

# Parent Committees

*The play is an after-school activity for 4<sup>th</sup> & 5<sup>th</sup> grade students, sponsored by the Van Meter Home & School Club. We can't do it without parent participation!*

## **Mandatory Parent Meetings**

A parent or guardian of each student **MUST** attend *one* of the mandatory parent meetings. If it is not attended and no other arrangements are made, your child will not be able to participate in the play. Check the play website for dates.

## **Mandatory Parent Participation**

Each family must contribute a minimum of 20(cast)/10(crew) pre-production hours. Even after the curtain goes down, there is still work to be done! We need every family to put in 2 hours of time post-production: clean-up, washing costumes, returning rental equipment, striking the sets and theater, DVD distribution, etc.

You may buy out of your volunteer time by paying a fee (\$400/cast, \$200/crew) in addition to your child's participation fee. The buyout window closes once the cast list has been posted.

## **Play Committees**

Please indicate on the online application three committees to fulfill your volunteer hours and let us know if you'd like to be a committee chairperson. Please keep in mind when these committees become active – some are during the performances. Thank you for your flexibility if we ask for help in another area.

<b>Volunteer Job</b>	<b>Timing</b>	<b>Responsibilities</b>
<b>Rehearsal Supervision</b>	Starts with auditions in December and continues through dress rehearsals	<p><u>Chairs:</u> Ensure that all supervisor positions are filled for each rehearsal by checking iVolunteer sign ups. Direct liaison between rehearsal supervisors and parents, notifying daily supervisors of student conflicts. Train supervisors.</p> <p><u>Supervisors:</u> Prepare the rehearsal venue. Check in and supervise kids until the scheduled director or choreographer arrives. Assist during rehearsal to keep kids focused and on task. Check kids out to parents after rehearsal.</p>
<b>Costumes</b>	Chairs start work in December; Volunteers start in January	<p><u>Chairs:</u> Work with Director to come up with cohesive costume design for show. Manage volunteers in sewing, procuring and organizing costumes. Perform costume fittings for all cast members. Perform final costume check with director on stage.</p> <p><u>Volunteers:</u> Create, sew, purchase, alter and label costumes. Assist with measurements and costume fittings.</p>

<b>Volunteer Job</b>	<b>Timing</b>	<b>Responsibilities</b>
<b>Props</b>	Starts in late January; goes through performances	Create master prop list with director's approval. Create or gather props in coordination with costumes and set construction committees. Manage and repair props during dress rehearsals and performances.
<b>Set Construction &amp; Painting</b>	Starts late January; most work is nights and weekends	Build and paint sets as requested by director, producer and set designer. Create large set pieces.
<b>Stage Management</b>	Stage prep starts in March; must staff dress rehearsals and performances	Prep backstage for performances. Manage cast and crew backstage during dress rehearsals and performances.
<b>Photography</b>	February through March	Take headshots of each cast and crew member and mount with resume for performance bio boards. Take cast photo in full costume, crew in uniforms, dress rehearsal and candid photos.
<b>Program</b>	February through early March	Work with producer and director to coordinate design, content and printing of program.
<b>Ticket Sales</b>	Starts late February; must staff performances	Manage online seating chart and ticketing for advance tickets to cast and crew families, as well as general ticket sales. Co-ordinate with publicity person to promote ticket sales. Staff all performances for day-of sales.
<b>Publicity &amp; T-shirts</b>	Planning in January; advertising starts late February	Generate publicity to promote ticket sales and create general excitement for the show around the school and in the community. Manage design and printing of t-shirts for cast and crew members.
<b>Flower Concessions</b>	Ordering/pick up starts in February; must staff performances	Arrange for flowers to be sold at performances. Oversee student volunteers. Setup, sell, cleanup.
<b>Food Concessions</b>	Ordering/pick up starts in March; must staff performances	Arrange for food and drinks to be sold at performances. Oversee student volunteers. Setup, sell, cleanup.
<b>House Management</b>	Starts in Heat Week; must staff dress rehearsals and performances	Prep the house, including black out curtains, seat set-up and strike. Coordinate crew to hand out programs and act as ushers. Handle house lights during performances. Clean up after each performance and set room for next performance. Staff all performances.
<b>Cueing</b>	Starts at dress rehearsals; must staff dress rehearsals and performances	Prepare scripts with cues during tech run-throughs. Be stationed in the Green Room during dress rehearsals and performances and cue kids to go on stage.

<b>Volunteer Job</b>	<b>Timing</b>	<b>Responsibilities</b>
<b>Green Room</b>	Starts in dress rehearsals; must staff dress rehearsals, previews and performances	Set up and staff Green Room (in the Staff Workroom) at each dress rehearsal and performance. Supervise cast and crew members in the Green Room, maintaining a quiet noise level. Organize snacks for distribution during performances and dress rehearsals. Clean up room and return to usable space for staff.
<b>Green Room Microphones</b>	Starts at dress rehearsals; must staff dress rehearsals, previews and performances	A minimum 4 persons trained by sound technician and responsible for handling the cast microphones, setup, putting on cast members, preparing them for performances and checking after performances for batteries, etc. Mic parents will be responsible for supervising mics for all performances and for training green room parents.
<b>Dressing Rooms</b>	Starts during Heat Week; must staff dress rehearsals, previews and performances	Work with costume committee and then inventory and organize costumes for changes. Supervise dressing rooms and conduct any touch-ups of costumes during all dress rehearsals, preview nights, and performances.
<b>Hair &amp; Makeup</b>	Starts late February; must staff dress rehearsals, previews and performances	Work with costumes and director to define hair and makeup for show. Communicate requirements for hair and makeup to parents. Purchase and distribute make-up kits as ordered by parents. Provide hair and makeup services for cast members during dress rehearsals and performances.
<b>Cast Party &amp; Preview Nights</b>	Planning starts in January; most work occurs in March	Host preview performance nights with dinner and decorations for the school staff. Organize party after final performance for cast and crew.

