

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 CVP & CVP Youth Theatre as well as requesting costumes from other theaters. Help pick up costumes from other theaters if needed, or create costumes as 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. Many of the cast may be able to wear their own clothes for the show.

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.

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 time to be an audience member too!

THEATRE DECORATING – Decorate the auditorium and lobby to reflect the theme of the play.

CONCESSIONS & 50/50 RAFFLE TICKET SALES – Plan and source concession items (these can include snacks or other souvenir 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 stocked until intermission is over. After intermission, clean up concessions area and count money. Sell 50/50 raffle tickets before show and at intermission. Explain to the audience that profits go to the Donna Ellis/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 help support show finances and to go towards our Scholarship fund.

SET CONSTRUCTION – Help build the set for the production. This may consist of 2-3 weekends.

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.