

# PARENT VOLUNTEER OPPORTUNITIES

## PRE SHOW

### **Prop Production - Lead Parent: Marjorie Dashow**

A committee will be formed to

- Support student committee leaders
- Help gather and design props

### **Advertising – Lead Parent:**

Parents are needed to solicit community advertising

- Visiting local businesses to seek advertising support. Prior year Playbills will be available
- Collecting fees and advertising copy (business cards, fliers, ad copy)
- Coordinate Timing for Ad Copy with Ms. Treacy

### **Pre Show Ticket Sales – Lead Parents: Cheryl Artabane**

Parents are needed to sell tickets at one Saturday rehearsal and during lunch periods and immediately after school the week of the show.

Two parents per shift are needed. Responsibilities include:

- Assigning seats
- Distributing tickets
- Collecting ticket fees

Shift times:

Monday February 6th - Friday February 10th 11:00 - 3:30 High School Lobby

### **Fundraising - Lead Parent:**

Parents are needed to brainstorm for new and creative ideas to raise money. These parents will then take the lead on implementing any ideas, following approval by the school.

### **Photo Sales – Lead Parent:**

Arrange for individual and cast & crew photos to be taken. Create and send out purchasing form, collect \$\$ and distribute photo's after completion.

### **Cast & Crew Tech Week Snacks – Lead Parent:**

Organize snacks to be delivered during Tech Week (February 1st-February 8th); organize parents to help with distribution/supervision.

## **DURING SHOW**

### **Show Ticket Collection – Lead Parents: Cheryl Artabane**

Parents are needed to collect and sell tickets at the door for each performance.

Three parents per shift are needed. Responsibilities include:

- Checking to make sure attendees have tickets for that performance before admitting them to the auditorium
- Selling and assigning remaining seats for that performance

Shift times:

|                        |                  |            |
|------------------------|------------------|------------|
| Thursday February 9th  | 6:00PM-7:05PM    | Main Lobby |
| Friday February 10th   | 6:00PM-7:05PM    | Main Lobby |
| Saturday February 11th | 11:00AM-12:05PM  | Main Lobby |
| Saturday February 11th | 1:30 PM- 2:35 PM | Main Lobby |

### **Telegram Sales – Lead Parents:**

We will be selling “telegrams,” to be will be delivered to the cast and crew during the performance(s) of your choice. We will provide the telegram forms, on which the buyer can write a “good luck” note to any cast or crew member. Telegrams will be sold at the pre-show ticket sale times, as well as before each performance. Prior to each performance, two parents per shift are needed. Responsibilities include:

- Manning the table and collecting money
- Delivering the telegrams to the responsible backstage parent, who will distribute them to the cast and crew during intermission.

### **Concession Sales – Lead Parents: Alicia Cappelli & Hedy Cardozo**

Parents are needed to organize and collect donations from cast & crew families for selling, organize team of parents for selling at shows and sell refreshments during intermission at each show in the commons.

Six parents per shift are needed. Responsibilities include:

- Leaving the auditorium 10 minutes before the end of Act 1 to set up (specific scene/line will be provided to you so you know when to leave the auditorium)
- Setting refreshments out on the tables
- Selling refreshments
- During the last 5 minutes of intermission, 2 parents must go to auditorium doors and support custodial staff in enforcing “No Food & Drink in the Auditorium” rule
- Packing up post intermission with custodial staff

### **Flowers for Last Show – 7th Grade Parent(s)–**

Buy bouquets & other flowers needed and organize 8th grade presentations at the last show