Parent's Meeting – April 14, 2016

Volunteer Coordinator – Denise Saari – 330-317-3801

Jenny Karger – 818-298-7308
Maggie Leatherman - 330-465-6430

Committees

Tech – Head: Tech Supervisor/Designer – Shannon Sustar

1. Sound Board Operator
2. Wireless Mic Operator
3. Light Board Operator
4. Runner (sound and lights)

Set Construction

Ability to construct set pieces as defined by the Director. Ability to think creatively is a plus. Attention to safety is a must.

Set Painting

Paint Set pieces that have already been designed. "Paint by number"

Set Dressing/ Hand Props

Set dressing is everything on stage that isn't handled by the actors, but that serves to make the space look fuller. This includes the pictures on the wall, the rugs on the floor and the books on the shelves and much more! Be willing to find these items.

Hand props - Anything handled or carried by the actor. Find any props needed from list provided by the Director

Backstage Crew – Head:

Be available Tech week and show days. Aid in movement of set pieces on and off stage and any other backstage tasks during performances. Required to attend Tech week rehearsals.

Costumes - Head:

Help in sewing and designing – Both machine and hand sewing needed

Makeup

Recruit volunteers to learn about makeup and then be available Tech week and show days to apply makeup to cast

Advertising/Sponsorship – Head:

Sell program ads; Secure sponsors; suggest creative ideas to promote the show

Publicity/Social Media

Distribute posters/table tents, etc. ; suggest creative ideas to promote the show in the community and with Facebook, Twitter, Instagram, WaCPAC website (www.wacpac.org)

Financial/Donations

For those parents that are unable to donate time to this project or serve on another committee, we'd like to offer the opportunity for you to give a monetary donation or in-kind donation for the show.

Parent Assistant

We need at least one parent at every rehearsal AND during each performance to help supervise the kids.

Raffle Basket Project

Design & create several gift baskets for raffle to raise money for show expenses. Actively seek donation items from the cast and community.

Tickets/Box Office

Oversee presale of tickets to cast and lineup volunteers to work Box Office for performances and/or you volunteer to work Box Office.

Concessions

Purchase concession food, sell concessions, Applause flowers & Stars at intermissions.

Photographer

Take cast head shots for Call Board, publicity shots for social media and newspaper if needed.

Call Board

Create Call Board with cast head shots, names, poster, etc

Program

Own software program (ex. MS Publisher) to assemble program; type in bios, add jpg files for advertising; etc. – Be able to email pdf file of program to our printer. Secure volunteers to assemble and staple programs if needed.

Cast Party

Work with others to decide location/call for reservations if needed/communicate info to cast

Record Show/DVD

Be able to do this yourself or secure someone for this job

Load in & Load out Crew

Need people that can lift heavy set pieces to move items to Wooster High School during Tech week and on Sunday, last day of show, move pieces from Wooster HS back to Storage location. Also need help moving set off and back on stage between each weekend. Those with a truck/trailer/van would be a great help.

Revised: 4/13/16