



## **PARENT VOLUNTEER FORM for the 2020 Middle School Play**

**\*Choose three committees and number in order of preference\***

(ONE form **per person** please, every parent should complete this form!)

Return completed form to Christy Mergen or the school office by **Friday, December 13th.**

The **\$85** play fee will be billed in **February** on your TADS account. If you would like to make different arrangements for the fee, please contact Liz Flom in the school office.

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**\*\*\*PLEASE *CIRCLE* the committee name if you are interested in *CHAIRING* it.\*\*\***

**\*\*Rehearsal Week: March 7-March 11 / Performances: March 12-15 2020\*\***

COMMITTEE NAME & DESCRIPTION OF DUTIES	Order of preference* (Designate top three)
<b>1. CAST PARTY COMMITTEE</b> <i>(Limited number of volunteers needed)</i> Volunteers will organize, set-up, and clean-up cast party, which takes place after last performance. <b>This committee is also responsible for chaperoning the students at the cast party on 3/15/20.</b>	
<b>2. COSTUME COMMITTEE *</b> Volunteers will shop for, scrounge and/or make costumes as needed. Volunteers will also return rental costumes if necessary. Volunteers will fit performers with costumes. Volunteers organize and maintain costumes during dress rehearsals and performances. (No sewing experience necessary.)	
<b>3. DRESS REHEARSAL &amp; PRODUCTION COMMITTEE*</b> Volunteers will be present during two (or more) of the dress rehearsals and/or performances to assist coordinators in organizing and supervising cast members backstage. This committee also helps out the Hair & Make-up Committee in a supervision role during production week.	
<b>4. HAIR AND MAKE-UP COMMITTEE*</b> Volunteers will assist cast members with hair & make-up for dress rehearsals and performances. Volunteers may need to obtain special hair and/or make-up items for cast members prior to dress rehearsal week. This committee also helps out the Dress Rehearsal Committee in a supervision role during production week.	
<b>5. PAINTING/STAGE LAY-OUT COMMITTEE</b> Volunteers will assist Mr. Bestler in the preparation and painting of stage sets for the production. (No painting experience necessary)	

<p><b>6. PHOTOGRAPHY COMMITTEE*</b>  <i>(Limited number of volunteers needed)</i>  Volunteers will take headshots of each cast member for the “Wall of Fame” and candid photos during dress rehearsals for publicity <b>(3/7-3/11/2020)</b>. Photos will need to be edited and uploaded to Play Shutterfly account. Videographer needed to videotape performances <b>(3/12-3/15/2020)</b>.</p>	
<p><b>7. POWER TOOL CREW COMMITTEE</b>  Volunteers will assist Mr. Bestler in the construction of the stage and sets. Volunteers should have basic construction skills. This committee begins work about three weeks prior to the production. Work is done primarily during evenings/weekends.</p>	
<p><b>8. PROPS COMMITTEE*</b>  Volunteers will shop for and/or scrounge for props needed for the production. They will also take turns on the “Props Crew” for dress rehearsals and performances, ensuring props are organized and ready for performers.</p>	
<p><b>9. PUBLIC RELATIONS &amp; TICKET SALES COMMITTEE*</b>  Volunteers will market the production, solicit sponsors, coordinate &amp; supervise “Wall of Fame/Star Notes” which includes sales during performances, and/or help to distribute programs &amp; tickets approximately 60 minutes prior to each performance.</p>	
<p><b>10. SOUND &amp; LIGHTING COMMITTEE*</b>  Volunteers will assist in the set-up and take down of sound and lighting equipment under the direction of Mr. Bestler. Volunteers also needed to run sound, lights and microphones during rehearsal and production week.</p>	
<p><b>11. STAGE CREW COMMITTEE*</b>  Volunteers will learn set changes and placement of larger props during dress rehearsals and during the performances. Volunteers should be willing to work <i>at least</i> two dress rehearsals <i>and</i> two performances.</p>	
<p><b>12. STAGE SET-UP &amp; TEAR-DOWN COMMITTEE</b>  <i>(MANY volunteers needed)</i>  Volunteers will set-up the stage approximately three weeks prior to production (weekend) and strike set on Sunday afternoon immediately following the final performance. (A great work-out for free! Hard-working <i>high school</i> students welcome!)</p>	
<p><b>13. WEEKEND WARRIOR COMMITTEE</b>  Volunteers needed to coordinate meals, beverages &amp; snacks for weekend construction/painting crews. Some meals may be coordinated with Sponsorship Coordinator who may have donations for meal purchases. Coordinate with Stage Set-up Coordinator for dates &amp; number of people to feed. Prepare, deliver, set-up &amp; clean up needed as well. <b>Weekends may include; Feb 14-16, Feb 22-23, Feb 29-Mar 1, Mar 7-8, March 15 tear-down .. other dates TBD.</b></p>	<p>A Sign-Up Genius (or something similar) will be coming soon to request help.</p>

**Comments:** \* **Volunteers should be willing to work *at least* two dress rehearsals *and* two performances. During your volunteer shift, you will not be able to watch the rehearsals/performances, as full attention needs to be on specific tasks of each committee. These committees include: Costume, Dress Rehearsal, Hair/Make-Up, Photography, Props, PR/ Ticket Sales, Sound/Lighting & Stage Crew.**