Grocery Donations				
Nightshop	¼ page	Y	Trade	
Marco's Pizza	1/8 page	Y	Trade	
Avanti's	1/8 page	Y	Trade	
DP Dough	1/4 page	Y	Trade	
Green Top Grocvery	1/8 page	Y	Trade	
Shannon's	1/8 page	Y	Trade	
Scout's	1/8 page	Y	Trade	
Braize	1/8 page	Y	Trade	



Advertising Contract

Thank you for your interest in sponsoring the Museum’s annual Cemetery Walk, attended by nearly 3,500 community members each year. Your support helps us ensure that this educational program is accessible to thousands of local students, regardless of their ability to pay.

Public Weekends: October 5th-6th and 12th-13th **School Tours:** October 7th-10th

Company/Organization Name: _____
 Address: _____
 Contact Name: _____
 Day Phone: _____ Email: _____

Select your ad size (width by height):	Standard	Early Bird*/ Non-Profits
<input type="checkbox"/> Back Cover (8½" x 11")	\$600	\$500
<input type="checkbox"/> Full Page (8" x 10 ¼")	\$300	\$250
<input type="checkbox"/> Half Page (8" x 5 1/8")	\$200	\$160
<input type="checkbox"/> Quarter Page (8" x 2 9/16")	\$150	\$125
<input type="checkbox"/> Eighth Page (4" x 2 9/16")	\$100	\$90

Check one:

- Please use last year’s copy.
- Please add \$15 design fee. Copy and logo attached/enclosed.
- Camera-ready ad provided (no design work needed). Please email to dgriffin@mchistory.org.

Total Enclosed: \$ _____ Authorized _____ Signature: _____

Please make checks payable to the **McLean County Historical Society**.
 For more information, call **Divah Griffin** at **(309) 827-0428** or email [**dgriffin@mchistory.org**](mailto:dgriffin@mchistory.org).

Note: To qualify for early bird prices, your completed contract must be **received by August 2, 2019.*



Moving-In and Moving-Out

1. Planning the Move

- a. List all the materials, equipment, and supplies you want to take to the cemetery.
- b. Gather the items in one place and find volunteers with trucks who can carry heavy things.
- c. Identify a place at the cemetery to use as HQ and be sure cemetery staff has it cleaned out for your use.
- d. One staff member should be at the museum overseeing the loading; one should be at the cemetery for unloading and arranging materials.



2. Arrival at Cemetery

a. Stations

- i. Create a beverage counter for coffee, hot water for cocoa and tea, and apple cider, or whatever beverages your volunteers want to have.
- ii. If no running water is available, bring one or two 5-gallon coolers to fill with water and put at the beverage station.
- iii. Create a food table with space for food items and storage of utensils, etc.
- iv. Create an office station for two-way radios to be recharged and for storing desk supplies and notes. **If you think you won't need it, you will!**
 1. BRING YOUR SCHOOL REGISTRATION FOLDER AND YOUR FOOD DONATIONS CHART TO THE CEMETERY!
 2. We bring a large bulletin board for posting the tour schedule for the day, the day's menu, and various notes.

3. Back at the Office (#17)

- a. Send a memo to other staff members detailing what to do in your absence.
 - b. Have a cell phone number you can share **FOR EMERGENCIES ONLY**. It is very disruptive to have a cell phone ringing during a performance.
 - c. Small museums may just have to close their doors during the event.



Sample Memo

#17

To: Reception Desk Volunteers and Staff
From: Candace Summers
Date: October 3, 2019
Subject: Taking Messages During the Cemetery Walk

There is a dress rehearsal for the Cemetery Walk on Thursday (October 3) and Friday (October 4). It starts at 5:00 pm. Candace, Hannah, and Rachael will be in and out of the building most of Thursday and Friday transporting the supplies for the Walk, and setting up for the event. The Cemetery Walk begins on Saturday, October 5 and runs through Sunday, October 13.

Candace, Hannah, and Rachael will not be in the building to receive calls from October 3 through October 14. Periodically we will check in, either in person or by checking our voicemail and email, to get our messages.

Betty will be in the volunteer office from 10:00 a.m. to 2:00 p.m. Monday, October 6 through Friday, October 10. Please refer all questions regarding ticket sales to her. If someone calls for tickets outside of those times, look at the ticket sales tree to determine who to contact.

If someone stops by, please take extremely detailed messages for Candace, Hannah, and Rachael during this time.

When you receive a call for a staff person who is out of the building for Cemetery Walk, please do the following:

- 1) Let the caller know the staff person is out of the building on Museum business.
- 2) Let the caller know that the staff person will be checking in periodically for messages.
- 3) Unless the call is urgent and relates to Cemetery Walk, suggest the caller leave a voicemail.
- 4) If (and only if) the caller is a Cemetery Walk volunteer who needs to speak with Candace, Hannah, or Rachael, please give them this number to call: XXX-XXX-XXXX.

We really appreciate your attention to detail and patience during this time of limited staff and volunteer resources. Thank you so much!

Cemetery Walk School Tours



Reservations & promotions

1. Ask yourself these questions:



- a. What are your goals for this program?
- b. Will this program fit into the local curriculum and help teachers achieve state and national learning goals?
- c. If so, what grades would this program be appropriate for?
- d. How many schools with those grades are within a 45 minute drive one-way?
- e. How many days will the cemetery let you use their grounds?
- f. How many school days can you find actors and volunteers to work?
- g. What time does school begin and end? (this will determine tour timing and when you can have the event).
- h. Talk to a few local teachers to see how long they are allowed to be out of the school for fieldtrips.
- i. Consult local school district calendars to make sure you do not schedule your event on days when children are not in school (federal holidays, institute days, etc...).
- j. It is also a good idea to check to see what the busing schedule is with each school district's office. You want to make sure that your event begins and ends within the time allotted for schools to use buses for fieldtrips.
- k. How many people can one tour guide lead?
- l. Depending on the answers, establish a series of weekday tours from which school groups can select dates and times (see attached reservation forms #18).

2. After you have answered all of these questions, you can determine how many individuals you will feature during the school tours of your cemetery walk (this could be the same number of people featured during the public-weekend tours or it could be fewer due to the amount of time your schools have for fieldtrips) (#20).

3. Disclaimers/policies for registration include:

- a. A fee and deposit (if you choose to charge for the event) – also refund policies
***Note:** Since 2014, we no longer charge students to attend the event. We never charge chaperones an admission fee to attend our cemetery walk. We also allow schools as many chaperones they deem necessary to accompany their students. We do require a minimum of 1 chaperone per 10 students for all of our educational programs.
- b. Groups don't always get their first choice, and groups traveling farther get first priority of time.
- c. Grades and ages that will receive preferred spots over other groups based on local school curriculum.
- d. Weather cancellation policy
- e. Notification schedule
- f. **REMEMBER:** there are exceptions to every rule, so try to be *flexible*.



4. Distribution of Registration Forms to Public and Private Schools (#18 & #19)

- a. Registration can be done in several ways:
 1. Registration forms can be sent via regular mail
 2. Emailing teachers
 3. Online through your organizations website
- b. If you are using paper registration forms, contact your school district offices or Regional Office of Education for distribution to public schools in your area. College, private, and parochial school registration forms will have to be mailed or hand delivered. They may require pre-approval by the principal or superintendent of the district.
- c. You should contact teachers during the end of the school year **prior** to your event. Teachers begin to make plans for the new school year towards the end of the current school year, so you want to make sure that they include your event in their plans.

***Note-** we send our registration form out in April of the preceding school year and registration is completed by the end of May (or whenever all tour time slots are full, whichever comes first).
- d. Emailing or online registration is the preferred method for teachers. It is easy for a paper registration form to “get lost” in the shuffle.
- e. If you choose to email a PDF of the registration form, a good way to track to see if the teachers’ received the email is to add a “read receipt” that will be sent to you upon the teachers opening the email.
- f. In addition to attaching the registration form to the email, it is a good idea to summarize the information in the registration form in the email itself (a kind of Cliff’s Notes version). Teachers have a lot going on, so this will help make the registration process easier for them. (#18)
- g. Send the registration information to superintendents of the school districts you are targeting and the principals of each school you are sending registration forms to. It is a good idea to let them know about the event so when they see the fieldtrip requests from teachers, they already know what it is about. Plus, this might also encourage them to allow their students to participate in the program.
- h. It is also important to send a reminder email to teachers about two weeks before the registration deadline or if the tour time slots for your event are beginning to fill up. It is good to give teachers a little reminder because they have so much going on with the school year winding down.

***Note-** We send invitations to our local superintendents and principals to attend our cemetery walk with their students, especially if they have never attended before. This is a great opportunity to educate them about your event, why it is important for their students to attend, how this event helps teachers meet standards and augments curriculum, and for the principals and superintendents to learn themselves.

5. Distribution of Registration Forms to Home School Groups

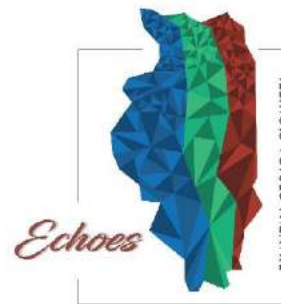
An often underserved group of students are home school families. You do not want to leave these students out from participating in your event! It is just as important to include home school families as it is for public and private school students.

- a. A separate registration form should be created for Home School groups but it can be administered in the same way as for the public and private school registration (email, online, regular mail). The form itself will only need to be slightly modified to accommodate your needs and the needs of the home school groups.
- b. Home school groups will vary in size from extremely small (one or two parents and one or two children) to large or multiple family groups.
- c. In order to keep all groups about the same size, you will need to put multiple home school families into single groups (example 5 separate families into one group on a tour). Home school families usually do not mind doing this and are very accommodating to the needs of other groups.
- d. You can also encourage the home school families that register to find additional families to attend with them.
- e. Do some research online to find out if there is a local home school network in your area and contact them to promote your event.



EVERGREEN
CEMETERY WALK
EST. 1995

Presented by



25th Anniversary

October 7 - October 10, 2019

An award-winning educational program for students in grades 6-8, high school, and college.

Costumed actors will bring six people from McLean County's past to life on the beautiful grounds of Evergreen Memorial Cemetery. This is an excellent opportunity to teach your students about individuals who have contributed to Central Illinois's rich and colorful history. This program will also help students understand how and why it is important to preserve, protect, and respect cemeteries.

Students attend for **FREE*** in 2019

Sponsored by:



*The McLean County Museum of History is committed to reaching out to diverse communities and removing barriers so that we can help as many students as possible learn about our local history. Through the generosity of this year's sponsor and member support, admission fees for students and chaperones to attend the 2019 Evergreen Cemetery Walk have been waived.

2019 Featured Characters

Annie May Christian (1866-1941) Born in Decatur and educated in Bloomington schools, Christian was a capable, intelligent, and enthusiastic leader of the local Amateur Musical Club. She encouraged cooperation among local organizations involved in music and strove to bring high quality music to all. During World War I, the Club organized Red Cross benefit concerts and community sings, with patriotic music either starting or ending all concerts. May (as she was known) was a fiercely independent, single woman. She studied voice, and taught instrumental music, often performing publicly on the piano, as a soloist or with others.

Ebenezer Wright (1830/31-1900) Wright and his wife Mary had eight children, four of which survived to adulthood. His love of children was quite possibly what led him to his chosen profession—a social worker at the New York Juvenile Asylum. In 1867, he was made the Western Agent in Chicago and was in charge of the children as they were sent westward on the “Orphan Train.” After the Great Chicago Fire, Wright and his family relocated to Normal. There he served as the chief “placing out” agent and was assisted by other agents, including his son. Wright was proud that the NY Juvenile Asylum was the only “child saving” institution that maintained an agency in the West.

Napoleon Calimese (1890-1972) and Louise Calimese (1895-1985) Following in his father and older brother’s footsteps, Napoleon first worked as a barber on Beaufort Street in Normal. In 1920, not long after he returned home from serving during World War I, he met and married Louise Davis. Seven years later, the couple was appointed superintendent and matron of the McLean County Home for Colored Children (later renamed the Booker T. Washington Home)—having been “thoroughly recommended by businesses and professionals of Normal who [had] known them for years.” The couple oversaw the only licensed home for children of color in Illinois outside Chicago for the next three decades.

Florence Kaywood (1864-1928) Born in Bloomington in 1864 to a well-established family in McLean County, Florence Stevens was a teacher for brief time before her marriage to Harris Kaywood, but little is known about her during the years of her marriage. In 1910, she was appointed police matron by the Bloomington City Council, a position she held for the next 16 years. Police matrons were hired to take care of female prisoners and their children, which was by no means easy work. In 1919, she was credited with saving a woman who attempted suicide in her jail cell.

Oliver Munsell (1825-1905) A devout Methodist, Munsell began a career practicing law in 1846, but immediately decided that preaching was more to his liking. He became a licensed preacher that same year and joined the Illinois Conference of the Methodist Church. After serving as principal at two seminary schools, he was elected president of Illinois Wesleyan University in 1857 — a dubious honor at best, as the school’s doors had been shuttered due to financial difficulties. Though the university prospered in many ways during his 16-year presidency, he was forced to resign in 1873 amid allegations that he had been “overly familiar” with several of the female students.

This educational program meets several of the Illinois Learning Standards in English/Language Arts, History/Geography/Social Sciences. For more information on the exact standards, please visit our website:
<http://www.mchistory.org/learn/programs/teacher.php>

****Note:** Due to the high popularity of this program, **reservations are on a first come, first served basis.** We give first priority to **8th grade and high school groups from McLean County due to program subject matter and student’ comprehension abilities.** Other grades will be accepted pending space on the second round of reservations. Our goal is to provide the best educational opportunity to the greatest number of students.

Reservations are on a first come, first served basis.

Please submit reservations as soon as possible.

Students and Chaperones receive FREE admission this year.

Questions? Contact the Education Department at (309) 827-0428 or
education@mchistory.org

School Reservation Form STUDENTS ATTEND FOR FREE IN 2019

Please retain this portion for your records.

- Characters will be portrayed at five different stops during each tour.
- Please note that groups will be walking approximately 1 mile and standing and listening to actors for 6 to 7 minutes each.
- Teacher packet will be available on the Museum's website by September 10.
- We do our very best to accommodate everyone, but reservations fill up quickly. So, please send in your reservations as soon as possible.
- Due to time constraints, extra activities will not be allowed before, during, or after the tours.

Location: Evergreen Memorial Cemetery, 302 E. Miller Street, Bloomington.

Date & Time: Monday, October 7 through Thursday, October 10, 2019. Three tours will be offered on each day.

Attendance: Maximum of 150 students and chaperones per tour. More than one school may be assigned to each tour to allow the maximum number of students to participate.

Fees: FREE. Through the generous support of this year's sponsor and Museum members, admission fees for students and chaperones to attend the 2019 Evergreen Cemetery Walk have been waived.

Chaperones: One chaperone for every 10 students is required for EVERY ASSIGNED GROUP NUMBER.

Reservations will be confirmed by phone/email prior to the end of the 2018-2019 school year. PLEASE MAKE BUS RESERVATIONS AS EARLY AS POSSIBLE. Upon reservation confirmation, additional information will be e-mailed to participating teachers with detailed instructions.

Cancellation Fee: A \$50 cancellation fee will be assessed to any group that cancels less than two weeks in advance of their scheduled attendance at the Cemetery Walk or who fail to show up for their scheduled performance.

Final Confirmation and Teacher Packet will be available on September 10, 2019

— — — — — Cut off the portion below and return with deposit — — — — —

Name: _____ School & Team: _____

Address: _____ City: _____ Zip: _____

Phone #:(____) _____ # of Students: _____ Grade: _____*

Email: _____

* ___ Our students have special needs requiring extra tolerance and understanding by the tour guides.

Please select 3 preferred time slots, ranking them 1, 2, and 3: (Please make arrangements with buses to correspond to these tour times. Groups unable to stay for the entire tour will have to skip some of the performances).

8:45 a.m. - 10:00 a.m.	10:30 a.m. - 11:45 a.m.	12:30 p.m. - 1:45 p.m.
___ October 7	___ October 7	___ October 7
___ October 8	___ October 8	___ October 8
___ October 9	___ October 9	___ October 9
___ October 10	___ October 10	___ October 10

Please circle one: Yes/No I want playbills for each of my students (which are distributed to teachers at the event)

Please circle one: Yes/No Photographs or Video of my students are OK to be taken at the event.*

*Photographs and video may be used on the Museum's website, Facebook page, or for other promotion of the Museum's educational programs

Please email to Candace Summers, Director of Education at csummers@mchistory.org, or mail to McLean County Museum of History, Attn: Evergreen Cemetery Walk, 200 N. Main Street, Bloomington, IL 61701

Sample Teacher Registration Email

#19

Hello [name],

This is Candace Summers, Director of Education at the McLean County Museum of History. I hope that you have had a great 2018-20189 school year so far! I apologize for the slight delay in getting this information to you, but it is getting to be that time of year again; to register your class to attend the 2019 Evergreen Cemetery Walk this fall. This is an educational program designed for students in grades 6-8, high school, and college. The dates for the school tours of the Walk this year are **Monday-Thursday, October 7, 8, 9, and 10**. As usual, we will have 3 tours each day that you can choose from to sign your students up to attend. Tour times are the same as last year, **8:45 a.m. to 10:00 a.m., 10:30 a.m. to 11:45 a.m., and 12:30p.m. to 1:45 p.m.** Tours last approximately 75 minutes. We will not be mailing paper copies of the registration form this year, but you can either download a printable copy of the 2019 Evergreen Cemetery Walk registration attached to this email or from the Museum's website at <http://www.mchistory.org/learn/programs/cemwalk.php>

The Museum is also pleased to announce that because of the continued support of this year's sponsor (Evergreen Memorial Cemetery) and members of the McLean County Museum of History, admission fees for teachers, students and chaperones to attend the 2019 Evergreen Cemetery Walk have been waived. In other words, you and your students/chaperones will be able to attend the Cemetery Walk for **FREE** again this year. We are very happy to be able to continue to offer FREE admission for teachers, students, and chaperones this year as the Museum is committed to reaching out to diverse communities and removing barriers so that we can help as many students as possible learn about our local history. **We will not be requiring a \$50 deposit this year.** We have, however, instituted a \$50 cancellation fee that will be accessed to any group that cancels less than two weeks in advance of their scheduled attendance at the Cemetery Walk or who fails to show up for their scheduled performance. If you have any questions about this, please do not hesitate to email or call me.

You and your students can look forward to hearing from the following individuals during this year's *Evergreen Cemetery Walk*:

Annie May Christian (1866-1941) Born in Decatur and educated in Bloomington schools, Christian was a capable, intelligent, and enthusiastic leader of the local Amateur Musical Club. She encouraged cooperation among local organizations involved in music and strove to bring high quality music to all. During World War I, the Club organized Red Cross benefit concerts and community sings, with patriotic music either starting or ending all concerts. May (as she was known) was a fiercely independent, single woman. She studied voice, and taught instrumental music, often performing publicly on the piano, as a soloist or with others.

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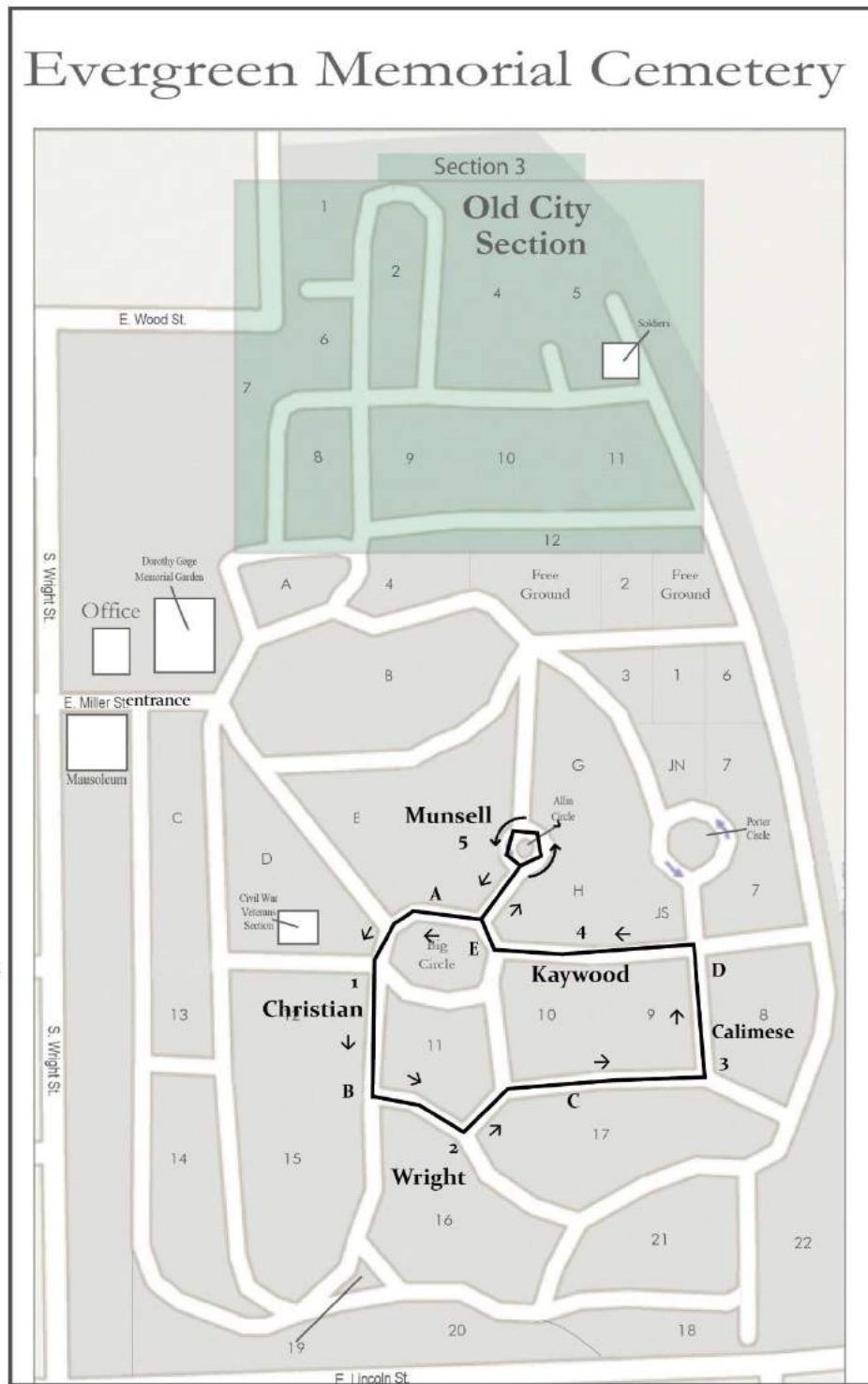
Registration is now open and will continue through Friday, May 17, 2019. Due to the high popularity of this program, **reservations are on a first come, first served basis**. We give **first priority to 8th grade and high school groups from McLean County** due to program subject matter and student’ comprehension abilities. Other grades will be accepted pending space on the second round of reservations. Our goal is to provide the best educational opportunity to the greatest number of students. Please email or mail your registration form as quickly as possible. The earlier we get your registration form, the more likely it is that you will get your top choice for when you would like your class to attend the *Walk* in the fall. If all registration slots fill up, we will (as always) institute a waiting list should we have a group need to cancel.

If you have any questions, please do not hesitate to call or email me. We look forward to seeing you (and your students) at the *Evergreen Cemetery Walk* this fall!

Sincerely,

Candace Summers
Director of Education

School Tours 2019



- 1. Annie May Christian
- 2. Ebenezer Wright
- 3. Napoleon & Louise Calimese
- 4. Florence Kaywood
- 5. Oliver Munsell

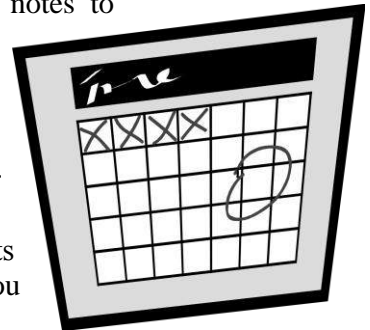
Scheduling Schools

1. Charting reservation requests (#21a)
 - a. Place each school's first, second and third choice requests in the appropriate cells.
 - b. Using the pre-established number of students per tour, keep running totals of each tour time.

2. Finalizing your tours (#21b)
 - a. After the reservation deadline, review your chart and highlight the first choices of each school.
 - b. If you encounter a conflict, go to the second or third choices for the conflicting schools to obtain the most evenly distributed schedule possible. If you have several small groups, see if you can combine them into one tour to entirely fill a tour time.
 - c. Notify schools by phone and a pre-confirmation letter (#21c) that they're in, but don't send final confirmations until the semester begins. You may have to shuffle groups if you have last minute spaces to fill or if you get a last minute request from a teacher that needs to change tour times. It is good to be as flexible with the schedule as you can to meet the needs of your organization and to meet the needs of the schools and teachers as well.

3. Holes in the schedule
 - a. If this is a new program for you, send out reminder emails or notes to teachers at the beginning of the fall semester, or offer tours to groups like scouts, college classes, church youth groups, etc., during the summer to fill your holes. ****However**, you want to fill the schedule up as soon as possible. Contracts have been signed and the program is already paid for. The show will go on whether or not you have all of the tours filled.
 - b. If you've done this before, you will probably receive requests throughout the summer that will take whatever dates and times you have left.
 - c. If you have slow registration, you may have to call or email teachers from past years with a friendly reminder that they need to submit their registration form and payment.

4. Final confirmations
 - a. Do NOT send final confirmations until the fall semester begins. This will allow you flexibility if groups want to change or cancel reservations. You may also have a chance to fill up tour times with small groups that call at the last minute.
 - b. When confirming with a school, if it is the only school for that date and time, assign numbers (1-6) to that school. The teacher will divide their students into these group numbers for rotation during the tour. If there are several schools per tour, assign the groups numbers (1-5) using a base figure for each group size. For example, three schools are assigned the October 2, 8:45am tour. School A has 50 students, B has 90, and C has 24. Your tour guides can handle 40 students per group, so school C gets number 1, school B gets numbers 2-3, and school A gets numbers 4-5.



School Reservation Requests, 2014 Cemetery Walk

#21a

	8:45am	#	Rank	10:30am	#	Rank	12:30pm	#	Rank
10/5	BJHS 6J1	65	1st	BJHS 8B	135	4th	Cale Family Home School	30	2nd
	ISU Senior Professionals	50	3rd	Parkside JH O-Team	100	3rd			
	Cale Family Home School	30	4th	Cale Family Home School	30	3rd			
	Epiphany School (6-8)	100	1st	Olympia High School	50	1st			
10/6	BJHS 7H	130	1st	BJHS 8B	135	1st	Parkside JH N-Team	125	2nd
	BJHS 6J1	65	2nd	Chiddix JH 8B	135	3rd	Evans Jr. High 8B	140	3rd
	St. Mary's School Bloominton	50	3rd	Chiddix JH 8A	150	3rd	St. Mary's School Pontiac	25	3rd
	Boerm Family Home School, Miller Family Home School, Warfel Family Home Schools	8	1st	Parkside JH O-Team	100	2nd	Metcalf School	50	3rd
				Parkside JH Y-Team	65	3rd			
				St. Mary's School Pontiac	25	1st			
				Olympia High School	50	2nd			
10/7	BJHS 7H	130	2 nd	BJHS 8B	135	2nd	Parkside JH N-Team	125	3rd
	BJHS 6J2	90	1st	Chiddix JH 8B	135	2nd	Evans Jr. High 8B	140	2nd
	St. Mary's School Bloominton	50	2nd	Chiddix JH8A	150	2nd	Metcalf School	50	1st
	ISU Senior Professionals	50	2nd	Parkside JH Y-Team	65	1st	Kingsley Jr. High	160	1 st
	Boerm Family Home School, Miller Family Home School, Warfel Family Home Schools	8	2nd	St. Mary's School Pontiac	25	2nd			
	Cale Family Home School	30	1st	Olympia High School	50	3rd			
			Hammitt Jr. & Sr. High	30	1st				
10/8	BJHS 7H	130	3rd	BJHS 8B	135	3rd	Parkside JH N-Team	125	1st
	BJHS 6J1	65	3rd	Chiddix JH 8B	135	1st	Evans Jr. High 8B	140	1st
	St. Mary's School Bloominton	50	1st	Chiddix JH 8A	150	1st	Metcalf School	50	2nd
	ISU Senior Professionals	50	1st	Parkside JH O-Team	100	1st			
	Boerm Family Home School, Miller Family Home School, Warfel Family Home Schools	8	3rd	Parkside JH Y-Team	65	2nd			
	BJHS 6B2	65	1st						

Final Bookings, Cemetery Walk 2019

(Max of 150 per tour in 5 groups)

#21b

	8:45 am	#	Rank	10:30am	#	Rank	12:30pm	#	Rank
10/7	TREK Home Educators (3) (8 adults)	15	3rd	Chiddix Jr High 8B (1-3) (16 chaperones)	130	4th	Eureka High School (1-4) (12 chaperones)	117	
	BJHS 6K (4-5) 6 chaperones	60	8th	Lexington Jr. High (6th) (4-5) (4 chaps)	43	2nd	St. Mary's Pontiac 8th (5) (2 chaperones)	13	1st
	Corpus Christi School (1-2) (11 chaperones)	39	8th						
Total		141			173			130	
10/8	Tri-Valley Middle School (1-3) (6 chaperones) (TLC)	67	4th	Chiddix Jr. High 8A (2-5) (12 chaperones)	115	3rd	Evans Junior High 8A (1-4) (16 chaperones)	145	1st
	Home School Friends (4-5) (14 chaperones)	29	5th	Prairie Central High School (9-12) Spec Ed (1) (4 chaperones)	11	1st	Peace Tree Project Home School (5)	5	1st
Total		96			126			150	
10/9	Metcalf School (8th) (2-3) (4 chaperones)	50	4th	Kingsley Jr. High 8-1 (2-5) TLC (16 chaperones) visit Rogers grave	154	2nd	BJHS 8J (1-4) (TLC)	150	1st
	Cale Christian Academy Home School (4)	17	2nd	Normal Community High School SSP (1)	15	1st	Graymont Grade School (5) (2 chaperones)	11	2nd
	ISU Senior Professionals (1 & 5)	27	1st						
Total		94			169			161	
10/10	Epiphany School (6-8) 1-3 (13 chaperones)	87	3rd	BJHS 8B (need to be same day as 8J-co teaching) (1-4) (TLC) (16 chaperones)	144	1st	BJHS 8H (1-5) (TLC)	150	1st
	Secular Home Schoolers of BN (plus Mike DeVore's family 4) (5)	19	4th	Christian Life Academy 5-8 (5) 5 chaperones	37	1st			
	St. Mary's School Blm 8th (4) 2 chaperones	12	1st						
Total		122			181			150	

Pre-Confirmation Letter, Cemetery Walk 2019

#21c



McLean County MUSEUM of HISTORY

Monday, November 18, 2019
Jane Doe
Bloomington Jr. High 6K

EVERGREEN CEMETERY WALK Pre-Registration Confirmation

Thank you for pre-registering for the 2019 Evergreen Cemetery Walk. We are looking forward to your group's visit. **Your group is scheduled for Monday, October 7, 2019 at 8:45 a.m.** We have done our best to grant the first choice you made. We will do our best to maintain this schedule as it stands; however, we reserve the right to make any changes we deem necessary to accommodate the largest number of students to this event.

Because of the generosity of this year's sponsors, Evergreen Memorial Cemetery and the Illinois Prairie Community Foundation, and support from members of the McLean County Museum of History, admission fees for students and chaperones to attend the 2019 Evergreen Cemetery Walk **have been waived.**

A \$50 cancellation fee has been instituted this year. This will be assessed to any group that cancels less than two weeks in advance of their scheduled attendance at the Cemetery Walk or who fails to show up for their scheduled performance. Should you need to cancel for any reason, please let us know as soon as possible so we can try to fill the empty slot.

We will send the teacher packet and final confirmation to you via email no later than **September 10, 2019**. In that email we will give you the group numbers you must assign to your students and the number of chaperones you will be required to bring. The teacher packet will also be available on our website at <http://www.mchistory.org/learn/programs/teacher.php>.

Please email or call the Museum with the final number of students and chaperones who will be attending your scheduled tour of the Evergreen Cemetery Walk no later than Monday, September 30, 2019. We need this information in order to adjust groups accordingly and possibly fit in schools that are on our waiting list this year.

If you have any questions, please contact Candace Summers or Hannah Johnson in the Education Department, 309/827-0428 or education@mchistory.org.

Thank you and see you in the fall!

Sincerely,

Candace Summers
Director of Education

Teacher packets

Teacher packets are the collection of information each teacher must have to assure a successful tour. You can mail a hard copy of the entire teacher packet (#23), email a PDF to each teacher (#23), or place it on your organization's website for teachers to download (#22).

1. Contents (#22 and #23)

- a. Final confirmations (which may or may not include a bill for payment)
- b. Biographies of each individual that will be portrayed (student and teacher version).
- c. Copies of photographs of each individual if available.
- d. Instructions for teacher, chaperones, and students attending the event.
- e. History or information about the cemetery itself.
- f. Map of how to get to the cemetery.
- g. Supplemental resource pages, which may include useful websites and books.
- h. Vocabulary list of unfamiliar words they will hear during the performances.
These may include words that are no longer used in our time, words that have different meanings today, challenging words, or people, places, and events that may need an in depth explanation to help students better understand performances.
- i. Primary source documents associated with each individual that will be featured on the walk.
- j. You may wish to include information on cemetery architecture, the history of cemeteries (both in general and specific to your cemetery), symbolism of monuments, suggestions for classroom activities such as population statistical studies, gravestone rubbings, write your own epitaph, etc...
- k. List of state and national learning goals that your organization feels this program will help teachers meet.



2. Distribution

- a. Make the teacher packet available at least three weeks before the final payment/final attendance numbers are due. This will allow time for each school's accounting offices to cut checks, for parents to fill out permission forms for each student, and for teachers to use materials for pre-visit activities.
- b. Contact each teacher the week before the Walk to remind them to distribute the Chaperone Information page to all assigned chaperones.

Visit <https://mchistory.org/learn/evergreen-cemetery-walk/teacher-information> to download

Below you will find links to pdfs of a variety of information that will be useful in preparing to bring your students to your scheduled tour of the Evergreen Cemetery Walk. These PDFs include:

1. Teacher/Student/Chaperone information
2. Vocabulary
3. Information about the history of Evergreen Memorial Cemetery/Monument materials and styles/Cemetery symbolism
4. Biographies of this year's featured characters
5. Illinois Learning Standards your participation in the Cemetery Walk will help you meet
6. Suggested general activities

Teacher, Student, and Chaperone Info

This section includes information for teachers, chaperones, and students to review before attending the Evergreen Cemetery Walk. The handouts below include information on location of event, teacher check in at the event, student and chaperone expectations, appropriate behavior guidelines for students, inclement weather policies, photography policy, parking information, and more. Teachers, please make sure you copy and distribute the student and chaperone information sheets to all students and chaperones who will be attending the Evergreen Cemetery Walk.

- [2019 Teacher Information Sheet \(150KB MB\)](#)
- [2019 Chaperone Information Sheet \(219KB MB\)](#)
- [2019 Student Information Sheet \(158KB MB\)](#)

Vocabulary

This section includes words that may be unfamiliar to students who participate in the Evergreen Cemetery Walk. Words included in this document can be found in the character biographies (found in the teacher packet) and those that will be heard during the performances at the Cemetery Walk. Words are divided by character, including a separate list of cemetery/monument related terms. Words are defined according to Merriam-Webster dictionary unless otherwise noted.

- [2019 Evergreen Cemetery Walk Student Vocabulary Sheet \(197KB MB\)](#)

Cemetery History, Symbolism, and Monument Information

This document includes a brief history on the evolution of cemeteries and a history of Evergreen Memorial Cemetery. Also included is information on monument materials, cemetery art and symbolism, monument types, and cemetery structures, of which many can be found in Evergreen Memorial Cemetery. This information will be very useful in helping to prepare students for participation in the Evergreen Cemetery Walk.

- [Cemetery History, Monument Types, and Symbolism \(194KB MB\)](#)

Standards and Educational Goals

The Evergreen Cemetery Walk is a great educational program for students to participate in. It is our intention that students will develop an understanding and appreciation for cemeteries as a source for history, that students will begin to understand our local history and its importance, and that students will understand the natural connection between history and the arts. In addition, the Cemetery Walk will help teachers meet a variety of History and English related ISBE Learning Goals and Common Core Standards.

- [Standards and Learning Goals \(94KB MB\)](#)

Suggested General Activities

Aside from general discussion, these are activities which teachers who have attended Walks in years past have done with their students that may prove beneficial for you and your students as well.

- [Suggested General Activities \(157KB MB\)](#)

Pages From Our Past resources

This section contain articles written by Museum Librarian Bill Kemp for his weekly *Pantagraph* column "Pages from Our Past." The articles featured here have a connection to each of this year's featured characters and offer additional insight into events, activities, or themes related to each of our characters.

- [Calimese- Bloomington Schools Integrated Decade after Civil War](#)
- [Calimese- Booker T. Washington Home Offered Safe Haven for Black Children](#)
- [Christian- Bloomington's Fifer Bohrer First Female State Senator](#)
- [Christian- Skinner music school once cultural force in Bloomington](#)
- [Kaywood- Christmas Dinner Tradition at County Jail](#)
- [Kaywood- Odd Fellows representative of grand era of fraternalism](#)
- [Munsell- Local Reminiscences Offer Insight into Living Lincoln](#)
- [Munsell- Wesleyan grad one of the immortalized "Four Chaplains"](#)
- [Wright- Central Illinois Final Destination for Many Orphan Train Riders](#)
- [Wright- McLean County Stories Orphan Train](#)



Louise Calimese (1895-1985)

Featured with Napoleon Calimese

Following in his father and older brother's footsteps, Napoleon first worked as a barber on Beaufort Street in Normal. In 1920, not long after he returned home from serving during World War I, he met and married Louise Davis. Seven years later, the couple was appointed superintendent and matron of the McLean County Home for Colored Children (later renamed the Booker T. Washington Home)—having been "thoroughly recommended by businesses and professionals of Normal who [had] known them for years." The couple oversaw the only licensed home for children of color in Illinois outside Chicago for the next three decades.

[Read Full Biography](#)

[Read Student Biography](#)



Napoleon Calimese (1890-1972)

Featured with Louise Calimese

Following in his father and older brother's footsteps, Napoleon first worked as a barber on Beaufort Street in Normal. In 1920, not long after he returned home from serving during World War I, he met and married Louise Davis. Seven years later, the couple was appointed superintendent and matron of the McLean County Home for Colored Children (later renamed the Booker T. Washington Home)—having been "thoroughly recommended by businesses and professionals of Normal who [had] known them for years." The couple oversaw the only licensed home for children of color in Illinois outside Chicago for the next three decades.

[Read Full Biography](#)

[Read Student Biography](#)



Annie May Christian (1866-1941)

Born in Decatur and educated in Bloomington schools, Christian was a capable, intelligent, and enthusiastic leader of the local Amateur Musical Club. She encouraged cooperation among local organizations involved in music and strove to bring high quality music to all. During World War I, the Club organized Red Cross benefit concerts and community sings, with patriotic music either starting or ending all concerts. May (as she was known) was a fiercely independent, single woman. She studied voice, and taught instrumental music, often performing publicly on the piano, as a soloist or with others.

[Read Full Biography](#)

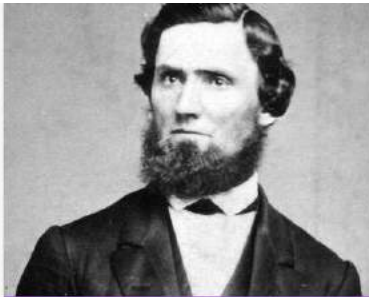
[Read Student Biography](#)



Florence Stevens Kaywood (1864-1928)

Born in Bloomington in 1864 to a well-established family in McLean County, Florence Stevens was a teacher for brief time before her marriage to Harris Kaywood, but little is known about her during the years of her marriage. In 1910, she was appointed police matron by the Bloomington City Council, a position she held for the next 16 years. Police matrons were hired to take care of female prisoners and their children, which was by no means easy work. In 1919, she was credited with saving a woman who attempted suicide in her jail cell.

[Read Full Biography](#)



Oliver Munsell (1825-1905)

A devout Methodist, Munsell began a career practicing law in 1846, but immediately decided that preaching was more to his liking. He became a licensed preacher that same year and joined the Illinois Conference of the Methodist Church. After serving as principal at two seminary schools, he was elected president of Illinois Wesleyan University in 1857—a dubious honor at best, as the school's doors had been shuttered due to financial difficulties. Though the university prospered in many ways during his 16-year presidency, he was forced to resign in 1873 amid allegations that he had been "overly familiar" with several of the female students.

[Read Full Biography](#)

[Read Student Biography](#)



No Known Image

Ebenezer Wright (1830/31-1900)

Wright and his wife Mary had eight children, four of which survived to adulthood. His love of children was quite possibly what led him to his chosen profession—a social worker at the New York Juvenile Asylum. In 1887, he was made the Western Agent in Chicago and was in charge of the children as they were sent westward on the "Orphan Train." After the Great Chicago Fire, Wright and his family relocated to Normal. There he served as the chief "placing out" agent and was assisted by other agents, including his son. Wright was proud that the NY Juvenile Asylum was the only "child saving" institution that maintained an agency in the West.

[Read Full Biography](#)

[Read Student Biography](#)

The Evergreen Cemetery Discovery Walk 2014

Teacher Packet

- ✓ **Final Confirmation**
- ✓ **Teacher/Chaperone/Student Information Sheets**
- ✓ **Vocabulary**
- ✓ **Full Biographies (teacher version)**
- ✓ **Abridged Biographies (includes photograph) with discussion questions and activities (student version)**
- ✓ **Primary Sources related to each individual (not included in this manual)**
- ✓ **Vocabulary list**
- ✓ **History of Evergreen Cemetery and Architecture of Cemeteries (not included with this manual)**
- ✓ **Standards and Educational Goals (not included with this manual)**
- ✓ **General Activities**

Teacher Information

Through the generosity of this year's sponsors, Evergreen Memorial Cemetery and the Illinois Prairie Community Foundation, with additional support from Museum member Willie Brown, CEFCU, and our members, admission fees for students and chaperones to attend the 2019 Evergreen Cemetery Walk have been waived.

Chaperones: We require a **minimum of 1 adult chaperone per 10 students** to accompany every **assigned group** of students. Chaperones **MUST park outside** the cemetery on the side streets.

It is your responsibility to inform chaperones of their duties, which include providing leadership, disciplining as needed and helping to shepherd the students through the cemetery in a timely manner. Chaperones will also be asked to escort any students who become ill or disruptive back to the entrance.

PLEASE DISTRIBUTE THE CHAPERONE INFORMATION SHEET TO EVERY CHAPERONE.

Entrance: Evergreen Cemetery is located at **302 E. Miller Street**. Buses **must** turn onto Miller St. from Main St. or Center St. to approach the cemetery. To control traffic, we ask that you **NOT** approach Miller St. from East St. or Wright St./Berenz Pl. Bus drivers will be instructed where to park. Chaperones **MUST** park outside the cemetery. **Students using wheelchairs should be off-loaded before parking the bus.**

NOTE: We encourage all buses to stay for the duration of your tour. Staff will be on hand to coordinate bus parking. If a bus must leave, **please inform us at arrival** so we can coordinate the parking needs accordingly. **Bus drivers are welcome to attend the Cemetery Walk free of charge with your students.**

Check In: Please arrive at the cemetery at least **15 minutes prior** to your scheduled tour. If you arrive late, we may not be able to accommodate you. Your bus will be stopped just outside the cemetery entrance. At this point, teachers will check in and receive instructions as to where the students should be dropped off.

Unloading: It is very important to give students their group numbers **before** arriving at the cemetery. See your confirmation sheet for the group numbers assigned to you. After students get off the bus, they will be directed to the guide holding a sign with their group number. Please **give students name tags with their group numbers clearly marked** so we may quickly direct them to the appropriate location. Chaperones should be informed of this system so they may assist students. **Please use OUR numbers to divide students.**

Program Timing: The tour lasts 75 minutes. Upon completion of the tour, you will be expected to exit the cemetery. Please be considerate: another group will be arriving shortly after your group is finished. If your class lingers, you may detract from the experience of others. If, at a different date, you wish to do additional activities with your class at Evergreen Memorial Cemetery, please make the appropriate arrangements by calling the cemetery office at 827-6950. Please do not assign class activities or assignments during the tour.

Student Information: PLEASE REPRODUCE the Student Information sheet and distribute it to your class. The sheets specify what will be expected of students.

Chaperone Information: PLEASE REPRODUCE the Chaperone Information sheet and distribute to your chaperones several days before the event. The sheet specifies what will be expected of chaperones.

Funeral: In the event that a funeral occurs during your assigned tour time, the Cemetery Walk **will** continue as planned. Minor adjustments will be made in parking or in the walking route, if necessary, to respect the privacy of the funeral. Students should remove hats and stand respectfully while the procession passes by.

Weather: The Cemetery Walk will be canceled **ONLY** in the event of dangerous weather (i.e. lightning). If there is inclement weather the day your class is scheduled, please listen to WJBC to find out if the Cemetery Walk has been canceled. **Please make sure your students know that they are to dress appropriately:** jackets for cool weather, umbrellas for rain, comfortable shoes, etc. In the past, students have been uncomfortable because they did not wear appropriate clothing.

Additional Traffic: There is the possibility that there will be minimal traffic at the cemetery because of people wanting to visit their loved ones. Please make sure that your chaperones and students understand that they are to look carefully before crossing any of the streets in the cemetery.

Photography: No videotaping of the Cemetery Walk will be permitted. Still photographs are permitted as time allows. Please do not disrupt the performance or ask the actor to pose for your pictures.

Restrooms: Please make sure that your students use the restroom before arriving at the Cemetery Walk as there is **no** public facility at Evergreen Memorial Cemetery.

Evaluation: An online evaluation of the Cemetery Walk will be sent to you **after** the Cemetery Walk. **Your feedback is important** to our planning for future events!

Note: Any injuries sustained during the Cemetery Walk are not the responsibility of the McLean County Historical Society, Illinois Voices Theatre Echoes, or Evergreen Memorial Cemetery.

Thank you and we look forward to seeing you and your students at the Cemetery Walk!

Student Information

Through the generosity of this year's sponsors, Evergreen Memorial Cemetery and the Illinois Prairie Community Foundation, with additional support from CEFCU, Museum member Willie Brown, and our members, admission fees for students and chaperones to attend the 2019 Evergreen Cemetery Walk have been waived.

This trip to Evergreen Memorial Cemetery may be your first visit to a cemetery. Here are some things to keep in mind.

The Walk Event:

The Evergreen Cemetery Walk is an **outdoor theatrical event**. The characters you will see are professional actors portraying people buried at Evergreen Memorial Cemetery. The lives of these people were carefully and thoroughly researched to provide you with an accurate and entertaining portrayal of their experiences. The performances are based on facts, and include some dramatic interpretations, as well.

Cemetery Manners:

There are about 50,000 people buried in Evergreen Memorial Cemetery. Some of these people were very well known and some were ordinary people like you and your friends. All of them deserve respect. Please follow these rules when visiting any cemetery:

- Show respect through good behavior. If a funeral occurs during your visit, please stand silently and take your **hat off** as the procession goes by.
- Do not lean, stand, sit on, walk on, or jump over tombstones and grave markers. You may walk in the grass around the stones without being disrespectful.
- **No food or gum is allowed.**
- **Please turn off or mute cell phones.**
- Leave gravestone decorations and flowers alone.
- Carry any trash out of the cemetery.

Rain or Shine:

It is hard to predict the weather during field trips. Sometimes it rains; sometimes you can get sunburned. **Be prepared for either!** IF IT IS COLD, BRING A JACKET. If it looks like rain, bring an umbrella. The event lasts 75 minutes at a **very brisk** walk, so wear comfortable shoes. Flip flops and high heeled shoes are not good choices. Also, make sure you use the bathroom before the trip.

Your Job:

- **When you arrive** at the cemetery, look for the tour guide holding a sign with your assigned number. **Turn off or mute your cell phones** for the duration of the tour.
- **Listen carefully** to what your guide says. If you have any questions, feel free to raise your hand to ask the tour guide.

- **Please do not sit down on the ground during the tour or performances.** This makes it harder for the actors during their performance and also takes up more time between performances.
- The actors may talk to you or ask you to do something during the performances. Be a sport and play along. Please show respect to the actors by not talking to each other during the performances, and please clap at the end of each performance.
- Chaperones are with your group to help the tour guide. They will all expect you to behave appropriately. Chaperones and tour guides have the right to ask you to be quiet or remove you from the performance if you are being disruptive.
- **Have fun** learning about the history of **your** community.

Thank you and we look forward to seeing you at the Cemetery Walk!

Chaperone Information

Through the generosity of this year's sponsors, Evergreen Memorial Cemetery and the Illinois Prairie Community Foundation, with additional support from CEFCU, Museum member Willie Brown, and our members, admission fees for students and chaperones to attend the 2019 Evergreen Cemetery Walk have been waived.

Welcome to Evergreen Memorial Cemetery and the Evergreen Cemetery Walk! You have been asked to perform the very important job of shepherd for your group.

Below are some helpful hints to make the day more enjoyable for everyone involved.

- **Introduce yourself** to the tour guide, so he or she can call you by name if they need your help.
- **Lead by example.** Listen politely, turn off or mute cell phones, and please do not talk to each other during the performances.
- **Be the shepherd.** Please help move students through the cemetery in a timely manner. Chaperones should station themselves throughout the group, especially with **a few** walking *behind* the group to keep students from falling behind. Please do not let students sit on the ground during performances or in between performances. It slows things down, and we are on a tight schedule.
- **Maintain discipline** among the students. Please make sure students are **quiet** and **attentive** during performances. Disruptive students should be disciplined or removed from the group. **We're counting on you to maintain decorum among your group!**
- **Actively participate** in the performances. Performances may include some actor interaction with the audience. Your participation will help students feel more comfortable about participating, too.
- **Escort** any students who become ill, or who must leave early, back to the cemetery entrance and stay with them until picked up. There is no cemetery staff available to do this.
- **Videotaping is not allowed.** Still photographs are allowed, but please do not disrupt the performance or ask the actor to pose. Please do not talk to the actor after the performance – they must maintain concentration for the next group.
- **Please review** cemetery manners with your group:
 - Show respect through good behavior
 - Do not lean, stand, sit on, walk on, or jump over tombstones and markers.
 - Eat before or after, but not during your visit. **No gum is allowed.**
 - Leave gravestone decorations and flowers alone.
 - Carry any trash out of the cemetery.

Please help our tour guides by following these suggestions. Your assistance is vital to making this tour a success! Enjoy!

Florence (Stevens) Kaywood was born on October 8, 1864 to William and Sarah (Shields) Stevens in Bloomington.¹ She was the second of five children born to the couple. Kaywood's parents were both immigrants to the United States; her father having been born in England and her mother in Ireland. Her parents may have been drawn to settle in Bloomington by her mother's brother, Robert Shields, who was living in Old Town Township in eastern McLean County after emigrating from Scotland.² Regardless of whether this is the case, the family seems to have been quite close, as Kaywood occasionally left town to visit them for a few days or more during her young adulthood.³ Kaywood's immediate family settled at 113 E. South Grove Street, where she lived until 1886 when she began teaching school.⁴

Kaywood attended Bloomington public schools and appeared to have been a good student. She and her siblings attended the Fourth Ward School (later renamed Emerson School), which was located at the corner of Taylor and Evans streets. In May 1879, she was commended for never having been absent or tardy during that school year.⁵ However, it is not known if she graduated from high school or attended classes at Illinois State University before becoming a teacher.

Kaywood appears to have taught school for just one year, as a teacher in District No. 3 in Old Town Township in 1886.⁶ An interesting incident happened to her while she taught at the school. On May 7, 1886, while Kaywood was walking along Main Street in downtown Bloomington, she lost one of her paychecks, along with several other letters.⁷ She was only able to have it returned thanks to Phil Ryan, who ran a hardware store on North Main Street.⁸ A suspicious man attempted to use the check to make a small purchase at Ryan's store, so that the man could get the remainder of the value of the \$30 check as change for the purchase.⁹ Given the high value of the check (\$30 is approximately \$800 in 2019 dollars), Ryan became suspicious and took the check to the police headquarters. He explained the incident to the police, and in the company of an officer, returned to his hardware store where the man had fled, "fully confirming the suspicions" of Ryan that the man was acting dishonestly. The police returned to check to Kaywood the next morning.¹⁰

¹ Florence M. Kaywood death index, Illinois Deaths and Stillbirths Index, 1916-1947, Ancestry.com, date accessed: July 15, 2019; Sarah Shields marriage record, Illinois Marriage Index, 1860-1920, Ancestry.com, date accessed: July 15, 2019.

² United States Census, 1880, Ancestry.com, date accessed August 5, 2019.

³ "Personal," *Pantagraph*, August 12, 1881; "The Doings, Happenings, and Sayings of Fellow-Dwellers in McLean," *Pantagraph*, May 12, 1885.

⁴ *Bloomington-Normal City Directory, 1868*, 153; *Bloomington-Normal City Directory, 1878-79*, 171; *Bloomington-Normal City Directory, 1886*, 344.

⁵ "Special Mention," *Pantagraph*, May 29, 1879.

⁶ "Lost and Found," *Pantagraph*, May 8, 1886; William Brigham. *The Story of McLean County and its Schools*. (Bloomington: McLean County Historical Society, 1951) 134-135; *Bloomington-Normal City Directory, 1886*, 334.

⁷ "Lost and Found."

⁸ Ibid.

⁹ Ibid.

¹⁰ Ibid; "Inflation Calculator," Officialdata.org, accessed July 16, 2019, <https://www.officialdata.org/us/inflation/1886?amount=30>.

That same year, on July 13, 1886, Florence married Harris F. Kaywood.¹¹ Harris (or Harry as he was sometimes referred to) was born in May 1851. Not much is known about Harris before 1885, when he was living in Lafayette, Indiana and working for the Lake Erie and Western Railroad (L. E. & W.) as a brakeman.¹²

Florence and Harris briefly lived in Bloomington, staying at least through 1887.¹³ The pair then appear to have moved briefly to Michigan, and then back again to Lafayette, Indiana, where Harris resumed working for the L. E. & W. Railroad.¹⁴ The couple had four children during their marriage: Edward, Edith, Marie, and another son who died at the age of five.¹⁵ The marriage, however, seems to have been an unhappy one.

By 1899, Florence had left the couple's home in Leoni, Michigan and was again living in Bloomington, without Harris. According to the 1900 census, Harris and Florence both listed their marital status as divorced (though she was listed as a widow in the *Bloomington-Normal City Directories* and in her obituary).¹⁶ Florence retained custody of the couple's children, and seems to have made a living by running a boarding house at her home at 406 W. Olive Street for a number of years.¹⁷

After her return to Bloomington, Kaywood became involved in the community, particularly through faith-based organizations. She joined the local Bethlehem Rebekah Lodge No. 32. The Rebekah Lodge was the women's branch of the Independent Order of Odd Fellows (IOOF).¹⁸ The Rebekah Degree, initially known as the Daughters of Rebekah, was created in 1851, and made the IOOF the first fraternal organization in the United States to accept men and women.¹⁹ The name comes from the Biblical Rebekah, who is used as a model of behavior for the Rebekah Degree.²⁰ The group encourages its members to be active in civic life and do charitable work in their community, while also aiming to help members expand their social circle and live a fulfilling life.²¹ Kaywood was a very active member of the Lodge. She frequently hosted meetings of the Ladies Sewing Society of the Lodge at her home, first on Olive Street, then at her home at 203 W. Clay Street, and later at 203 W. Oakland Avenue.²²

Kaywood also held several offices during her time as a Rebekah. In 1917, Florence was elected chairman of the calendar committee of the Lodge's sewing circle at the annual picnic.²³ In 1918, Kaywood was installed as the Lodge's room warden, which likely entailed her assisting

¹¹ *Pantagraph*, July 14, 1886.

¹² U.S. Federal Census 1900, Ancestry.com, accessed July 16, 2019; *Lafayette City Directory 1885*, Ancestry.com, accessed July 16, 2019.

¹³ "Florence Stevens Kaywood," *Bloomington-Normal City Directory, 1887*, 242.

¹⁴ "Edith M Kaywood," *Michigan Births and Christenings Index, 1867-1911*, Ancestry.com, date accessed: August 2, 2019; "Railroad Notes" *Pantagraph*, May 5, 1893.

¹⁵ U.S. Federal Census 1900; "Florence M. Stevens Kaywood," Findagrave.com, date accessed: July 17, 2019, <https://www.findagrave.com/memorial/67740150>; "Mrs. F.M. Kaywood, Police Matron, Dies," *Pantagraph*, February 15, 1928.

¹⁶ U.S. Federal Census 1900.

¹⁷ *Ibid.*

¹⁸ "Short Paragraphs," *Pantagraph*, February 19, 1902; "History of American Odd Fellowship," Odd-fellows.org, date accessed: July 17, 2019, <https://odd-fellows.org/history/wildeys-odd-fellowship/>.

¹⁹ *Ibid.*

²⁰ "Rebekahs," Odd-fellows.org, date accessed: July 17, 2019, <https://odd-fellows.org/about/rebekahs/>.

²¹ *Ibid.*

²² "Clubs and Church Societies," *Pantagraph*, January 13, 1914; "Among the Clubs," *Pantagraph* (Bloomington, IL), February 11, 1914; "Sewing Circles," *Pantagraph*, March 10, 1915.

²³ "Picnic and Election," *Pantagraph*, July 26, 1917.

the lodge's warden in managing lodge regalia and room property before, during, and after meetings of the Rebekah Lodge.²⁴ The following year, she was appointed Left Support to the Noble Grand, which required her to greet members entering meetings and confirm they were wearing proper regalia and giving proper signs. She also served on the entertainment committee that year too.²⁵ In addition to being a regular officer, Kaywood frequently held one of the "installing officer" positions, who ran the meetings at which the previous officers' terms were ended and the new officers were installed.²⁶

Kaywood remained prominently involved with the Rebekah Lodge up until just a few years before her death. In 1920, she was appointed Right Support to the Noble Grand, a position in which she was to "support the [Noble Grand] in keeping order, execute commands, open and close the lodge in due form, see that signs are given correctly and occupy chair of the [Noble Grand] when vacant temporarily during lodge hours."²⁷ Later that year, she was elected treasurer of the Lodge, a position she held until 1924, when it appears that she was no longer an active member of the Rebekah Lodge.²⁸

Kaywood seems to have been relatively comfortable financially after arriving back in Bloomington. Though she was listed as a boarding house keeper in the 1899 *City Directory* and the 1900 United States Federal Census, from 1902 until 1911, no occupation was listed for her in city directories (the 1910 census, however, does list her occupation as "laundress").²⁹

She definitely reentered the workforce on May 2, 1910, when she was confirmed by Bloomington's City Council as police matron after being submitted to them for approval along with a host of other appointments by then-mayor Richard Carlock.³⁰ The position had been mandated for all cities in Illinois with a population of over 16,000 by a new state law in 1897.³¹ Bloomington was hesitant to appoint one, insisting the city did not arrest enough women to justify the expense of a police matron, but did concede to find a volunteer to fulfill the duties of a police matron in 1898.³²

²⁴ "In Society's Realm," *Pantagraph*, January 7, 1918; "Structure of Odd Fellowship," Odd-fellows.org, date accessed: July 17, 2019, <https://odd-fellows.org/member-resources/structure-of-odd-fellowship/>.

²⁵ "Rebekah Installation," *Pantagraph*, January 6, 1919; "Structure of Odd Fellowship," Odd-fellows.org, accessed July 17, 2019, <https://odd-fellows.org/member-resources/structure-of-odd-fellowship/>.

²⁶ "In Society's Realm," *Pantagraph*, January 7, 1918; "Rebekah Lodge Installation," *Pantagraph*, January 5, 1920; "Officers Installed," *Pantagraph*, July 5, 1920; "Rebekah Lodge Event," *Pantagraph*, January 17, 1921; "Bethlehem Rebekahs Hold Installation," *Pantagraph*, July 7, 1922; "Rebekah Lodge Holds Annual Installation," *Pantagraph*, July 6, 1923.

²⁷ "Rebekah Lodge Installation," *Pantagraph*, January 5, 1920; "Structure of Odd Fellowship," Odd-fellows.org, date accessed: July 17, 2019, <https://odd-fellows.org/member-resources/structure-of-odd-fellowship/>.

²⁸ "Lodge Banquet," *Pantagraph*, December 6, 1910; "Rebekah Lodge Event," *Pantagraph*, January 17, 1921; "Bethlehem Rebekahs," *Pantagraph*, December 7, 1923; "Bethlehem Rebekahs Install New Officers," *Pantagraph*, January 4, 1924.

²⁹ "Florence Stevens Kaywood," *Bloomington-Normal City Directory, 1899*; U.S. Federal Census 1900; "Florence Stevens Kaywood," *Bloomington-Normal City Directory, 1902*; "Florence Stevens Kaywood," *Bloomington-Normal City Directory, 1904*; "Florence Stevens Kaywood," *Bloomington-Normal City Directory, 1905*; "Florence Stevens Kaywood," *Bloomington-Normal City Directory, 1907*; "Florence Stevens Kaywood," *Bloomington-Normal City Directory, 1909*; U.S. Federal Census 1910, Ancestry.com, date accessed: July 18, 2019.

³⁰ "New Regime Begins in City Council," *Pantagraph*, May 3, 1910.

³¹ "Must have a Police Matron," *Pantagraph*, July 2, 1897.

³² "Mrs. Scott Heads the Woman's Club," *Pantagraph*, January 9, 1908; "Mayor vs. Police Committee," *Pantagraph*, January 22, 1898.

A *Pantagraph* article published at the time the City of Bloomington was looking to hire an official police matron stated that an applicant should be, “a woman of at least thirty-five years, of good moral character and have been resident of the city of Bloomington at least one year before the date of her appointment and shall have reasonable experience in nursing and caring for the sick and distressed.”³³ As police matron, Kaywood would have been required to work on-call for the police department, assisting them when women and children who had been arrested by the police or were held at the jail.³⁴ Generally, the women Kaywood would have had to assist with were arrested for “drunkenness, fighting, adultery, stealing, street walking, etc...”³⁵ She would search the detainees, clothe them if necessary, stay with them overnight in the jail, and provide basic first aid if they were ill.

The work of a police matron was distinct from that of a policeman or policewoman. While some policewomen were assigned duties that would go to police matrons in other municipalities, in general policewomen were given actual police powers and assigned to patrol public recreational areas, assist in finding missing persons, and provide information to women contacting the police.³⁶

Kaywood was confirmed as police matron in May 1910, and was re-appointed to the position every year until her death in 1928.³⁷ Bloomington police did not arrest women frequently during this period of time. Because of that, the city decided it was more appropriate to pay her only for each night she worked, rather than a flat monthly wage.³⁸ Initially her pay was \$2.50 a night (about \$67.00 in 2019), then later \$3.00 (about \$44.00 in 2019) after a raise in June 1919, followed by a final raise to \$4.00 (about \$59.00 in 2019) shortly afterwards in August 1919.³⁹

Kaywood provided notable assistance to the police department when she was called in for duty, above and beyond what was regularly expected of her position.⁴⁰ One such instance was on October 11, 1919, when she was called up by the police to assist with caring for a repeat offender, Jessie Schultz.⁴¹ Schultz was arrested the previous week and publicly swore it would never happen again.⁴² When she was arrested again the following week for being “disorderly,” she became despondent and attempted to commit suicide by hanging herself in her jail cell.⁴³

³³ “Move to Appoint a Police Matron,” *Pantagraph*, January 7, 1909.

³⁴ Ibid; Marilyn Corsianos. *Police and Gendered Justice: Examining the Possibilities*.

³⁵ “Move to Appoint a Police Matron.”

³⁶ Lois Higgins, “Historical Background of Policewomen’s Service,” *Journal of Criminal Law and Criminology* 41, no. 6 (1951): 824-826.

³⁷ “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1911*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1913*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1915*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1917*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1919*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1920*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1922*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1923*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1924*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1925*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1926*; “Florence Stevens Kaywood,” *Bloomington-Normal City Directory, 1928*.

³⁸ “City Employees Get Raise,” *Pantagraph*, May 27, 1911.

³⁹ Ibid; “Inflation Calculator,” in2013dollars.com, accessed August 5, 2019; “City Boost Wages,” *Pantagraph*, June 14, 1919; “City’s Pay Increase,” *Pantagraph*, August 13, 1919.

⁴⁰ “Mrs. Scott Heads the Woman’s Club,” *Pantagraph*, January 9, 1908.

⁴¹ “Police Save Woman from Hanging Self,” *Pantagraph*, October 13, 1919.

⁴² Ibid.

⁴³ Ibid.

Kaywood was the one who spotted what Schultz was doing, and rushed to get Acting Police Captain George Hursey, who opened the cell and prevented Schultz from committing suicide.⁴⁴ In another notable incident, Ray Phillips was arrested for “criminal relations” (adultery) with a young woman, Mary Jones, whom he had found on the streets and forced to live with him.⁴⁵ Kaywood helped Jones find a job and a new place to live after Phillips was arrested.⁴⁶

The job of police matron was also closely associated with Christian missionary work and the Women’s Christian Temperance Union (WCTU).⁴⁷ Bloomington’s chapter of the WCTU played a key role in convincing the city government to appoint a volunteer police matron in 1898, emphasizing how “a Christian woman could do much good work to rescue and reform among their fallen sisters.”⁴⁸ The *Pantagraph* article that announced in 1909 that the city was looking for a new police matron specifically mentioned the opportunities the job offered for “Christian work,” and a testimonial from the retiring volunteer police matron, Miss Mary Watson, stated that the office of the police matron was, “an opportunity for a Christian woman who has plenty of courage to stand by her convictions, to life these women up and point out to them the better way of living.”⁴⁹ Spreading the position of police matron to new localities was part of the WCTU’s activities at the time.⁵⁰

The WCTU quickly spread to Bloomington with a local chapter being established in the city by January 1879, which still exists today.⁵¹ Starting in 1894, Bloomington also played host to the Illinois headquarters of the WCTU for a number of years.⁵² Kaywood herself was a member of the WCTU in Bloomington, though whether or not she was a member prior to beginning her work as a police matron is unclear.⁵³ Kaywood’s work as a police matron made her the perfect candidate to give talks at WCTU meetings on the penal system, which the WCTU was interested in reforming to better rehabilitate those women in it.⁵⁴ Kaywood spoke on the penal system at least twice at WCTU meetings in Bloomington, once in 1915 and then again in 1916.⁵⁵ Kaywood was evidently a well-respected member of the WCTU, as she was elected second vice president of Bloomington’s chapter in 1921.⁵⁶ She was also involved in the Bloomington WCTU’s membership drive in 1923, when the group tried to build off its then recent victory with the ratification of the 18th Amendment (Prohibition) and rally support for the cause of Temperance.⁵⁷

⁴⁴ Ibid.

⁴⁵ In modern times, he would likely have been arrested for kidnapping and labor and/or sex trafficking; “Held for Adultery,” *Pantagraph*, August 16, 1920.

⁴⁶ Ibid.

⁴⁷ The Women’s Christian Temperance Union was founded in Cleveland, Ohio in November 1874, following the winter of 1873-74 women-led protests, which drove alcohol out of 250 communities. Though the organization was founded on ending drug and alcohol use, by the 1890s it had expanded its program to address other social issues, such as advocating for women’s suffrage and other civil rights for women; “Early History,” WCTU.org, date accessed: July 22, 2019, <https://www.wctu.org/history.html>.

⁴⁸ “Mayor vs. Police Committee,” *Pantagraph*, January 22, 1898.

⁴⁹ “Move to Appoint a Police Matron,” *Pantagraph*, January 7, 1909.

⁵⁰ *Pantagraph*, December 28, 1893; Higgins, “Historical Background of Policewomen’s Service.”

⁵¹ “Women’s Christian Temperance Union,” *Pantagraph*, January 8, 1879.

⁵² “Illinois WCTU Had Its Beginning Here,” *Pantagraph*, November 21, 1943.

⁵³ “Bloomington WCTU,” *Pantagraph*, May 12, 1915.

⁵⁴ Ibid; “Early History,” WCTU.org, date accessed: July 22, 2019, <https://www.wctu.org/history.html>.

⁵⁵ “Bloomington WCTU,” *Pantagraph*, May 12, 1915; “WCTU Meets,” *Pantagraph*, October 27, 1916.

⁵⁶ 2nd Vice President ranked behind the President and 1st Vice President in the WCTU; “Bloomington WCTU,” *Pantagraph*, September 8, 1921.

⁵⁷ “Announce Precinct Heads in W.C.T.U. Membership Drive,” *Pantagraph*, April 6, 1923.

Kaywood was clearly a devout Christian, and was active within the First Baptist Church located at 401 E. Jefferson Street. In particular, she was a member of the church's Woman's Union, and was among several hostesses of the social hour of two meetings; one in 1915 and one in 1917.⁵⁸

Outside of her activity with the Woman's Union of the First Baptist Church, Kaywood also assisted with cottage prayer meetings in 1919, and was one of several women who opened up their homes for participants to meet and pray in.⁵⁹ She also became involved in the work of the Interchurch World Movement, a short-lived organization formed in 1919 that aimed to coordinate the missionary and civic work of various Protestant denominations for greater efficiency and communal benefit.⁶⁰ Kaywood was one of ten "visitors" assigned to her precinct in Bloomington for the Interchurch World Movement's national survey, which aimed at assessing local churches' involvement in and ability to fund everything from missionary work, to educational programs, to hospitals and retirement homes.⁶¹

Kaywood's health began to fail towards the end of her life, leading her to draw back from her involvements in Bloomington. In 1927, she even attempted to resign as police matron, but city authorities deferred action on her resignation with the hope that her health would recover.⁶²

She may have turned to a patent medicine called Pepgen, with the hope of improving her health. In March 1924 Kaywood provided testimonial for the drug in the *Pantagraph*, claiming it cured her indigestion and high blood pressure.⁶³ Pepgen was developed by W.R. Cooper, who found great success in marketing the drug, selling over 1,000,000 bottles within a few months of distribution.⁶⁴ Pepgen arrived in Bloomington for sale in October 1923, and was accompanied by a significant advertising campaign in the *Pantagraph*.⁶⁵ The drug was advertised to assist with lowered appetite, energy, and stomach pains especially, but also was claimed by testimonials to have cured headaches, arthritis, and high blood pressure.⁶⁶ Interestingly, given Kaywood's WCTU membership and her endorsement of the drug, the packaging plainly stated it contained 12 percent alcohol.⁶⁷ This may help explain the drug's general popularity, as it was marketed during the Prohibition era; but it also may speak to just how poor Kaywood's health was becoming that she was willing to go back on her commitment to abstain from alcohol.

Whatever the real or imagined effects of Pepgen, it was not a complete wonder drug. Kaywood was eventually admitted to St. Joseph's Hospital in Bloomington for a "minor

⁵⁸ "Woman's Union," *Pantagraph* (Bloomington, IL), February 3, 1915; "Woman's Union," *Pantagraph*, March 1, 1917.

⁵⁹ "Cottage Meetings," *Pantagraph*, March 28, 1919.

⁶⁰ "Interchurch World Movement," [interchurch-center.org](https://interchurch-center.org/wp-content/uploads/2015/09/Interchurch-World-Movement-Guide.pdf), date accessed: July 22, 2019, <https://interchurch-center.org/wp-content/uploads/2015/09/Interchurch-World-Movement-Guide.pdf>.

⁶¹ "Survey to be by 300 Visitors," *Pantagraph*, February 21, 1920; *World Survey By the Interchurch World Movement of North America: Revised Preliminary Statement and Budget in Two Volumes, Volume One American Volume*, (New York City: Interchurch Press, 1920), 5.

⁶² "Mrs. F. M. Kaywood, Police Matron, Dies," *Pantagraph*, February 15, 1928.

⁶³ "Big Demand for Pepgen Breaks Former Records," *Pantagraph*, March 7, 1924.

⁶⁴ "Great Demand for Pepgen Starts at Once; Hundreds Call at Moore's Pharmacy," *Pantagraph*, October 25, 1923.

⁶⁵ Ibid; "Free at D.D. Moore's Drug Store," *Pantagraph*, October 6, 1923; "Ills Disappear Like Magic; Moore's Drug Store Gets Sales Rights for Great New Compound," *Pantagraph*, October 22, 1923; "Moore's Drug Store Secures Pepgen Agency; Cooper Comes to Explain Great Discovery," *Pantagraph*, October 23, 1923; "At Moore's Drug Store; Will Meet People Face to Face," *Pantagraph*, October 24, 1923.

⁶⁶ Ibid; "Big Demand for Pepgen Breaks Former Records," *Pantagraph*, March 7, 1924.

⁶⁷ "Pepgen Medicine Bottle, Dayton, Ohio, American Drug Co., 1920's," [Worthpoint.com](https://www.worthpoint.com/worthopedia/pep-gen-medicine-bottle-dayton-ohio-1787552110), date accessed: August 2, 2019, <https://www.worthpoint.com/worthopedia/pep-gen-medicine-bottle-dayton-ohio-1787552110>.

operation” to be performed on February 2, 1928.⁶⁸ While recovering, it seems her health took a sudden turn for the worse, and she died while still at St. Joseph’s on February 15, 1928, at the age of 63.⁶⁹

Florence Kaywood was buried the next day, with services conducted by Rev. Charles Durden, of First Baptist Church. The Bethlehem Rebekah Lodge aided in performing the service, and her funeral was well attended by many who knew her from her work as police matron, or her volunteer work in organizations around the city. Her children, who had moved out of town, also attended the service, as well as several other friends of Kaywood’s. This large showing of friends, family, and the community was a true testament of the impact of her service to Bloomington-Normal, as well as her genuine love for her children and friends across the organizations she was involved with.⁷⁰

By: Logan Janicki, 2019

Researched by: Candace Summers and Mary Kay Zeter

⁶⁸ “St. Joseph’s,” *Pantagraph*, February 3, 1928.

⁶⁹ “Deaths,” *Pantagraph*, February 15, 1928.

⁷⁰ “Fraternal Groups Aid in Conducting Services for Florence Kaywood,” *Pantagraph*, February 16, 1928.



Florence Stevens Kaywood (1864-1928)

Florence (Stevens) Kaywood was born on October 8, 1864 to William and Sarah (Shields) Stevens in Bloomington. She was the second of five children born to the couple. Kaywood's parents were both immigrants to the United States. Her father was born in England and her mother was born in Ireland.

Kaywood attended Bloomington public schools along with her siblings. She was a good student and was even praised for never having been absent or tardy during the 1878-1879 school year. It is not known if she graduated from high school, or whether she attended classes at Illinois State University, but she did teach school for one year before she got married.

On July 13, 1886, Florence married Harris F. Kaywood. Harris (or Harry as he was sometimes known) was born in May 1851. Not much is known about Harris before 1885, but at that time he was living in Lafayette, Indiana and working for the Lake Erie and Western Railroad (L. E. & W.) as a brakeman. The couple had four children: Edward, Edith, Marie, and another son who died at the age of five. The marriage, however, does not seem to have been a happy one.

By 1899, Florence had left the couple's home in Leoni, Michigan and was again living in Bloomington, without Harris. Florence retained **custody** of the couple's children, and seems to have made a living by running a **boarding house** at her home at 406 W. Olive Street for a number of years.

After her return to Bloomington, Kaywood became involved in the community, particularly through faith-based organizations. She joined the local Bethlehem Rebekah Lodge No. 32, which was the women's branch of the Independent Order of Odd Fellows (IOOF). The Rebekah Degree, initially known as the Daughters of Rebekah, was created in 1851, and made the IOOF the first fraternal organization in the United States to accept men and women. The name comes from the Biblical Rebekah. The group encourages its members to be active in civic life and to do charitable work in their community, while also aiming to help members expand their social circle and live a fulfilling life. Kaywood continued to be a very active member of the lodge until just a few years before her death.

Kaywood was listed as a boarding house keeper in the 1899 City Directory and the 1900 United States Federal Census. But from 1902 until 1911, no occupation was listed for her in city directories (the 1910 census, however, does list her occupation as "**laundress**"). She definitely reentered the **workforce** on May 2, 1910, when the Bloomington City Council **appointed** her

police matron. A new state law in 1897 **mandated** the creation of the position for all cities in Illinois with a population of over 16,000.

A *Pantagraph* article published at the time the City of Bloomington was looking to hire an official police matron stated that an applicant should be, “a woman of at least thirty-five years, of good moral character and have been resident of the city of Bloomington at least one year before the date of her appointment and shall have reasonable experience in nursing and caring for the sick and **distressed.**” As police matron, Kaywood was required to work on-call for the police department, assisting them when women and children had been arrested by the police or were held at the jail. Generally, the women Kaywood would have had to assist were arrested for “drunkenness, fighting, **adultery**, stealing, ... etc...” She would search the **detainees**, clothe them if necessary, stay with them overnight in the jail, and provide basic first aid if they were ill.

Kaywood was first confirmed as police matron in May 1910, and was re-appointed to the position every year until her death in 1928. Since Bloomington police did not arrest women frequently during this period of time, the city decided it was better to pay her only for each night she worked, rather than a flat monthly wage. Initially her pay was \$2.50 a night (about \$67.00 in 2019), and increased to \$4.00 (about \$59.00 in 2019) shortly afterwards in August 1919.

Kaywood provided assistance to the police department above and beyond what was regularly expected of her position. One such instance was on October 11, 1919, when Kaywood was called to assist with caring for a repeat offender—Jessie Schultz. When Schultz was arrested again the following week for being “disorderly,” she attempted to commit suicide by hanging herself in her jail cell. Kaywood noticed what Schultz was doing and opened the cell, and prevented Schultz from committing suicide.

The job of police matron was also closely associated with Christian missionary work and the **Women’s Christian Temperance Union (WCTU)**. The Bloomington chapter of the WCTU played an important role in pressuring the city to create a police matron position. Kaywood herself was a member of the WCTU in Bloomington, which made her the perfect candidate to give talks at WCTU meetings on the **penal** system and how the system could be **reformed** to better **rehabilitate** those women in it.

In 1927, Kaywood attempted to resign as police matron as a result of her failing health, but city authorities waited to accept her resignation with the hope that her health would recover. She may have turned to a **patent medicine** called Pepgen, with the hope of improving her health. In March 1924 Kaywood provided **testimonial** for the drug in the *Pantagraph*, claiming it cured her **indigestion** and high blood pressure. Interestingly, given Kaywood’s WCTU membership and her endorsement of the drug, the packaging plainly stated it contained 12 percent alcohol. This may help explain the drug’s general popularity, as it was marketed during the **Prohibition era**; but it also may demonstrate how poor Kaywood’s health was that she was willing to go back on her commitment to **abstain** from alcohol.

Kaywood was eventually admitted to St. Joseph’s Hospital in Bloomington for a “minor operation” to be performed on February 2, 1928. While recovering from surgery, it seems her health took a sudden turn for the worse, and she died on February 15, 1928 at the age of 63 while still at St. Joseph’s Hospital.

Florence Kaywood was buried the next day at Evergreen Memorial Cemetery. Many friends, family, and community members were in attendance at her funeral.

Discussion Question: What question would you like to ask Kaywood about her role as a police matron? What advice do you think Kaywood gave to her daughter? How do you think the jail system is different today than when Kaywood was police matron?

Cemetery Walk Student Vocabulary Sheet (Sample)

#23

Cemetery Walk Student Vocabulary Sheet

- Words are divided by character, including a separate list of cemetery/monument related terms.
- Words are defined according to Merriam-Webster unless otherwise noted by an *

Florence Stevens Kaywood (1864-1928)

Guide Script Character Information

1. **Police Matron:** *n.*, a female officer who supervises women or children in a police station
2. **Mandated:** *adj.*, officially required to complete a task
3. **Tiers:** *n.*, a row, rank, or layers of articles

Actor Script

1. **Rebekah Lodge:** *n.*, an international service-oriented organization designed as a female led system to do general good in the world⁷¹
2. **Statute:** *n.*, a law enacted by the legislative branch of a government
3. **Brakeman:** *n.*, a freight or passenger train crew member who inspects the train, assists the conductor, and applies the brakes for a train
4. **Temperance:** *n.*, abstinence from the use of alcoholic beverages
5. **Scantily:** *adj.*, limited or less sufficient in degree, quantity or extent
6. **Adultery:** *n.*, voluntary sexual intercourse between a married person and someone other than that person's current spouse or partner
7. **Streetwalker:** *n.*, one who solicits in the street, commonly prostitutes
8. **Unscrupulous:** *adj.*, lacking moral principles

Student Biography

1. **Custody:** *n.*, immediate charge and control exercised by a person or an authority
2. **Boarding House:** *n.*, a lodging house at which meals are provided
3. **Laundress:** *n.*, a woman who is a laundry worker
4. **Workforce:** *n.*, workers engaged in a specific activity or enterprise
5. **Appointed:** *adj.*, chosen for a particular job
6. **Police Matron:** See *Character Information*

⁷¹ "Independent Order of Odd Fellows," Odd-fellows.org, Accessed on September 6, 2019, <https://odd-fellows.org/about/rebekahs/>.

7. **Mandated:** *adj.*, officially required
8. **Distressed:** *adj.*, of, or relating to, or experiencing economic decline or difficulty
9. **Adultery:** See *Script*
10. **Detainee:** *n.*, a person held in custody of a higher authority
11. **Woman’s Christian Temperance Union:** *n.*, Founded in 1874, it is an organization of Christian women who perceived alcohol as a cause and consequence of larger social problems, and advocated for the complete abolition of alcohol in order to protect the women and children at home and work. Beyond protection, WCTU puts their efforts into women’s suffrage, equal pay, and the right to unionize, to name a few.⁷²
12. **Penal:** *adj.*, involving punishment, penalties, or punitive institutions
13. **Reformed:** *adj.*, changed for the better
14. **Rehabilitate:** *v.*, to restore to a former capacity/former state
15. **Patent Medicine:** *n.*, a nonprescription medicinal preparation that is typically protected by a trademark and whose contents are incompletely disclosed
16. **Indigestion:** *n.*, inability to digest or difficulty in digesting something
17. **Testimonial:** *n.*, a statement declaring to benefits received
18. **Prohibition Era:** *n.*, a nationwide ban on the manufacture, sale, and import of alcohol from 1920-1933⁷³
19. **Abstain:** *v.*, to choose not to do or have something, to refrain from deliberately and often with an effort of self-denial from an action or practice

⁷² “National Women’s Christian Temperance,” Wctu.org, Accessed on September 9, 2019, <https://www.wctu.org/history.html>.

⁷³ “Khan Academy,” Khanacademy.com, Accessed on September 9, 2019, <https://www.khanacademy.org/humanities/us-history/rise-to-world-power/1920s-america/a/prohibition>.

General Activities

Aside from general discussion, these are activities which teachers who have attended Walks in years past have done with their students:

- Student writing assignments for school newsletter- both Pre-Walk and Post-Walk
- Have your students create a cemetery box topped with a headstone for a character featured on the Walk. Have each group study one of the characters and put artifacts in a box, both primary and secondary, which relate to that person. Then create a headstone to attach to the box.
- Have your students create an artifact box. Students use background information to research characters to create the box. Contents of the box may include photographs, reproductions of documents such as letters, or modern items that relate to the person they selected to research. Have your students then present their reports and boxes prior to the walk.
- Information worksheets created about each person. Students then share these with the class after completing them.
- Do activities with students on cemetery history, tombstone art and architecture, and storytelling.
- Pre-Walk: Students are divided into groups and are assigned a different character. Students then create a poster about their character and present to the class.
- Pre or Post Walk: Have your students use the biographies included in the teacher packet to write a report and present to the class.
- Pre-Walk: have students create a letter in the voice of the characters being portrayed. Each student has to pick one male and one female character. Students will use the biographies provided in the teacher packets to create these letters.
- Post-Walk: Have your students evaluate the performances they saw at the Cemetery Walk. Students will write a summary of the character's life, describe what the character was wearing and their physical presence, compare and contrast how they thought the character was going to be performed with how that character actually was portrayed in the performance, and give final thoughts about the performance in general.

Billing Schools/Final Confirmations

1. Final Bills (#24)



- a. Charges: If additional students attend the cemetery walk that were not paid for ahead of time, teachers can pay for them the day of their tour or can be billed for them accordingly following the event. Chaperones are not charged for their participation.
 - i. Teachers are counted in the required number of chaperones (ONE chaperone per every TEN students is a good number to assign). If the teacher feels it is necessary to bring more than one chaperone for every ten students (in particular if there are any special needs students in attendance), allow them to do so. They know their students and how to best handle them while they are on fieldtrips.
- b. Allow adjustments to numbers of attendees and do the math for them. We do not refund the deposit, but we do include it in the final payment. For example if 150 students are attending from one school, the final bill will have the following equation to show how the final figure was established:

$$150 \times \$4.00 = \$600.00 - \$50.00 \text{ deposit} = \$550.00 \text{ due}$$

- c. Send final bills so they have enough time for their accounting offices to cut the checks. Send two copies of the bill, one for them to keep and one for them to send back with payment. This will help you track which schools have paid instead of trying to guess which check goes to which reservation.
 - d. **Keep copies of all checks**, both deposits and final payments, **just in case** there is a dispute later.
 - e. Follow up with late payers, and decide if you'll let them participate in the event even if they haven't paid by the deadline.
- ### 2. Final Confirmations (#25)
- a. If you choose not to charge admission for schools to participate in the event (which we decided to no longer charge admission in 2014), you will still need to send a final confirmation letter to make sure they have the correct day and time scheduled for their class to attend the cemetery walk.
 - b. Set a deadline for the teachers to contact you with their final attendance number of students and chaperones. This date should be at least **one week in advance** of when the school tours of the cemetery walk begin.

#24

Evergreen Cemetery Walk 2013
School Tour Confirmation and Final Bill

September 4, 2013

Contact: Jane Doe

School & Team name: **Bloomington Jr. High 6J-1**

Grade: 6

Tour Date: Monday, October 7, 2013

Tour Time: 8:45 a.m. – 10:00 a.m.

No. Students attending: **60**

No. Chaperones Required: **6** (free admission, includes teachers)

Payment of \$240.00 (\$4.00 per student)

(payment is based on estimated number of students given during the previous school year.

Please adjust the final payment based on the number of students who will be attending the walk).

Payment Due by September 30, 2013

60 students X \$4.00 = \$240.00

Note: We have done our very best to assign your first choice of tour date and time, however, some changes may have been necessary to accommodate the largest number of students and schools.

Please send check to:

McLean County Museum of History, 200 N. Main Street, Bloomington, IL 61701

Attn: Education Department

Please...

1. Divide your students into **3 groups** before you arrive at the walk. These groups **MUST** have **2 (two) chaperones each** (FREE admission is granted to the required chaperones, which includes teachers. All others pay \$4.00 each).
2. Assign each group one of the following numbers: **3, 4, or 5**. These numbers **must be assigned before** arriving at the cemetery. It is helpful if you also give your students name tags with the number assignments clearly written so we may quickly direct them to their groups.
3. The pre-visit packet complete with tour instructions for chaperones and students has been **emailed** to you. Please copy and distribute the instructions prior to the tour date so they will know what is expected of them. If you did not receive the pre-visit packet or have any questions, please call the Education Department at 309/827-0428 before **September 30, 2013**.
4. Please remit one copy of this final bill with your payment.
5. If there is any increase in the number of students or chaperones attending, you can pay the day of your tour, or you will be billed accordingly. No refunds will be issued for students who cannot attend.

Evergreen Cemetery Walk XXV
School Tour Confirmation

November 18, 2019

Contact: Jane Doe School & Team name: **Bloomington JH 6K** Grade: 6th

Tour Date: Monday, October 7, 2019 Tour Time: 8:45 a.m. – 10:00 a.m.

No. Students attending: 64

No. Chaperones Required: 6

Through the generosity of this year's sponsor, Evergreen Memorial Cemetery, with additional sponsorship from the Illinois Prairie Community Foundation, and support from Willie Brown, CEFCU, and Museum members, admission fees for students and chaperones to attend the 2019 Evergreen Cemetery Walk have been waived.

Final count of students attending due by September 30, 2019

Please...

1. Divide your students into **2 groups** before you arrive at the walk. These groups **MUST** have **3 (three) chaperones each**.
2. Assign each group one of the following numbers: **4 & 5**. These numbers **must be assigned before** arriving at the cemetery. It is helpful if you also give your students name tags with the number assignments clearly written so we may quickly direct them to their groups.
3. The pre-visit packet complete with tour instructions for chaperones and students will be available on our website by the week of September 10. Please visit <https://mchistory.org/learn/evergreen-cemetery-walk/teacher-information> to download this year's teacher packet. Please copy and distribute the instructions prior to the tour date so students and chaperones will know what is expected of them. If you did not receive the pre-visit packet or have any questions, please call the Education Department at 309/827-0428 before **September 16, 2019**.
4. Please contact Candace Summers or Hannah Johnson in the Education Department at the McLean County Museum of History **no later than Monday, September 30, 2019** with the final number of students that will be attending the Cemetery Walk in your group.

Day of the School Tour

1. Hit the ground running

a. Arrivals (#26)

- i. Bring the phone numbers and names of all the teachers out to the cemetery with you. If a bus is late, you can call to see if it is in transit.
- ii. Be prepared for late buses, early buses, and no shows. It happens.
- iii. Station a staff person or volunteer at the entrance to the cemetery to direct parking. It is important to have chaperones and those attendees who arrive by car to park outside of the cemetery (if there is no parking available inside the cemetery). The person directing parking can also alert the rest of the event staff when buses arrive so they can be parked or off loaded promptly.



b. Leaving or Parking – make two routes

- i. Make sure you have permission from the cemetery to allow buses to park or turn around inside the cemetery. Make sure you find out if there are only certain roads buses can do this on.
 - ii. As buses arrive, ask if the bus will be staying or has to leave. If it has to leave, off-load students, and then ride with it on the Leaving route.
 - iii. If the bus is staying, have one staff or volunteer board the bus and ride with it to the parking area. It's a good time to reiterate to the students the rules of the cemetery.
 - iv. Always make sure that a staff or volunteer gets on the buses to show the driver how to park or how to exit the cemetery. You do not want the buses to hit any monuments if they make a wrong turn down a road that is not wide enough for a bus.
 - v. Sometimes there may be cemetery staff available to help with this aspect. They most likely know the cemetery better than you. It will make parking go more smoothly the more people you have to help!
- #### c. Participants with disabilities
- i. Most schools will FORGET to tell you they have a student or students with disabilities.
 - ii. Ask when the bus arrives if anyone needs to get off first. If the bus has a lift, off-load the wheelchair first, then send the bus to the parking area.

- d. Off-loading students
 - i. As each bus parks, review assigned numbers with the teachers on that bus and direct the students accordingly to the tour starting point.
 - ii. Make sure tour guides are displaying their numbers well so students can find them.
 - e. Distributing playbills
 - i. Distribute playbills to each school group that requested them.
 - ii. It is advisable to not distribute them to students at the event. It could be a distraction for the students during performances, and they could lose them while they are walking around the cemetery.
 - iii. Not every teacher will elect for their class to receive playbills. It is best to bundle the playbills ahead of time:
 - 1) Count out how many playbills each teacher has requested for their students and chaperones (if they requested to receive any).
 - 2) Bundle the playbills by school (may have to have make several bundles if the class is large).
 - 3) Using a post-it note or piece of paper, write down the School Name, Class, Date, and Time attending, and the number of playbills in each bundle.
2. Transitions
- a. Time your tours so you have at least 30 minutes between them. If you have three tours, it is best to have a longer break for lunch (at least 45 minutes) between the second and third tours.
 - b. Tour guides are to bring their groups back to the buses after the tour on the fastest route possible.
 - c. At the end of each tour, thank the students for coming. Make sure they applaud their tour guides, and respond to any of their questions, but get them on the bus QUICKLY.
 - d. Allow buses from the current tour to leave before allowing buses for the next tour into the cemetery.
3. Troubleshooting – **what to do if...**
- a. Students leaving early. If it is a single student, have a staff person escort the student and a chaperone back to the entrance of the cemetery. Have the chaperone wait with the student. After the student has been picked up, escort the chaperone back to his or her group.
 - b. Chaperones arriving late. Have a staff person escort the chaperone to one of the groups assigned to his or her school.
 - c. Illnesses or accidents.
 - i. It is a good idea to have at least one or two event staff personnel or volunteers CPR/First Aid certified. That way if a non life-threatening accident occurs, you can handle it.
 - ii. Keep several first aid kits onsite if the need arises. Someone always needs a band aid. It is also good to have bottled water, Gatorade, and some

cereal bars on hand if a participant becomes light headed or faints. It could be because their blood sugar is low.

- iii. Keep a couple wheelchairs handy in case someone faints or if someone hurts themselves during the event. If it is not serious, you can take them back to the entrance in the wheelchair.
- iv. If a serious accident occurs, call 9-1-1 immediately. Have one person at the entrance to direct the ambulance to the location of the injured person in the cemetery.

4. Follow Up (#27)

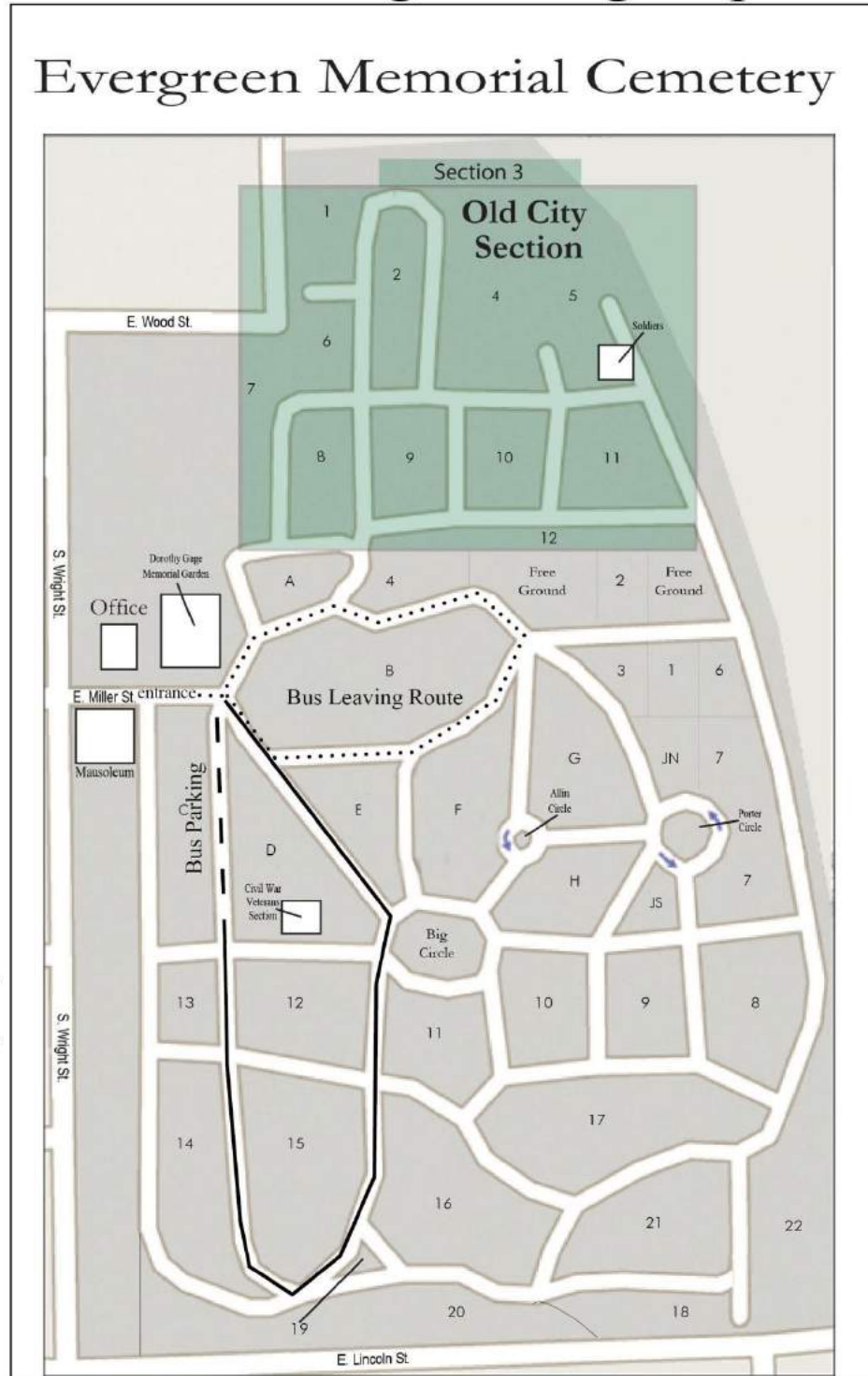
- a. After the event is over, send each teacher an evaluation form with a self addressed stamped envelope for easy return. You could also send the evaluation form via email or do an online survey such as Survey Monkey or by creating a Google Form.
- b. These evaluations can include any variety of questions such as how valuable this program was to augment class curriculum, suggestions for future years, ease of registration, etc.

Bus Parking/Leaving Map

Evergreen Memorial Cemetery



- Legend
- Bus Parking Route
 - Bus Leaving Route



Evergreen Cemetery Walk 2019 Teacher Evaluation

Thank you for bringing your students to the 2019 Evergreen Cemetery Walk! Please take a few minutes to evaluate the Cemetery Walk by completing this form and returning it to Candace Summers, Director of Education at the McLean County Museum of History, in the enclosed self-addressed stamped envelope. Your feedback is valuable to us, so please add comments wherever you feel appropriate.

We are including a list of three main goals that we attempt to achieve through the Cemetery Walk each year. By including a list of these goals, we are in no way intending to influence your commentary or your impressions of the Walk. We do, however, hope that by sharing our goals you will be able to comment on whether you believe these goals were achieved based on your observations of your students.

Educational Goals for the Evergreen Cemetery Walk:

1. Participants will develop an understanding/appreciation/respect for cemeteries as sites/sources of history
2. Participants will begin to identify themselves as a member of the McLean County community. In doing so, participants will begin to understand the significance of knowing one’s local history, and how that history relates to regional, national, and international history.
3. Participants will become/be made aware of the educational potential inherent in the interdisciplinary relationship between history and the arts (live performance, architecture, etc.)

We appreciate the time you take to share your experiences and suggestions, and we hope that we will see you and your students again next year!

Name and School (optional):

	Too Small		Too Large
1. The size of the tour groups was:	1	2	3
	Poorly		Well
2. Overall, tour guides set up and introduced characters:	1	2	3 4
	Difficult		Easy
3. The process for making reservations for my class was:	1	2	3 4
	Poorly		Well
4. The information learned at the Walk fit into my curriculum:	1	2	3 4
	Poor		Excellent
5. As an educational activity, the Walk was:	1	2	3 4

Continued on back

6. In the teacher information packet that was available on the Museum's website, www.mchistory.org, prior to the Walk, we included student versions of character bios, a vocabulary list, supplemental resources including primary source materials, photos of the featured characters, chaperone information, student information, and teacher information.

- Did you access the teacher packet online Yes or No?
- What parts of the teacher packet did you find most useful?
- What other materials would you like to see included?
- Did you utilize the full biographies of the characters on the Museum's website?

7. What activities do you do with your students before or after the Walk?

8. What was your favorite aspect of the Walk?

9. What was your least favorite aspect of the Walk? What could be done to improve your overall experience?

10a. Did your students have a favorite character? Why?

10b. In your own words, please rate the overall quality of the actor portrayals. Were the performances engaging? Were the actors audible? How did the performances compare to other theatrical productions you have seen? Etc.

Please include any additional comments questions, information, or difficulties you would like to share.
Thank you and we hope to see you again next year!

Tours for the General Public



Promotions for the public tours

Keep your copy and art consistent among all your advertising pieces. People will learn to recognize it as they see the various promotions around town.

1. Banners

- a. Find out if your municipality will allow banners to be placed over busy streets, if they hang them, and if there is a cost.
- b. Ask businesses if you can place them over their entrances; again, this is a possible fundraiser.



2. Posters, flyers, and yard signs (#28)

- a. Many businesses will put your poster in their window for free.



- b. Flyers can be handed out at events before the Walk, such as a summer concert series, or at your reception desk.

- c. Ask volunteers and staff to put a yard sign up at their home to help promote the event. Find out if you can put yard signs up at busy intersections and other high traffic areas around town by contacting your city manager.

3. Print Promotions (#29)

- a. *Press releases* – Do a Ticket Sales release and an Event release around the region. Many people are looking for unusual one-tank trips on weekends.

- b. *Direct mailers* – consider a postcard mailing to your members and note that they get a reduced price as a membership benefit.

- c. *Feature stories* – send ideas to your local and college newspapers for feature articles based on themes mentioned in the Walk scripts, unique characters to be portrayed, etc. If nothing else, find a volunteer who can write and do your own feature story to submit to the papers.

- d. *Newspaper ads* – they can be very expensive, but reach thousands more people than you can with direct mail. Remember to keep artwork consistent even if you change it to black and white.

4. Other media

- a. *Radio* can be a great promotional tool – try offering sets of tickets as prizes for listeners.

- b. *Television* – see if you can do a segment on the local cable access channel; otherwise, it's pretty expensive.

- c. *Email Membership* – if your organization has an email list serve, utilize that to keep your membership up-to-date and to also remind your membership to save the date for your event. Your membership is also a great way to help spread the word about the event.

d. *Social Networking Sites*

– Social networking sites like Facebook, Twitter, and Instagram are great ways to connect with people in your community, especially younger audiences. If your organization has the capability to create a site or already has an account with these or other networking sites, they are a great resource for spreading word about your event quickly and for free!



5. *Word of Mouth* – civic organizations and clubs are always looking for speakers during their meetings. Bring an actor and do a short talk on what the Walk is about.

#28

EVERGREEN CEMETERY WALK
EST. 1995

25TH ANNIVERSARY

MCHISTORY.ORG
#CEMWALK

OCTOBER 5-6 AND 12-13, 2019
Saturdays and Sundays
11 a.m. and 2 p.m. each day
302 E. Miller Street, Bloomington, IL

ADVANCE TICKET SALES BEGIN SEPTEMBER 3

\$17 General Public
\$15 Museum Members
\$5 Under 18 & Students w/ID
\$2 off public and member tickets when purchased at least 24 hours before the performance
No discount on student tickets

TICKET SALES LOCATIONS:
McLean County Museum of History
Evergreen Memorial Cemetery
Tickets will also be available for purchase online by visiting www.mchistory.org

Presented by **Sponsored by**

FEATURED CHARACTERS FOR 2019

Charles Kirkpatrick (1879-1971)

Having suffered the "greatest injury ever sustained by a football player in a game of schools...where the player lived and accomplished anything afterwards" while attending Bloomington High School, Kirkpatrick was determined to make something of himself despite enduring pain and fatigue the rest of his life. Using his "gift of gab" and "reasonable judgement," he tried auctioneering. However, Kirkpatrick could not tolerate the physical demands of the job. He at last found success in 1908 after taking over his father's small furniture business with his younger brother, which prospered for many years until it was sold to Leath & Co. in 1937. *Weekend Performances Only*

Annie May Christian (1866-1941)

Born in Decatur and educated in Bloomington schools, Christian was a capable, intelligent, and enthusiastic leader of the local Amateur Musical Club. She encouraged cooperation among local organizations involved in music and strove to bring high quality music to all. During World War I, the Club organized Red Cross benefit concerts and community sings, with patriotic music either starting or ending all concerts. May (as she was known) was a fiercely independent, single woman. She studied voice, and taught instrumental music, often performing publicly on the piano, as a soloist or with others.

Ebenezer Wright (1830/31-1900)

Wright and his wife Mary had eight children, four of which survived to adulthood. His love of children was quite possibly what led him to his chosen profession—a social worker at the New York Juvenile Asylum. In 1867, he was made the Western Agent in Chicago and was in charge of the children as they were sent westward on the "Orphan Train." After the Great Chicago Fire, Wright and his family relocated to Normal. There he served as the chief "placing out" agent and was assisted by other agents, including his son. Wright was proud that the NY Juvenile Asylum was the only "child saving" institution that maintained an agency in the West.

Napoleon Calimese (1890-1972) and Louise Calimese (1895-1985)

Following in his father and older brother's footsteps, Napoleon first worked as a barber on Beaufort Street in Normal. In 1920, not long after he returned home from serving during World War I, he met and married Louise Davis. Seven years later, the couple was appointed superintendent and matron of the McLean County Home for Colored Children (later renamed the Booker T. Washington Home)—having been "thoroughly recommended by businesses and professionals of Normal who [had] known them for years." The couple oversaw the only licensed home for children of color in Illinois outside Chicago for the next three decades.

Florence Stevens Kaywood (1864-1928)

Born in Bloomington in 1864 to a well-established family in McLean County, Florence Stevens was a teacher for a brief time before her marriage to Harris Kaywood, but little is known about her during the years of her marriage. In 1910, she was appointed police matron by the Bloomington City Council, a position she held for the next 16 years. Police matrons were hired to take care of female prisoners and their children, which was by no means easy work. In 1919, Kaywood was credited with saving a woman who attempted suicide in her jail cell.

Oliver Munsell (1825-1905)

A devout Methodist, Munsell began a career practicing law in 1846, but immediately decided that preaching was more to his liking. He became a licensed preacher that same year and joined the Illinois Conference of the Methodist Church. After serving as principal at two seminary schools, he was elected president of Illinois Wesleyan University in 1857—a dubious honor at best, as the school's doors had been shuttered due to financial difficulties. Though the university prospered in many ways during his 16-year presidency, he was forced to resign in 1873 amid allegations that he had been "overly familiar" with several of the female students.

NOT A TICKET

For more information call the McLean County Museum of History at 309-827-0428 or visit us at www.mchistory.org



McLean County
MUSEUM of HISTORY
 200 N Main St. Bloomington, IL 61701

Press Release

Contact: Jeff Woodard
 Phone: (309) 827-0428

FOR IMMEDIATE RELEASE

September 3, 2019

Bloomington-Normal- Twenty-five years ago, the Museum, Evergreen Memorial Cemetery, and Illinois Voices Theatre—Echoes came together to solve a growing problem in our community—cemetery vandalism. Leaders of these entities realized that there was a great need in our community to educate the public, especially students, about the importance of preserving and respecting cemeteries as part of our collective history. Thus began the *Evergreen Cemetery Walk*, with its mission of preventing further vandalism by teaching members of the community about the historical importance of cemeteries by using the diverse voices of the very people who are buried there.

However, finding diverse voices to feature on the Walk was, and continues to be, a challenge at times. There are several factors that challenge our ability to continue to feature diverse groups of people each year, including that we are limited by our commitment to only feature the voices of those individuals who are buried in Evergreen Memorial Cemetery. There are also instances in which we may come across a person who has a compelling story, but there is not enough research and documentation available to create a script about their life. Lack of documentation is an even more acute problem when attempting to research members of minority groups or individuals of low economic status. That being said, since the Walk's inception in 1995, each year we have featured the story at least one African American individual and strive for equal representation of men and women from all walks of life, ethnicities, and backgrounds as best we can.

To date (including this year's cast), we have featured 183 different people whose stories illustrate the impact the people of McLean County have had on a local, national, and global scale. This year's feature characters will be sharing stories that involved and impacted people from many different parts of our community: Charles Kirkpatrick (longtime Bloomington businessman, civic leader, organizer; weekend only); Annie May Christian (independent, single woman who was a capable, intelligent, and enthusiastic leader of the local Amateur Musical Club); Ebenezer Wright (head of the western agency for the New York Juvenile Asylum, an institution that sent children west on the "Orphan Train"); Napoleon and Louise Calimese (superintendent and matron, respectively, of the McLean County Home for Colored Children, who spent nearly 30 years investing in the lives of their charges); Florence Kaywood (spent 16

years caring for female prisoners and their children while serving as the police matron for the City of Bloomington); and Oliver Munsell (helped revive a shuttered Illinois Wesleyan University in his time as president, though his tenure was tarnished by scandal). To read more about this year's characters, visit our website at www.mchistory.org.

The dates for the 2019 *Evergreen Cemetery Walk* are Saturdays and Sundays, October 5-6 and 12-13, with tours at 11 a.m. and 2 p.m. Tickets go on sale September 3 and can be purchased at the Museum, Evergreen Memorial Cemetery, or online at the Museum's website. Tickets are \$17 for the general public, \$15 for museum members, and \$5 for children and students w/ ID. Receive a \$2.00 discount on public and member tickets when purchased at least 24 hours before the performance. No discount on student tickets.

For more information or questions about the 25th anniversary *Evergreen Cemetery Walk*, please contact the Museum's Education Department at education@mchistory.org or 309-827-0428.

Ticket sales for the public

1. Advance or Gate tickets only

- a. Advance tickets allow you to collect your income whether the patron shows up or not. You can promote a discounted ticket price in advance.



- b. Gate tickets are less time consuming but you can't control attendance as well.

- c. Selling both advance and gate tickets are great if you have time to spend on advance sales. You should determine the number of people you will allow in each group to determine how many tickets (both advance and gate) you will sell. You do not want the groups too large as they will be difficult for the tour guides to handle and could be hard on the actors' voices over the course of the event.

2. To print or not

- a. Printing tickets – you can print the number of tickets to match the number of visitors you think you can handle each tour. If you do advance sales, it makes the visitor responsible for holding on to his or her ticket (#30).
- b. Not printing – makes you responsible for keeping a list of pre-paid tickets. This is very risky and not recommended. This can lead to long lines at the entrance of your event.

3. Sales locations

- a. Single site (your institution) – if you're not open after 5pm or on weekends, it makes it hard for buyers to get to you.
- b. Multiple sites with printed tickets make sure you give detailed instructions on how to sell tickets for your event to the other businesses and organizations selling tickets for you. Also give them a money bag to collect checks and cash from ticket sales (#31).
 - i. If you're limiting attendance per tour, number the tickets you give to each location. For example, tickets 1-100 are sold at your place, 101-200 at the grocery store. The more dates and tour times you schedule, the more carefully you have to track sales.
 - ii. If you don't have attendance limits, just keep track of how many tickets you give to each site and make sure you get money for all of them.
- c. Website – if you use your website to sell anything else for your institution, you can sell tickets through the website. Make sure buyers can print out a ticket that you can collect on the tour day. We use Brown Paper Tickets for online sales (#32)



4. Group ticket sales – Do NOT guarantee that a family or group can stay together as one tour group, or that they can be assigned to a particular tour guide. It backs up the whole process and the group may be too large for one tour guide to handle
5. Wheelchair, walker, and seat cane reservations
 - a. It is a good idea to offer wheelchairs, walkers, and/or seat canes at your event for those people attending who might need them. You should encourage people to **CALL** ahead of time to **RESERVE** any of these items for the date and time of the Walk that they plan on attending.
 - b. Find a local church or organization, such as the American Legion or VFW, that would be willing to let you borrow a few wheelchairs and walkers to use at your event. You might check to see if any of your volunteers or members belongs to such organizations and could help you make those arrangements.
 - c. Seat canes are relatively inexpensive to purchase if your organization chooses to buy a few. You want to make sure you choose the kind that has two legs with four feet. They are easier for people to get out of and easier for people to balance on while straddling them.
 - d. It is also a good idea for you to require that people using these items turn in a driver's license or I.D. Assure them that they will get it back after they turn in the wheelchair, seat cane, or walker that they used during the event. This helps it become less likely that someone will walk off with one of these expensive items.
6. Ticket Holder Information- it is a good idea to give each person who purchases tickets to your cemetery walk an informational sheet. This sheet should include parking information, event information (whether event is rain or shine, how to dress for the weather, etc.), rules of the cemetery, refund policy, length of the event, etc. (#33).
7. Weather Policy- it is a good idea to have a weather policy for how you will handle refunds or exchanges for tickets should you have to cancel any performances entirely or if you need to stop one before it is completed. This is included in the ticket holder information which every attendee receives after they purchase tickets. This information is also put on our website in a downloadable PDF. (#34)

Printing job for
Evergreen Cemetery Walk XXV
Contact: Candace Summers
July 23, 2019 Tickets: Tickets and Comp.

Tickets

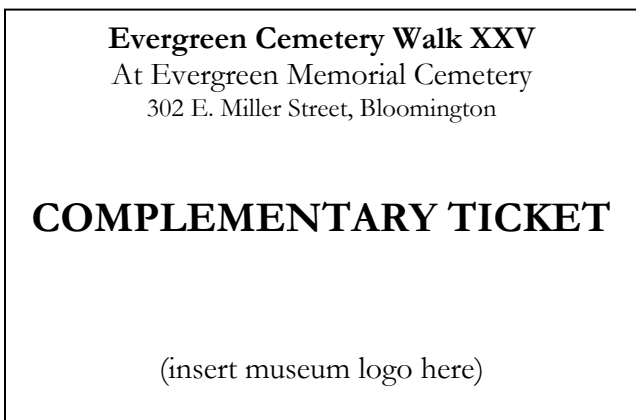
Please select a **completely different color of paper** for each public day of tours: You can use up your left over reams as long as the colors are very different from each other on the same day. BRIGHT colors for each day and time. Card stock paper would be nice as well (#65 weight). Tickets need to be cut as well and numbered 1-270 on each tour time set of tickets.

We would also like 150 complementary tickets to be printed on bright PINK card stock (#65 weight) business card size. Please number these tickets 1-150. Ticket should say COMPLEMENTARY TICKET (see example below)

Saturday, October 5	11:00 a.m.	270 tickets
Saturday, October 5	2:00 p.m.	270 tickets
Sunday, October 6	11:00 a.m.	270 tickets
Sunday, October 6	2:00 p.m.	270 tickets
Saturday, October 12	11:00 a.m.	270 tickets
Saturday, October 12	2:00 p.m.	270 tickets
Sunday, October 13	11:00 a.m.	270 tickets
Sunday, October 13	2:00 p.m.	270 tickets

Ticket prices are:
\$17.00 non-members
\$15.00 members
\$5.00 students w/ID

Sample Complementary Ticket (bright pink)



Sample Ticket (multiple colors)

**INSTRUCTIONS FOR
McLEAN COUNTY MUSEUM OF HISTORY
EVERGREEN CEMETERY WALK 2019 TICKET SALES**

This envelope contains ticket folder, instruction sheets for attendees, and bookmarkers. Please do the following:

- Ask the day and performance time they wish. ***Deduct \$2.00 from the printed ticket cost if purchased at least 24 hours before each performance day.*** For example, if a ticket for a Sunday performance is purchased on Saturday, they get a discount. THERE IS **NO** DISCOUNT ON STUDENT TICKETS. **Children of any age** (even if in a stroller) need to purchase a student ticket.
- Tickets in the folder are in order by date and time of performance.
- Circle or check price on each ticket. Cash or check accepted only. **Please have checks made out to MCMH** (McLean County Museum of History).
- Give an event instruction sheet and Cemetery Walk bookmark to purchaser and emphasize the importance of reading this **prior** to attendance.
- Thank the purchaser for their support of the Museum and Cemetery Walk, and **thank you** for helping to make this event a success.
- A representative of the Museum will check periodically to be sure you have tickets and other supplies. If you run low, please call one of the contacts below. If you need cash/checks from ticket sales picked up, please call the Museum as well.
- Tickets for some performances do sell out since only a limited number of people are permitted in each tour group.
- **NO REFUNDS OR EXCHANGES unless authorized by the Museum.**
- **Other outlets selling tickets: Museum Visitors Center or via the Museum's website www.mchistory.org.**

NEED INFORMATION OR SUPPLIES? CALL 827-0428

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Glasgow
United Kingdom

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- Free ticket printing and shipping for your ticket buyers!
- Way more features than we can possibly list in four bullet points!

[Learn more!](#)

Your dates & prices							
Oct 05, 2019 11:00 AM - Oct 05, 2019 1:00 PM						End Sales	Edit or Delete Date
Max Sales	Delivery Methods				Sales End		
75	<input checked="" type="checkbox"/> Physical Tickets <input checked="" type="checkbox"/> Will Call <input checked="" type="checkbox"/> Print-at-Home <input checked="" type="checkbox"/> Mobile Tickets				Oct 05, 2019 12:00 AM		
Child or Student w/ID			5.00		End Sales Edit or Delete Price ▲ ▼		
Description: No Additional Discount on Student/Child tickets							
Available: Now until Date Sales End							
Sale Type	Price Type	Service Fee Paid By	Public	Hide Price When Sales End	Active After Selling Out		
Standard	Fixed	Ticket Buyer	Yes	No	N/A		
Max Sales	Max Per Order	Min Per Order	Interval	Password	Discount Codes	Last Minute Discount	
75	50	0	1	None	None	0% off 12 hours before sales end	
Museum Member			13.00		End Sales Edit or Delete Price ▲ ▼		
Description: Discount is already applied							
Available: Now until Date Sales End							
Sale Type	Price Type	Service Fee Paid By	Public	Hide Price When Sales End	Active After Selling Out		
Standard	Fixed	Ticket Buyer	Yes	No	N/A		
Max Sales	Max Per Order	Min Per Order	Interval	Password	Discount Codes	Last Minute Discount	
75	50	0	1	None	None	0% off 12 hours before sales end	
General Public			15.00		End Sales Edit or Delete Price ▲ ▼		
Description: Discount is already applied							
Available: Now until Date Sales End							
Sale Type	Price Type	Service Fee Paid By	Public	Hide Price When Sales End	Active After Selling Out		
Standard	Fixed	Ticket Buyer	Yes	No	N/A		
Max Sales	Max Per Order	Min Per Order	Interval	Password	Discount Codes	Last Minute Discount	
75	50	0	1	None	None	0% off 12 hours before sales end	



McLean County MUSEUM of HISTORY

2019 EVERGREEN CEMETERY WALK

*****IMPORTANT INFORMATION**

FOR TICKET PURCHASERS***

- The Evergreen Cemetery Walk is approximately one mile and lasts between 1 ½ to 2 hours.
- Dress for the weather and walking: comfortable shoes, rain gear, hats/scarves, etc. Wheelchairs, seat canes (2 or 3), or seated walker (1) are available. Please notify the Museum three (3) business days in advance of your Walk time if you want to reserve a wheelchair, seat cane, or seated walker.
- Event is rain or shine. Performance may be moved indoors within the Cemetery during heavy downpours.

YOUR TICKET IS GOOD ONLY FOR THE DAY AND TIME PRINTED ON THE TICKET.

NO REFUNDS OR EXCHANGES!

- You **may not** exchange your ticket for another day or time, unless the Walk staff has determined that weather would cause a safety hazard and has announced the cancellation of that specific performance through local media. In this instance **only**, you may come to the Museum and exchange your ticket for a later performance, **if available**.
- **Walks begin on time!!** The time printed on the ticket is the start of your Walk. Please plan ahead to allow for parking and getting into the Cemetery.
- Do you want your group to be together? Your whole group needs to arrive at least 45 minutes prior to the start of the Walk. While this is not a guarantee you will be together when you arrive this early, we will make every effort to accommodate your request. Please note: groups larger than 6-7 may have to be divided. If you want a specific tour guide, please arrive 45 minutes before time printed on your ticket.
- Food is not permitted on the Walk, but feel free to bring a bottle of water.
- Parking is not permitted inside the Cemetery during the Walk. Side streets available for parking are: Miller, East and Wright Streets. Do not block driveways. Evergreen Cemetery and the McLean County Museum of History are **NOT** responsible if you receive a parking citation.
- Evergreen Cemetery, 302 E Miller, Bloomington, is a few blocks south of downtown, just east of Main Street (U.S. Business Route 51).
- If you would like an in-depth look at this year's featured characters, please visit the Teacher Packet section of our website at <http://www.mchistory.org/learn/programs/teacher.php>. We hope you find these resources as useful as the teachers who bring their students to the Cemetery Walk do!
- No pets are allowed on the Evergreen Cemetery Walk. Service animals specifically trained to aid a person with disabilities are welcome.
- There is **NO SMOKING OF ANY KIND** allowed on the Evergreen Cemetery Walk!

Weather Policy 2019

#34

Due to the unpredictability of Central Illinois weather, this event is rain or shine. Performances will be moved indoors within the cemetery during periods of heavy downpours.

In the event of severe weather, and Cemetery Walk staff have determined that weather would cause a safety hazard, event staff will cancel the event and offer ticket holders a full refund or the chance to exchange tickets for a future performance of the 2019 Evergreen Cemetery Walk (refunds will be available October 14-25 at the Museum only).

In the case of rain during the performance, every effort will be made to complete the performances, even through light showers. Should any performance be rained out before 50% of the individual character performances have been seen, the Museum will offer attendees a full refund or the chance to exchange tickets for a future performance of the 2019 Evergreen Cemetery Walk (refunds will be available October 14-25 at the Museum only). If the performance is rained out after 50% or more of the individual character performances have been seen, the entire performance will be deemed complete and no refunds will be issued.

For additional questions, please email education@mchistory.org or call the Museum at 309-827-0428.

Opening Day

1. Setting the stage

a. Visitor parking – if your cemetery has a parking area, use it. If not, try to keep cars OUT of the cemetery to avoid congestion. Use a volunteer for traffic control. Handicapped visitors should be dropped off unless your cemetery has a designated area.

b. Sponsor and Partner information booths – It is a good idea to set up tables for each partner group to have information about their organization, upcoming events, or for whatever that group would like to have at their table. You should also offer sponsors of your event the option of having an information table about their organization.



c. Admission area



i. Place tables strategically to guide traffic toward the starting point, ticket-taking tables, gate ticket sales table, guide group numbers, and playbill distribution.

ii. If you plan on doing any retail sales, such as bottled water, hot cocoa, merchandise (like t-shirts), etc., put them opposite the ticket sales area to make a funnel for traffic.

iii. Place the group numbers equidistant around the starting point and make sure guides are holding their signs up so visitors can find

their assigned group. (#35)

d. Beginning the tour

i. About 5 minutes before curtain, begin your introductory comments. Introduce lead staff and partners present and include thanks to *significant* contributors (save the rest for the playbill). Announce rules about conduct, photography, and videotaping.





ii. At curtain, send out groups beginning with the one that has to walk farthest to reach its first character, ending with the one whose character is closest. We always start with the closest mid-point stop before their first character to give the tour group important introductory information.

e. During the tour

i. Place program staff at potential traffic-jam areas to keep groups moving uniformly.

ii. Tour guides can lengthen or shorten their mid-point stops to keep the timing equal.

iii. Station a volunteer or staff person at the entrance to the cemetery to warn visitors not participating in the event to watch out for Walk participants. Members of the general public are allowed to visit grave sites while our event is going on.

f. End of tour

i. Thank all the visitors for attending and encourage them to applaud their guides.

ii. Direct visitors to any sales table you may have, or to visit your organization.

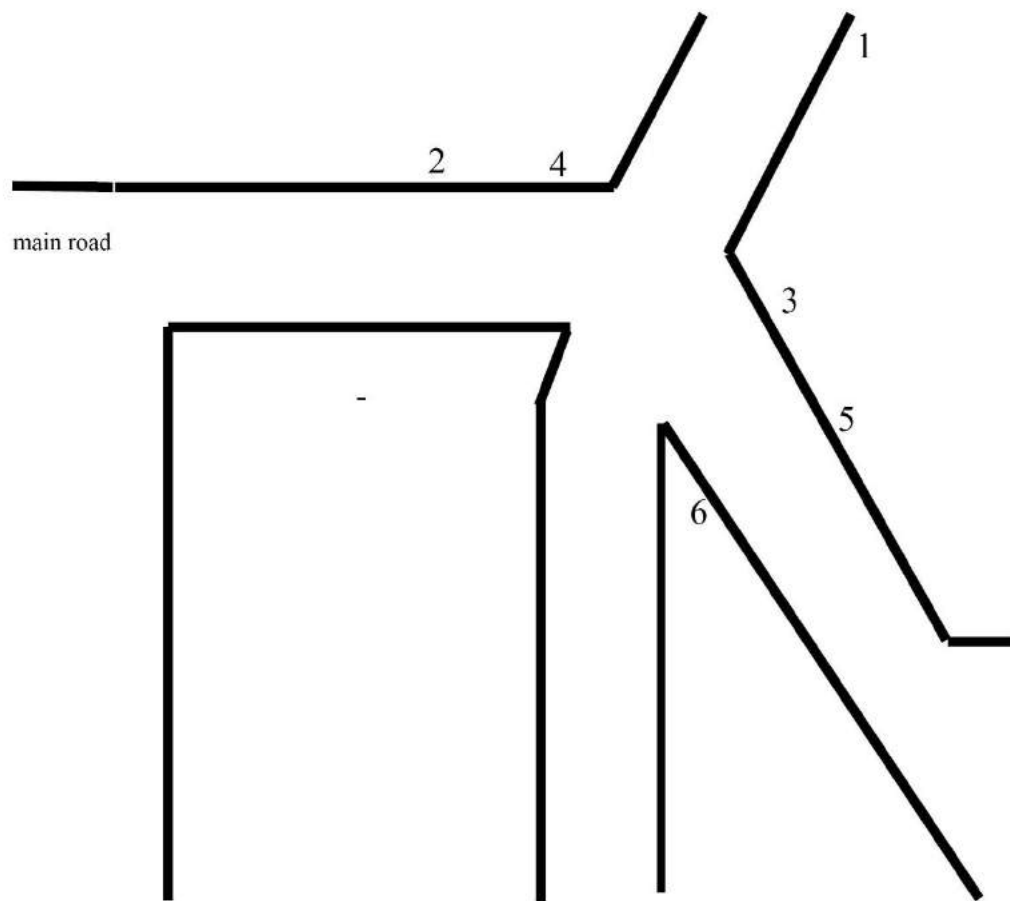
iii. Count all guides to make sure all groups have returned to the front.

2. Do this seven more times!



Group Positioning Map

#35



Volunteers Make it Happen!



Recruitment

1. Volunteer needs
 - a. Character researchers
 - b. Tour Guides
 - c. Box office
 - i. Ticket Seller
 - ii. Ticket Taker
 - iii. Tour Guide number distributor
 - iv. Program distributor
 - d. Stage Hand/General Assistant
 - e. Kitchen Assistant
 - f. Parking



2. Identify sources for volunteer recruitment (#36)
 - a. Existing volunteers and college interns at your organization
 - b. Volunteer opportunity sites at major corporations/businesses
 - c. College/university volunteer sites
 - d. Sorority/Fraternity volunteer sites
 - e. PSA for volunteer help wanted (newspaper, radio)
 - f. “Save the Date” cards mailed out nine months ahead to anyone who has volunteered for the event in the past three years and anyone who has expressed an interest in being a part of the project. On this card list the dates for your event and all of the training dates.
3. Promotion of Volunteer Opportunities
 - a. Give presentations about your event to local service clubs (Kiwanis, Rotary, etc.).
 - b. If event is on-going, mention to visitors in opening remarks the need for volunteers for each year’s event. Have a tear-out card in program book for people to complete and mail in if they are interested in volunteering.
 - c. Go on local talk radio programs to feature the event and express the need for volunteers.

Save the Date

#36

February 6, 2019

Dear Evergreen Cemetery Walk Volunteers,

This year marks the 25th year of Evergreen Cemetery Walk. We are reviewing potential characters, and it looks like another great year. We know you won't want to miss being a part of this Walk!

Evergreen Cemetery Walk is a well-established part of our community, and all of you play a role in its success. Preparation for your volunteer job is crucial to a positive visitors' experience. As you know, the requirements for serving as **tour guide** include attending one orientation session, a minimum of two training sessions at the cemetery, and one dress rehearsal. Tour guides wishing to volunteer for both weekend and student tours will attend a minimum of three tour guide training sessions -- either two trainings for weekend tours and one training for student tours, or two student trainings and one weekend training.

Box office volunteers, including **parking volunteers** and **stage hands**, will continue to attend one training and one dress rehearsal.

In summary, for the 2019 Cemetery Walk there will be:

- separate training sessions for student tour guides and weekend guides
- a training session for box office volunteers

These steps will allow us to maintain the quality of our event as we continue to grow. If you have questions regarding the above information, please get in touch with Samantha.

Mark Your Calendars NOW for Cemetery Walk 2019

ALL TOUR GUIDES:

Cemetery Walk Orientation:	Sept. 10, 2019	5:30 - 6:30 p.m.	Museum
Cemetery Walk Orientation:	Sept. 14, 2019	10:00 - 11:00 a.m.	Museum

WEEKEND TOUR GUIDES:

Tour Training:	Sept. 17, 2019	5:30 - 7:00 p.m.	Cemetery
Tour Training:	Sept. 21, 2019	10:00 - 11:30 a.m.	Cemetery
Tour Training:	Sept. 26, 2019	5:30 - 7:00 p.m.	Cemetery

STUDENT TOUR GUIDES:

Tour Training:	Sept. 19, 2019	5:30 - 7:00 p.m.	Cemetery
Tour Training:	Sept. 24, 2019	5:30 - 7:00 p.m.	Cemetery
Tour Training:	Sept. 28, 2019	10:00 - 11:30 a.m.	Cemetery

BOX OFFICE VOLUNTEERS:

Training	Oct. 1, 2019	5:30 - 6:30 p.m.	Museum
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Dress Rehearsal:	Oct. 3, 2019	Arrive 4:45 p.m. for 5:00 p.m. start	Cemetery
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Dress Rehearsal:	Oct. 4, 2019	Arrive 4:45 p.m. for 5:00 p.m. start	Cemetery
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Cemetery Walk 2019 dates are October 5th-10th, 12th and 13th.

Volunteer sign-up forms will be mailed out in early July. We look forward to working with everyone. This will be an amazing year!

If you have any questions about the schedule, please contact Rachael at (309) 827-0428 or volunteers@mchistory.org.

Rachael Masa
Director of Volunteers and Interns
McLean County Museum of History

Researchers for Characters

You cannot put on a cemetery walk without research. It is the backbone of the event. You will need to find volunteers with strong research skills to make sure that the materials you have to create the scripts are thorough and accurate. Ideally, research should happen one year ahead of time. This will allow you to not feel rushed in the research process for the current year's event. If that is not possible, research should be performed at least 3-4 months in advance of selecting individuals to feature on your cemetery walk (which will be 11 months prior to the event itself).

1. Identify sources for volunteer researchers
 - a. Existing volunteers (if your organization has a Library or Archives, which would be a good source for research volunteers).
 - b. Interns
 - c. Graduate students in history
2. Schedule two dates and times for a researchers meeting and mail to potential research volunteers. Mail and include a self-addressed, stamped envelope for them to complete and return (#37).
3. At the meeting, pass out the list of characters to be researched. Have a copy of the research guidelines available for each person. Read through the research guideline information as a group, answering questions along the way (#38).



4. Have the researchers pick out the character or characters they want to research.

5. Make a list of the researchers, their addresses and phone numbers, and the characters they have chosen. Send this information in a mailing with the thank you letter to the volunteers. Include in this mailing a reminder and the form to keep track of their hours (#39 and #40).

Research Volunteer Letter

#37

January 5, 2018

Volunteer Name
Address
City, State, Zip

Dear _____,

Thank you for your interest in researching characters for the *Evergreen Cemetery Walk* 2019. We have developed a list of potentials to feature at the 2019 event. This list will be passed out during the researcher's meeting.

We have scheduled meeting for researchers on:

Monday, January 15
4:00 – 5:00 p.m.

OR

Wednesday, January 21
4:00 – 5:00 p.m.

If you are interested in researching a character for 2019, please circle the meeting date you can attend. I have enclosed a self-addressed, stamped envelope. Return this letter to me with your **preferred time circled**. I will send you a confirmation note.

We appreciate your support of this event. Our community could not enjoy this special program without your hard work.

Yours,

Rachael Masa
Director of Volunteers and Interns

Research Guidelines for 2019 Evergreen Cemetery Walk

#38

Dear Researcher:

When researching potential characters, each character folder contains some information to get you started. With this information is a short blurb about that person including the angle we are considering taking with their story. As always, when researching this year's potential characters, we would like you to focus on the following aspects in order of importance:

1. **First person narratives:** diaries, letters, interviews in his/her own words, and images, etc.
2. **Contemporary primary sources:** those documents written by someone else, or are of the same time period and indicate something about the person, directly or indirectly, e.g., newspaper articles (see the Pantagraph and Bulletin Indices at the Bloomington Public Library/McLean County Museum of History or Newspapers.com, including articles about the person and obituaries), letters written to or by the individual, any family member's reminiscences of the person, legislation of time period, and pertinent information about the person's job.
3. **Secondary sources:** published books, magazines, Bill Kemp's *A Page from Our Past* articles, and anything else written after the character's death.

****Please use the checklist below as you search sources. You need to check all sources included in this list. Please return the checklist with your completed research. This helps us make sure each character has been thoroughly researched:**

- Archive Catalogue in Reading Room- check by the person's surname or business associated with them.
- Finding aid list of archival collections on Museum's website www.mchistory.org
- Family Folders in Stacks- check by the person's surname
- Standard County Histories- Consult the following books which can be found behind the volunteer desk or in the Stacks in the Library:
 - The Biographical Record of McLean County, IL.*, 1899
 - Historical Encyclopedia of Illinois and History of McLean Co. Vol. I & II*, 1908
 - History of McLean County, IL. Vol. I & II*, 1924
 - Good Old Times in McLean County, IL.*, 1874
 - History of McLean County, IL.*, 1879
 - Home Town in the Cornbelt, A Source History of Bloomington, Illinois 1900 – 1950 in Five Volumes* by Clara Kessler
 - Transactions of the Mclean County Historical Society Volume I: The War Record of Mclean County with other papers* (MCHS, printed by Pantagraph Stationary Co., 1899)
 - Transactions of the McLean County Historical Society Volume II: The School Record of McLean County with other papers* (MCHS, printed by Pantagraph Stationary Co.)

- *Pages from the Past* by Bill Kemp
- *The Pantagraph Index*- can be found at the Museum in the Reading Room (which is partially complete) or at Bloomington Public Library, which goes up to the present. Their index for *The Pantagraph* is more complete than the Museum's.
- **Newspapers.com**. This is a **VERY IMPORTANT** new resource for research for the Evergreen Cemetery Walk. This is one resource **YOU MUST** check to make sure each character that you are working on has been thoroughly researched. Some individuals you may find only a few articles on, others you may find hundreds. Something on almost every potential character can be found searching the *Pantagraph* on Newspapers.com. The Museum has a paid subscription to this database. You can access it in the Museum's Library. Candace, Bill, or George can help you access it on one of the Library's computers. If you have never used it, we can show you how. You may also check with Bloomington Public Library to see if they have access as well. **PLEASE THOROUGHLY CHECK this source.**
- *The Vidette* online. ISU's student newspaper. Contains searchable issues from 1888 until May 1963 (not relevant for every potential characters).
<https://videttearchive.ilstu.edu/>
- *Weekly and Daily Leader* <https://newspaperarchive.com/>. Another new tool for us to use. Please see Candace for log in information that can only be used in the Museum's Library/Archives. Contains searchable editions for the following dates: (Bloomington Daily Leader 1869-1898, Bloomington Leader 1889-1897, Bloomington Sunday Leader 1985-1898 Bloomington Weekly Leader 1868-1897.
- **Microfilm** of the *Weekly Pantagraph*, *Daily Pantagraph*, and *Daily Bulletin* is still available at Bloomington Public Library. The *Daily Pantagraph* and *Bulletin* are available at Milner Library as well. Milner's copies of microfilm of these two newspapers are sometimes in better shape than the ones at Bloomington Public Library. Copies are 10 cents at Milner and 15 cents at Bloomington Public Library. ****It is important that you still look for microfilm of the *Daily Bulletin* as you cannot access the *Bulletin* on Newspapers.com.**
- **Photo files in Archives**- check by surname of person or subject. Ask Bill or George for help with this. We really try to find a photo of the person if one exists and any photos of places associated with them as well. ****The Museum has digitized all of its photo collections. Please see Bill or George for help accessing this.****
- **City Directories**- located in the Stacks area. ****Please compile a listing of City Directory entries for the lifetime of the person (home and business if applicable). This is very helpful to us.****
- **Book Catalogues**- check stacks for books on local histories of related places for the character you are researching. You can access the online catalogue through the Museum's website.
- **Marriage records**- card catalogue in Microfilm Room.

- Census Records- books or online. The Library has a subscription to Ancestry.com Library edition so you can access them here.
- Ancestry Library edition- The Museum has a subscription to this and it can be accessed on either computer station in the Library. This can only be accessed onsite through the Museum's network. It is a great resource that can be mined for a variety of information by simply plugging in the individual's name.
- **Ask Bill or George for help! They have an extensive knowledge of what's in the archives if you get stuck.**
- Some characters may require research to be done outside of the Museum (i.e. ISU Milner Library or Archives, IWU Library and Archives, etc...) or even out of town (like contacting U of I Library/Archives). Typically you will not have to go out of town for research, but in certain circumstances it may call for that. We will talk about this on a case by case basis.

We ask that you add historical context to your research. Look for the following types of information in relation to your character and his/her time period:

- a) Why did the person come to McLean County and/or Bloomington-Normal if not born here? Why did he/she leave the area (if they did)?
- b) What was the local, county, state political climate of the person's time period?
- c) Information about the person's social circle, economic level, cultural expressions, and how they fit in with the rest of the general society. Did they fit in or rebel against the cultural norms of their day.
- d) What were some of the local issues, and how were they dealt with: labor troubles (strikes or problems between labor and workers), slavery, muddy streets, vandalism, health issues, working conditions, weather extremes and their impact on people's lives, cost of food/clothing/essentials, problems between different ethnic groups?
- e) What did the person do with his/her life, not just employment, but clubs, churches, drinking problems, in other words, what was the gossip, if any about the person or his/her family?
- f) What were some of the events that took place during the person's lifetime: a local epidemic (TB or the flu), motorized transport as opposed to horse-driven, introduction of the telephone into local homes. Find information that describes the event.
- g) Who was in the person's family? Did anything significant or tragic happen to a family member? Any famous relatives?
- h) Where did he/she live in town (if you can find information about that)?

You should be able to find information on these topics by reviewing the above listed contemporary primary sources, and in looking at what was happening in the nation and world during the character's lifetime. General U.S. and world history books can give tremendous insight into the concerns of local citizens.

****Our goal with this expanded research is to provide the audience with some historical**

context between each of the characters as they tour the Cemetery. It helps them to understand that we cover a variety of time periods, cultures and socio-economic levels in each Walk. It also provides the script writers a context for developing the scripts.**

Mechanics:

Photocopy all pages of documents pertinent to your character. Include the entire story, not just the page where the character's name is written. If the character's name is used in reference to an event or to a cultural event, photocopy the entire story: e.g. Asahel Gridley and the whole story of the establishment of the town. **ABSOLUTELY NO STAPLES.** Please use paperclips to clip multi-page documents together. It makes it easier for us to duplicate the packets later on.

Make sure your copies are legible. Re-do them, if necessary, to get the most legible copy possible. In the event that parts of the page are nearly illegible, please trace over the lines with a black pen so that we can read the material. If there is a small section in a larger page that is pertinent, use the arrow flags to indicate the appropriate information. In the event of a single mention on a full page, please flag the pertinent section for the readers. Try to enlarge the section before photocopying. If using microfilm, enlarge the section before printing. We have to re-copy your photocopied materials three times, so they really need to be clear.

Include images of your character, or at least people of the time period, so the costumer has something to go by. Put all photocopies in your folder in one section.

Please create a tabbed index: *first-person narrative; contemporaneous accounts; photos,* etc. Use post-it notes to label each index section. Please include the following reactions based on the information you uncover: your personal interpretation of what that person was like; a chronology of the person's life

****Please Create a Bibliography:** Please create a bibliography of the sources you have included in your research packet, especially if they cannot be found in the Library/Archives here in the building. Also include where this source can be found if it is not in our building. This is helpful for us when we are creating the biographies of the characters or if we need to go back and do additional research.

Write a summary of each tabbed section, particularly if the amount of information is longer than 20 pages, and a listing of the contents of each section

Write a summary of that person's life. This makes it easier for Illinois Voices Theater and myself to look through the research you have gathered while we are deciding what individuals we will feature on the Walk.

Keep a list of sources you looked at that don't pan out, so we know not to look there again.

Keep a record of your expenses, photocopy fees, parking fees, etc., and you will be reimbursed. Also keep a record of your time spent on this research project using the forms provided by Rachael.

****Due Date for your research is the week of *January 31, 2019.*** *If you finish earlier than that, please turn it in to Candace or Hannah.***

Thank you for your assistance and if you have any trouble or have any questions, please do not hesitate to contact one of us at 827-0428 or via email at education@mchistory.org!

Candace, Hannah, and Rachael.

Researcher Memo

#39

To: Evergreen Cemetery Walk 2019 Research Volunteers
From: Rachael Masa
Subject: Counting Volunteer Hours
Date: November 18, 2018

Please use the attached form to keep a record of the hours you spend researching the candidates for the Evergreen Cemetery Walk 2019.

Please list all the time you spend doing research, photo copying, reading and anything else related to this project. If you do some of your research while volunteering in the library or another site in the Museum, please note it on the sheet but also note that you signed in as a volunteer on the clip board at the reception desk. This way I will not count the time as double in my monthly report.

Please return the attached sheet to me when you have completed your research project **no later than January 31, 2019**.

Thank you so much for your time, research and record keeping. Accurately listing your volunteer time gives us information to use when applying for grants and provides information on total volunteer hours used for the cemetery event.

Volunteer Researcher Time Sheet

#40

Name: _____ Date: _____

Project: _____

Off-site Volunteer Hours

Date	Work Done	Time

Writing Guide Scripts

Since we have both school and public tours, we develop two guide scripts. The information in these guide scripts is presented at the midpoints between the performances of the characters being featured on the cemetery walk. Depending on the number of performances featured and how far the walking distance between each performance is, midpoint stops during public tours can last between 3 and 4 minutes. During school tours, midpoint stops can be between 2 and 3 minutes in length. Both guide scripts convey much of the same information, but the school guide script is shorter (due to time constraints) and the language used is at about a middle school comprehension level. Examples of both the school and public guide scripts can be found at the end of this section.

1. Recruit two experienced volunteer tour guides to work with your organization and theatrical partner to develop the tour guide scripts.
 - a. Guide script writers must be good researchers and preferably experienced tour guides.
 - b. Guide scripts must be written from the vantage point of the tour guide speaking to the audience.
 - c. Guide script writers receive the background research on featured characters as early as this information is available. They look for ways to set the characters in their historical context (internationally, nationally and locally).
 - d. Do an early walk-through of the cemetery approximately six months ahead of time, (include script writers, educators, theater director, volunteer director).
 - i. Follow the current year's route to create a list of "sights" in the cemetery that can be featured in the guide script 'talking points,' (e.g., war memorials, monument styles, cemetery history, etc.).
 - ii. If the characters featured on the walk have enough information about them, you can just feature information about the person instead of information about the cemetery, especially if your event has a theme like celebrating the anniversary of a local organization, college, or some other special or historical event.
 - iii. **However**, it is really important that the cemetery be the star of the show if the main goal of your event is to promote awareness of the historical significance of cemeteries and why they need to be preserved.
 - e. Guide script writers receive the actor's scripts as early as possible and develop the material for each midpoint stop using the sights listed during the earlier walk-through and information about each character **without** revealing anything in the actors' scripts.
 - f. Draft guide scripts are compiled and a final walk-through is conducted with the educator, theater director, and volunteer director to check everything for historical



accuracy, double check length of midpoint stops, and to make sure the information meets with the approval of all partners involved.

- i. Have a middle school teacher review the draft to seek out curriculum-related details that might need to be fleshed out for the student tours.
 - ii. Have an historian review it for accuracy of the local details.
 - iii. Have the director of your organization review the scripts for accuracy as well.
- g. Print guide scripts (#41 & #42)
- i. Binders are too bulky and cumbersome to carry. Print on card stock and punch holes at the top. Assemble with clip rings or top-bound spirals.
 - ii. Distribute at the orientation, along with standard background information on monument styles, local cemetery history, burial customs over the years, etc. in a separate folder. The less the guides have to carry during a tour, the better.



2. Monument Training (#43)

If this is the first year for your event or if you have a significant amount of new guides, it would be a good idea to have a monument training to help tour guides learn the material they will be presenting to the public. You should have an experienced tour guide (or the same volunteers you recruit to develop the guide script) create the monument training materials and lead the training itself.

a. Create a handout for the training that includes information like:

- i. Most prevalent style of monuments and markers in the cemetery
- ii. Types of materials monuments are made out of
- iii. Epitaphs and cemetery symbolism
- iv. Cemetery structures
- v. Cemetery art symbolism

b. If you do not feel it is necessary to have a monument training every year, you could make a video or

PowerPoint of the training and have it available on your organization's website or as a DVD for new guides to use to train or for veteran guides to use as a refresher.

Sample Public Tour Guide Script

#41

Standard Welcome

Welcome to the 25th annual *Evergreen Cemetery Walk*. My name is _____, and I will be taking you through the cemetery today. On our tour, we will meet a group of seven men and women who represent a cross-section of our community's past. Today we share their stories that together contributed to the growth, diversity, and history of our community in unique and original ways. Many of these people had long and rich lives, and there is more information than we could possibly share with you during this event. If you wish to learn more about these people, please visit our website www.mchistory.org to read a biography of each person featured this year. As we walk along, notice the rural park-like setting with winding pathways, many trees, and a variety of monuments. In celebration of the 25th Anniversary of the *Walk*, I will be sharing information about the important impact the *Cemetery Walk* has had on Evergreen Memorial Cemetery and the community at large.

To make our tour more enjoyable, I'll ask you to take a few precautions:

- Please do not walk on, sit on, or touch any of the monuments.
- Please silence all cell phones. Our actors will appreciate it!
- Please do not talk during the performances.
- Still photographs are allowed as long as you do not disturb the performances. Video is not allowed.
- There is no smoking of any kind in the cemetery or on the tour.
- After the performance, please show your appreciation with applause.
- Please stay together and keep up with me. I will be pointing out special things of interest as we walk.
- Please tell me if you cannot hear me, or if you have a question.

STOP A

(Between Munsell and Kirkpatrick)

Charles S. Kirkpatrick (b. 1879—d. 1971)

Cemetery Information

- The cemetery has made a number of renovations and improvements over the years including: total interior renovation of the main office building, the mausoleum (2008), the Bloomington Vault/Weed family crypt (2010), and the David Davis family plot enclosure.
- Beginning in 2015, the cemetery began commissioning sculptures made from trees in the cemetery that needed to be removed. To date, three free-standing sculptures have been carved, including: an airplane to commemorate the 1948 Memorial Day plane crash (2015),

and Dorothy and Toto from the *Wizard of Oz* in honor of Dorothy Gage, who was the inspiration for the book (2018). Additional sculptures are in the works, so keep an eye out for more coming soon.

- In addition to the *Cemetery Walk*, Evergreen Memorial Cemetery also hosts a variety of other events, including *Wreathes Across America* and the *Pet Extravaganza* (both started in 2018), and an annual Memorial Day observance (started in 2010).
- In honor of this and so much more, Evergreen Memorial Cemetery has received multiple awards from the Bloomington Historic Preservation Commission over the years. In 1995, the cemetery received the award for Preservation Achievement. In May of this year, the cemetery was recognized for its outstanding general upkeep of the cemetery and how it has communicated its historical significance through events like the annual *Evergreen Cemetery Walk*.

Character Information

- Much of the information we know about Charles Kirkpatrick comes from an interview that was conducted in 1952, and a number of seemingly autobiographical manuscripts that were written by an unknown author. Though these resources offer a wealth of information, a good portion of the dates are inaccurate and some of the facts have been exaggerated—which seems indicative of Kirkpatrick's eccentric personality.
- Kirkpatrick was born in Bloomington in 1879 and graduated from Bloomington High School in 1900.

Stop A Continued

- He was active in sports—particularly football. He attended Eastman College, a business school, in Poughkeepsie, New York. Then for two years, he attended Illinois Wesleyan Law School where he was member of Phi Delta Phi Legal Fraternity.
- As early as 1863, the Kirkpatrick family name was connected to the furniture trade. The family business expanded in 1888 and became the Howard & Kirkpatrick House Furnishing Company.
- According to Charles, the store featured the first indirect lighting system and was the first store to offer installment payment plans in any Illinois city outside of Chicago. The store (located on the 500 block of North Main Street), flourished and at one time “occupied the most expansive retail front” in Bloomington. The business was sold to Leath and Company in 1937.
- Many organizations benefitted from Kirkpatrick’s efficiency, creativity, and hard work. He had a zeal for raising money for charity, demonstrated by the several Presidential Birthday Balls he hosted in honor of President Franklin D. Roosevelt that raised money for polio research. He was also appointed to the Federal Home Loan Bank Board in Washington, D.C., vice president of the Central Illinois Hospital Association, and served on the national

board of the American Red Cross. He was responsible for planning many early parades in Bloomington and took an active role in WWII bond drives.

- Let us go meet Charles Kirkpatrick, who will share stories about his life and test our senses of fact and fiction.

INTRO CUE: GUIDE- It's my great pleasure to introduce to you Charles Kirkpatrick.

EXIT CUE: KIRKPATRICK- "How can anyone not sleep and live?"

****WALK AWAY:** The trademark large red chair, built in 1888, that dominated the entrance of Howard & Kirkpatrick was well known to people throughout Central Illinois. Every day the chair was placed at the entrance, luring children—and their parents, of course—to the store. The chair was borrowed for city parades and weddings; and it was said that both the heaviest man and the tallest man in the country sat in the chair – although not at the same time. Kirkpatrick died in 1971 at the age of 92 in Mennonite Hospital, where he had been a patient for some time.

Standard Closing

This concludes our 25th Anniversary Evergreen Cemetery Walk. Thank you for supporting our program. We encourage you to also support other cemetery preservation activities in your local community. Feel free to ask any questions as we walk back to the entrance.

Please take a moment to stop at the tables set up by the entrance for the McLean County Museum of History and Evergreen Memorial Cemetery. The tables have information about these organizations, their upcoming events, and other opportunities. If you entered the drawing for the free Cem Walk t-shirt/sweatshirt, please remember to visit the Museum table to see if you won.

Sample School Tour Guide Script

#42

STOP A

(Between Munsell and Christian)

Annie May Christian (b. 1866—d. 1941)

Cemetery Information

- There are several ways to be buried in this cemetery besides traditional graves. Some of which include **mausoleums**, garden **crypts**, and companion **niches** for **cremains**.
- **Vaults** became popular in the mid-1800s to protect the buried from grave robbers (also called Resurrection Men) who stole valuables buried with the deceased, or even the bodies themselves for medical science. At first, vaults were made of wood (referred to as rough boxes), then brick, and now concrete.
- Many modern funeral customs have their roots in the Victorian era. One of those that flourished during that time was the wake, which was when family members watched over the body of the deceased until burial – usually three or four days. This custom offered **assurance** that the body was in fact dead, and also gave time for relatives who lived at a distance to arrive.
- Many believe that the expression “saved by the bell” refers to the Victorian custom of equipping coffins with bells so that those who were thought to be dead could ring out an alarm if they found themselves alive after all and hope that there was someone around to hear.

Character Information

- Annie May Christian, who went by May most of her life, was born in Decatur in 1866. The family moved to Bloomington about ten years later.
- Educated in Bloomington schools, Christian graduated as the **salutatorian** from Bloomington High School in 1883. That class numbered fourteen—thirteen of whom were women. After high school she studied music, taking piano and voice lessons.

Stop A Continued

- A great deal of Christian’s time and energy was dedicated to the Amateur Musical Club, as she will soon tell you. The club was founded in 1893, with Christian joining four years later. She was an active member and was club president for twelve years. While president, membership reached a peak of almost 2,000.
- Christian was also active in The History Club, and was a charter member of the Women’s Club and the YWCA. She taught Sunday school and helped organize a Girls Club at Bloomington’s First Presbyterian Church.
- Now Christian is going to tell us all about her life as a single, independent woman—something she prided herself on.

INTRO CUE: GUIDE- “I’m pleased to introduce, Miss Annie May Christian.”

EXIT CUE: *When the actor finishes showing the audience her “manifesto,” she will likely bid them farewell, signaling that she is done*

Name: _____

Project: Evergreen Cemetery Discovery Walk 2019
Off – Site Volunteer Hours:

Date	Work Completed	Time

Total: _____

Please record all training times, times practicing on your own, travel time and actual event time. Record time to the nearest quarter hour interval.

Please return this form to:
Rachael Masa
McLean County Museum of History
200 N. Main Street
Bloomington, IL 61701

CEMETERIES AND MONUMENTS

Cemeteries:

Brief history of burial sites and cemeteries

- Cemeteries are nearly universal, appearing in virtually every culture throughout time (i.e., Egyptian pyramids or American Indian mounds)
- With the growth of Christianity, people began to bury their dead in or under religious buildings. By 752 A.D., churchyards became places for burials and thus the beginnings of modern cemeteries.
- In the nineteenth century, cemeteries became freestanding as the churchyards filled up.

History of Evergreen Memorial Cemetery

Old City Cemetery

- No one knows precisely when the Old City Cemetery opened. According to some sources, John Kimler first buried his child on the piece of ground later to become the cemetery. Mr. Kimler gave permission to his neighbors and friends to bury loved ones there as well. It became known as “Kimler’s burying ground” long before the town took any steps toward owning it.
- The first mention made of a city burying ground dates to March 10, 1851. At that time, Messrs. B. H. Coffey and I. N. Ward were appointed to confer with the owners of the graveyard. They were to offer the owners \$50 for the old ground and \$25 for one acre south of it, and procure the deeds for the city. The price paid for this piece of ground was \$103.70 and J. Ramsey received the money.
- The original purchase of two acres lies 140 feet directly east from the Wood Street-Hardin Street entrance to the cemetery and extends north almost to the limit to the railroad tracks. It was never subdivided into lots; people selected spots and buried their dead any place, without lots or title deeds.
- During the ensuing years, the city purchased land to expand the cemetery. It has been platted and subdivided into lots. Note the street grid.

Bloomington Cemetery

- In the early 1800s, a Parisian trend was the construction of garden cemeteries landscaped with pathways, rustic vistas, and winding avenues. Even the term “cemetery” (place of repose) connotes a transition to a place of rest.
- The Bloomington Cemetery Association was incorporated and organized on February 16, 1857 by Linus Graves as a profit-making venture.
- Linus Graves served as secretary of the Association and supervisor. His son, Arthur J. Graves, assumed the same post and continued as manager of the cemetery and the adjoining Maplewood Greenhouse until his death in 1938.

- The Maplewood Greenhouse, located across the street, provided a constant supply of fresh flowers and was used to winter exotic plants, such as palms, which were planted on graves in warm weather.
- The cemetery's original charter provided for 25% of the funds from the sale of plots to be used for improving the cemetery. Perpetual care was not sold with the lots at this time; individuals had to provide it through their estates. As descendants moved away or died, the plots were left unattended. A Perpetual Care Trust Fund was established in 1907, but it was not enough.
- By 1955, seeds of neglect had crept into the cemetery. It was a picture of dead and broken trees and tangled growth hiding the graves and cemetery paths. Burial and deed records were incomplete and often it was necessary to probe the ground for unoccupied burial plots. Sales of burial plots declined because of the inferior physical and business conditions of the cemetery.
- In a Pantagraph article of August 21, 1955, Atty. William J. Bach, great grandson of the founder, reported that the cemetery had not paid its way in many years and a proposal was made to have the cemetery taken over by the city of Bloomington. The city already owned the nearby Old City Cemetery, and did not want to assume this new burden. For the next ten years, irate citizens found little accomplished in correcting the conditions surrounding the cemetery that held so many great former residents of Bloomington.
- Cemetery turned over to Bloomington Township. At last, it looked as if the Bloomington Cemetery Association would be reaping the effects of the Cemetery Care Act, passed in 1948, and the "Public Graveyard Act of 1957," which provided a means for townships to take over cemeteries.

Evergreen Memorial Cemetery

- On October 22, 1963, the State of Illinois audit found everything in order in the Bloomington Cemetery Association trust fund, removing the last barriers for the care and maintenance of what now was became officially named Evergreen Memorial Cemetery.
- The cemetery had been referred to as "evergreen" as early as 1883, although some objected to this term due to the lack of evergreen trees!

Types

- Public
- Private
- Religious: Protestant, Catholic, Jewish

Monuments

- Monuments and the inscriptions on them demonstrate:
 - Respect

- Love for the deceased
- Reassurance of an afterlife
- A permanent display of religious views and sentiments
- Status
- Monuments went from ghoulish figures and horrific depictions of Judgment Day to sculptures and nature scenes.

Stone And How It Is Quarried: Sources and methods

Marble

- Comes in many colors from white to green to black
- The color comes from minerals and rocks present at the formation of the marble
 - Georgia marble is white
 - Vermont marble is creamy
 - Green marble comes from Italy

Sandstone

- Sandstone is a durable material used for gravestones because it is easy to carve
- Mostly used between 1650 and 1890
- Sandstone varies considerably in texture, durability and color
 - Deep red
 - Pale cream
 - Blue/grey

Limestone

- Common material quarried in Indiana and northern Illinois
- Blue/grey color
- Easy to carve

White Bronze (zinc)

- Bluish-gray
- Manufactured by Monumental Bronze Company of Bridgeport, Connecticut
- Very durable, less expensive than granite, and could be molded into very intricate design
- Used primarily from the mid-1870s to 1914
- Never gained the popularity the manufacturer had expected (Schroeder and Edmund Stevens graves)

Granite

- Granite is the second hardest mineral after diamonds
- Granite is formed from molten magma and the coloring depends on the color of its feldspar

- Different regions of the United States produce different colors (pink to dark grey or black)
 - Light and dark gray granite is quarried in Vermont, North Carolina, and Georgia
 - Oklahoma and South Dakota produce red and pink granite
 - White and pink granite is produced in New Hampshire.
 - Other states producing granite products are Arkansas, Colorado, California, and Maine.
- Excavating granite was a long, laborious process that required significant amounts of explosives and manual labor
- New polishing machines introduced in the 1880s made it economically feasible to use granite for monuments
- Today, diamond wire saws and slot drilling are the primary activities used to complete the job, making granite more economical for consumers, as well as a cleaner, safer and significantly less labor-intensive to excavate

Finishing

- Marble monuments were sculpted by local marble works working from templates
- Granite monuments are generally carved and polished at the quarry
- The local monument company then engraves the monument with the names, dates, and other information including epitaphs and cenotaphs

Marker or Monument Types

- **Tablet or Slab Headstones:** One of the oldest and simplest ways to mark a grave. Early ones were thin, upright rectangles and generally designated one burial. They evolved into the 'slice of bread' look about 1850. Today tablets are wider, often identify two or more graves, and vary in height and cut.
- **Sarcophagus (pl. sarcophagi):** A large, rectangular monument built to resemble an above ground tomb. These were patterned after the tomb of Roman General Scipio.
- **Ledger:** Large, flat marker that covers the entire grave. This is a low version of the sarcophagus.
- **Column:** Free standing reproduction of an architectural column, used alone or as a statue base.
- **Obelisk:** Tall, four sided column, culminating in a point (e.g. The Washington Monument). It was inspired by the type used in ancient Egypt.
- **Pedestal:** Four-sided, flat-topped shorter version of an obelisk, possibly topped with a statue.
- **Garden Memorial:** Bench, chair, urn, sundial, birdbath, etc, used to commemorate a burial.

- **Mausoleum (pl. mausolea):** Cemetery structure erected with space in walls for above ground interment. It has a small chapel-type area for the family's use. Mausolea were inspired by Greek and Roman temples.
- **Crypt:** Structure similar to mausoleum but with no door. Interments are made from the exterior.

Cemetery Structures:

- **Receiving Vault:** Before mechanized grave digging, this large structure temporarily housed coffins in extremely cold or wet weather until burials were feasible
- **Coping:** Low stonework used to delineate family or group plots.
- **Lot Markers:** Method of designating lot corners
- **Special Sections:** There are a few areas devoted to individuals with a common experience or interest.
 - Soldiers (3)
 - Illinois Soldiers and Sailors Home (2)
 - Infants (2)

Symbolism

Angels	Angels of heaven, accompanying the deceased to heaven.
Broken columns	Death, life cut short
Candles	Being snuffed out by death's imps
Drapes/ Shrouds	Death and mourning
Empty furniture	Unexpected loss, usually on a child's grave
Flowers	Impermanence
Calla Lilly	Majestic beauty; purity
Fruit	Fertility and abundance
Gates/Stairway	Passageway to heaven; also architectural motifs like portals and arches are symbols of the house of the dead, death as a passage to the unknown, a shrine or temple, a portal through which the soul passes into immortality
Hands	Clasped, showing love and serenity; finger pointing upwards towards heaven

Heart	The soul of triumph over death, symbol of the Trinity; often with wings or being flown to heaven by cupid figures
Lamb	Symbol of Christ; the death of a child
Laurel	Reward, glory
Ivy	Immortality
Wheat	Death of an adult, usually an older person
Open book	Divine knowledge
Trees	Death/Branching out
Dead tree	End of the tree of life; number of limbs cut off could indicate the number of children of the deceased
Upside down torches	The end of life/Life snuffed out
Urns	Death of an adult

Tour Itinerary (0.9 mile, 1hr 45min)

Stop 1: Bloomington Cemetery

- Cemeteries
 - Cemeteries are nearly universal, appearing in virtually every culture throughout time (i.e., Egyptian pyramids or American Indian mounds)
 - With the growth of Christianity, people began to bury their dead in or under religious buildings. By 752 A.D., churchyards became places for burials and thus the beginnings of modern cemeteries.
 - In the nineteenth century, cemeteries became freestanding as the churchyards filled up.
- Bloomington Cemetery
 - Founded 1857 as a commercial enterprise
 - Linus Graves donated the land
 - Laid out in the Parisian garden style

Stop 2: Old City Cemetery

- Old City Cemetery
 - No one knows precisely when the Old City Cemetery opened. According to some sources, John Kimler first buried his child on the piece of ground later to become the cemetery. Mr. Kimler gave permission to his neighbors and friends to bury loved ones there as well. It became known as “Kimler’s burying ground” long before the town took any steps toward owning it.

- The first mention made of a city burying ground dates to March 10, 1851. The original purchase of two acres lies 140 feet directly east from the Wood Street-Hardin Street entrance to the cemetery and extends north almost to the limit to the railroad tracks.
 - It was never subdivided into lots; people selected spots and buried their dead any place, without lots or title deeds.
 - During the ensuing years, the city purchased land to expand the cemetery. It was platted and subdivided into lots. Note the street grid.
- Double pedestal
 - Ornate tablet
 - Urn on top of tablet

Stop 3: Vault

- Vault
 - Used for storage of bodies in coffins until the weather was suitable for burial
 - Built in 1888, replacing a vault built in 1870
- Plumb-Jackman Crypt
- Mrs. A. Davis Mausoleum
- Urns (some shrouded)

Stop 4: Free Ground

- History
- White bronze monument
- Miller monument: eight sided obelisk and masonic symbol
- Shrouded urn

Stop 5: Allin Circle

- Statuary
 - Jennie Rice is marble on a marble pedestal
 - Withers is marble on a granite pedestal
- William Majors sandstone obelisk

Stop 6: TJ Bunn

- Limestone monument carved with many symbols
 - Grape leaves
 - Clasped hands
 - Dove
 - Book
 - Calla lily

Stop 7: Linus Graves

- Bloomington Cemetery management
 - Linus and his son, Arthur, served as cemetery managers for 80 years.
 - Of the proceeds for sale of plots, 25% was dedicated to improving the cemetery
 - Perpetual care was not included
- Example of crosses in cemetery
- Sarcophagi in Big Circle (neo-classicism)

Stop 8: Adlai Stevenson

- Asa Moore monument
- Adlai Stevenson II monument and UN flag

Stop 9: Leland Family Plot

- Stairs and corner markers
- Limestone chair in child size

Stop 10: William White

- Upside down torches and palm frond
- Bruner-Cox (statuary and coping)

Stop 11: Dale

- Modern interpretation of the old style (cross flanked by oval urns in black marble)
- Slants (there are 2 here with similar carvings but the granite varies in color)
- Knight-Bailey monument with cowboy boots and hat
- Durbin monument with photograph
- Wirtz monument with stairs to heaven
- Drew monument bench and picture

Stop 12: Colored Soldiers Plot

- Special sections
 - Soldiers (3)
 - Illinois Soldiers and Sailors Home (2)
 - Infants (2)
- Infant's plot
 - In-ground monuments popular starting about 1955
 - Still requires trimming
- Brandon Auer monument

Stop 13: Heart Shaped Monument**Stop 14: Block of granite**

- Note mining marks on top

Stop 15: Wintel

- Cylindrical monuments similar to those shown in Sears catalog
- Apple monument (Granite block set on edge)

Stop 16: Probasco

- Cartouche

Stop 17: Evergreen Cemetery

- Evergreen Memorial Cemetery
 - By 1955, people started to complain to Bloomington City council about the condition of the cemetery. Almost ten years later, it looked as if the Bloomington Cemetery Association would be reaping the effects of the Cemetery Care Act, passed in 1948, and the "Public Graveyard Act of 1957," which provided a means for townships to take over cemeteries.
 - On October 22, 1963, the State of Illinois audit found everything in order in the Bloomington Cemetery Association trust fund, removing the last barriers for the care and maintenance of Evergreen Memorial Cemetery.

Scheduling/Confirmation

1. Design forms for scheduling volunteer times and dates.
 - a. Reference page for volunteers stating times and dates of performances, job descriptions of all jobs, event description, and deadline for sign-up (#44).
 - b. Signup form specifying times and dates for event that volunteer will work. Must be returned to volunteer coordinator by deadline (#45).
 - c. Mail form to all prospective volunteers 30 days in advance of sign-up deadline.
2. Design volunteer grid for the scheduling of all volunteer assignments, times, and dates. Use information provided on sign-up sheets, allowing a minimum of three weeks for the scheduling process (#46).
3. Design a postcard confirming the volunteer job, dates, times of volunteer service, and training dates and times to be completed.
 - a. Tour guide postcard (#47)
 - b. All other administrative volunteers (#48, 49, & #50)
 - c. Mail confirmation postcard to all volunteers a minimum of one week prior to first training date.



Reference Page for Volunteers

#44

July 1, 2019

Dear Evergreen Cemetery Walk Volunteers,

Preparations are underway for the Museum of History's award winning program *Evergreen Cemetery Walk 2019*, which is in its 25th year if you can believe it! This year, the *Cemetery Walk* will be commemorating the anniversary of the Cemetery Walk. Each of this year's featured characters all played a part in the development of Illinois and what it is today.

We will continue to have six stops on the weekend tours, and five stops on the school tours, with two of the stops featuring a pair of characters. Performances are the following dates and times:

Dress Rehearsals	Thursday, October 3 rd Friday, October 4 th	5:00 p.m.—7:00 p.m. (sharp!) 5:00 p.m.—7:00 p.m. (sharp!)
Tours for General Public (Weekends) Tours last 1 hour and 45 minutes	Saturdays, October 5 th and October 12 th Sundays, October 6 th and October 13 th	11:00 a.m.—2:00 p.m. 11:00 a.m.—2:00 p.m.
Tours for Students (Weekdays) Tours last 1 hour and 15 minutes	Monday, October 7 Tuesday, October 8 Wednesday, October 9 Thursday, October 10	8:45 a.m. 10:30 a.m. 12:30 p.m. 8:45 a.m. 10:30 a.m. 12:30 p.m. 8:45 a.m. 10:30 a.m. 12:30 p.m. 8:45 a.m. 10:30 a.m. 12:30 p.m.

Enclosed with this letter and sign-up form you will find a bookmark that lists this year's featured characters. This bookmark is for you to keep as a reference.

We also invite you to be a volunteer this year. Listed below are descriptions of the volunteer positions. Attached is a form that lists the times and dates volunteers are needed, along with the training schedule. **Please consider volunteering for two or more sessions.** Previous volunteers have found they enjoyed their experience more the second time around. As a bit of an incentive, those who volunteer over the lunch hour are invited to join the actors and staff for a lunch donated by a variety of Bloomington-Normal restaurants.

The times listed on the sign-up form are not the event times. They are the time you should arrive at the cemetery for your shift, and the time you should anticipate leaving. These times will be laid out for you again on the confirmation postcard you will receive. This postcard will tell you which shifts you have been assigned based on your availability. If you have any questions, please let us know.

We continue to provide separate tour guide training for the student and weekend tours. As a result, if you will serve as both a student and weekend tour guide, we strongly encourage you to attend one of each type of training (weekend and student) to prepare yourself.

Please remember that **all training requirements are mandatory for tour guide and box office volunteers**. If you have any questions about this, please contact Rachael.

Volunteers are essential to the success of this, the Museum's longest running, educational program. As a volunteer, you will conduct tours or help with administrative duties the days of the performances. *This event would not happen without your support!*

To volunteer, please fill out and return the attached sign-up form to the Museum **by July 31 in the envelope provided**. If you are in the building, you may also put it in the Samantha's mailbox in the administrative hallway. If you have any questions, please call 827-0428 or email volunteers@mchistory.org. We hope that you will join us this year!

Once again, we cannot thank all of you enough for your hard work and dedication to the *Evergreen Cemetery Walk* over these many years. You are the backbone of this event and we look forward to working with each of you again this year.

Sincerely,

Rachael Masa
Director of Volunteers and Interns

Volunteer jobs for the Evergreen Cemetery Walk

Help with set-up/take down: October 3rd, taking tables, chairs, supplies, and equipment from the Museum of History to Evergreen Memorial Cemetery. October 13th, moving things back to the Museum of History.

Tour Guides: Lead groups of 15-40 people between actors and give information in the tour guide script pertinent to this year's characters. Must attend a minimum of two training sessions. Requires reading background materials provided and learning materials to be presented during tours (can use notecards). Weekday tours will involve leading groups of school children (junior high through college age, and home school families). Weekend tours may last two hours. Stamina for walking necessary.

Stage Hand/General Assistant: Will drive actors to stations and pick them up for breaks between tours. During the tours they will distribute drinks to actors and act as general assistance to the staff. Help set up for lunch. Troubleshoot and provide general assistance to the staff. Will also help set up tables, chairs, bring wheelchairs to front, etc...before event begins for the day and tearing down at the end of the day. Car necessary.

Box Office Assistants: Weekends only. Will sell gate tickets and collect all tickets from visitors and hand out group numbers. Will guide visitors to tour groups and hand out programs.

Volunteer Sign Up Form

#45

July 8, 2014

Dear Cemetery Walk Volunteers,

I hope you've all been able to relax and enjoy the summer. At the Museum, Candace, Hannah and I are busy working on the 25th anniversary edition of the Evergreen Cemetery Walk.

Enclosed you will find one sheet that lists this year's dates, performance times, and featured characters. This sheet is for you to keep as a reference. The other sheet is your **volunteer sign-up form**. Please complete this form and mail it back to me by August 5th in the envelope provided. If you are in the building, you may also put it in my mailbox in the administrative hallway. **It is very important that you return the completed form to me.** I use this form in a variety of ways so, if you do not send it back and instead decide to call or email me with your availability, I must take my time to fill the form out for you.

The times listed on your sign-up form are **the times you are to arrive at the cemetery for your shift.** The times listed on the information sheet are the actual times the performances will begin. If you have any questions, please let me know.

Please remember that **all training requirements are mandatory** for tour guide and box office volunteers. No exceptions will be made. If you have any questions regarding the above, please see me personally.

We hope you're excited to take part in this anniversary event. Your hard work, loyalty, and dedication are evident in our visitors' comments and in the large crowds we draw each year. We look forward to working with you again. Enjoy the rest of your summer!

See you in September ~

Rachael Masa
Director of Volunteers and Interns

Name:

Address:

Phone # _____ E-Mail _____ ZIP code _____

Please mail this form back in the enclosed envelope. Mail it to Rachael Masa, McLean County Museum of History, 200 N. Main St. Bloomington, IL 61701 or put it in her box in the administrative hallway at the Museum of History **by August 5th.**

Box Office volunteers must attend one dress rehearsal. Stage hands must attend one dress rehearsal.

All Tour Guides must attend **one orientation** session at the Museum, **one Dress Rehearsal** and **two training** sessions at Evergreen Cemetery. (I recommend as many training sessions as you can possibly attend.) Circle the times you can work and the training sessions you will attend.

I will attend the session(s)...

at the Museum of History	at Evergreen Cemetery (Public Tour Training)	at Evergreen Cemetery (School Tour Training)
Tuesday, Sept. 10, 5:30 p.m. Tour Guides Only	Tuesday, Sept 17, 5:30 p.m. Tour Guides Only	Thurs., Sept. 19, 5:30 p.m. Tour Guides Only
Saturday, Sept 14, 10:00a.m. Tour Guides Only	Saturday, Sept. 21, 10 a.m. Tour Guides Only	Tuesday, Sept 24, 5:30 p.m. Tour Guides Only
	Thurs., Sept 26, 5:30 p.m. Tour Guides Only	Saturday, Sept 28, 10 a.m. Tour Guides Only

Count me in for

the Dress Rehearsal(s) (2hrs)	Setup/Take Down (2 hrs)
Thurs., October 2, 5:00 p.m.	Setup: Thurs, October 2, 10:00 a.m.
Friday, October 3, 5:00 p.m.	Take down: Sun., Oct. 12, 2:30p.m.

A confirmation letter will be mailed to you.

Date	Tour Guide	Stage Hand	Box Office	Parking
Saturday, October 5	10:30 a.m. - 1:00 p.m. 1:30 p.m. - 4:00 p.m.	9:15 a.m. - 4:15 p.m.	9:30 - 11:15 a.m. 12:30 - 2:15 p.m.	9:45 - 11:15 a.m. 12:45 - 2:15 p.m.
Sunday, October 6	10:30 a.m. - 1:00 p.m. 1:30 p.m. - 4:00 p.m.	9:15 a.m. - 4:15 p.m.	9:30 - 11:15 a.m. 12:30 - 2:15 p.m.	9:45 - 11:15 a.m. 12:45 - 2:15 p.m.
Monday, October 7	8:15 - 10:15 10:00 - 12:00 12:00 - 2:15	8:00 a.m. - 2:30 p.m.		
Tuesday, October 8	8:15 - 10:15 10:00 - 12:00 12:00 - 2:15	8:00 a.m. - 2:30 p.m.		
Wednesday, October 9	8:15 - 10:15 10:00 - 12:00 12:00 - 2:15	8:30 a.m. - 2:30 p.m.		
Thursday, October 10	8:15 - 10:15 10:00 - 12:00 12:00 - 2:15	8:30 a.m. - 2:30 p.m.		
Saturday, October 12	10:30 a.m. - 1:00 p.m. 1:30 p.m. - 4:00 p.m.	9:15 a.m. - 4:15 p.m.	9:30 - 11:15 a.m. 12:30 p.m. - 2:15 p.m.	10:00 - 11:15 a.m. 1:00 - 2:15 p.m.
Sunday, October 13	10:30 a.m. - 1:00 p.m. 1:30 p.m. - 4:00 p.m.	9:15 a.m. - 4:15 p.m.	9:30 - 11:15 a.m. 12:30 - 2:15 p.m.	10:00 - 11:15 a.m. 1:00 - 2:15 p.m.

Tour Guides for Weekends

#46

Date and Time	Saturday October 5 11:00 AM	October 5 2:00 PM	Sunday October 6 11:00 AM	October 6 2:00 PM	Saturday October 12 11:00 AM	October 12 2:00 PM	Sunday October 13 11:00 AM	October 13 2:00 PM
Charles Kirkpatrick								
Annie May Christian								
Ebenezer Wright								
Napoleon & Louise Calimese								
Florence Kaywood								
Oliver Munsell								
Backups								

****Do the same grid for the weekdays and for the box office volunteers****

Tour Guide Confirmation Postcard

#47

Thank you for volunteering as **TOUR GUIDE** for **Evergreen Cemetery Walk 2019**.

Volunteer time(s):	Sat. Oct 5	10:30 am–1:00 pm 1:30 pm–4:00 pm	Sun., Oct 6	10:30 am –1:00 pm 1:30 pm–4:00 pm	
	8:15am–10:15am	8:15 am–10:15 am	8:15 am–10:15 am		
Mon., Oct. 7	10:10am –12:00 pm 12:10 pm–2:00 pm	Tues., Oct. 8	10:10am –12:00 pm 12:10 pm–2:00 pm	Weds. Oct. 9	10:10am –12:00 pm 12:10 pm–2:00 pm
	8:15 am–10:15 am	10:30 am–1:00 pm	10:30 am–1:00 pm		
Thurs., Oct. 10	10:10am –12:00 pm 12:10 pm–2:00 pm	Sat., Oct. 12	1:30 pm–4:00 pm	Sun., Oct. 13	1:30 pm–4:00 pm

Your **orientation session at the Museum of History** is: o Tues. 9/10 5:30 p.m. o Sat. 9/14 10:00 a.m.

Your **training sessions at Evergreen Cemetery** are marked below:

Adult Tour Training: o Tues. 9/17 5:30 p.m. o Sat. 9/21 10:00 a.m. o Thurs. 9/26 5:30 p.m.

School Tour Training: o Thurs. 9/19 5:30 p.m. o Tues. 9/24 5:30 p.m. o Sat. 9/28 10:00 a.m.

Your **Dress Rehearsal time(s)** is (are): o Thursday, October 3 5:00 p.m. **SHARP!**
 o Friday, October 4 5:00 p.m. **SHARP!**

Please contact Rachael Masa at 827-0428 or volunteers@mchistory.org if you have any questions.

Box Office Volunteer Confirmation Postcard

#48

Thank you for volunteering for **Evergreen Cemetery Walk 2019**.

Your volunteer job is: **Stage Hand / Ticket Seller / Ticket Taker / Numbers / Programs / Parking assistant / Set-up / Take-down**

Volunteer times: Thurs., Oct 4 Set-up 10:00 – noon Sun., Oct. 13 Take down 2:30 – 5:00 p.m.

Sat. Oct. 5 _____

Sun. Oct 6 _____

Mon. Oct. 7 _____

Tues. Oct. 8 _____

Weds. Oct. 9 _____

Thurs. Oct. 10 _____

Sat. Oct.12 _____

Sun. Oct. 13 _____

Your **Box Office Training at the Museum** is:

Tuesday, October 1 5:30 p.m.

Your **Dress Rehearsal** time is circled:

Thursday, October 3 5:00 p.m. **SHARP!**

Friday, October 4 5:00 p.m. **SHARP!**

Please contact Rachael Masa at 827-0428 or volunteers@mchistory.org if you have any questions.

Cemetery Walk 2019 ~ Box Office and Backstage Orientation

#49

Consistency and Customer Service are key:

- Help set the tone right away. You should be a friendly, smiling face, there to help welcome, guide, and direct patrons.
- Staff and volunteers need to understand the event policies and apply them politely but firmly. However, you should not need to argue with a patron. If there is push-back, ask a staff member to step in.
- Parking, Ticket Sellers, Ticket Takers, Programs, Numbers:
 - Please allow enough time to check into the garage and be at your station sixty minutes prior to tour time.
 - Please stay at your station for 15 minutes after each tour begins in order to accommodate late arrivals.
- Come prepared for **ALL** weather conditions.
- Greet patrons; be friendly. **Please save extended conversations with visitors for after the tour.**
- **Be flexible regarding your volunteer duties:** things can change depending on the weather, a last minute cancellation by a volunteer, or unforeseen schedule changes.
- Please keep your voices low during the event after the performances have started. Voices travel very easily in the cemetery so we need to be considerate of the performances going on.

Ticket Seller:

- **Obtain tickets and cash box from staff.**
- **Set up ticket selling table.**
- **The cost of the tickets AT THE GATE are as follows:**
 - **\$17.00 Non members**
 - **\$15.00 Members of Historical Society and Genealogical Society**
 - **\$5.00 for all students (when in doubt ask for ID) and for all children under 12 (includes babies and strollers)**
- **Please circle the sale on each ticket (i.e. member, non-member, student/child). Give the ticket to the patron and direct them to the ticket taker table.**
***** All gate tickets this year are white and say "Gate Ticket"**
- **Send your patron to the "TICKET TAKER" table**
- **All of the COMP TICKETS have been pre-distributed. There is NO LIST. They either have them or they don't.**
- **If someone comes up and has a ticket they will not use to give away, WE CANNOT GIVE THE TICKET AWAY. Tell the ticket holder they need to give the ticket to someone who comes up to purchase one themselves.**

Ticket Taker:

- **Receive one ticket per person going on the tour.**
- **If the ticket is not marked, please mark it indicating if the ticket purchased was for a member, non-member, student/child.**
- **NEW THIS YEAR- We have online ticket sales. Patrons may come to you with a printed piece of paper that is their ticket (instead of the regular tickets we sell at the Museum/Cemetery/Gate.**
- **Deposit tickets in provided container.**
- **Direct patron to the next volunteer: TOUR GUIDE NUMBERS.**

Please admit press for FREE. They were not given comp tickets.

Tour Guide Numbers:

- **This is the most intense job at the box office.**
- **Count out the number of #1s, #2s, #3, etc., before the start of a tour. Make a note of the count.**
- **Have the group numbers readily available.**
- **As evenly as possible, assign numbers among the eight tour guides. For example, a family of four gets tour guide #1, the next group of 3 – 5 gets tour guide #2 and so on. The goal is to have patrons as evenly assigned as possible so one guide is not overloaded and another has very few.**
- **Hold out approximately 10 #1s and 10 #6s for the visitors who arrive at the last minute or after the tour begins.**

***Please note:* Some patrons come in very large groups. Divide large groups evenly as in the above instructions. Also, requests to go with a specific tour guide should be honored as often as possible, but may not always be an option. Honor these requests if the count per tour guide can remain as even as possible.**

When all the numbers have been turned in, please count/divide and get them ready for next tour.

Program Distributor:

- **Have programs readily available.**
- **Be alert prepared to get people's attention after they receive their group number/leave the "numbers" station.**
- **Give a program to each person or couple attending the Walk, (you can ask large groups if they are willing to share.)**
- **Be aware that you might need to help visitors find their tour guide, or urge them to join their group quickly if time is short. Smile as you do so!**
- **If patrons want one program each, then accommodate them; otherwise, give one per couple.**

Note: we will no longer put out a box to recycle playbills.

Accessibility Volunteer

When a patron comes to the ticket taking table and requests to use a wheelchair, seated walker, or seat cane, please follow the instructions below:

- Check the reservation sheet to see how many people have signed up to borrow equipment. Make sure you hold those items that have been reserved before allowing people who have not made reservations check out equipment.
- Ask patron which device they would like to use
- Show patron which devices we have for use and allow them to choose which wheelchair, walker, or seat cane they wish to use
- Show patron how to use the seat canes (you must show them how to properly sit on them, legs straddling on either side). There is also a weight limit for the seat canes which is clearly marked on the tag on the seat cane).
- Show patron how to use breaks on the seated walker (must have them in the down position to safely sit in it without rolling away when sitting or getting out of it).
- Ask patron for an ID (patron must surrender an ID to borrow the device free of charge). If the person using the device does not have an ID, ask if someone they came with does and hold that ID until the end of the tour.
- Place ID in lock box for safe keeping during their tour.
- Make sure you keep lock box with you at all times. Do not leave unattended. If you need to be away from it for any amount of time, ask another staff person at the front to watch for you.
- Once the device is returned, give the ID back to the patron.
- There may also be reservations for wheelchairs, seat canes, or walkers. This will be on a piece of paper kept in the lock box for IDs. You will need to make sure devices are held back for those reservations to use first before people who did not make reservations take them.

Stage Hand/ General Assistant (OPTIONAL):

- General “go to” person: does anything needed (set-up/take-down for lunch, help clean up after lunch, final cleaning of garage area in preparation for next day’s performances, run errands, etc.)
- Takes chairs and props out to actor’s stations at the beginning of the day; brings props and chairs back to the garage at the end of the day.
- Takes drinks to actors/actresses during the performances, as needed.

- Takes actors/actresses to the restroom during and between tours, as needed.
- Drives actors/actresses back to the garage in case of rain.
- Prepares garages for performances in case of move, due to weather.
- **Remains flexible under all circumstances!!! Follows directions easily and completely.**

Food Manager:

- Check In with Rachael or Candace
- Refill large orange water cooler. You will need to take the cooler across to the large garage where the cemetery staff is. They can assist you with filling the cooler with water.
- Make Coffee- there are two coffee pots, one for regular and one for decaf. Depending on how many coffee drinkers there are (and who wants regular and decaf) will determine how much you will make. Use the bigger coffee pot for whichever kind of coffee is being consumed the most.
- Heat up hot water for tea. There is a white coffee pot you can use to heat up water for tea. There is a hot beverage container you can then pour the heated water into for people to use for tea.
- Heat up apple cider- There is a large silver coffee urn you can use to heat up cider. Fill up with as much as you think people will drink. If not a lot drinking (or too hot to make hot cider) can just have cold cider. ****NOTE** YOU CANNOT HAVE CIDER HEATING AND COFFEE POTS BREWING AT THE SAME TIME.** Will throw a fuse in the breaker box.
- Set out breakfast items and fruit for volunteers and actors. You can also set out some cookies but be frugal because they have to last the entire event.
- Set out bottles of water for guides to take with them.
- Help Production Assistant prepare box with supplies for actors. This may include breakfast bars, bottles of water and Gatorade, tea, cough drops, Kleenex packages, etc...
- Prepare area for lunch meals- set out plates, napkins, cups, and utensils. Set up salad bowl, refill cookie trays, get out salad toppings, set up more bottles of water and Gatorade to be consumed at lunch, chips (if necessary), fruit, etc...
- If the weather is nice, you can ask someone to help you move table outside. If cold, there is a heater that can be plugged in and the garage door kept closed to have a warming station.
- Pick Up lunches at their location at the designated time (see lunch schedule).
- Set up food- put out food that you picked up from the meal donor. Get out salad and put in bowl (unless it has been provided by the meal donor).
- Clean up after lunch is finished. Wash any dishes and put away items. Wipe down tables (both tables the food is on or tables we eat at) Offer any left over lunch items (from restaurants) to the cemetery

staff. They are welcome to eat too if there is enough left. Whatever food is left over, put in gallon baggies or plastic containers to save for later or for staff/volunteers to take home.

- Take trash out to dumpster by large cemetery garage across the parking lot. Put new trash bag inside large round garbage can.
- If we are low on any food items (salad, fruit, cereal bars, Gatorade, etc...) make a list so that Candace/Hannah/Rachael can purchase more for the next day.
- Confirm the next day's meal by phone- it is important to call the restaurant that will be donating food the next day to confirm the time the meals are going to be picked up. That way they remember we will be coming to get the food. There is a list of the meals for each day and contact information that will be pinned to the bulletin board inside the door of the garage.

Weekends: Please be there by 9 a.m.

Week days: Please be there by 8:00 a.m.

Parking (OPTIONAL):

- Please be a “good neighbor” and have our patrons be courteous to those living along the parking route.
- You will need to **actually give people directions as to where to park and why.**
- Must be able to stand and walk about the intersection – keep a visual eye on the street in all directions.
- Direct people with disabled visitors to park in the gravel parking lot to the south of the Cemetery entrance.
- Use the chair as a block to the cemetery entrance. **Please limit the time you sit to a minimum. Visitors need to see you in order to receive directions.**

Thank you for your support of our largest Museum program of the year. Without your help, we could not provide this state and national award-winning program to the public.

I am looking forward to working with you this year. Please be ready to **work** so we can provide the best experience possible for our patrons.

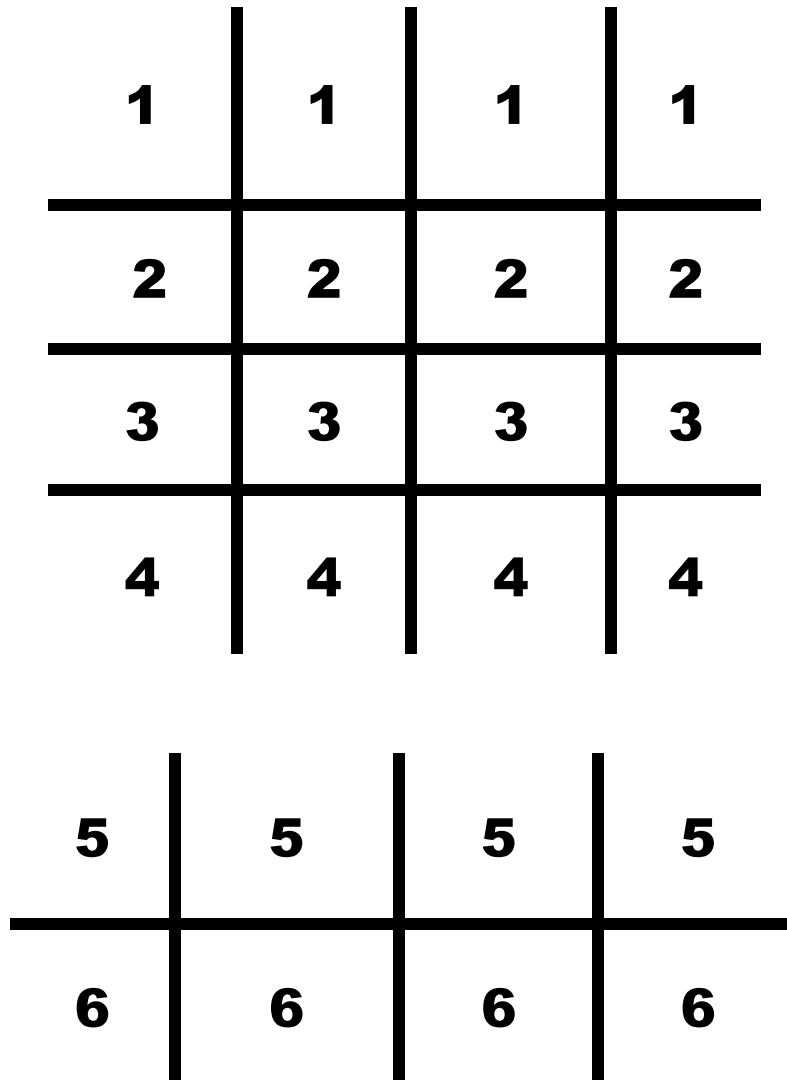
Sincerely,

Rachael Masa
Director of Volunteers and Interns

Group Numbers

#50

Numbers should be sized about 2 inches square, printed, then laminated individually for durability. We used a different color corresponding to the paddle color each guide carries to make it easier to distribute them evenly among visitors.



Tour Guide Training/Management

There are a couple of different ways you can run tour guide trainings:

1. During each training, ask a different volunteer to lead the group at each stop.
 - a. This will allow all the guides at the trainings to see different ways to present the information.
 - b. It can also allow staff to point out things that need adjusting or to correct any mistakes that may occur along the way.
 - c. It is good for volunteers to see different perspectives and presentation styles during the trainings.
 - d. This also allows the guide script to be tweaked along the way as necessary.
2. Recruit experienced, well-qualified mentor volunteers to lead all others during tour guide training times.



- a. Provide these volunteers with their training materials well in advance so they are ready to lead and serve as an example at the first tour guide training.
 - b. Work with the mentor volunteers going over the training materials (tour guide scripts) to catch any factual errors or problems with flow.
 - c. Have a pre-training walk through with all primary partners (educator, theater director, mentor volunteer tour guides, and volunteer director) several weeks prior to the first training date to make final changes to the tour guide script (see Writing Guide Scripts).
 - d. Personally supervise every training session. Give presentation and group placement pointers, voice projection examples, and answer questions.
3. Provide a written job description, detailing the activities required to do the job.
 - a. Create a booklet for volunteers with their specific written job description and background information about the event.
 - i. Character biographies
 - ii. Route map
 - iii. Starter map
 - iv. General cemetery information
 - v. Volunteer hours recording form

- vi. Nametags
- b. Label this booklet with each volunteer's name and provide this at the orientation sessions.
- c. Mail final instruction letter (#51)

Final Instruction Letter

#51

September 30, 2019

Dear Cemetery Walk Volunteer,

We really appreciate the time and energy you have put into preparing for the 2019 Cemetery Walk! As we approach the first day of the Walk, I'd like to give you some final instructions and reminders. Hope you are all practicing timings as we want to make this as fluid as possible.

ALL VOLUNTEERS

- Please double check the arrival time for each of the date(s) you volunteer.
- All volunteers (except food managers) should park outside the cemetery. Food Managers may park along the fence where the groundskeepers usually park near the cemetery garages. Actors will be parking along lanes in the "old city" part of the cemetery.
- All volunteers must check in at the garage. Sign in on the appropriate sheet posted on the bulletin board and, if appropriate, obtain your supplies.

ALL TOUR GUIDES

- Arrive at least 30 minutes before your first tour of the day will begin.
- Review the route to your first site, if necessary, and identify the first stopping place for your group.
- Be in place at your gathering point 20 minutes prior to the start of the tour.
- Hold your group number sign high in the air. As your group begins to assemble, establish a rapport with them and deliver the "good group dynamic" information, i.e., please stick together, do not talk amongst yourselves during the performances, no smoking/eating on the tour (bottled water is OK), no videotaping, etc. Please make sure to give these instructions to your group as you wait.
- When all groups are ready Candace, or Hannah will give an introductory talk and dismiss the groups. When your group has been dismissed, walk to your first midpoint and begin.
- Please enjoy yourself as you lead your groups through the cemetery! It will result in a better experience for everyone.
- We encourage you to focus on the information for each character. The most efficient way to do this is to stop at each mid-point section (A,B,C, etc.) and present the cemetery and character background information that has been provided in the tour guide scripts.
- Look for the actors and positioned your group in front of them and spread out. This will keep the group away from the sun.
- Your introduction should be loud and clear, so both the group and the actor can hear you.

- Proceed with the tour. The route is marked with signs in the ground. These signs point in the direction you need to go. The midpoints are marked with small signs. (Stop A, Stop B, Stop C, etc.) There are also signs indicating each character. (The actor will change position, though, according to the time of day and the direction of the sun.)
- When the actor freezes or exits the staging area the performance is over. Clap briefly and move on. Please remember to move away from the actor before you deliver the walk-away after each actor performance.
- If at any time you are informed or notice that your group is falling behind, eliminate part or all of the cemetery information at the midpoints until you are back on track.

Note: we do not offer an "easy" walking tour. There are wheelchairs available for use by our visitors. Tour guides do not push wheelchairs! You must lead your group at all times. If a visitor needs a wheelchair, another visitor in the group must push that person. Should a member of your group become unable to complete the tour, ask a member of their group to escort them back to the entrance. If this is not possible, signal for Candace or Hannah.

SCHOOL GROUPS TOUR GUIDES

- School tours have one less character than the weekend tour.
- Get the attention of the group. Ask if you can be heard. Establish a rapport with the teachers, chaperones, and students. Ask a teacher and/or chaperone to station themselves at the beginning and end of the group; indicate that the others should spread out through their group. If more than 2 chaperones have make sure they spread out throughout the group. This is not their social time.
- It is important to remind your group that this is a theatrical performance. It is like going to a play, except it is being performed outdoors. Appropriate behavior, good listening, and paying attention to the performances are important. Ask the teachers/chaperones to model good behavior for the students, i.e., adults do not lag behind or talk amongst themselves during a performance, etc.

One last reminder for tour guides: Please record any time you spend practicing and volunteering for the Cemetery Walk on your time sheet. Turn in all time sheets on the last day you volunteer during the Walk. **All other cemetery walk volunteer's hours will be counted by the Volunteer Department (i.e., Stage Hands, Box Office, etc.). The staff will be counting the hours of training, and actual tour shifts.**

Thank you so much for your participation in the 2019 Evergreen Cemetery Walk. Without you, this event could not take place!

Sincerely,
Rachael Masa
 Director of Volunteers
 McLean County Museum of History

Volunteer Management Onsite



1. Tour Guides
 - a. Volunteers check in with the volunteer coordinator at the beginning of their shift.
 - b. Volunteer coordinator is the only person to give instruction to the volunteers. All staff go through volunteer coordinator for any instructions.
 - c. Tour guides collect their group numbers, number bags, water, and so on; gather at the entrance for final instructions (#51).
 - d. Volunteer coordinator gathers the group together for final instructions for that tour, e.g., changes for funeral, staff shortages, etc.

2. Box Office, Stage Hands, General Assistants, Parking Assistant, Food Manager
 - a. Volunteers check in with the volunteer coordinator at the beginning of the shift.
 - b. Volunteers gather their supplies, e.g., money box, playbills, group numbers, etc.
 - c. Stage hand volunteers set up tables, props, actor chairs, chairs for all volunteers, etc.
 - d. All of the above should get final instructions from volunteer coordinator.

3. Lunch
 - a. Volunteers working all day get free lunch
 - b. Food Manager is responsible for picking up lunch and setting it up/cleaning up.
 - c. Box office personnel eat first (while first tour is underway) so they are back to sell tickets for second tour.

4. Check out volunteers at end of day
 - a. Tour guides return their group signs and sign out with volunteer coordinator. This is a good time to confirm their next scheduled tour.



***Note:** Cemetery staff may be available to help set up and tear down each day. But, do not count on that as they may be needed for other work, a funeral, etc...

Bringing History to Life: Theatrical Performances



Contracting with the Theatre Company (Also see collaborations, Section 1)



1. Professional or Amateur?
 - a. Professional actors are best, if you can afford it.
 - i. Local professionals are paid for their work, although they have day jobs. They can accept less than standard wages unless they are in the actors' union.
 - ii. Actors Equity (union) actors are very talented, and very expensive because you must pay into their retirement and must pay standard wages.
 - b. Look to your local community theatre group for a source of acting talent. Many of these people will also fall into the local professional group.
 - c. Volunteers can be a good source, but try to get a pro to do auditions with the volunteers. A professional actor can spot the ones with more talent, rather than just taking the most enthusiastic or most willing volunteer who may not have acting experience.
2. Letters of Agreement/Contract (#52)
 - a. Write letters of agreement for all "essential" personnel. If using a theatre company, one letter to the artistic director is sufficient. Individual agreements require individual letters for each actor.
 - b. Contents of the letters include which party is doing what portion of the tasks, dates and times, and signature lines for both parties (museum and actor/company). Make sure everyone understands who is responsible for each set of tasks and make it clear in the agreement. Give each party a copy of the signed form.
3. Payments
 - a. Payments, when and how much, should be in the letter of agreement (#52).
 - b. Pros will want money in advance – to pay for script writing, to begin arrangement to get costumes, and other costs which may be incurred early on.
 - i. ****IMPORTANT**** All payments must be invoiced by the theatre company if using professional actors. This is important to do in case a dispute arises later about a lost payment.
 - c. Volunteers should receive *some* token of your appreciation – gift cards to restaurants, garden shops, or book stores are our volunteers' favorites. If you have the funds, you could also create your own special gift such as note card sets, note pads, mugs, t-shirts, etc.

Letter of Agreement/Contract

#52

November 18, 2019

LETTER OF AGREEMENT FOR EVERGREEN CEMETERY WALK 2019

This contract confirms the plans for the 2019 *Evergreen Cemetery Walk*, between McLean County Historical Society and Illinois Voices Theatre: Echoes Theatre. The tours are scheduled for the following days:

<u>Dress Rehearsals</u>			<u>Public tours</u>			<u>School tours</u>		
<u>Date</u>	<u># tours</u>	<u># perf./date</u>	<u>Date</u>	<u># tours</u>	<u># perf./date</u>	<u>Date</u>	<u># tours</u>	<u># perf./date</u>
October 3	1 tour	6	October 5	2 tours	12	October 07	3 tours	15
October 4	1 tour	6	October 6	2 tours	12	October 08	3 tours	15
			October 12	2 tours	12	October 09	3 tours	15
			October 13	2 tours	12	October 10	3 tours	15

Illinois Voices Theatre: Echoes Theatre agrees to provide actors to portray the following characters on the dates agreed to in this contract:

Annie May Christian	Napoleon & Louise Calimese	Florence Kaywood	Oliver Munsell
Ebenezer Wright	Charles Kirkpatrick (weekend only)		

Illinois Voices Theatre: Echoes Theatre agrees to:

1. Write 6 scripts from research provided by the McLean County Historical Society. First draft of scripts are due by **May 20, 2019**.
2. Writers and Director attend script writer meeting on **March 28, 2019. *or other date as agreed upon**
3. Pay 2% of script writer fee of \$1,400 penalty for missed meeting.
4. Pay 2% of script writer fee of \$1,400 per day late penalty for script delivery after **May 20, 2019**.
5. Revise scripts based on feedback from McLean County Historical Society and submit final drafts of scripts by **June 24, 2019**.
6. Pay 2% of script writer fee of \$1,400 per day late penalty for script delivery after **June 24, 2019**.
7. Provide an invoice for the **first payment of \$8,540** to the McLean County Historical Society by **May 20, 2019**.
8. Will perform all characters on all tour dates, write scripts from research provided by the McLean County Historical Society, and direct the production.
9. Provide an invoice for the **final payment of \$8,540** to the McLean County Historical Society by **September 23, 2019**.
10. Director will attend the following event trainings: **September 10 and 14** (Tour Guide Orientation); **September 17, 19, 21, 23, 16, and 28** (Tour Guide Training); **October 3 and 4, 2019** (Dress Rehearsal).
11. Pay 2% of director fee of \$5,000 per missed training/orientation/dress rehearsal.

McLean County Historical Society agrees to:

1. Provide research for 6 scripts by **March 27, 2019**.
2. Director of Education will attend script writer meeting on **March 28, 2019. *or other date as agreed upon**
3. Pay 2% of script writer fee of \$1,400 penalty for missed meeting.

4. Pay 2% of script writer fee of \$1,400 per day late penalty for character research delivery after **March 27, 2019**.
5. Review actor scripts and return comments to director by **June 14, 2019**.
6. Pay 2% of script writer fee of \$1,400 per day late penalty for delivery after **June 14, 2019**.
7. Pay Illinois Voices Theatre: Echoes Theatre **two payments of \$8,540** within two weeks of receipt of each invoice.

All payments are to be made payable to Illinois Voices Theatre. Payments are to be mailed to: Peggy Prather, 27 Revolutionary Square Apt #1, Bloomington, IL 61704.

Echoes Theatre will be mentioned in all publicity carried out by the McLean County Historical Society. The McLean County Historical Society will be mentioned in all publicity carried out by Illinois Voices Theatre: Echoes Theatre.

Greg Koos
McLean County Historical Society

Susan Thetard
Illinois Voices Theatre: Echoes Theatre
P.O. Box 1100, Mackinaw, IL 61755
(correspondence only)

Date

Date

Actors' Scripts

1. Writing the scripts (#53)
 - a. Use your raw research as the foundation, this is **HISTORICAL THEATER**.
 - b. The facts must be precise – have a local historian (or a qualified individual from your organization) review them for accuracy.
 - c. Use the characters own words as much as possible when writing the script, especially if you have a lot of information on that character, like letters or their own writing.
 - d. Decide on a format and time
 - i. Format – do the characters know they're dead, or are they speaking as if it is during their lifetimes?
 - ii. Keep all scripts to a set time frame – we use 6 to 6.5 minutes each. **THIS SETS THE TEMPO OF YOUR TOUR!**
 - e. Keep to your timeline for completion and rehearsal schedules.
2. Copyright questions
 - a. The script writer holds the copyright of the scripts that are created unless otherwise stated in the contract/letter of agreement.
 - b. If your museum holds the copyrights, don't forget to register them! Go to **<http://www.copyright.gov>** for more details.
3. Comparing guide to actor scripts – As the actors' scripts are written, verify that the details mentioned in them are not also presented in the guides' scripts. You may have to do this several times as actor scripts are revised.
4. Make sure your organization receives a copy of the final form of the script for records or archives.



Sample Actor Script

#53

Napoleon and Louise Calimese by Kathleen Kirk, 2019

The Calimeses are in their 60s, retiring from their work at the Booker T. Washington Home, formerly known as the McLean County Home for Colored Children. It is Sunday, July 14, 1957. Louise has come from the kitchen, her full-length apron hanging from her neck, not yet tied in the back, to answer the front door. She is found looking through a newspaper (or section of it, page 22 or 23) and folds it up on the entrance of her husband, whom she calls “Mister” much of the time. She is calm, patient, easygoing, serene, and knows how to handle her husband as well as a passel of kids. Napoleon enters.

Louise: Morning, Mister Calimese. You’re up bright and early! *(She closes and folds up the paper.)*

Napoleon: Who was that at the door?

Louise: Neighbor from across the street, bringing me this paper.

Napoleon: *(as he snatches it from her)* Oh? Mind if I have a look at that paper?

Louise: Looks like you *are* having a look. And, no, I don’t mind. *(watches him for a moment as she reaches back and ties her apron)* Where are the boys?

Napoleon: Weeding.

Louise: You got them weeding on a Sunday morning? Before church?

Napoleon: They got behind on the garden during our little retirement party on Thursday. That’s why I can’t leave anybody else in charge of them when there’s work to be done.

Louise: Not everybody is as stern a taskmaster as you are, that’s true, but... You looking for anything in particular in there?

Napoleon: No, just the news.

Louise: The society news? It's further back. It's a few pictures with captions. They called it the "Booker T.' Tea."

Napoleon: The what?

Louise: The "Booker T.' Tea." A *tea* party for the Calimeses, retiring from the Booker T. Washington Home. The "Booker T.' Tea."

(He's finding it.)

Napoleon: A bunch of pictures of white ladies.

Louise: And me.

Napoleon: And you. Not one picture of me.

Louise: Did you *want* to have your picture taken at a tea party with white ladies?

Napoleon: No, I did not. *(She smiles, indulgently.)* But *you* always manage to get your picture in the paper. With white ladies giving you stainless steel silverware for the Home. Or pictures of your girls who cook and sew. And your 4-H girls, your Quick Chicks, and their prize-winning dresses, on display at Withers Library.

Louise: Why, Mister, are you jealous?

Napoleon: Oh, and your "mighty smart woman" article, where you are so "proud of [your] femininity" and you don't "try to ape men or replace them in work."

Louise: She's the one who said that, the writer, not me.

Napoleon: Oh, and how to stay happily married! You have to "take what you have and make the most of it." You have to be "home loving and able to do without." Without what, Mrs. Calimese?

Louise: What did you do, *memorize* that? That was what, ten years ago? Mister, are you holding a grudge?

Napoleon: No, I am not. *(pause, might put paper down, or behind his back)* Just, where's the article about me? Where's the picture of me? I'm retiring, too.

Louise: You've had your picture in the paper, Mister. But you're hardly ever smiling. You always look so grim, so tired.

Napoleon: Well, I *am* tired! It's a lot of work looking after twenty children, or fifteen, or nine, or seventeen, whichever it was at any given time. All ages. Who didn't always behave, till we got hold of them. Who have to be taught discipline and a daily routine.

Louise: Self reliance, independence. We've done a good job with these children, Mister, all these years. You can be proud.

Napoleon: I *am* proud. But I am tired out.

Louise: Can you imagine, Mister Calimese? We'll be able to sleep in! (*Shyly, sweetly*). Remember all those years you had to sleep over in the cottage with the boys? Me, in the bigger house with the girls? Before this fireproof brick house we have now. Before this fine home on MacArthur, we could hardly ever be in the same place at the same time! I just might miss this place. I don't suppose you'll miss that big garden. Digging all those potatoes.

(*He doesn't answer right away.*)

Napoleon: What am I going to do now?

Louise: I thought you said you were going back to barbering.

Napoleon: *You* said that, not me.

Louise: You *told* me to say that, Mister.

Napoleon: Well, I'm not sure I want to go back to cutting white men's hair.

Louise: You can cut anybody's hair you want.

Napoleon: And make a living at it? We'll see.

Louise: Mister, are you worried about retirement?

Napoleon: No. I'm looking forward to it. I'm tired. Out in the garden day after day, planting, weeding, harvesting. I didn't set out to be a truck farmer. I didn't set out to raise a whole village of children. And sixty bushels of potatoes to feed them. Four hundred pounds of cabbage, twenty-five bushels of corn...

(He could go on, and if he did, he'd continue with "twenty bushels of beans, fifteen bushels of onions," but she interrupts.)

Louise: Mister, you know this job was the best thing that ever happened to you.

Napoleon: Because that doctor told me to get more fresh air and sunshine.

Louise: Yes, Mister, that, too. *(Brief pause)* And to give all those children what they needed when they needed it, so they'd never have to adjust to a private home again. To get them ready for their grown-up lives.

Napoleon: *You* taught them to cook and sew and be polite and kind and be good women.

Louise: *You* taught them to garden and work hard and build things and fix things and be respectful, disciplined men.

Napoleon: We taught them to take care of themselves in the world, didn't we?

Louise: Yes, we did, Mister. And *we* took care of them, too, while they were ours to care for. Comforted them in hard times, helped them adjust when they first came to the Home. Got them through those tough times in adolescence when they got all twisted up inside.

Napoleon: Remember those two from southern Illinois who thought they were white?

Louise: Oh, Mister! Well, they were *raised* white by their white granny!

Napoleon: Rather send them to us than send them to a colored school in their own community.

Louise: Oh, you know it was more complicated than that. She cared about those children. But they were probably better off here, and I'm glad they came.

Napoleon: In the early years, a lot of the kids in the Home were mixed race. Some of them must have had family right here in town who wouldn't take them in.

Louise: But we took in any child who came, and we gave them a real home, a real family life. Best to focus on the positive, Mister.

Napoleon: You were so good at this, Louise.

Louise: Well, Mister, so were you.

Napoleon: No, Missus, you were a natural at it. You led with your heart. You truly mothered them all. I was—

Louise: You were a man they could look up to and respect.

Napoleon: But I should have smiled more.

Louise: Maybe.

Napoleon: For the newspaper.

Louise: Oh, I think they caught you smiling now and then. But it's been a hard life, Mister. You've been through a lot. The First World War. The pneumonia. Took its toll on your lungs. (*Brief pause...*) The loss of our boy.

Napoleon: Please don't, Louise.

Louise: I know, but I *want* to remember him. I don't want to lose him over and over by not being able to speak of him. I need to know he was here among us, if only for twelve short years before his appendix ruptured. What would we have done without all these other children to care for, to keep us going? We had our own Betty and all our orphans to surround us. Remember how they served as honorary pallbearers at our John's funeral? And tried to comfort us? They knew what it was like to lose someone. Oh, Mister, they gave me back so much more than I could ever give them. Each time a little one climbed into my lap...

Napoleon: You're right, Louise.

Louise: They were *all* our children. For however long we had them. Some for a short time until their broken homes were mended, some for a good long time.

Napoleon: And now we're giving them up.

Louise: What?!

Napoleon: We're letting them go.

Louise: No!

Napoleon: To the next superintendant and matron. Mr. T. J. Brown and his wife, Fannie. I hope he knows what he's doing. I hope they don't just play baseball all day long.

Louise: Oh, Mister! You're jealous! That he was a real baseball player and a coach and athletic director.

Napoleon: Aren't you just a little jealous of her, with all her music training and public school teaching?

Louise: No, Mister, I am not. I'm glad for all the benefits they'll bring to our children... I'm going to miss them.

Napoleon: I'm going to miss them, too.

Louise: Why, Mister, you're sad to be leaving. With all your complaining—"I'm tired! I'm ready to retire!"—you're sad to be going.

Napoleon: Once you get into this work, it's hard to get away... Well, I'm not gone yet! There's still work to do this morning, and I bet they're doing more fooling around than weeding at this very moment.

Louise: You make sure they wash up before breakfast! And have time to get ready before church!

Napoleon: Where *is* breakfast, Mrs. Calimese? Shouldn't you get in there to supervise?

Louise: I'm on my way, Mister. And those girls know how to scramble eggs and make biscuits. Who do you think I am?

Napoleon: Well, you're not some fancy lady who sits around drinking tea, that's for sure. Get back in that kitchen, Mrs. Calimese!

Louise: Get back in that garden, Mr. Calimese!

Auditions and Rehearsals

1. Auditions – Finding the right person for the job (#54)
 - a. Script drafts should be ready to use for auditions.
 - b. Casting
 - i. If using professionals, the artistic director is responsible for casting the roles.
 - ii. If using volunteers, select the one who not only performs well, but also can remember their lines under pressure!
 - c. Understudies? – Sure, if you can find them, but be prepared to do it without them. The artistic director of the theatre should be prepared to step in and fill any actor's position due to illness or emergency. The artistic director may have to do a dramatic reading in place of a performance.
2. Rehearsals – PRACTICE, PRACTICE, PRACTICE
 - a. Each actor should rehearse at the character's cemetery location to get a feel for the surroundings.
 - b. Plan at least one full dress rehearsal with all the guides and actors present. The guides can see all the performances before the tours begin. The actors and guides learn how to interact better, too.
3. Performance hints
 - a. Actors should keep track of each performance in a performance with nuts, sticks, or some other items that can be set aside after each performance is complete. If there are eight stops, there should be eight nuts for the eight times the actor has to do his or her presentation
 - b. Keep the sun out of the audiences' eyes by having the actor move around the staging area. The sun should be in the actor's face or everyone should be in shade during the performances.
 - c. Performers should be prepared for
 - i. Wet feet and costumes when the ground is dewy
 - ii. Bugs: flying, crawling, stinging, and biting.
HAVE REPELLENT HANDY!
 - iii. Extremes of temperature throughout the day
 - iv. Thirst: Your actors will be thirsty. Be sure to provide them with water



General Auditions Press Release

#54

Illinois Voices Theatre: Echoes Theatre

Susan A. Thetard, Artistic Director

May 15, 2019

For further information contact:

Susan A. Thetard, satheta@gmail.com

FOR IMMEDIATE RELEASE:

Illinois Voices Theatre: Echoes Theatre will hold actor auditions for the award-winning event the *Evergreen Cemetery Walk* on Saturday June 15, 1-5 p.m., Tues., June 18 from 7:00-9:00 p.m. at the McLean County Museum of History (the Old Courthouse), 200 N. Main St., Bloomington. Roles are available for four males and three females (one African-American woman and one African-American man), ages mid-30s -75. Actors will be given a 6-minute monologue to read at the auditions.

All participants must be available for dress rehearsals Oct. 3 and 4 from 4:30-7:30 and for weekend performances Oct. 5, 6, and Oct. 12 and 13 from 10:00-4:00, as well as during the week Oct. 7, 8, 9 and 10, from 8:00 a.m-2: 00 p.m. Actors are asked to bring an updated resume and head shot to the audition.

For questions contact Susan A. Theatard, Artistic Director of Illinois Voices Theatre: Echoes Theatre, e-mail satheta@gmail.com

Artistic Director, Costumes, and Props

1. Artistic Director – organizes the entire acting side of the production (whether paid or volunteer) and is responsible for:
 - a. Reviewing the raw data and hiring scriptwriters
 - b. Auditioning and casting actors
 - c. Acquiring/designing costumes, or hiring a costumer
 - d. Identifying props appropriate to the part and the location
 - e. Rehearsing with the actors
 - f. Attending the Guides’ trainings to discuss the interaction required between actors and guides
 - g. Setting up and taking down props on performance days
 - h. Managing all issues with actors during performance days and liaising with administrative staff

2. Costumes

- a. Make photocopies of any existing images of the characters selected for costume design.

- b. Sources

- i. The costume shop of a local university – ask if you have to clean it before returning it.
- ii. Deaccessioned or education collection objects

- iii. Have a volunteer who sews make what you need

- iv. Local antique malls or vintage stores. **REMEMBER, you have to store what you buy or make.**

- c. Cleaning

- i. Real historic clothing often requires special dry cleaning. See if they can treat it for water resistance, and make sure it dries out between performances.
- ii. Use a brush or vacuum for surface dirt rather than washing. Excessive washing will damage delicate fabrics.

3. Props

- a. Keep them simple and easy to carry
- b. Only use what you absolutely need to assist the performance
- c. Lamination may be cheating, historically speaking, but it’s required if you want the paper to last more than one round.
- d. Get written waivers from owners for any borrowed items



That's A Wrap!



Thank You (Private/Public)

1. Identify everyone who needs to be thanked.
 - a. Volunteers and Actors (#55 & #56)
 - b. Include an evaluation form for the volunteers (#57)
 - c. Public (Letter to the Editor) (#58)

2. Write your letters and send them within seven days following the end of your event.



Obrigado!

Vielen Dank



Grazie

Köszönettel

Volunteer Thank You

#55

October 21, 2019

Dear Cemetery Walk Volunteers,

The 25th *Evergreen Cemetery Walk* was one for the books! Not only was the acting top notch but the weather was gorgeous for the majority of the week and we grew our numbers greatly this year!

Our 16 tour guides this year were outstanding, including our newest guides: **Jennifer Maloy, Lisa Barbour, and Jacquelyn Glowacki**. You all get gold stars from us, and we hope you enjoyed your experience.

We also had a great group of stagehands and box office personnel! We could not have pulled off the weekend tours without you! Thank you so much for giving us your time and talents over those days to really make this event run smoothly and efficiently!

A special thanks goes to our **Food Managers** who worked long days behind the scene to prepare drinks, serve meals, and clean up our mess. We appreciate everything you did to make sure we were fed and happy!

Of course, we had a wonderful group of research volunteers, biography writers, and guide script writers, without whom the characters could not come to life. You did an outstanding job.

Please know that each and every one of you is appreciated. Without your time, talents, and support we would be unable to put on this amazing event. Thank you all so much!

Once again, thank you all for sharing your time and talents with us, and for being such great advocates for the Museum. We're already looking forward to next year!

Sincerely,

Rachael Masa
Director of Volunteers

Candace Summers
Director of Education

Hannah Johnson
Education Pro. Coord.

Volunteer Survey

#56

Evergreen Cemetery Walk 2019

Please complete this form and return it to Rachael Masa, Director of Volunteers. Your comments and feedback are valuable to us. We appreciate the time you take to share your experiences and suggestions.

Name (optional): _____

Training:

1. Did you attend all required training sessions?

_____ orientation at the Museum

_____ training sessions for weekend tours (at Evergreen Cemetery)
(please list how many)

_____ training session for student tours (at Evergreen Cemetery)

_____ the dress rehearsals (please list how many)

2. Did you complete extra training on your own?

_____ practice at the Cemetery on your own time

_____ read and study the materials

3. Did the training adequately prepare you to conduct the tours?

_____ yes

_____ no

** Please provide ideas for new ways/methods of training that you think might help.

4. What information do you find most helpful (e.g., guidebook, training at the cemetery, working on your own)?

** Please include training techniques you incorporated that are not included above.

Presentation

5. Do you have ideas about enhancing presentation skills?

6. What are some of the common questions from visitors we need to address next year?

7. What other suggestions do you have that will enhance the event from the volunteer's perspective? From the visitor's perspective? Can you estimate about how many new visitors were in your groups?

8. If there are any additional comments, questions, information or difficulties you would like to share please write them here. Again, thank you for your time and talents.

Thank You Letter to Actors

#57

October 30, 2019

Dear Jennifer,

On behalf of the McLean County Museum of History, we would like to thank you for your participation in the 25th anniversary Evergreen Cemetery Walk. The event was one of the best Cemetery Walks we have ever had with a grand total of 3,231 people in attendance.

We have received an enormous amount of feedback about how impressive all of the actors' portrayals of this year's characters were and how much people enjoyed the entire event. You did such an outstanding job and we appreciate all the hard work and energy you put into your performances. We had an even bigger number of people who had never attended the Walk before this year and many of them said that they will definitely come again. We also heard from many attendees of the weekend performances that the Calimeses were their favorite. You really did a fantastic job embodying Louise Calimese and her personality. You truly brought her back to life.

Your performances especially impressed the students and teachers who attended the Walk during the week. We have heard from many teachers that their students have not stopped talking about the Walk. Hands down, the absolute favorite characters of the students this year were the Calimese. Teachers continue to give us rave reviews about how interactive and engaging the characters continue to be each and every year.

Not only did you help to provide history education for students and the general public, you were also a pleasure to work with as always. We could not have put on such an unforgettable Walk this year without your commitment and dedication!

We hope that you enjoyed your time as well and look forward to working with you in a future Evergreen Cemetery Walk. Thank you again.

Sincerely,

Candace Summers
Director of Education

Rachael Masa
Director of Volunteers & Interns

Hannah E. Johnson
Education Program Coordinator

Letter to the Editor

#58

October 23, 2019

The Pantagraph
205 North Main Street
Bloomington, IL. 61701
Attn: Editor

Dear Editor:

On behalf of the McLean County Museum of History, I want to thank the adults and children who attended this year's *Evergreen Cemetery Walk*, and also the local businesses that supported this event through their donations of food and advertising. Heartfelt thanks go to the forty volunteers who gave over 1,000 hours of their time and talents.

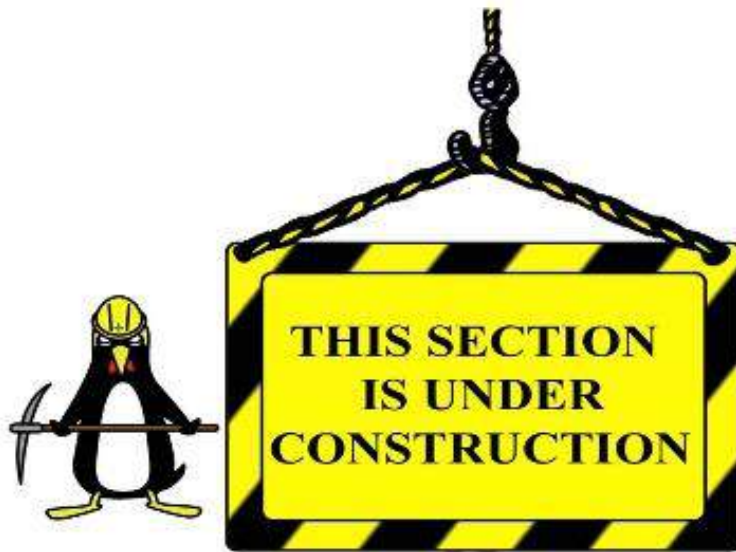
This living history program is a gift to the residents of this county. The program is not a fundraiser for the Museum but instead gives approximately 2,000 students and chaperones from the Tri-County area an opportunity to learn local history through live performances. These students attend the event on four school days between the adult weekends. The Museum could not afford to underwrite this educational opportunity if it were not for the support of its adult visitors on the weekends, the members of the Museum, our event sponsors Evergreen Memorial Cemetery, Illinois Prairie Community Foundation, CEFCU, and Museum member Willie Brown.

We say thank you to those who return every year to meet seven new voices from the past, and thank you to our new patrons who just discovered this award-winning event.

Sincerely,

Rachael Masa
Director of Volunteers and Interns
McLean County Museum of History
200 N. Main St.
Bloomington, IL. 61701
309-827-0428

What If? Other Options



What If?

What if your town doesn't have a theater company to partner with or hire?

- Look around to nearby communities, university theatre departments, community theaters, or even high school theatre departments.



What if you don't have actors?

- Willing volunteers work very well, too. The difference in the presentations between professionals and volunteers is clear, but producing a quality educational program is the main goal. The town of LeRoy, Illinois, used our format to create their own Walk using all volunteers.

What if there is no parking at your cemetery?

1. ALWAYS ASK PERMISSION and FOLLOW ALL TRAFFIC LAWS.
2. Nearby businesses or neighbors may allow you to use their grounds.
3. Borrow traffic cones from the local DOT to set up parking areas in fields.
4. Select a large parking lot and shuttle people in on buses, trolleys, or horse carts.

What if you have a straight grid cemetery?

The beauty of a garden cemetery is the design of winding lanes, hills, and shrubbery to isolate one character from another. A straight grid cemetery can cause problems for line of sight and for sound carry-over. Some suggestions:

1. In planning, walk the route to see what alternatives exist to keep performance locations spread out.
2. Look for large trees close to the burial site that could be used as both shade and line of sight barriers.
3. Get decorative three-panel screens to use as a backdrop for each character.

Notes

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