



Volunteer Committees:

Committee Chair – Committee Chairs oversee their committee duties and volunteers. Responsibilities include contacting and scheduling volunteers from a given list, and ensuring that all assignments are filled. **Committee Chairs are given priority seating when ordering their performance tickets.**

Volunteer – Under the direction of the chairperson, volunteers will run jobs and complete tasks associated with their committee. ***At least one parent from each family must volunteer to work one or more committees, giving a minimum of FIVE hours of time throughout the production. Pre-sale ticket orders will only be processed for families that have volunteered for a committee.***

- **Cast Party** – Plan and organize the cast party. Volunteers will help set up before the party, work during, and help clean up after the party. Date & location TBD.
- **Concessions** – Coordinate donations for concessions; set up and organize concession stands during performances. Volunteers will help with the above as directed; sell items 1 hour before performances and during intermission. Each family will be asked to donate items to be sold at concessions. Item choices will be posted at a later date.
- **Costumes** – Help pick-up costumes at warehouse. organize, distribute, track, and collect costumes and return to warehouse; assist lead cast members with costume changes; under direction of producer - utilize make-up to create characters' looks. Volunteers will help keep costumes in order and will assist children with costume changes; may also help with hair and/or make-up.
- **Balloon/Gift Sales** – Purchase balloons, candy, and gifts, (with reimbursement); set up and organize sales table during performances. Volunteers will help with the above as directed; sell items 1 hour before the show and during intermission.
- **MIB's (Men/Moms In Black)** – Under the direction of the producer, help with load-in and strike of set, run scene changes and move set pieces during tech week and run of the show. Volunteers will help with the above as directed.
- **Load-in Set/Strike Set** – Load-in Set (Sunday, Nov. 5th, time TBD); will meet at Stagelight warehouse and then proceed to BOHS to assemble set under the direction of Stagelight staff. Strike set (Sunday, Nov. 12th after the show) and ensure all is returned to storage at warehouse.

- Program Layout – Create the play program layout using fonts and borders; include and edit all ads and break-a-legs, coordinate production with printer, and coordinate delivery of programs to BOHS PAC.
- Supervision – Provide supervision of children during audition week, tech week rehearsals and performances. Help students with costume changes when necessary and keep a safe, well-organized, and fun environment.
- Tickets – Process ticket orders, oversee ticket sales during Tech Week and prior to performances; keep seating records updated. Volunteers will assist chairperson as directed.
- Ushers – Welcome and take tickets from theatre guests, assist guests with finding seats, distribute programs, and help monitor the NO Photography/NO video rules during performances.

We are happy to explain any of these committee jobs, just stop by and ask us!!

***Thank you for donating your time to make this a
memorable experience for everyone!!***