

Parent Volunteer Committees

We do our best to give an accurate description of each volunteer committee- but responsibilities are subject to change. The number of people needed for each committee is an estimate based on a production with 50 families participating in the Coop. The number of shows/tech rehearsals required for each committee is an estimate based on a production with 2 casts: each cast having 3 tech rehearsals and 2 performances.

NOTES and CONSIDERATIONS:

Some committees are more involved than others. To ensure that each family contributes equally to the show, we have divided the committees into three Levels. Committees from Level A involve the most responsibility and committees from Level C the least. Families are required to choose:

One Level A or

Two Level B or

One Level B AND TWO Level C

In addition, each committee is assigned to one of four categories (below). Please note the category of the crews you chose- Remember you cannot be in two places at the same time! If you choose two level B jobs that both require a two show backstage commitment you will be backstage for all four shows (without an opportunity to see your child from the audience).

Backstage- These committees work mostly backstage during tech week and the performances.

Front of House- These committees work in the lobby one 1-1.5 hours prior to each performance and/or during intermission of each performance. If you are working the front of house you will need to purchase a ticket to be in the audience.

One Time- These committees only require a one time commitment.

Rehearsal weeks- These committees usually complete their commitment during rehearsal weeks- prior to tech week.

If you volunteer for a crew that works backstage please be considerate and **leave your calendar open for all tech rehearsals and show times for both casts!** Likewise, if you volunteer for a crew that works the front of house leave your calendar open for all performances. It is very hard to schedule a crew when several people can only work one day/time. This is especially important if you are on a crew working one show from each cast (Cuers Co-chairs, Props Co-chairs, Costume Assistants, Hair and Make-up, and Stage Crew). If you have a long standing conflict please be sure to note it on your parent volunteer form!

When volunteering please remember that this is a **family commitment!** There are many jobs for dads or big brothers including stage crew, set construction, set load-in, and set breakdown!

Coop commitment is on a family basis. If you have more than one child in the production you no **NOT** have to double or triple your Coop commitment.

Please note: Committees are filled on a first-come, first-served basis. Committee requests open on the first day of registration. We will do our best to honor requests but ultimately committees will be filled based on production needs. Please give multiple options that will fulfill your parent volunteer commitment. This allows flexibility if some of your first choice committees have been filled.

Committee Descriptions

Level A's are in green... Level B's are in Blue... Level C's are in Purple

Bio Boards Chair (B- rehearsal weeks): The bio boards chair works with the bio boards to help create the bio boards. The chair has the additional responsibility of shopping for the necessary materials** and scheduling the bio board crew.

Bio Boards (C- rehearsal weeks): The bio boards crew is responsible for the creation of the bio boards for the Lobby during the show. These boards

contain photos and biographical information about each cast member. The committee must work together to cover the boards with material, affix the cast photos and bios, and add some sparkle. The bio board crew usually consists of 3 people.

Cuers Co-Chairs (A- backstage): Cuers are responsible for timing entrances during the show so that they can get the actors ready to go on stage at the appropriate time or "on cue". Cuer co-chairs have to know the show very well. They must attend 2 of the final rehearsals to mark a master cueing script for use during dress rehearsals and shows. The cuer co-chair is required to work at least 3 tech rehearsals and 2 shows*.

Cuers (B- backstage): Cuers assist the co-chairs in getting the actors to the stage on time. Cuers are required to work at least two tech rehearsals and one show. The cuers crew usually consists of 6 people.

Concessions Co-Chairs (B- front of house): The concessions chair obtains and organizes the concessions for all the shows- including coolers with ice. (S)He purchases** the concessions or organizes the baking efforts needed for the shows. The concessions chair coordinates the concessions committee and manages the cash boxes at each show. The concessions chair is responsible for setting up the concessions table 1.5 hours before each performance and putting concessions away afterwards. Each concessions chair is required to work at least 2 shows. There is usually one concessions chair for each cast.

Concessions (C- front of house): This crew will be responsible for setting up concessions 1.5 hours prior to the show and dismantling after the show. One hour before show time and during intermission, they will sell drinks and snacks. Each member of the concessions crew is required to work at least two shows. The concessions crew usually consists of 4 people.

Costume assistants (B- backstage): The costume assistants can help the Costumer create and sew costumes. This includes costume distribution, organization, and collection at the end of each performance/dress rehearsal. They are also needed during the show and dress rehearsals to help the actors with their costumes. Sometimes there are quick costume changes which require someone to help "dress" the actors. They also help with

costume emergencies or a quickly needed repair. Costume assistants are required to work at least two shows* and 2 tech (dress) rehearsals. The Costume crew usually consists of 2 people.

Editor (B- rehearsal weeks): The editor will edit and format the bios and program messages and proof the playbill. This job can be done from home.

Hair and Makeup (C- backstage): The hair and makeup crew will help the cast with their stage make-up and hair during the show and dress rehearsals. Make-up and hair are done at home and touch ups are done once children arrive at the theater by the hair and make-up team if needed. A member of hair and make-up is required to work at least 2* shows and sometimes before the dress rehearsal. The hair and make-up crew usually consists of 2 people.

House Managers (B- front of house): The house manager coordinates the efforts of the ushers. They are responsible for keeping the theater doors closed prior to seating, preventing people from saving seats, and helping with special needs seating. The house manager can watch the performance from the back of the theater. The house manager works at least two shows. There is usually one house manager for each cast.

Photography Chair (A- rehearsal weeks): The photography chair is responsible for taking headshots of all cast members and production crew at auditions. (S)he is responsible for making a CD with these images for the playbill designer as well as for making 4x6 printouts for the bio boards committee. (The CD and prints can be made at home or at CVS**.) The photography chair organizes the printing and distribution of the 4x6 cast pictures (taken by the photography crew during dress rehearsal) to the cast families.

Photographers (C- one time): Photographers take candid shots as well as a cast photo at the full dress rehearsals for each cast during tech week to post on our website. Please supply your own digital camera! Photographers are required to be at both casts' full dress rehearsal at Tech Week. There are usually two people in the photography crew.

Playbill Designer (A- rehearsal weeks): The Playbill designer will create, format, and layout the playbill. (S)he works closely with the editor, director, and photography chair. This can be done from home.

Props Co-Chairs (A- rehearsal weeks and backstage): The props co-chairs coordinate the props committee. They manage the effort to obtain props for the show, and then organize, label, store, and bring these props to tech week. A props list is developed by the Director. The props chair needs to attend two of the final rehearsals to mark a props script that will be used during tech week and the performances. A props co-chair is required to work at least 3 tech rehearsals and 2 shows*.

Props (B- rehearsal weeks and backstage): The props committee helps the props co-chairs and director in obtaining and creating props for the show. They will also work backstage passing props off to the cast. Each member of the props committee is required to work at least 2 tech rehearsals and one show. The props crew usually consists of 4 people.

Publicity Chair (A- rehearsal weeks): The Publicity chair works with the director to advertise the show. Create publicity about the show any way you can think of! Write articles to local papers, websites, and schools; hang flyers to around town; and submit photographs to local papers. The publicity chair is also responsible for setting up and collecting the sandwich boards from around town. Most of this work can be done from home.

Set Artist (A- rehearsal weeks): The set artist sketches and draws the artwork for the set. (S)he works closely with the director and painting chair.

Set Breakdown (B- one time): This crew will work one day and will be responsible for set breakdown, disposal, and storage at the end of the show. This includes loading the truck at the performance site and unloading the truck at the warehouse. Breakdown occurs immediately after the last performance- usually a Sunday evening. The breakdown crew usually consists of 6 people.

Set Construction Chair (A- rehearsal weeks): The construction chair is responsible for purchasing all the materials needed to build the sets.** A list of needed materials will be provided by the technical director. (S)he needs to help with the building and coordinates the set construction crew. The construction chair works closely with the technical director and the painting chair.

Set Construction (B- rehearsal weeks): This crew will help build the sets. Construction will start soon after the first rehearsal. Sets are designed by the director, technical director, and set artist. The construction crew usually consists of 4 people.

Set-Load-in (B- one time): Load-in crew will need to literally load all set pieces onto a truck at the warehouse and then unload it into the theater and assemble as necessary. This is a one time job that normally happens a few hours before the first tech rehearsal (usually mid-afternoon on a Monday). The load-in crew usually consists of 6 people.

Set painting chair (A- rehearsal weeks): The painting chair coordinates the efforts of the painting crew with the set artist. (S)he helps to paint the set with the painting crew and also sets the schedule for the painting crew according to the set artist's needs. The painting chair works closely with the set artist and the set construction chair and tech director.

Set painting (B- rehearsal weeks): This crew helps to paint the sets. They work with the set construction chair, painting chair, and set artist. The set painting crew usually consists of 8 people.

Spotlight (B- backstage): One person per cast will run the spotlight during each show. They will need to mark a cuing script. Even though the spotlight operator sits in the audience, this is considered a backstage crew- the spotlight person does NOT need to purchase tickets for the shows (s)he is working. The spotlight person is required to work at least 3 tech rehearsals and 2 shows.

Stage crew (B- backstage): Stage crew members will turn sets and move scenery and furniture on and off the stage. They may be asked to work the

curtain. Stage crew must be able to work quietly backstage so that the audience will not hear them. The stage crew members must work at least 2 tech rehearsals and 2 shows*.

Telegrams (C- front of house): Telegrams are backstage messages sent to the cast by loved ones in the audience. The telegram crew will coordinate the creation and distribution of the telegrams to the cast. They will need to create the telegram, set-up and man the telegram table, and sell the telegram to audience members one hour before each performance. They also need to distribute the telegrams to the cast after the final performance and ensure that each child receives at least one message from Lynda. The telegram crew needs to work one hour prior to each show and one hour after the final show. The telegram crew is usually made up of one person from each cast.

Ticket Coordinator (A- rehearsal weeks & front of house): The ticket coordinator organizes ticket sales at rehearsals and shows as well as the online ticket orders and payments. (S)he will organize the distribution of complementary cast tickets and purchases made during rehearsals. (S)he will also oversee online orders and prepare tickets for pick-up prior to each show. The ticket coordinator is in charge of the ticket cast box during the shows and is responsible for scheduling the tickets crew.

Tickets (C- front of house): The tickets crew works with the ticket coordinator who will need assistance one hour prior to each show selling and distributing tickets in the lobby. The ticket crew may need to help with the distribution and sale of tickets during rehearsals. Each member of the ticket crew is required to work at least 2 shows and possibly during some of the final rehearsals. The ticket crew usually consists of 2 people.

Ushers (C- front of house): Ushers are positioned at the main entrances to the auditorium during shows. They are responsible for taking tickets, handing out programs, and helping audience members find seats. They may also need to help keep the doorway areas clear of people for actor entrances and exits. Users are required to work at least 2 shows. There are usually 8 ushers.

Wranglers (B- backstage): Wranglers work closely with the Cuers to help

the cast members that are off stage get to where they need to be. They also help the kids when they are not onstage. A wrangler is required to work at least 2 tech rehearsals and 1 show. The wranglers crew usually consists of 8 people.

*If a job requires a backstage 2 show commitment you will work one show with each cast. This allows every parent the opportunity to see their child on stage.

If a job requires the purchasing of supplies you will be reimbursed by The A.C.T.. All purchases need to be approved by Lynda. Please submit a completed reimbursement form **with receipts to Lynda Burgess no later than 2 weeks after the show closes.