

Performing Arts Guild Revisions
Volunteer Requirements and Framework
NHS Theatre Company – 1/2/2018

Parent Participation Tasks Description

Since the inception of the Performing Arts Guild, we have relied primarily on parent volunteers to help us launch successful productions. Per the Family Participation Contract, every family is required to volunteer. Families will split their time between “before show tasks” and “during show tasks”. (Committee chairpersons should be able to serve a majority of their time in their jobs alone.) Please also understand that some families will put in 100’s of hours, and we are looking for only a few hours of your time to support these talented students. Please read these task descriptions. **Please select two “before show” and two “during show” committees to serve on.**

“Before Show” Tasks

A “before show” task is one that requires the volunteer to perform a certain job prior to the performances to help prepare the production.

Parent Volunteer Coordinators:

Chairpersons:

- a) Before Show Tasks Coordinator (Alyssa Cholodofsky)
- b) During Show Tasks Coordinator (Alyssa Cholodofsky)
- c) New Families Coordinator (Sandra Thompson)

This team of parents will coordinate all of the volunteers serving on the production. The Coordinators monitor all signup links, verify with committee chairpersons volunteer hours needed, and check that all parents are fulfilling their 10 hours of participation time. The Volunteer Coordinators will also follow up with parents who have not fulfilled their hours. The New Families Coordinator will come alongside families new to NHS Theatre Company to “learn the ropes.”

Bio/Senior Photographer (Headshots): (William Kersting)

Chairperson: This person will take cast and crew headshots for bios and deliver them to the Program Chairperson. This person will also be responsible for taking Senior Photos for the Lobby Photos used during the performances.

Tech Week Dinners:

Chairperson: This person will work with the Director to determine the “time period” menu for food served at the Saturday and Sunday rehearsal dinners as well as throughout tech week. They will coordinate volunteers that will purchase, prepare and serve food as well as create the menu.

Volunteers: Purchase, prepare, serve food, set up and clean up at the tech weekend and week rehearsals.

Program: (William Kersting - Sandra Thompson to Take Over)

Chairperson: Create an electronic version of the printed program and deliver to the printer. This person must be proficient with Publisher, Word or any other software that can create a usable format. They will be responsible for organizing business ads and sending the final product to the printers. This person will also be in charge of collecting cast bios from the cast and crew members, headshots from Cast Bio photographer, and student ads and recognitions.

Business Advertisement:

Chairperson: This person will be responsible for leading a team of individuals to solicit and gather as many business ads for the Souvenir Program. They will also work with the Chairperson of the Program to assure that all of the businesses that have placed an ad have given the proper digital format and payment for the ad. This person will also lead the effort to

gather corporate sponsors for the NTC performance seasons. This is the biggest potential fundraiser opportunity for the Norwin Theatre Company.

Volunteers: Solicit and work together to gather business ads and corporate sponsors.

Ticket Sales: (Julie Reichert McConnon)

Chairperson: This person will be responsible for organizing ticket envelopes as well as attending the 2 live ticket sales in the auditorium lobby. They will also be the contact for any and all questions the community may inquire before opening night. This person will direct the ticket volunteers on the night of the performances.

Volunteers: These parents will work the ticket table during all 4 shows.

Lobby Decoration: (Sandra Thompson)

Chairperson: This parent will work with the directors to establish the theme for lobby decorations and work with volunteers to decorate the lobby during Tech Week.

Volunteers: These people will decorate the lobby for the shows the Wednesday of the week of performances.

25th Anniversary Banquet: (Kim Kachman)

Chairperson: This parent will be responsible for organizing and assuring that all activities surrounding the 25th Anniversary Banquet are completed; including the hall, tickets, DJ, food, decorating, etc. *This is for this year ONLY.*

Volunteers: These people will assist the chairperson in preparing for the banquet this year and making sure that all task associated with the banquet are completed. *This is for this year ONLY.*

“During Show” Tasks

A “during show” task is one that requires the volunteer to perform a certain job during Tech Week and Performances while the students are performing.

Well-Wisher/Merchandise Booths and 50/50 Raffle Sellers: (Kelly Levendosky)

Chairperson: Design, produces, and assembles well-wishers and coordinated volunteers to sell them to patrons during intermission. Based on previous shows, this person will determine number of flowers, cookies or whatever form of well-wisher that is agreed upon needed for each performance and direct volunteers. This will also include the selling of designated merchandise for the show and 50/50 Raffle Sellers.

Volunteers: These parents will work the well-wisher/merchandise tables during performances. Volunteers must work both before the show and during intermission.

Concessions: (Dino Leoni)

Chairperson: Coordinate what needs purchased on google doc and help coordinate volunteers to sell concessions at performances.

Volunteers: These parents will work the concession stand during performances. Volunteers must work both before the show and during intermission.

Production Photography: (Conrad Zapanta)

Chairperson: Take production photos during Tech Week full dress rehearsals for the Photo CD that will be sold along with the DVD and Blu-ray. This will include attending a full rehearsal to plan shots, taking photos during the dress rehearsals, and compiling a DVD of photos to be ordered at show time and delivered approximately 3 weeks later. Photographer will also post photos to the ShutterFly website.

Ushers: (Tracey Anlauf)

Chairperson: The chairperson will coordinate parent volunteers to ensure the Theatre is ready for the show.

The chairperson will also coordinate parent volunteers to ensure that we have enough parents to work at each show and will train these volunteer ushers. This will include Lobby Ushers, if necessary, to help with ticket taking and watching the lobby during the performances while the door is closed.

Volunteers: These parents will act as ushers prior to the start of each show and will assist those that need assistance finding their seats.

Note: *House and Lobby Ushers* do not buy tickets for their assigned show; they will have assigned seats and may watch the performance after closing the lobby at the show's beginning and after intermission.