



2017/2018 PRODUCTION STAFF VOLUNTEER FORM

Your participation is mandatory in order for your child to participate in this program.

It takes an enormous effort on the part of our families to bring our plays to the stage each year. No special skills are required for most jobs and many jobs may be done at home. The Committee Chairs will provide materials, training, and guidance wherever necessary. You should plan to devote **a minimum of 20 hours of work** on the production. *If you have more than one child in any given show, you will be required to do multiple jobs.* Although we cannot guarantee your specific placement on the production staff, the producers will do their best to accommodate you. Either the producers or committee heads will notify you of your assignment soon after the production gets underway. We think you will find that both you and your children will value and enjoy your commitment. Please Rank Job Preference 1-5 (1 being most desired).

NAME (S) PARENT VOLUNTEERS _____

CHILD(S) NAMES IN PROGRAM _____

Rank	Job Descriptions
	SET CONSTRUCTION: (UNDER BOARD CHAIRMEN) Parents needed to attend set committee meetings, build and paint scenery and collect set pieces. May require some evenings and/or weekend time. Set strike (breaking down of the set) will be immediately after the last performance
	COSTUMES: (UNDER BOARD CHAIRMEN) Sewing Experience is desired, but not required. All types of help needed: machine sewing, hand sewing, glue gunning, cutting, and costume gathering. Materials and instruction are provided. Work during dress rehearsals and some performances.
	PROPS: (UNDER BOARD CHAIRMAN) (3) Parents needed to gather and, at times, make props. Required to work during dress week and during some performances.
	MAKEUP & HOSPITALITY (UNDER BOARD CHAIRMAN) Parents needed to apply make-up during dress week and performances. Training will be given. AND Provide refreshments at technical rehearsal and dress week, coordinate and decorate for post-performance reception after Sunday show, coordinate and provide refreshments for the cast party the week after the performances.
	TICKET SALES/PUBLICITY (UNDER BOARD CHAIRMAN): Parents needed to staff ticket sales for advance sales and at the door on performance days. Poster /Flyer distributions around Wilton and surrounding towns. Need to also arrange for sandwich board creation and placement in key areas around town.
	INTERMISSION SALES (2): Volunteers needed to order, coordinate and sell drinks, snacks, bravo bags and flowers during intermission at each performance. Guidelines will be provided on ordering quantities and procedures.
	PROGRAM (1): Parent needed to contact printer, to type, format and provide program details to the printer, and to provide delivery of program. Computer skills are necessary. Materials provided by producers.
	SHIRT/VIDEO/PHOTO SALES (1): Parent needed to collate orders, contact suppliers, and distribute shirt/videos/ photos to classmates.
	PHOTOGRAPHER/LOBBY DISPLAY (1 or 2): Parent(s) needed to take headshot and candid photos during rehearsals, and to arrange them in a display up at Middlebrook dress week.
	DISMISSAL (3): Parent required to attend one day per week (same day each week) from 6:15-6:45pm to be in charge of releasing students to parents at pick-up time in parking lot. Typically this is a second job for parents with two children in show.

NOTE: SOME OF THESE JOBS INVOLVE ACTIVE PARTICIPATION DURING YOUR CHILD'S PERFORMANCE. We will ensure that you will be able to attend at least **one** performance.