

## **PARENTAL VOLUNTEER INFORMATION:**

*CVP Youth Theatre is a volunteer-based organization.* Directors, Producers, Stage Managers, etc. are all volunteers.

We also depend greatly on parent volunteers to assist; they are the backbone of our program and volunteering is a lot of fun! With our program you get to see a production from set build to set strike in a way most programs do not allow. This is also how we keep the production fee so low.

### **Mandatory for each family: We require that each family SIGN UP FOR 2 CHAPERONE DUTIES.**

1. Chaperone ONE regular rehearsal (coordinate with your child's schedule)
2. Chaperone in the Green Room during ONE performance or Concessions & 50/50 Raffle

### **Additional requirements include:**

3. Volunteering for one production duty such as hair/makeup, concessions etc. as listed below. No experience is necessary!
4. One parent must attend **set strike on Sunday, July 30th at 9:30AM** to help strike down the set and clean the theater. Also, each family is asked to contribute an item for the cast party which follows right after the last show. SIGN-UP sheets will be posted for chaperone duties on the Member's Lounge under "Parent Volunteers".

E-mails will be sent out regarding the fundraising events and a sign-up list for the cast party will be posted closer towards the end of production. On pages 8 & 9, there are the list of duties for chaperones and production committees that you can sign up for and a slight description of duties involved. Thank you in advance for helping. The play could not go on without our parent volunteers!

**CAST PARTY SET UP & CLEAN-UP** – All parents generally help set-up for the cast party after the audience leaves from final show by getting tables set up with tablecloths, setting out food, having one parent go get the pizza that will be ordered or be ready outside if pizza can be delivered. After the party, all parents and cast members generally help with clean-up by taking down tables, packaging up any leftover foods, throwing away garbage, cleaning/vacuumping carpet, theater, restrooms, lobby etc. **We'll need help from all our parents!**

## **CHAPERONE DUTIES:**

**CHAPERONE DUTIES:** Each family must sign up for at least TWO chaperone duties. One time during the regular rehearsals and one time during a performance (*this includes Concessions & 50/50 Raffle*). This is a requirement of your child's participation in this production. It might help to check your child's rehearsal schedule and sign up when your child is scheduled for rehearsal.

Duties include:

1. Keeping the cast QUIET backstage and in the green room.
2. Making sure water is available in the lobby/green room for the cast and crew.
3. Make sure all students are in their places and are accounted for. Students are not allowed outside without adult supervision and are NEVER ALLOWED ON OR NEAR THE RAILROAD TRACKS.
4. Chaperones also help backstage and in the Green Room as needed.
5. Also, it is the duty of the chaperones to "check out" each student at the end of the night. A cast roster will be provided, and you must make sure each student goes home with their designated driver. Please read the pick-up/drop off procedure information.

## **PARENT VOLUNTEER - DETAILS OF PRODUCTION COMMITTEES:**

**IN ADDITION TO CHAPERONE DUTIES, PLEASE SIGN UP FOR AT LEAST ONE OF THE PRODUCTION COMMITTEES LISTED BELOW:**

**COSTUMES** – Assist with duties such as measuring actors for size, sourcing costumes from our costume room as well as requesting costumes from other theaters. Help pick up costumes from other theaters if needed. Mend, clean, iron costumes if required. Assign costumes to each actor. Help organize and keep track of costumes. After the show run, help get costumes back to where they came from. *Please note: The SpongeBob Musical has a heavy costume requirement.*

**PROPS** – Assist the prop chair with gathering of and/or creation of props. Help organize and keep track of props and help prop chair as needed. After the show runs, make sure props are returned or back in their proper spots. *Please note: The SpongeBob Musical has a heavy prop requirement.*

**HAIR/MAKE-UP** – Help the actors get ready before each performance and assist with their hair and make-up per director's instruction. You will work backstage before the performance, but you will be finished in enough time to be an audience member too!

**THEATRE DECORATING** – Decorate the auditorium and lobby to reflect the theme of the play. *Please note: The SpongeBob Musical highly suggests making it an "immersive" experience for the audience.*

**CONCESSIONS & 50/50 RAFFLE TICKET SALES** – Plan and source concession items. Set up concessions in front lobby bar area. Basically, ensure refrigerator is stocked with water and soft drinks, make coffee, and set out the snacks. It must be done before the show begins and restocked before intermission. Keep everything filled until intermission is over. After intermission, clean up concessions area and count money. Sell 50/50 raffle tickets before shows and at intermission. Explain to the audience that profits go to the Pete Rose Scholarships. Count money and divide it in half ...one half for the theater and the other half goes to the winning ticket holder. Draw the winning ticket just before intermission is over.

**FUNDRAISING** – Help organize new and different fundraisers to go towards our Scholarship fund.

**SET CONSTRUCTION** – Help build the set for the production.

**SOCIAL MEDIA/MARKETING** – Assist with social media and marketing by taking photos of rehearsals and sharing on social media platforms. Make recommendations for additional marketing and help distribute flyers/posters.

**SHOW PROGRAM DESIGN, LAYOUT & PROGRAM ADS** – Design and layout the show program, including praise ads, business ads, student and production team bios, etc., as well as sell business ads to community businesses.