

Gr 6-8 Musical Family Volunteer Requirements

- 1) Requirement: Each family is required to serve a minimum of 6 volunteer hours. You will complete a volunteer form during registration that will ask your volunteer preferences. There are many areas to serve. The committee responsibilities are described below.
- 2) Set Builds: One parent of each cast and crew member is required to attend a minimum of 1 Set Build shift. This is a 3-hour commitment on a Saturday leading up to the show. The set build dates are included in the rehearsal calendar. Your cast member and other older siblings are welcome to join. See note below about fingerprinting requirements.
- 3) Show Weekend Sign-Up: For those committees that have NO “During-the-Show Tasks” (see below), help in the Box Office, Candy Grams, Ushering, and Concessions. We’ll send out a Sign-Up Genius for in January. If you are on the Costumes Team, Make-up Team, or Supervision Team, this does NOT apply to you. You will already be busy during this time.
- 4) Attend Set Strike (after the final performance) to help tear down the set (unless you have other post-show tasks as detailed below). Parents usually do this while the kids are having their Production Party in the Cafeteria.

CHCA Volunteer Fingerprinting Policy

To maintain the safest environment for our students, CHCA requires **ALL** volunteers to be fingerprinted *PRIOR* to the first time they volunteer. This includes theatre volunteers. It also includes Gr 9-12 students who will have contact with minor children while they volunteer. Once fingerprinted, it is valid for 5 years.

To make your 5 minute appointment (8:15 a.m. to noon or 1:00 - 3:45 p.m.) at the Welcome Center, email Judi.Davis@chca-oh.org at least 14 days in advance of when you intend to volunteer.

Please bring:

Your driver's license (or a form of identification if you don't have a driver's license). A second form of identification (passport, SS card, or birth certificate). And Gr 9-12 minor volunteers should bring this completed [Parental Permission form](#).

Thank you in advance to everyone for volunteering and for helping to ensure the safety of our students. We appreciate you!

Parent Committee Details & Tasks

Costume Team

PRE-SHOW TASKS:

- (Lead only) Meet with the director one-on-one to discuss the vision and budget for costumes.
- Meet as a team to determine each team member's strengths, desires, and availability. Then assign tasks accordingly.
- Measure all cast members. This typically happens in the first month during a “Full Cast” 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.
- As costuming needs are found/created, have cast members try on costumes and adjust as necessary. Talk to Anna Brink about a good time to do this during rehearsals.
- Create a list of items each cast member must supply and send to Communication Coordinator to email out to parents by the first week of December. This typically includes any undergarments, basic items students likely already own, and shoes. Each cast member will also need to bring in a small, square (preferred) plastic laundry basket to keep shoes and other small items in. This is usually brought to the

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HS Theater on "MOVE IN" day.

- Discuss how costumes will be reviewed by the director and costume lead, whether it be during rehearsals little-by-little or by holding a Costume Parade. This allows Mrs. Brink to request any final adjustments.
- "MOVE IN" all costumes to the HS dressing rooms on the date noted in the calendar. Create an organized system for costumes to be hung up after each dress rehearsal and performance. Make sure all costumes are labeled with the cast member's name.

DURING-THE-SHOW TASKS:

- Assign one person from the team to be in charge of any costume emergencies during each performance. This person will arrive at the first call time and stay until the students leave after the performance. (Make sure every team member gets to see at least ONE performance from the audience though.)

POST-SHOW TASKS:

- Make sure all costumes are returned from cast members during Strike (which directly follows the final performance) and sign off on their Strike Sheet when they've completed this. (Because of this, you will NOT need to help with Set Strike, which will be happening at the same time).
- Make sure rented/borrowed costumes are cleaned and returned, and items purchased are washed, sorted, and stored for future use.
- If not done already, turn in all receipts to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.

Set Build "A-Team"

PRE-SHOW TASKS:

- (Lead Only) Create a Sign-Up Genius with all the set build dates and times (see Rehearsal Calendar). Send it to Anna Brink for sharing with the cast and crew families.
- Attend most set build Saturday sessions. Let the Lead know when you cannot attend. (Please note: The average A-Team member puts in 35-40 hours working at set builds . This is an incredibly fulfilling team, but it is also time-consuming.) We will provide you with lunch and water on these days.
- Arrive 30 minutes prior to the set build shift to meet with Jim Jung or Liam. They will prepare you for the goals of the day.
- Help Jim lead the parents/students as they complete the set build projects.
- Two weeks before the show (January), work on final set building/painting. These final set build times are typically not attended by students and revolve around your/Jim's schedule.

DURING-THE-SHOW TASKS:

- Make any emergency repairs before or after shows (you don't need to do anything during the shows). Check with Jim, Liam, or Anna Brink to see if there is anything needed.

POST-SHOW TASKS:

- Attend Set Strike (immediately following the final show, meet Jim on the stage).

Props Team

PRE-SHOW TASKS:

- (Lead Only) Meet with the director to talk about the Prop List and budget. Discuss what may need to be found/bought/created. Become familiar with the Prop Loft at the HS Theater.
- Determine first-priority props (those that need to be used/worked with in rehearsals early

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on) and begin searching for or making these props right away.

- Meet as a team to determine each team member's strengths, desires, and availability. Then assign tasks accordingly.
- Start finding props! Be aware of all your resources: HS Prop Loft, cast/crew families (borrow), and other organizations/schools/companies (rent or borrow). You can also purchase and create as needed. Be sure to get all items approved by Mrs. Brink before you purchase/rent.
- Bring props in on "MOVE IN" day in December, during a Set Build Day, or right after Christmas break.

DURING-THE-SHOW TASKS:

- Make any emergency repairs before or after shows (you don't need to do anything during the shows). Check Sarah Grace (Stage Manager) or Mrs. Brink to see if there is anything needed.

POST-SHOW TASKS:

- Gather ALL props during Strike (which directly follows the final performance) and bring them to the front of the stage. (Because of this, you will NOT need to help with Set Strike, which will be happening at the same time).
- Make sure rented/borrowed props are returned, and items purchased or taken from the CHCA Prop Loft are returned and stored for future use.
- If not done already, turn in all receipts to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.

Makeup and Hair Team

PRE-SHOW TASKS:

- (Lead Only) Meet with the director to understand the vision and budget for makeup and hair.
- Meet as a team to determine each team member's strengths, desires, and availability. Then assign tasks accordingly.
- Take makeup inventory and order supplies as needed (including applicators).
- Make a list of items each cast member should provide. Give this list to Anna Brink to email to the families. (This list usually includes lipstick, makeup wipes, and hairbrush.)
- Submit designs using the template provided to Anna Brink for approval or revision.
- Do a trial run for each design (on a student), take photos or show Mrs. Brink, and make changes as needed.
- On Monday of Tech Week: Set up makeup tables and chairs in the HS Cafeteria. Talk to Mrs. Brink about storing supplies daily leading up to show weekend.
- Begin applying make-up for SOME dress rehearsals (talk to Mrs. Brink about the timing of this).

DURING-THE-SHOW TASKS:

- Arrive before Call Time for each performance to set up and apply makeup. Clean up each night as needed.
- Have at least one team member available during each show for makeup changes (if needed, depending on the show) or emergency makeup fixes.

POST-SHOW TASKS:

- During Set Strike (immediately following the final show), make sure all makeup and supplies are gathered, organized, and stored for next year.
- Create a "Make-up Lost and Found" for students' personal items.
- After this, join the Set Strike on stage.
- If not done already, turn in all receipts to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.

Hospitality Team

PRE-SHOW TASKS:

- (Lead Only) Talk to Anna Brink about the budget for Hospitality.
- Meet as a team to determine each team member's strengths, desires, and availability. Then assign tasks accordingly.
- Locker Signs: The Fine Arts office will create the locker signs and print them for you. The Lead can then pick them up, laminate them (in the main HS office), and attach locker signs for all students in the Cast and Crew as the show nears (usually right after Christmas break). This includes students at Founders' Campus and Armleder Campus. You can get a complete list of students from the production homepage, and locker numbers can be obtained from Corliss in the FC office.
- Meals for Directors: Bring in meals for the directors during Pre-Tech Week (the first full week of December). Meals can be delivered at the end of rehearsals. This allows the directors to sit and eat dinner as they problem-solve after the run each night. These are often late nights for the directors, and it is so appreciated. (Meals are NOT needed during Tech Week because directors will eat with the students that week.) Save your receipts! (Meals for Set-Build days are NOT needed as we did in the past.)

DURING-THE-SHOW TASKS:

- Concessions – Two Hospitality team members can take the lead in running Concessions. We offer concessions before each show and at Intermission (not after the shows). They need to talk to Christine Miller in the FA Office for a quick orientation of supplies (which are provided for you) and cash boxes/credit card devices. They need to meet about 45 minutes before each show to make sure everything is ready to go, setting out candy/snacks for sale, selling concessions before the show, closing/locking the concession stand when the show begins, reopening the concession stand and selling at Intermission, and turning in the cash box to the Fine Arts office after Intermission. NOTE: Parents from other teams that have no "During-the-Show Tasks" will be asked to help in the concession stand as well (through a Sign-Up Genius created by our Volunteer Lead), but the Concession leads will come from Hospitality.

POST-SHOW TASKS:

- Attend the Set Strike (immediately following the final show).
- If not done already, turn in all receipts to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.

Candy Grams Lead

*Note: This is no longer a team. **It is only one person as the Lead.** The rest of the "helpers" will come from parents from other teams that have no "During-the-Show Tasks". They will be asked to help through a Sign-Up Genius created by our Volunteer Lead.

PRE-SHOW TASKS:

- Come to the Fine Arts office to pick up, cut, and assemble the pre-ordered Candy Grams on the Thursday before opening night (between 2:00-3:00pm) OR Friday morning of opening night.
- Talk to Christine Miller in the FA office about the general procedure for Candy Gram set-up and selling.

DURING-THE-SHOW TASKS:

- Sell Candy-Grams (AND/OR train other volunteers to do so) before the show AND during Intermission (but not after the show). Arrive 30 minutes before each show to get set-up. (The table itself will be set up for you, and the cash box will be delivered to you at the table. We often store the candy grams under the table after the show is over.) Get out the pens, blank candy grams, and have at least one playbill at the table for reference.

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POST-SHOW TASKS:

- Organize all Candy Grams for each student. Talk to Mrs. Brink about different ways to do this.
- Deliver Candy Grams to the students. We often do this at the Production Party, immediately following the last show. (Because of this, you will NOT need to help with Set Strike, which will be happening at the same time).
- Return all table items to the FA office.

Parent Supervision Team

PRE-SHOW TASKS:

- Bus Attendance: Be the “point person” for days when students need to ride the bus from Founders’ Campus to the HS (see rehearsal calendar for those days). It is most efficient when this is the same parent every day (or you partner with one other parent). Be ready with the attendance list and check off all students who are ready to board the bus (PRIOR to the arrival of the bus). The bus will arrive at about 2:55pm and will leave at 3:00pm SHARP. If she does not leave then, carpool traffic is a mess.
- Supervision in January: Only during Pre-Tech and Tech Week (the 2 weeks leading up to shows), 1-2 parents will be an extra set of hands and eyes while directors are trying to focus on what’s happening on stage. Students often need permission to go to the restroom, get a band-aid, etc. You can divide up these longer rehearsals however the team prefers.

DURING-THE-SHOW TASKS:

- Help supervise students during performances: We need 2 people for each show—one to supervise in the HS Cafeteria and one downstairs near the dressing rooms. The Lead of this team needs to organize this and create a plan that works for everyone and allows everyone to see a performance from the audience!

POST-SHOW TASKS

- We need 2 team members to help with SIGNING OFF on strike responsibilities after the last performance. Students need these signatures before they can enter the Production Party.
- All other team members can attend the Set Strike on stage (immediately after the last show).

Production Party Team

PRE-SHOW TASKS:

- (Lead Only) Meet with Mrs. Brink about her desires and budget for the party.
- Purchase SIMPLE plastic tablecloths for 2 long foldable tables, napkins, and paper plates.
- Get/borrow the DVD/movie version of the production (if applicable) to show during the party.

DURING-THE-SHOW TASKS:

- Food: Order pizza – enough for all cast, crew, and any HS volunteers. Provide drinks and a couple other side dishes such as chips, pretzels, fruit or veggie tray.
- Set up tables and food in the HS Cafeteria. (You can do this at Intermission if you like!)
- Set up the large-screen TV for movie viewing.

POST-SHOW TASKS:

- Allow students into the party AFTER they have all of their strike duties done (that’s their “ticket” to get in).
- Monitor the food tables during the party. (Because of this, you will NOT need to help with Set Strike, which will be happening at the same time).
- Clean up (or organize student clean up) of the party afterward.
- If not done already, turn in all receipts to the FA office for reimbursement within 30 days after the

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production using the reimbursement form provided.

Other volunteer positions:

- 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 Lead** – This person manages the box office 1 hour before each performance. The Fine Arts office provides the laptop, ShowTix4U information, cash box, Square devices, and printed tickets. You may also train 1-2 other Box Office helpers.