



THEATRE BOOSTERS

1. Support Our Kids!!
2. Staff the lobby for shows.
 - Refreshments
 - Ticket Sales
 - Ushers
3. Communicate with parents
 - Emails
 - Meetings
4. Fundraising: *Plays a CRITICAL role to the success of the Theatre Company*
 - At the door donations (*Ticket Sales go to the school*)
 - Refreshments Sales
 - Baked goods and water at shows
 - Selling Kisses (*sent to the cast and crew at shows*)
 - Student Bake Sales
 - Clynk Bags
 - Ads for the programs (from parents and local business)
 - We are asking boosters to solicit 1-2 businesses to help sell ads rather than just one or two people.
 - Annual Fundraising Event
 - An annual fundraising event to ramp up to Theatre Festival, usually held the last weekend of February/first weekend of March.
 - Event Setup/Cleanup
 - Solicit Donations from local vendors (*Hannaford, Shaws, Trader Joes*)
5. Promotion of The Theatre Company at Falmouth High School in the community.
6. Build/Costumes/Props/Painting/Tech Support (*if needed. Coordinated through the Theatre Director and students.*)
7. Annual One-Act Competition Festival Support.
 - Chaperone
 - Getting lunch for the kids
 - Supporting in any other way needed.
 - Regionals typically held the first week of March
 - States, if successful, are typically the third week of March
 - New England Drama Festival in April over break which is a showcase of the winning shows in New England (*again, if successful*)

THEATRE BOOSTER OFFICER POSITIONS

Chair

- Oversees and helps with all booster activities.
- Liaison to the Theatre Director.
- Oversees annual fundraiser, and coordinates staffing.
- Helps organize volunteers to help with set build, painting, costumes, props, etc...

Volunteer Coordinator

- Create sign-up sheets for refreshments and volunteers (tickets, ushers, kisses)
- Oversee staffing of refreshment table and food/water needs during shows
- Organize volunteer involvement for each event.

Treasurer

- Manages finances, pays theater bills.
- Track ticket sales and reconcile cash flow.
- Takes in donations.

Publicity Coordinator

- Writes and distributes announcements, press releases, and photos to local newspapers.
- Organizes Posters to be printed.
- Submits to Principal's Notes.
- Contacts school to get shows on in school ads, and on the board at the entrance.
- Communicates schedule to the Nursing Home.

Program Coordinator

- Organizes paid ads for the program.
- Coordinates with parents and businesses that have purchased ads on their design.
- Submits each final approved ad to be added to the program.
- Organizes for programs to be printed. (Director will submit final program for editing and printing)