

# VOLUNTEER GUIDE

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✓ = Fulfills Hours

# CHOOSING A VOLUNTEER POSITION

I work and I need a job where I can volunteer during flexible hours.	I LOVE working with the kids and want to be part of the action!	I'm totally new to all of this and I have no idea where to start!
<p><a href="#">LINK</a> T-Shirts &amp; Art Contest Manager ✓</p> <p><a href="#">LINK</a> TREASURER ✓</p>	<p><a href="#">LINK</a> REHEARSAL SUPERVISION COORDINATOR CHAIR ✓</p> <p><a href="#">LINK</a> Rehearsal Volunteers</p> <p><a href="#">LINK</a> CAST ROOM SUPERVISION COMMITTEE CHAIRS (2) ✓</p> <p><a href="#">LINK</a> Cast Room committee members</p>	<p><a href="#">LINK</a> Rehearsal Volunteers</p> <p><a href="#">LINK</a> Costume committee dressers</p> <p><a href="#">LINK</a> Concessions committee members</p> <p><a href="#">LINK</a> Cast Room committee</p>
I'd like to bust out my required hours quickly!	I like to lead and Plan (I'm kind of a control freak )	I'm a creative genius :)
<p><a href="#">LINK</a> Cast Room Committee</p> <p><a href="#">LINK</a> CONCESSIONS CHAIR ✓</p> <p><a href="#">LINK</a> Concessions Committee members</p> <p><a href="#">LINK</a> Costume Committee Dressers</p> <p><a href="#">LINK</a> EQUIPMENT SET UP/TAKE DOWN COMMITTEE CHAIR ✓</p> <p><a href="#">LINK</a> TICKET SALES CHAIR ✓</p> <p><a href="#">LINK</a> Cast party &amp; teacher dinner coordinators (2)</p>	<p><a href="#">LINK</a> CAST ROOM SUPERVISION COMMITTEE CHAIRS (2) ✓</p> <p><a href="#">LINK</a> HOUSE MANAGER CHAIR ✓</p> <p><a href="#">LINK</a> VOLUNTEER COORDINATOR CHAIR ✓</p> <p><a href="#">LINK</a> Cast party &amp; teacher dinner planners (2)</p>	<p><a href="#">LINK</a> Lobby Board &amp; Yearbook Manager ✓</p> <p><a href="#">LINK</a> SETS &amp; PROPS COMMITTEE CHAIR ✓</p> <p><a href="#">LINK</a> Sets &amp; Props committee members</p> <p><a href="#">LINK</a> HAIR &amp; MAKEUP CHAIR ✓</p> <p><a href="#">LINK</a> Hair &amp; makeup Committee members</p>
I have one of these special talents! (Please let us know!)		
Editing, Photography, Videography, Graphic Design, Art/Sets, Sewing, Lights and Sound Board		

✓ = Fulfills Hours

# T-Shirts & Artwork Contest Manager

## Summary:

This involves designing and distributing the cast and crew t-shirts and coordinating the cast artwork contest, which gets displayed on tickets, posters, programs, etc.

**Committee members needed:** 0

**Volunteer hours:** Fulfills entire commitment ✓

**Contact with questions:** Duygu Aykol

**This position is good for people who:** want to own their job, want flexibility of when and where they work, and do not want to overlap with show times.

## Timing of Most Responsibility



ies:

## Description of Responsibilities:

### T-shirts

1. After registration, get the licensing agreement and logo file from Lisa
2. Get access to registration form responses with names of actors and their requested t-shirt sizes
3. Download the logos and scan the licensing agreement, hand both off to programs and posters committee chair
4. Go to CustomInk (customink.com) and select a Tshirt that is within budget (ex: Hanes Authentic or Gildan Cotton). See producer for budget details.
5. Design the T-shirt with approved logo, include all actors' first names, last initial on the back, divided by cast
6. Run the t-shirt by the editor for a spell-check

### Art Contest

1. Buy 8.5" x11" (or similar) cardstock paper at Affordable Treasures.
2. Create three folders, one for each cast to submit their artwork and one to hold the plain paper. Put the paper in the drama box below the table in the front office.
3. Write an email announcing the contest and send it to the producers including directions, rules and due dates. [\(link to email content\)](#)
4. Make an announcement to actors at both ALL CAST rehearsals as soon as contest launched
5. Collect the artwork and give it to the Principal. Ask her/him to choose a winner for each cast.

7. Pick up shirts and verify design and names look correct
  8. Label each shirt with actor's name based on registration size
  9. Divide by cast and alphabetize
  10. Communicate to the producers for distributing the t-shirts.
  11. After Thanksgiving Break, communicate to Mrs. Merkel for designing crew shirts.
  12. Early January, confirm with Mrs. Merkel the number of crew members and T-shirt sizes, and order shirts.
  13. Pass shirts to the Producer to distribute during set-up/tech days.
6. Send an email announcing the winners to the producers.
  7. Scan the artwork to create JPEG, TIFF and PDF files all high resolution.
  8. Share artwork files with Posters and Programs Designer, House Manager and Ticket Sales Chair.

## Posters & Programs Design

### Summary:

Designs and creates the programs and posters for the show. This is typically a graphic designer who can lay out the program to include sponsorships, personal messages, bio's and other show information. If you have experience creating PowerPoint presentations, Shutterfly photo books and have high attention to detail, you can learn and do this job. Works closely with the Art Contest Manager, Editor, Photographer and Director.

**Committee members needed:** 0

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact With Questions:** Duygu Aykol

**This position is good for people who:** have experience in Graphic Design and want the flexibility of when and where they work, do not want overlap with show times.

### Timing of Most Responsibilities:



### Description of Responsibilities:

1. Download previous year's template as references to understand what has been done historically
  - a. Adobe InDesign authoring file and image assets
  - b. Adobe Illustrator for posters
  - c. Adobe Acrobat final file for printing (with bleeds, trim marks)
2. Set deadlines for Editors & Producers to provide all content needed

- a. Make sure all show related content (Show Credits, Director's Message, Committee Chairs, Roles, Musical Numbers, etc.) is added from Producers
- b. Make sure all Personal Biography information is added from Editors
- c. Make sure all Personal Messages are added from Editors
3. Get winning student artwork files and logo from the T-Shirt & Artwork Manager. Use Artwork for inside cover (and possibly outside back cover) for the two cast programs
4. Get headshots from Photographer for both casts. Make sure the headshots provided are in portrait orientation and have a consistent background, lighting and cropping (4x6 aspect ratio)
5. Get advertising graphics and sponsors ad details (including phone number, email, website) from AVHSC. Confirm artwork is print ready (high resolution, CMYK color space) and in proper proportions for the size requested (i.e. ¼ page, ½ page, full page). Check placement within the program for each advertiser. (Pricing for AVHSC Sponsorships / Drama Club: \$200 1/4 page ad; \$250 1/2 page ad; \$500 full page ad).
6. Once the programs are laid out, run the drafts by the Editors
7. Once the posters are laid out, run the drafts by the Editors
8. Order programs and posters
  - a. Communicate with House Manager for number of programs to order and distribute at shows.
  - b. Communicate with Producer for number of posters to order. May delegate to other volunteers the task of hanging up posters around campus and at local businesses 2-3 days before public ticket sales, as well as taking down posters after shows.

## Lobby Board & Yearbook Manager

### Summary:

This person will use the photos of each cast member (headshots) and will create a themed board for each cast. They will also create our yearbook page with the photos taken during the dress rehearsal. He or she will work closely with the photographer.

**Committee members needed:** 0

**Volunteer hours:** Fulfills entire commitment ✓

**Contact with questions:** Duygu Aykol

**This position is good for people who:** want a creative project and want to work on their own time.

### Timing of Most Responsibilities:



## Description of Responsibilities:

1. Get budget from Advertising & Publicity Chair - the budget is for two boards, including 100 printed photos of both cast members..
2. The design/concept of the board should be inspired by the title and artwork of play
  - a. Each cast has its own board, the board should have the title of the play and the name of cast.
3. Buy materials within budget (posterboard, lettering, etc)
  - a. To stay within budget take advantage of discount coupons from Michael's and Joann.
  - b. Use materials that you may have at home (like scrap wood, tape, glue, paint, etc.)
  - c. The cost of the photos is part of this budget - 2017, we used 4 x6 from Costco and the cost was approximately \$20; however, the 4 x 6 photos is too large. So for 2018, we used 4x4 from Walgreens, however, the price on that was approximately \$40.
  - d. For 2016-17 Drama season, and 2017-18 season, a 36 x 48 foam board was used as the base. Then a second smaller piece was added to make it bigger. The second piece was different, because it was used to accommodate the concept/design.
4. Get photos from photographe
  - a. It's important to speak to the photographer about the size of the photo. Most places have a quick turn around for the 4x6 size photo. However, that size photo is too large for the lobby board.
5. Create lobby board for each cast, with each actor shown, including name and role.
  - a. You will have to type in the name of the actor and the role(s) they are playing, so allow time for this portion.
6. After the show, get dress rehearsal show photos from photographer to create a two page spread (one for each cast) in the yearbook. Work with the Yearbook committee to submit the photos and page.

# Photographer

## Summary:

Take headshots for lobby board and program. Take character photos at dress rehearsals and take dress rehearsal photos. Upload photos of dress rehearsal and send out public link. Work with Lobby Board and Yearbook Manager to ensure he / she has the photos needed.

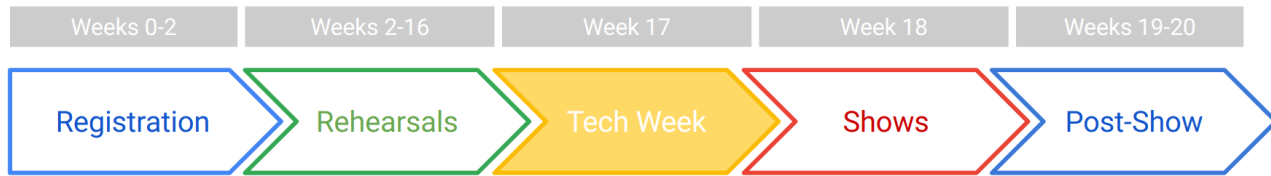
**Committee members needed:** 0

**Volunteer hours:** (10) [Report Hours](#)

**Contact with questions:** Duygu Aykol

**This position is good for people who:** are photographers, have a great camera and want to fulfill many of their hours during dress rehearsals.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. During rehearsals (usually the first rehearsals since everyone is called) for each cast, take casual headshots of each cast member for the programs.
  - a. It's easiest to create labels with names so you can label each one for the program & bucket them into two casts.
  - b. Use the paper in the cafeteria for a backdrop.
  - c. Use "Portrait Orientation (vertical - taller than wide)" - 1x2
  - d. Crop to 4x6 inches aspect ratio for consistent size
  - e. Share with Posters and Programs Designer via Dropbox or other online link
2. During Tech Week, there will be **two dress rehearsal days** (one for each cast) that you will need to be present at.
3. At each dress rehearsal show, Take headshots for lobby board and program.
  - a. These are to be small 3x5 photos. Preferably printed smaller than 4x6.
  - b. It's helpful to place labels on all the kids with their names, then cropped out the names
  - c. Rename each file to the file name of the child to make it easy for the person making the program to ID each kid
  - d. It would be helpful to have someone assisting - grabbing kids who are dressed with hair & makeup done to take photos.
  - e. Try to do this before the dress rehearsal starts so you can take pictures of them on stage too.
  - f. **Important** - Headshots need to be uploaded to a 1 hr photo printing place (Walgreens, CVS, Costco) immediately after dress rehearsal each day. The smaller prints may not qualify for 1 hr so check this. Let the lobby board volunteer know where and when to pick up the photos. This **turnaround is tight** because she has to have the lobby board done the day after dress rehearsals!
4. Once headshots are done, take candid photos of the kids on stage during their dress rehearsal performance. The audience for dress rehearsals is teachers so there will be less people to navigate around to take good photos. Try to get everyone in a shot if possible!
5. After the show is over take a **full cast photo** with everyone on the stage.
6. If there is time, take group shots before / during / after the show. (group by roles)
7. Upload photos of dress rehearsal to SmugMug or Google Photos and send producers the private link.
8. Work with Lobby Board and Yearbook Manager to ensure he / she has the photos needed for the lobby board and yearbook.

# Videographer

## Summary:

Take video of the entire show for each cast. Work with the tech committee to ensure quality lighting and positioning.

Committee members needed: 0

Volunteer hours: (8) [Report Hours](#)

**Contact with questions:** Duygu Aykol

**This position is good for people who:** are great at videotaping, have a great video camera and want to fulfill many of their hours during show dates.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. You will attend two shows (one from each cast) and videotape the entire show
2. The shows should probably be the 2nd or 3rd shows (opening night can sometimes be rough - kids are still figuring out what to do. :))
3. Work with the tech committee to find out where to position the camera
4. upload and send out a private link to parents (smug mug)
5. If you are also the photographer, take any group shots that you missed during intermission.

# Editors

## Summary:

These people edit the names on our cast t-shirts and work with Posters and Programs Designer to edit the program. They also gather and edit the biography information and personal messages for



each cast member to be forwarded on to the Posters and Programs Designer. This process should begin as early as possible. Bios and personal messages should be collected and ready for editing starting in October and the edited program is typically due to the Posters and Programs Designer by early January.

**Committee members needed:** 2 editors

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with questions:** Duygu Aykol

**This position is good for people who:** want to own their job, want flexibility of where they work, and do not want to overlap with show times.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. When the t-shirt design is complete, review the names on the back to ensure that all names are listed and are spelled correctly before it goes to print
2. Producers will share access to google form results with parent submissions for biographies and personal messages. Copy/paste the results to Google Doc for editing
3. Collect and review actors bios (October) to ensure that all cast members are included and names are spelled correctly. If any bios are missing, email parents requesting bio information. Spelling, grammar and punctuation should also be checked and revisions made. When editing is complete, share with Posters and Programs Designer
4. Collect and review personal messages (October)) to ensure it follows a similar format and check that spelling, grammar, and punctuation are correct. When editing is complete, share with Posters and Programs Designer
5. Review both cast lists to ensure that cast names are credited correctly
6. Review final drafts of programs to ensure grammar, spelling and punctuation are correct in all sections
7. Review final drafts of posters to ensure spelling is correct
8. Send any changes to Program Chair and proofread any new iterations that follow

# Cast Party & Teacher Dinner Planners

## Summary:

Have fun planning a celebration for the cast and crew of Drama Club! This can begin toward the end of production. You will also need to organize dinners for our wonderful teachers during dress rehearsal.

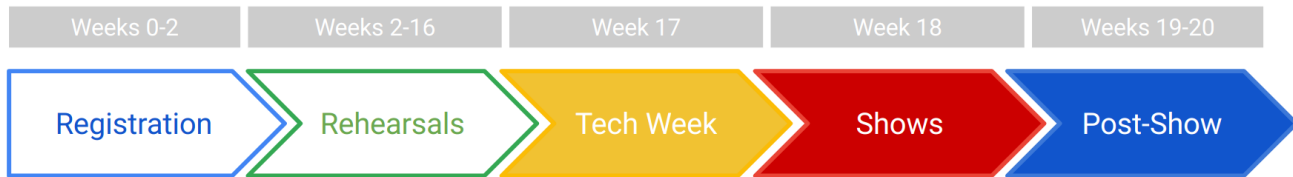
**Committee members needed:** (2)

**Volunteer Hours:** [Report Hours](#)

**Contact with questions:** Duygu Aykol

**This position is good for people who:** like to plan parties, want a job that has the bulk of the work in one concentrated time frame.

## Timing of Most Responsibilities:



## Description of Responsibilities:

### Teacher Dinner

1. Send out [an invitation](#) with a [google form](#) to the teachers to RSVP to the teacher dinner / dress rehearsal. Attach the cast lists. Also, post the invite and the cast lists in the staff room and consider putting them in the mail slots too! Coordinate with Ticket Chair - this really could be done all by one person! See Example: [Email](#) / [Form](#). Forward to Lisa, who will probably need to send out since she is a staff member.
2. Order or cook dinner for teachers attending each dress rehearsal night based on how many plan to attend. This includes main dish, salad, and a dessert (last year was lasagna and salad). Please avoid pizza. Water is great for beverages.
3. On dress rehearsal days, set out tables in the cafeteria where the teachers can sit, eat and watch the dress rehearsal show. There is often themed decorations that go with the show. Tables are set up next to the stage with tablecloths and centerpieces to match the theme by 3:30.
4. About 40% of the teachers came back to the second night.
5. Clean up dinner / tables & chairs once dress rehearsals are over

### Cast Party

1. Once the shows are over, there is a cast party the following week.
2. Book a venue (pump it up, bowling, etc. that can hold 100 kids)
3. Send out evite and get an accurate number of kids attending
6. Ensure there is enough food ordered to accommodate
7. Be at the party early and greet kids / direct them to the right place when they arrive
8. Help supervise the kids and ensure all contractual requirements are met (payment, clean-up, etc.)

### Last Show

1. Purchase flowers for Director and Producers.

# CAST ROOM SUPERVISION CHAIRS

## Summary:

Parents sign up to supervise the cast room, which is where the children stay when not on stage. The chair is responsible for scheduling the cast room volunteers and ensuring that the characters are ready to get on stage when they are called. At the end of the shows, they ensure that the classrooms are left clean. This is during Tech week and shows only and each chair will be present at 3 shows + tech rehearsal and 1 dress rehearsal.

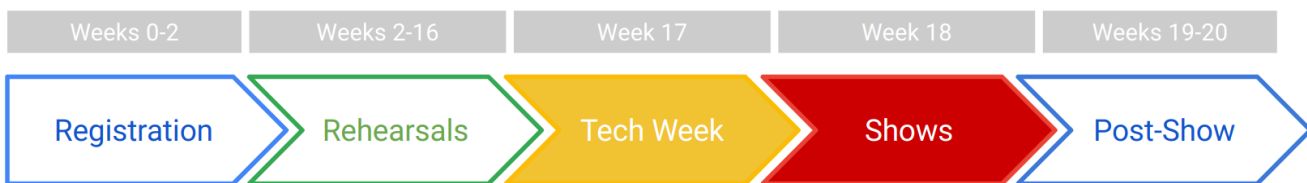
**Committee members needed in addition to 2 chairs:** 10 + (co-chair to alternate shows)

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with questions:** Duygu Aykol

**This position is good for people who:** want to own their job, want to work onsite with the kids, want fewer, larger chunks of time, want to overlap with show times, and want to be **part of the action!**

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. As soon as the Cast Lists are our, create & send out Sign Up Genius to fill Cast Room volunteer spots for specific dates / times. **Remind committee members that they MUST attend a Tech Rehearsal or one of the Dress Rehearsals + 3 shows**
2. **Two weeks before remind volunteers and double confirm their slots and remind them to attend tech/dress rehearsal.**
3. Ensure you have cast lists, along with parent contact phone numbers.
4. Ensure you have the music on your iPhone, along with a speaker – so you can play the music in Cast Rooms (for add'l practice).
5. Ensure you have two books of the play (one for each cast room).
6. Follow along closely in tech rehearsal – to familiarize yourself with the flow of the play, the children & the characters/roles they all play, mark up book with proper cast calls.
7. At first dress rehearsal, familiarize yourself & markup book with appropriate costume changes.
8. Listen (with the headphones) to the calls for certain characters / parts and call that actor. The volunteers in the room should be keeping the kids quiet and will help corral them when they are called on stage. Costume dressers should be helping get the kids dressed / fixing minor issues with costumes.
9. Clean up classrooms & work with dressers to ensure costume inventories.
10. It might be helpful to make a poster with the classroom rules for the kids.

# Cast Room Supervision Committee

## Summary:

Parents sign up to supervise the cast room, which is where the children stay when not on stage. The chair will be getting calls for certain actors / characters and these volunteers need to make sure they are dressed, ready and out of the classroom on their way to the stage. They also help clean up after the show is over. Must attend a Tech Rehearsal or a Dress Rehearsal and at least 3 shows.

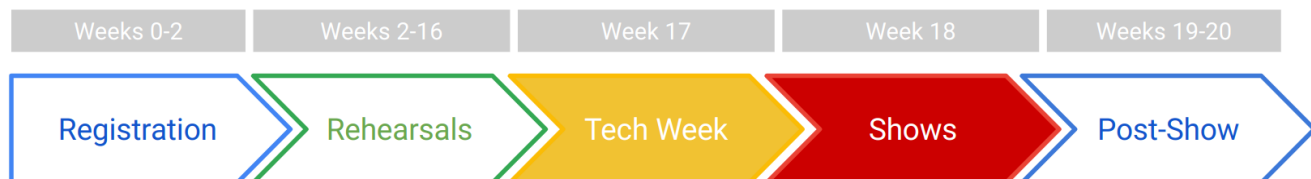
**Committee members needed:** 10

**Volunteer Hours:** Varies - [Report Hours](#)

**Contact with questions:** Cast Room Supervision Chair

**This position is good for people who:** want to work onsite with the kids, want fewer, larger chunks of time, and want to overlap with show times.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. Must attend one of two tech rehearsals for training. Follow along closely in tech rehearsal – to familiarize yourself with the flow of the play, the children & the characters/roles they all play.
2. On show dates, keep the kids under control and ready to go on stage. Watch the live video and listen for the Chair to call certain characters.
3. Make sure the kids are following the classroom rules (may change year to year):
  - a. NO NUTS of any kind in the room
  - b. Bring a labeled lunch bag and place it outside of the classroom in the box
  - c. No food in the rooms, kids will sit outside on the bench to eat.
  - d. Furniture goes back where it was
  - e. Do not go into any cupboards
  - f. Put books away where you found them
  - g. Do not play in teacher desk area
  - h. No touching the blinds (they are fragile)
  - i. You can bring a device to play on but label it - we will not be responsible for finding lost devices

- j. Wipe down with bleach wipes
- 11. When characters are called, work with the costume dressers to ensure all actors that are supposed to go on stage are out the door in the correct costume (on time!).
- 12. Clean up classrooms & work with dressers to ensure costume inventory

# CONCESSIONS CHAIR

## Summary:

The concessions committee chair organizes and works with committee volunteers to purchase and sell snacks at each show during show week.

**Committee members needed in addition to chair:** 2

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact With Questions:** Duygu Aykol

**This position is good for people who:** want to own their job, want fewer, larger chunks of time, like working on-site, and want to overlap work with show times.

## Timing of Most Responsibilities:



## Description of Responsibilities:

### One week prior to show:

1. Send out request for drink donations and themed "treats" to Drama Club families.
2. Check soda/water inventory in the HSC closet for leftover donations.
3. Buy candy at Smart N Final. Stick to 5-6 types and avoid too much variety!
4. Turn in a petty cash request to the HSC treasurer.
5. Arrange for at least 2-3 volunteers to run concessions during each show.

### Day before opening night:

1. Set up concession area. Work with Candy Gram team on space.
2. Get 2 cash boxes and cash (\$150)
3. Prepare HSC Deposit Sheets and envelopes to hold cash from sales.

### Opening Night / Show Week:

1. Order 6-8 Pizzas from Pizza My Heart before noon.
2. Arrive 30 minutes before show time to set up candy display.

3. Sell! All candy and drink items \$1, Pizza My Heart \$3. Note: Pizza My Heart gives us a school discount.
4. On Saturday, order the crew lunch, drinks and cookies for in-between shows.
5. After the show, remove petty cash from nightly sales, count cash, record the deposit and seal it in an envelope with HSC Deposit form. Use a new deposit form for each show.
6. Give cash to HSC treasurer or store in school safe.

## Concessions Committee

### Summary:

The concessions committee sells snacks at each show during show week.

Committee members needed in addition to chair: 2

Volunteer Hours: Varies - [Report Hours](#)

**Contact with Questions:** Concessions Committee Chair

**This position is good for people who:** want fewer, larger chunks of time, like working on-site, want to overlap work with show times.

### Timing of Most Responsibilities:



### Description of Responsibilities:

#### Opening Night / Show Week:

7. Arrive 30 minutes before show time to set up candy display.
8. Sell during intermission!
9. Help clean up after the show.

## COSTUMES COMMITTEE CO-CHAIRS

### Summary:

This volunteer will manage the costume committee, which is comprised of two departments, costume production and backstage dressers. The Costume Committee Chair should be organized, schedule driven, good communicator and delegator. Collaborates with the creative team and communicates designs and department budget to costume volunteers. Tracks all projects involved with executing the Costume Designer's vision. Works with Costume Production Lead to ensure costumes are completed to schedule, labeled and distributed prior to tech week. This chair will need to be present at the Costume Parade in December as well as tech and both opening nights (before the show.) This is a big commitment but a very rewarding way to be involved!

**Committee members needed in addition to co-chairs:** 16 (costume production + costume dressers)

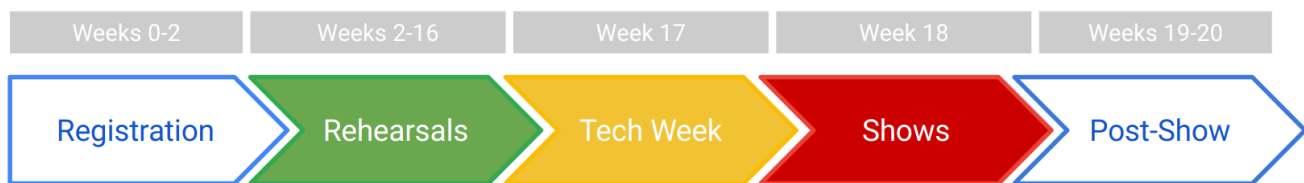
**Volunteer Hours:** Fulfills entire commitment\* ✓

**Contact with Questions:** Lisa Merkel/Duygu Aykol

**This position is good for people who:** want to get very involved in the creative process that goes into the show, can lead a group.

*\* This committee chair is a BIG commitment. You will send and receive hundreds of emails, attend 4-6 meetings throughout the fall, as well as be present at a number of onsite tech events in January.*

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. Meet with creative team (Director, Producer, and Hair and Makeup Chairs). Review Look Sheets and start creation ideas, costs. Think about if past looks can be repurposed - skirts, coats, etc.. (mid to late Sep)
2. Meet with Costume Production Lead to Review the look of the show, designs and budget, assess volunteer skills/ interests and begin to strategize how to divide up work evening and efficiently between volunteers. Some projects may be completed by teams, some by individuals.
3. Coordinate with producer to send out a request for measurements from parents (create link for a google doc that parents can populate with measurements) Measurements must be received by early Sept 30.
4. Lead an initial Costume Team meeting review Look Sheets and fill in any costume design gaps. Explain the expectations/looks/costs for each team. Shift people at this time if needed. (very early Oct)
5. Touch base with committee team lead on an ongoing basis track status of projects.
6. Meet with Costume Team (early Nov.) Finish any odds and ends as necessary to have costumes ready for Costume Parade. As many costumes as possible should be ready for the actors to try on at CP for Lisa's approval and to measure for necessary alterations.
7. Be present at Costume Parade to assist director and producer

8. Work with Costume Production Lead to ensure costumes are altered as needed.
9. Dresser lead must be present at tech to assemble racks, help kids with costumes, explain that shared costumes need to be returned after each show. Dresser volunteers should also be present at tech to review costume changes with dresser lead and familiarize themselves with the costumes.
10. Dresser lead works with volunteers to ensure at least one adult dresser is present at each show (at least one middle school volunteer should also be assigned to each show as well) Dressers check in all costume pieces prior to each show, check for needed repairs and repair if necessary. During the show the assist actors in making costume changes. After the show, shared costumes are checked back in and hung up.
11. Costume Chair should be available to help before the shows for each of the Cast's opening night.
12. Costume Chair should be available on closing night to help with determining where shared costumes will be taken.
13. Review and forward all volunteer reimbursement requests

## Description of Committees:

- **Costume production**= best for those with sewing or crafting experience but also a few who do not have sewing experience but are willing to shop thrift stores and online for specific items. Bulk of work is Oct-Dec.
- **Dressers/backstage** = those who can “sew on a button” or use a glue gun to repair costumes, enjoy working with the kiddos and want to be directly involved with the fun and excitement of being “behind the scenes” of the show!

Important Links/Notes-

<https://drive.google.com/drive/folders/0B1XQGGuLChPDS0J3SXR5UJINGZmc?usp=sharing>

Vendors: Possible rental source: <http://playfulpeople.net/rentals/>

Vendors: Beverly's, Joann Fabrics, Amazon

# Costume Production Committee

## Summary:

These committee members collaborate with the Costume Committee Chair and create costumes under her direction and within her budget. **Costume production** is best for those with sewing or crafting experience but also needs a few volunteers who are willing to shop thrift stores and online for specific items. These volunteers will need to be present at the Costume Parade in December as well as tech and both opening nights (before the show.) This is a sizeable commitment that can be shared by two people. (Bulk of work is Oct-Dec.)



**Committee members needed in addition to chair:** 1 LEAD, 9 Production Committee Members

**Volunteer Hours:** Varies (but very likely to be at least 18 hours) - [Report Hours](#)

**Contact with Questions:** Costume Committee Chair

**This position is good for people who:** want to get very involved in the creative process that goes into the show. Best for those with sewing or crafting experience but also for those willing to shop thrift stores and online for specific items. Can attend some meetings but also wants to do work at home. Likes working with a team and enjoys seeing a tangible result to all of their hard work! Bulk of work is Oct-Dec with some last minute work in January.

## Timing of Most Responsibilities:



## Responsibilities: Costume Production Team LEAD

14. Meet with Costume Committee Chair to learn about the designs and the budget for the show. Discuss how to divide up the work and fill in any design gaps. Determine budget breakdown for each group of costumes.
15. Attend Initial production meeting with costume team (very early Oct).
16. Touch bases with all costume teams and individuals and maintain a spreadsheet to track progress and completion of assigned tasks. Communicate with Costume Committee Chair when necessary to update on status (throughout October and November).
17. Assist team as necessary with questions and troubleshooting.
18. Meet with Costume Team (early Nov). Collect finished costumes, finish any odds and ends as necessary to have costumes ready for Costume Parade. As many costumes as possible should be ready for the actors to try on at CP for Lisa's approval and to measure for necessary alterations.
19. Be present at Costume Parade to assist director and producer
20. Costumes should be altered as needed, final pieces should be finished. (December...before winter break.)
21. Work with Lead Dresser the week prior to tech week to label and bag costumes for distribution (or hang shared costumes.) This can serve as a hand off meeting from the production to the backstage dresser lead. As of tech rehearsal, costumes are "owned" and cared for by dresser lead.

## Responsibilities: Costume Production Team

- 1) Attend initial costume production meeting where designs and budget will be presented, tasks assigned to small teams or individuals. Tasks may involve, sewing, crafting (glue guns!), thrift store shopping, or online shopping. Tasks will be divided to best leverage

volunteer abilities and to evenly distribute the workload. A budget will be allotted to each project (early Oct).

- 2) Work to complete assigned initial tasks on schedule. Communicate with Team Lead for questions, troubleshooting, and to keep updated on status. (oct-early Nov)
- 3) Meet with Costume Team (early Nov) and finish odds and ends to prepare as many costumes as possible for Costume Parade first weekend of Dec.
- 4) If everything works to schedule, the majority of costumes should be complete prior to winter break. Some odds and ends and alterations may persist into January.

## Costume Committee Dressers

### Summary:

Those who can “sew on a button” or use a glue gun to repair costumes, enjoy working with the kiddos and want to be directly involved with the fun and excitement of being “behind the scenes” of the show!

**Committee members needed:** 1 LEAD Dresser, 5 dressers

**Volunteer Hours:** (9-15) [Report Hours](#)\*

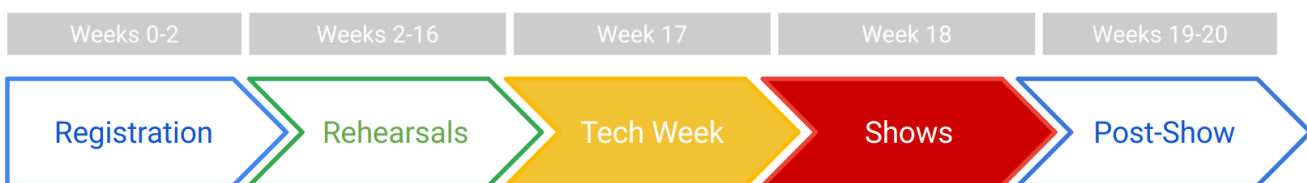
**Contact with Question:** Costume Committee Chair AND Cast Room Supervisor

**This position is good for people who:** want to work onsite with the kids, want fewer, larger chunks of time, want to overlap with show times.

*\*Each dresser must be present at costume parade, tech rehearsal, 1 dress rehearsal, and 2-3 shows.*

*Schedule will be determined by Lead dresser, taking into account volunteer preferences. (Yes. You will absolutely be able to watch your children on stage **at least once!**)*

### Timing of Most Responsibilities:



### Description of Responsibilities

#### LEAD dresser

- 1) Meet with Costume production lead the week BEFORE tech week to label and bag costumes (or hang shared costumes) Get familiar with the actors and different costumes. This serves as a “hand off” meeting between production and dressers. As of tech week, costumes are “owned” and cared for by the dressing team.
- 2) Collect dresser volunteer availability preferences and make a schedule ensuring coverage for all dress rehearsals and performances. At least one adult must be present at each show ( middle school volunteers may also be assigned to assist)

13. Must attend tech rehearsals for training. Follow along closely in tech rehearsal – to familiarize yourself with the flow of the play, the children & the characters/roles they play. Make notes. Work with dressers to develop best practices.
14. Dresser lead should be at BOTH dress rehearsals to ensure that all dressers are trained and comfortable with the process.
15. Attend “break down” after last show to assist in cleaning classrooms and storing costumes.

## Description of Responsibilities

### Dressers

- 1) Attends costume parade, tech rehearsal, at least one dress rehearsal and 2-3 shows
- 2) Dressers check in all costume pieces prior to each show, check for needed repairs and repair if necessary.
- 3) During the show, dressers follow the show closely on the monitors and assist actors in making quick costume changes. Assist cast remove supervisors in keeping order in the cast rooms.
- 4) After the show, shared costumes are inspected, checked back in and hung up.

## HAIR & MAKEUP CHAIR

### Summary:

This person will work closely with the Hair & Makeup designer, inventory and purchase supplies, and will coordinate the artists to apply makeup/ style hair to actors at dress rehearsals and shows.

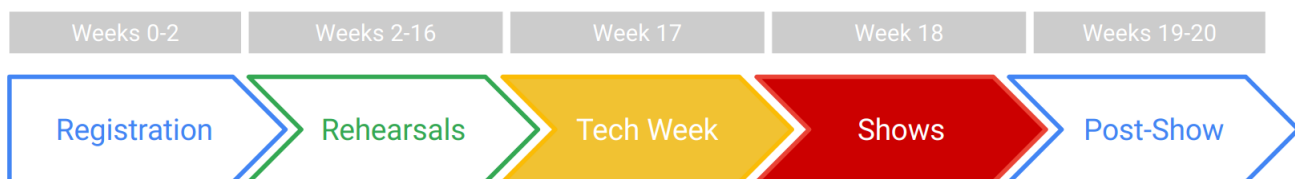
**Committee members needed in addition to chair:** 5

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with questions:** Duygu Aykol

**This position is good for people who:** Want to be involved in the creative process, wants to work with the kids, wants to be onsite and part of the action

### Timing of Most Responsibilities:



## Description of Responsibilities:

- 1) meet with creative producer/ makeup designer to learn about the designs for the show
- 2) inventory existing supplies and order new supplies as needed
- 3) create a detailed document for hair and makeup committee listing hair and makeup instructions by role
- 4) coordinate with producer to send out parent information regarding makeup purchase requirements (before Thanksgiving Break)
- 5) lead a team meeting in early January to discuss makeup and hair designs, review sanitary practices and assign tasks to hair & makeup team.
- 6) coordinate with producer to send document to all parents with hair and makeup "how to arrive at school" details by role (early January)
- 7) be present at all tech rehearsals, dress rehearsals and shows.
- 8) set up makeup area in designated space prior to each show (usually the library)
- 9) ensure library is cleaned up on all school nights...this task is generally assigned to team members whose children are NOT performing in that evening show (makeup can be left in place on Friday night-through last show on Saturday)
- 10) repack supplies at end of show and return to drama shed

## Hair & Makeup Committee

### Summary:

This makeup and hair team learns designs and sanitary application practices from Committee Chair. H&M committee applies makeup and creates hairstyles on the actors prior to each show. Members must be present at all tech, dress rehearsals and for ALL shows. Makeup and hair are applied the 90 minutes prior to each show and are completed PRIOR to start of show so you will absolutely be able to watch any and all of your children's shows!

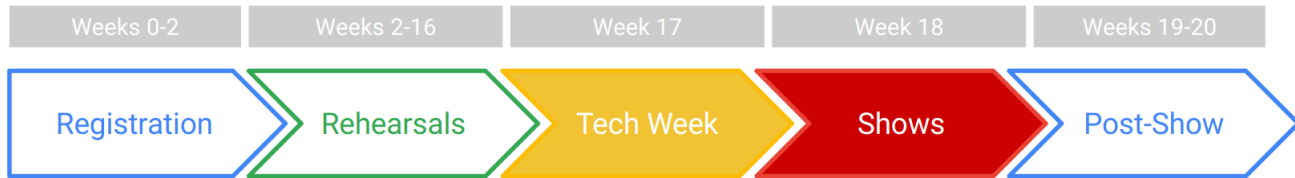
**Committee members needed in addition to chair:** 5

**Volunteer Hours:** (12-14) [Report Hours](#)

**Contact with questions:** Hair and Makeup Chair

**This position is good for people who:** Want to be involved in the creative process, wants to work with the kids, wants to be onsite and part of the action, have a lot of availability end last week of January. Makeup or hairstyling experience is wonderful but not in any way required!

### Timing of Most Responsibilities:



## Description of Responsibilities:

1. Attend one team meeting prior to tech week to learn makeup application techniques and sanitary practices
2. Be present at both dress rehearsals and for the 90 minutes prior to EVERY performance. (Members of makeup team must work every show. Makeup concludes prior to the beginning the show so you will ABSOLUTELY be able to see your child's performance as many times as you would like!)
3. Set up makeup station 90 minutes prior to show start and apply makeup to and style hair of performers as assigned.
4. Clean up duties alternate between volunteers so that those without a child performing that night, stay for 10-15 minutes after show start to clean up the makeup area (library.)

# HOUSE MANAGER CHAIR

## Summary:

This person does the majority of their work during the show days. He/She handles everything to do with facilities - making sure chairs are set-up, straightened, and trash is cleaned up. Labels/numbers for the chairs will need to be printed and taped to chairs. This chair will also recruit and manage 5th graders or middle schoolers to be ushers and man the cast gram table.

### Committee members needed in addition to chair:

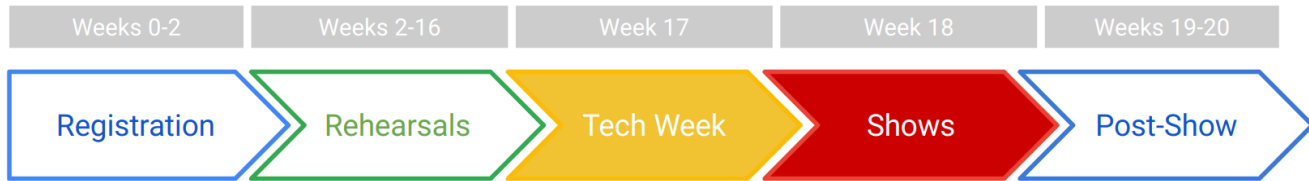
- 4 - 5th graders for each show
- 2 - House Manager Assistants (adults, non-related) to manage the cast gram cash box/table 1 hour prior to each show
- 2 - 5th grade ushers per show starting 30 minutes prior to each show until the show begins
- 3 - Middle school cast gram helpers per show from 1 hour prior to each show through intermission

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with questions:** Duygu Aykol

**This position is good for people who:** want to own their job, want to work onsite with the kids, want fewer, larger chunks of time during tech and show week.

## Timing of Most Responsibilities:



## Description of Responsibilities:

### Chair Setup

1. Two weeks before the show, using the artwork contest winners, create and print labels with numbers for each chair (alternating the artwork with the seat numbers) at the AIM mail center.
2. Before everyone arrives for Tech Rehearsals, set up the chairs on the risers.
3. On opening day, set up the chairs on the floor before opening night (best if you can get in there before school gets out)
4. Use the map to set up the chairs / numbers in the correct order and on the correct sides of the room. Stagger the seats so heads aren't right behind each other on the risers and on the floor. On the floor, curve seats inward on the ends from row C, D E. Seats are butted up right next to each others. Floor seats aisle is middle of the stage. Riser seats aisle is a little bit more towards stage left (as this is how the risers are made).

### Grams:

6. One month prior to the show purchase the 600 postcard size [cardstock](#) and stickers/stamps related to show to decorate grams. Buy 10 colored sharpies and bring 5 ballpoint pens. Also buy a posterboard and materials for a sign.
7. Two weeks before, buy stamps or stickers to give the postcards the look & feel of the theme of the show. Get some gallon ziplock bags to use as the bag to place for each cast room for delivery at intermission; these bags will be used at the cast gram table once people are done writing/decorating their gram and placed into the correct cast room bag.
8. Two weeks before, recruit and schedule (with Google Sheets) student volunteers to run the cast grams. The two House Manager Assistants will attend for an hour prior to every show to handle the cash box.
9. Once you have your student volunteers, please customize and [send them this welcome letter](#) which explains what they will be doing. This should probably go to parents.
10. Beginning with opening night, have them arrive an hour before opening night to add the stickers/stamps to the grams, create the poster, and be ready for guests arriving early. Set up 3 tables, 5 chairs, post the poster, set out supplies on table and be ready for guests to arrive.

### Ushers:

1. Two-Four weeks before the show, recruit non-play 5th graders to show up 30 minutes prior to the shows, hand out programs and guide people to their seats. Have a plastic basket and make a sign to recycle programs to place at each door on a chair for guests to place their program if they don't want to keep it. At the end of each show, house manager looks thru the basket and chooses the programs that look good as new to place in the correct cast program box to be used at that cast's next show.
2. Once you have your 5th grade volunteers, please customize and send them [this welcome letter](#) which explains what they will be doing.

3. Each night, give a brief overview of what the ushers need to do in case anyone is new to it. Be sure to have the correct programs for the correct cast performing close to the door to hand out. Hand out the programs to adults only.
4. Ushers will hand out programs and show people to their seats. The ushers are done with their role once the show is about to begin. They are allowed to sit behind the concessions area unless they already have a ticket to the show; or they can go home.
5. Watch the time and let Director know of 15 minutes to show time to help wrap up pre-show singing/set stage; get approval prior to the doors opening for guests to come in. Should open doors 10 minutes prior to each show.
6. Wrap up the cast gram sales.
7. Keep doors closed and do not let anyone into the "theater" who doesn't need to be in there until approval to open doors Director.

\*Possible Door Ticket Sales volunteers needed - This could also be 5th graders / Middle Schoolers.

**HOUSE MANAGER:** Please copy/paste this letter into a new doc and share with your usher volunteers. Please customize with the appropriate dates.

Dear usher volunteers,

Thank you so much for helping out with the drama club's production of \_\_\_\_\_. Here is the schedule for this week:

Wed Jan 31st 6:00-7:00	Thurs Feb 1st 6:00-7:00	Fri Feb 2nd 6:00-7:00	Sat Feb 3rd 10:00-11:00	Sat Feb 3rd 2:00-3:00	Sat Feb 3rd 6:00-7:00
Name Name	Name Name	Name Name	Name Name	Name Name	Name Name

The above start times are 30 minutes prior to showtime. It is important that you arrive on time so you can hear the instructions.

Here is what you will be doing as an usher:

- One of you will greet people at the door (with a smile!), check their ticket, hand them a program and ask if they need help finding a seat.
- Please only give one program to each group if possible. In the later shows (Fri / Sat), ask if they've already received one.
- The other person will show people to their seats.

Please remember that our actors have been practicing since the beginning of the year for this production. If you plan to stay and watch the show, you must be absolutely silent for the production. We do not want to create any distractions or noise. If we feel that you are not being respectful and quiet, we will have to text your parent to pick you up.

Looking forward to seeing you this week!  
 -House Manager

## Cast Grams Welcome Letter

Please copy/paste this letter into a new doc and share with your cast gram volunteers. Please customize with the appropriate dates.

Dear Cast Gram Volunteers,,

Thank you so much for helping out with the drama club's production. Here is the schedule for this week:

Wed Jan 31st 5:30-8:00	Thurs Feb 1st 5:30-8:00	Fri Feb 2nd 5:30-8:00	Sat Feb 3rd 9:30-12:00	Sat Feb 3rd 1:30-4:00	Sat Feb 3rd 5:30-8:00
Name Name Name	Name Name Name	Name Name Name	Name Name Name	Name Name Name	Name Name Name

The above start times are an hour prior to showtime, with the exception of opening night, which is an hour prior to show-time. It is important that you arrive on time.

Here is what you will be doing as a Cast Grams volunteer

- **Card and Poster Creation-** Volunteers will help add stamps and stickers to as many postcards as they can. They will also make a poster that says "Cast Grams - \$1" the first night.



- **Cast Grams Sales** - Volunteers will collect \$1 in exchange for a postcard. The buyers should write the actors name on one side, and a message on the other.
- **New this Year!** Cast Grams will only be sold BEFORE the show. The cash box will be collected by the house manager once the show starts.
- **Clean Up** - Once everyone goes inside, volunteers will clean up the table and materials and deliver all extra materials to the house manager at Intermission.
- **Cast Grams Delivery** - Volunteers will deliver the cast grams to the backstage actors during intermission.

Please remember that our actors have been practicing since the beginning of the year for this production. If you plan to stay and watch the show, you must be absolutely silent for the production. We do not want to create any distractions or noise. If we feel that you are not being respectful and quiet, we will have to text your parent to pick you up.

Looking forward to seeing you this week! -House Manager

## House Manager Assistants

### Summary:

These 2 non-related adult volunteers are needed for one hour prior to each show to assist the House Manager with collecting money for cast grams, and 15 minutes after each show to count the cash and hand off the deposit and seed money to the House Manager.

Assistants needed: 2

Volunteer Hours: (7-8) [Report Hours](#)

**Contact With Questions:** House Manager

## EQUIPMENT SETUP/TAKEDOWN CHAIR

### Summary:

This person recruits and organizes a crew to help with set it up and take it down procedures. All curtains and risers will be ordered by the Tech director and set up by those you recruit and organize. You will need to order, gaffer tape, batteries, tennis balls, zip ties, etc. (Things not provided by Musson)

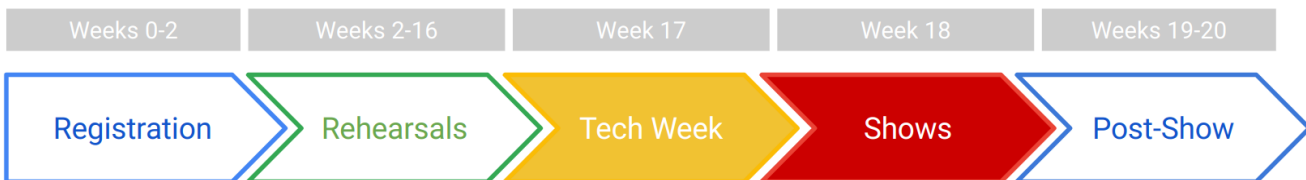
**Committee members needed in addition to chairs:** 15-20

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with questions:** Duygu Aykol

**This position is good for people who:** want to own their job and want fewer, larger chunks of time during tech and show week.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. Take the names of the people for signed up for the commit and then send them a shift sign-up that includes: Truck Unloading - heavy lifting (4:30-5:00), Set-Up (5:00-9:00), and Take Down (Sat night 8-9:30pm) in a separate sign-up
2. Send [out reminders](#) week of set-up

# Equipment Setup/Takedown committee

## Summary:

Needed only for tech week, this army of parents comes together to ready the cafeteria for showtime by setting up risers, curtains, etc. At show's closing they come together again to break everything down. This is probably an 8 hour commitment if you do both set-up and tear-down.

**Committee members needed in addition to chairs:** 15-20

**Volunteer Hours:** (8) [Report Hours](#)

**Contact with questions:** Equipment Setup/Takedown Chair

**This position is good for people who:** like physical work and want fewer, larger chunks of time during tech and show week.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. At the beginning of your shift, report to Equipment Setup/Takedown Chair for individual tasks.
2. Work closely with Chair during the evening until all tasks are complete.

# REHEARSAL SUPERVISION CHAIR

## Summary:

This duty begins in Sept. and continues throughout the rehearsal schedule. This person schedules parents needed for each rehearsal to supervise the children. This job can be done fully from home on the computer.

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with Questions:** Duygu Aykol

**Committee members needed in addition to chair:** 25-30

**This position is good for people who:** want to own their job, want a mix of on and off-site work, do not want to overlap with show times.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. Look up all of the emails of the members of committee.
2. Create a Sign-Up on Sign-Up.com to use to create sign-ups for committee.
3. Look up the rehearsal schedule once it is posted each month and each month confirm with producer on number of supervisors needed for each rehearsal.
4. Create a sign up each month, once you find out the schedule for the month.
5. Check sign-up after a few days to ensure sign up is full.

6. If sign-up does not get filled prior to a rehearsal, contact those who signed up to be a rehearsal supervisor via email or individually to get spots filled.
7. Attend first rehearsal for each cast and go over the [rehearsal supervisor guidelines](#), rules, etc.
8. Ensure that every volunteer logs their hours here immediately following their shift.
9. Work with Volunteer Coordinator to ensure that communications are sent out regularly about getting close to 15 hours (and to please NOT sign up for anything new). If there are volunteers that have not done many, these will be good candidates to recruit later for Cast Room if needed.

## Important Notes:

1. If a spot is not full or if someone does not show up, committee chair must attend rehearsal and help supervise.
2. During show week, if there are rainy days, you must help recruit 10 volunteers per day to help with yard duty.

# Rehearsal Supervision Committee

## Summary:

This duty begins in Sept. and continues throughout the rehearsal schedule. Rehearsal supervisors will be needed from 2:45pm to 5pm on Mondays and Thursdays during cast rehearsals. In January, rehearsal supervisors will also be needed from 2:45 to 5pm on Tuesdays and Fridays. You can get all your hours on this committee so please consider this before signing up for multiple committees.

**Committee members needed in addition to chair:** 20-25

**Volunteer Hours:** Varies - [Report Hours Weekly](#) (at rehearsals)

**Contact with Questions:** Rehearsal Supervision Committee Chair

**This position is good for people who:** want to work with the kids and be part of the action! This is a great role for first-time volunteers as it gives you an idea of what drama is all about!

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. This role is needed from September all the way through January. rehearsal supervisors will be needed from 2:45pm to 5pm on Mondays and Thursdays during cast rehearsals. In January, rehearsal supervisors will also be needed from 2:45 to 5pm on Tuesdays and Fridays.
2. Go the cafeteria on your assigned days and log your hours on the chromebook for that day.
3. Ensure that all kids are being respectful and quiet (when needed) and provide help to Lisa (director) when needed.

## Important notes about this role:

- During show week, if there are rainy days, we may call on you to help with yard duty.
- You need to commit to a minimum of 4 rehearsals to sign up for this role.
- There are 37 opportunities to supervise rehearsals. Please do not sign up for any other committees unless we contact you and let you know that your hours are pacing low.

# PROPS & SETS CHAIR

## Summary:

This volunteer will manage the production of sets and props. The Sets and Props Committee Chair should be organized, schedule driven, creative, “handy” and good at delegating. Collaborates with the creative team and communicates designs and department budget to set/prop volunteers, tracks all the projects involved with executing the Director’s design vision, ensures set pieces and props are completed to schedule (everything should be completely finished prior to tech week.) This chair will need to be present at the tech week to watch for any necessary “tweaks” to set pieces or pros.

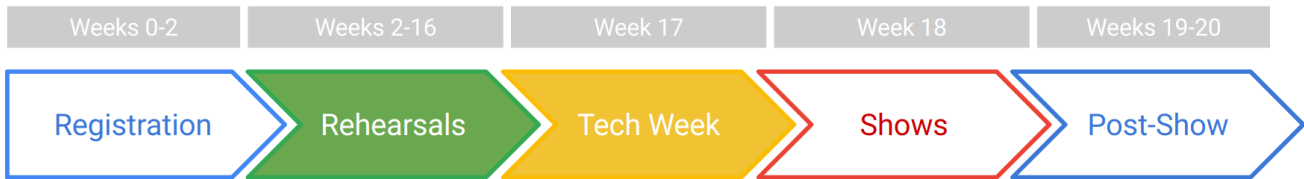
**Committee members needed in addition to chair:** 5

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with Questions:** Duygu Aykol

**This position is good for people who:** have building, painting or crafting experience. Awesome place for anyone who can work independently on building an item (to the design spec AND within budget) at home in their spare time. Also in need of 1 “shopper” who does not need construction know how. Bulk of work is January but some construction may be done earlier in the fall.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. Work with sets and props producer to understand props and sets needs
2. Work with committee volunteers to develop the props and sets needed, divide up and delegate responsibilities according to volunteer availability and skills
3. Ensure all committee members are tracking their hours (reminders)
4. Track projects and ensure on schedule. Communicate with Producer as needed.
5. Ensure materials are staying within given budget
6. Attend tech rehearsals and make any adjustments needed

# Props and Sets Committee

## Summary:

Under the direction of the Props & Sets Committee Chair, helping to paint, hot glue gun, construct or purchase the props and sets. One member will be responsible for finding household items to be borrowed for props and shopping for others.

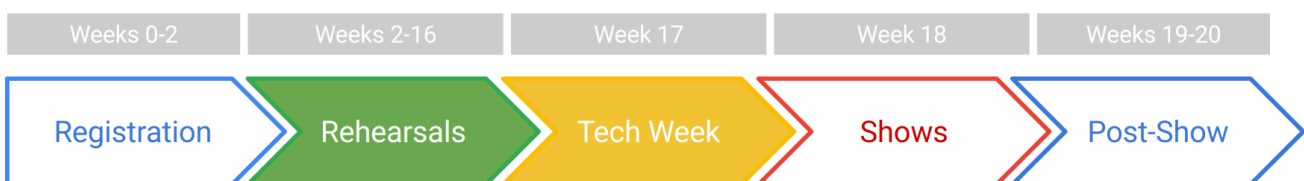
**Committee members needed in addition to chair:** 5

**Volunteer Hours:** varies - [Report Hours](#)

**Contact with Questions:** Props and Sets Committee Chair

**This position is good for people who:** have building, painting or crafting experience. Awesome place for anyone who can work independently on building an item (to the design spec AND within budget) at home in their spare time. Also in need of 1 "shopper" who does not need any construction or crafting know how. Bulk of work is January but some construction may be done earlier in the fall.

## Timing of Most Responsibilities:



## Description of Responsibilities:

7. Work with director and Sets and Props Chair to understand props and sets needs, design and budget.
8. Purchase, construct and paint required set pieces or props as assigned.
9. Ensure items stay within budget.
10. Be available tech week to "Tweak" items as needed

# TECH COMMITTEE CHAIR

## Summary:

The chair of this committee is responsible for [ordering and setting up all the tech equipment](#). The committee members will help with setup and takedown of the tech equipment and running lights and sound during the tech rehearsals and shows.

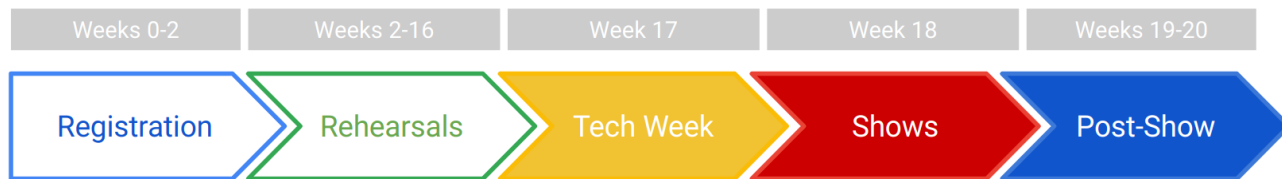
**Committee members needed in addition to chair:** 3

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with Questions:** Duygu Aykol

**This position is good for people who:** are familiar with operating lights/soundboard, want to own their job, want to work onsite, want fewer, larger chunks of time, want to overlap with show times.

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. In the fall, place order with Musson for stage/lighting/sound/risers delivery (Friday night of tech week)/pickup (after last performance), in coordination with Director
2. 1 month prior to delivery date, confirm order details with Musson
3. 2 weeks before equipment set up / take down (move in) request a check made out to Musson from the AVHSC treasurer.
4. Coordinate with rest of tech committee on availability for setup (to learn how to fix if problems), tech week + show shifts (via sign-up or Google sheet). Sound volunteers must attend a tech rehearsal (and ideally a dress rehearsal) to learn the ropes.

5. Take delivery of equipment, inventory, setup. Ensure the set-up take down committee includes 4-6 guys to help unload the truck.
6. Run the lights and sound for tech week and shows
7. Teardown, verify inventory as packed

## Vendor Information:

Musson Theatrical, Inc  
 890 Walsh Ave  
 Santa Clara, CA 95050  
 Voice: (408) 986-0210  
 Fax: (408) 986-9552  
[rentals@musson.com](mailto:rentals@musson.com)

# Tech Committee (lights & sound)

## Summary:

The committee members will help with set-up and take-down of the tech equipment and running lights and sound during the tech rehearsals and shows.

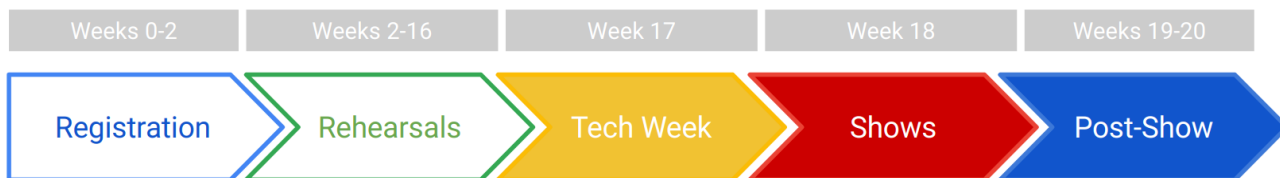
**Committee members needed in addition to chair:** 3

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with Questions:** Tech Committee Chair

**This position is good for people who:** are familiar with operating lights/soundboard, want to own their job, want to work onsite, want fewer, larger chunks of time, want to overlap with show times.

## Timing of Most Responsibilities:



## Description of Responsibilities:

- Coordinate with rest of tech committee, including Tech Chair, on availability for setup (to learn how to fix if problems), tech week + show shifts (via sign-up or Google sheet). Sound volunteers must attend a tech rehearsal (and ideally a dress rehearsal) to learn the ropes. Lights should at least attend tech to learn.
- Set up the the tech equipment on Move-In Date (day before tech rehearsal)



- Run the lights and sound for tech week and shows
- Teardown, verify inventory as packed

## Vendor Information:

Musson Theatrical, Inc  
 890 Walsh Ave  
 Santa Clara, CA 95050  
 Voice: (408) 986-0210  
 Fax: (408) 986-9552  
[rentals@musson.com](mailto:rentals@musson.com)

(They are really picky about cords being tied back up with their black strings. Last year they reported an adapter cord missing and charged us for it, inventory at delivery and pickup is crucial to avoid this.)

# TICKET SALES CHAIR

## Summary:

This person oversees the set up and facilitation of online ticket sales. Works with House Manager if there is a need for door ticket sales and helps manage door sales.

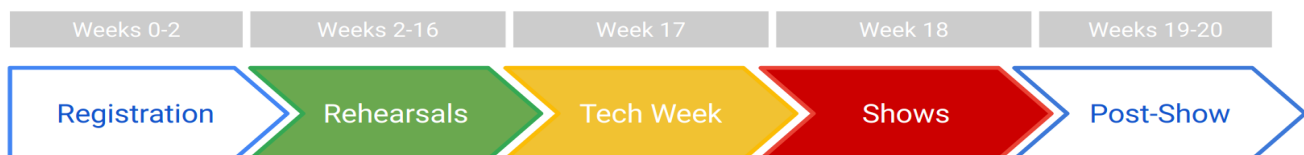
Committee members needed in addition to chair: 0

Volunteer Hours: Fulfills entire commitment ✓

**Contact with Questions:** Duygu Aykol

This position is good for people who: want to own their job, want flexibility of where they work, want fewer, larger chunks of time, do not want to overlap with show times.

## Timing of Most Responsibilities



**October-November:** Train with VBO in October & November and set up online.

**Early-Mid January:** Ticket Sales & Promotion

**February:** Ticket Sales went through last show.

## Description of Responsibilities:

1. Train with VBO Ticket Vendor for how to do ticket sales. [Click this link for details](#) (minus the letter to teachers which could be combined with teacher dinner / dress rehearsal next year - see below)
2. Get artwork from Art Contest volunteer to upload in system and include on tickets.
3. Confirm with Producers/Directors all ticket dates, prices, shows etc.
4. [Prep Emails](#) for all Ticket Sales
5. Teachers get 1 free ticket to a show and an invite to attend a teacher dinner at BOTH Monday & Tuesday Dress rehearsals (they can attend both). Work with teacher dinner volunteers to ensure that one of you sends out communication about the 1 free ticket in addition to the dress rehearsal RSVP form. Example: [Email](#) / [Form](#). Forward to Lisa, who will probably need to send out since she is a staff member.
6. Manage online cast ticket sales, rounds of sales, reimbursements, change of ticket requests and handling people that overbought tickets etc.
7. Manage online public ticket sales & all coordinating emails
8. Manage final Tickets sales for each show (all 6 shows 1 hour prior at the door) & submit any monies collected to drama club treasurer. Work with House Manager to recruit 5th graders if there is a need.
9. Turn in all receipts for Lisa's credit cards charges to VBO to Drama Club folder for reimbursement

## Vendor Information:

vbotickets.com --Gary Myrah or Ben Stephens

**Rique is:** [rique@vbotickets.com](mailto:rique@vbotickets.com)

**Ben is:** [support@vbotickets.com](mailto:support@vbotickets.com)

# TREASURER

## Summary:

This person works closely with the AVHSC treasurer and drama club producers. They oversee, track, and report on the budget to key stakeholders.

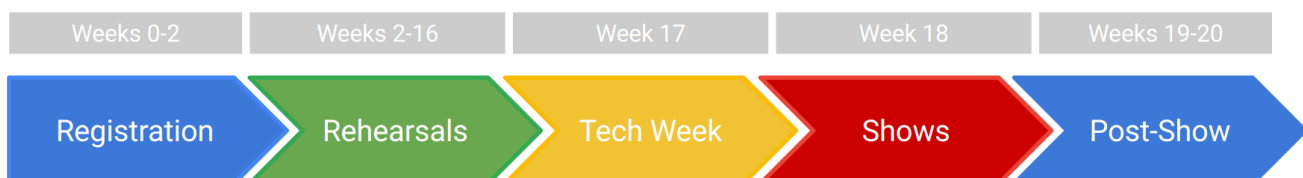
**Committee members needed in addition to chair:** 0

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with Questions:** Duygu Aykol

**This position is good for people who:** like working with money / budgets and like to do most of their volunteer work on their own time (not onsite).

## Timing of Most Responsibilities:



## Description of Responsibilities:

1. Meet with Producers to go over budgets for each committee chair.
2. Check in with Chair position regularly to ensure they are on schedule with their budgets / track and report expenses as they are turned in and share with producers.
3. Encourage volunteers to turn in their expense reports frequently to avoid overspending.
4. Track and manage any money coming through registration, sponsorships, personal messages, concessions and grams.
5. Create a post-show report that outlines each chair's expenditures / highlighting where we went over budget or under budget.

# VOLUNTEER COORDINATOR CHAIR

## Summary:

This person is responsible for making sure each committee has enough volunteers and that the volunteers are on track to fulfill their 15 hour commitment. He or she will send out an email to every volunteer with the links from this doc to their roles (flagging overcommitment). He or she will work VERY closely with the Producers, the Rehearsal Supervision Chair, the Cast Room Supervision Chair, and any other Chairs with committees, to track volunteer hours. They will send a weekly report to the producer highlighting:

- Which volunteers are nearing their 15 hour requirement
- Which volunteers are not on track to meet their 15 hour requirement
- Which committees need more volunteers

This is in an effort to minimize volunteers pulling out of Cast Room Supervision and/or other show-week volunteer positions because their hours are already fulfilled. To stay on top of this, they will send reminders weekly to have volunteers report their hours.

**Committee members needed in addition to chair:** 0 but "dotted line" to Rehearsal Supervision, Cast Supervision, and all other committees.

**Volunteer Hours:** Fulfills entire commitment ✓

**Contact with Questions:** Duygu Aykol

**This position is good for people who:** love to organize, track, and report on things! Great for people who want to own their job, want flexibility of when and where they work, and do not want to overlap with show times.

## Timing of Most Responsibilities:



## Description of Responsibilities:

### Right after Registration closes:

1. Meet with the producers to go over the [Google form](#) response sheet and what is needed in the reports.
2. After registration, send an email to each volunteer individually with a link to the job descriptions they've signed up for. Flag anyone who signed up for the Rehearsal Committee AND Cast Supervision. We are trying to avoid people signing up for too many committees and then fulfilling their hours early and not following through on other commitments.
3. Work closely with the Producers, the Rehearsal Supervision Chair, the Cast Room Supervision Chair, and any other Chairs with committees, to track volunteer hours and send a weekly report to the producer highlighting:
  - o Which volunteers are nearing their 15 hour requirement
  - o Which volunteers are not on track to meet their 15 hour requirement
  - o Which committees need more volunteers
4. Send reminders weekly to have volunteers report their hours.
5. Closer to tech week, ensure we have enough volunteers signed up (with hours to spare) to do back-stage and other tech-week responsibilities. Send reminders to these volunteers, especially if they have been waiting until now to fulfill their hours (which is fine.. Just might want to give them a heads up)
6. Post show do a final call for reporting hours and report anyone who did not fulfill their hours to the producers.

## General Assistants

### Summary:

These 3 assistants act as "runners" for the Director and Producers, especially during the weeks leading up to the show.

### Tasks may include:

- Buying snacks/drinks and ordering food for backstage and tech crew during tech and show weeks.
- Buying supplies for cast rooms (surface wipes; hand gel; art supplies etc)

- Buying supplies for tech committee
- Making copies

Assistants needed: 3

Volunteer Hours: (Approx 5) [Report Hours](#)

**Contact With Questions:** Producers