

## Gr 6-8 Musical Family Volunteer Requirements

### All Volunteer Positions are Subject to Change Based on COVID-19 Conditions

All families of cast members are strongly encouraged to participate in each of the following:

- 1) One parent of each cast member is encouraged to join a pre-production team. The teams are described below.
- 2) One parent of each cast and crew member is encouraged to volunteer during one set build shift. This is typically a three-hour commitment on a Saturday leading up to the show. Your cast member and other older siblings are welcome to join.
- 3) One parent of each cast and crew member is encouraged to sign up for a volunteer shift during the production weekend. Many of the volunteer jobs allow you to see the show but some occur during the show. However, as there are multiple shows, you will definitely get to see your student perform.

### Team Descriptions

#### Costume Team

This team will complete the following tasks:

- Meet with the director to determine vision for costumes.
- Measure all cast members. This typically happens during the first rehearsal/read through as all cast members are called to this rehearsal.
- Search for the costumes. This team should stay within a given budget and will be asked to find items in CHCA storage, rent/borrow from other organizations and companies, purchase as needed, and create/sew as needed. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Create a list of items each cast member must supply. This typically includes any undergarments, basic items students likely already own, and shoes. This list should go to the parent who is leading communication so that it can be distributed to all cast members.
- As costuming needs are found/created, have cast members try on costumes and make adjustments as necessary.
- Organize and staff a costume parade. This allows the director to see all costumes together on stage and to request any final adjustments. This typically takes place on a Saturday in December but is based on director availability. Costume team members who work the entire costume parade may opt out of the Saturday set build requirement.
- Create an organized system for costumes to be hung up after each dress rehearsal and performance. Determine which costume pieces should be hung versus placed in student baskets. Make sure all costumes are labeled with the cast member's name.

- Assign a person from the team to be in charge of any costume emergencies during each performance.
- Make sure that all costumes are returned from cast members during strike. Make sure that rented/borrowed costumes are cleaned and returned and items purchased are washed and stored for future use.

#### Set Build "A-Team" Team

This team will complete the following tasks:

- Attend most set build Saturday sessions throughout the fall. Arrive 30 minutes prior to the set build shift to meet with Jim Jung to understand the goals of the day. (Please note: The average A-Team member puts in 35-40 hours working at set builds from October through January. This is an incredibly fulfilling team but it is also very time consuming.)
- During set-build Saturdays, lead a group of parents/students in completing the projects designed by Jim Jung.
- During the two weeks before the show, work on final set building/painting either during the day or at the end of rehearsal each night. These final set build times are typically not attended by students.

#### Props Team

This team will complete the following tasks:

- Meet with the director to identify prop needs. Determine what needs to be found/bought/created. Divide props into two categories: Set Dressing and Props.
- Determine first priority props and begin searching for or making these props right away.
- Search for props! - Find in basement, borrow or rent from other organizations/ schools/ companies, purchase as needed, and create as needed. Stay within the budget given by the fine arts office for props purchases. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Work with stage manager to set up and organize props tables.
- Theater lobby set up. Props team is responsible for setting up theatre banners and red carpet and taking it down and returning pieces to storage during set strike.
- One person for each show needs to be on call before and after the show for props repair as needed.
- During set strike make sure that all props are returned from cast members. Make sure that rented/borrowed props are returned. Make a list of items purchased or donated that will be stored in the basement and turn in to the fine arts office.

#### Makeup and Hair Team

This team will complete the following tasks:

- Meet with the director to understand the vision for makeup and hair.
- Take makeup inventory and order supplies as needed. Stay within the given budget from the fine arts office. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Make a list of items each cast member should provide. Give this list to communications coordinator to prepare communication to all families. This includes personal items such as foundation, mascara, hairbrush, etc.
- Do a trial run for each design and make changes as needed.
- Set up makeup tables and chairs, do makeup as needed for dress rehearsals.
- Arrive before call time for each performance to setup and do makeup.
- Have a person/people available during each show for makeup changes or emergency makeup needs.
- During Set Strike make sure all makeup is cleaned and materials that can be used in the future are organized and ready to be stored.

#### Hospitality Team

This team will complete the following tasks:

- Create and attach locker signs for all students in the cast and crew as the show nears. This includes students at Founders' Campus and Armleder. A complete list of students in the show will be given to your team lead and locker numbers can be obtained from the office.
- Bring in meals on Set-Build Saturdays for families who will be working the entire seven hour shift. The A-Team lead will be able to give an accurate count of people about a week before each Saturday set build. Save your receipts and turn into your team lead for reimbursement. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Typically each team member commits to bringing one Saturday meal (home cooked or picked up from a restaurant is fine).
- Bring in meals for the directors/stage managers during the week before tech week. Save your receipts and turn into your team lead for reimbursement. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Concessions – Recruit one or two Hospitality team members to be responsible for coordinating supplies with the FA office, organizing supplies, cash boxes, and managing concessions volunteers. This includes arriving about an hour before the show to make sure drinks are in the cooler ready to sell, setting out candy/snacks for sale, selling concessions before the show, closing and locking the concession stand at the beginning of the show, reopening the concession stand and selling at intermission, and turning in the cash box to the fine arts office after intermission. Parents from other teams will sign up to help in the concession stand as well, but the concession leads will come from this team.

#### Candy Grams Team

This team will complete the following tasks:

- Determine themed ideas for candy grams, determine cost and stay within a given budget. Get approval from director once grams are designed.
- Purchase items and make/assemble the candy grams. Turn in all receipts for reimbursement. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Advertise candy grams via signs and announcements at Founders' campus and Armleder.
- Request tables at Founders' campus and Armleder, and staff tables to allow for sales during lunch on the day(s) leading up to the show.
- Obtain a space at the high school to organize bins for the candy grams to be delivered. Label bins with each cast and crew member's name. Set up candy delivery room prior to the first show.
- Sell the candy grams during performance weekend. Parents from other teams will also sign up to help, but the table leader each performance should be a member of this team.
- Clean up candy grams table during strike and organize for storage.

#### Parent Supervision Team

This team will complete the following tasks:

- Monitor students during all rehearsals that occur at the high school. This typically takes place during the final two weeks of rehearsals. Volunteers will keep kids quiet while waiting for their scene and will sign off on student "exit tickets" at the end of dress rehearsals after checking that all costumes have been properly hung up and dressing areas are clean and organized. Two volunteer shifts will be available – right after school and later in the evening.
- Monitor students during performances when they are not on stage. Each team member will volunteer to be a monitor during one of the performances.

#### Cast Party Team

This team will complete the following tasks:

- Plan a party with cake, pizza, drinks and any other snacks desired. Plan decorations, plates, utensils, napkins, cups. Place orders as necessary. Stay within the budget given by the FA office. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Decorate the cafeteria on Sunday for the party that will take place after Sunday's performance. Decorating/preparing for the party takes place after the show ends while students are doing set strike, so there is not a huge amount of time for this activity.
- Be flexible! Due to weather issues, timing of the cast party has had to be changed.
- Monitor the party. Allow students into the party after set strike, and help serve the food. Clean up (or organize student clean up) of the party.

Other volunteer opportunities for the GR 6-8 musical:

1) Parent communication coordinator – The parent communication coordinator is the liaison between parents and the director. This person will manage the Gr 6-8 musical email account and will create/send out official communication for the musical based on director needs. This person will also help to organize rehearsal conflict information so that accurate attendance can be taken at each rehearsal.

2) Parent volunteer coordinator – The parent volunteer coordinator helps to identify team leads for each team. This person checks in frequently with team leads to ensure work is progressing and helps to problem-solve when necessary. This person also creates and manages the performance weekend Signup Genius to ensure all performance weekend jobs are filled.

3) Box office coordinator – This person manages the box office one hour before each performance. The Fine Arts office provides laptop, Seat Yourself information, cash box, Square devices, and printed tickets.