



The Actors Conservatory  
Theatre's

Cast / Parent Guidelines

2011 - 12 SEASON

# THE ACTORS CONSERVATORY THEATRE CAST AND PARENT GUIDELINES

## CASTING:

- There are no small parts in this theatre. Every character adds life to the story.
- The Director does all the casting and has the say as to who gets which part.
- If there is **any** character that your child refuses to play, it should have been listed on the application. Please let the Director know immediately as this may have an adverse affect on the play if your child is cast and then doesn't show up.

## CAST PHONE LIST:

- A cast phone list will be compiled with cast name, phone number and contact e-mail address and will be distributed the second week of production to all production heads.
- This is to be used for cast contact purposes only and should not be used as a marketing tool or by anyone outside of this theatre. All emails must come directly from the AD or Director and need the General Production Manager's approval before being sent. Anyone wishing to email the cast must submit the intended email to the AD for approval and distribution.
- This is The ACT's only means of contacting you. Therefore, **all parents** (and also older actors, if they prefer) must submit an active, regularly-checked email address. This address will be placed in our Qlubb address data base to notify you of any rehearsal changes or updates.

## SCRIPTS:

- Your actor will be issued a script on Thursday when your actor's checklist is completed. The author reserves all rights to the copyrights on the scripts and all music materials. No unauthorized copying, **digitizing, recording or videotaping** of these scripts or the performances will be allowed without the expressed written consent of the publisher and author.
- Please put your actor's name on the cover of the script. It is the actor's property, so he or she may use a highlighter to highlight lines.
- It is your actor's responsibility to keep up with his or her own script at all times.
- Should your actor lose the script and need a replacement, the cost will be \$8.50.
- Actors will be advised as to whether the script will need to be returned at the end of the production.

## TICKETS:

- Advanced ticket sales are available for \$9 a ticket at the concession stand during rehearsals up until dress rehearsal. Be sure you understand the rules for Advance Sale Tickets.
- Everyone attending a performance needs to purchase tickets. One special complimentary ticket is given to each actor. Additional complimentary tickets may be earned by volunteering an additional 20 hours per ticket doing pre-production work or by crewing the performance, ie. makeup crew, backstage crew, tech light or sound crew or spotlights.
- There is no saving of seats for any performances. Special Honored Guests may have seating reserved for them. Please see the Director of House Operations for this service.
- Tickets are available at the box office for the following donation:  
Adults - \$12  
Seniors 55 and older - \$10  
Students 10 and over with ID card - \$10  
Children 9 and under - \$9  
Groups of 15 or more - \$9 apiece

## **PROGRAMS:**

- All actors photos and bios will be placed in our program. The deadline for these is **noon on the Tuesday after auditions**. Please provide a headshot, preferably a digital one, or one will be taken for your actor.

## **PROGRAM ADVERTISING:**

- **Business Ads** - We welcome any business ads, business card size or larger, for our program. Please consider asking a business you frequent if they might be interested. Full-page ads may be purchased for a donation of \$100, ½ page ads - \$50, and 1/3 page ads - \$35. The deadline for all business ads is three weeks before the show opens.
- **Happy Ads** - Happy Ads are a great way to support your actor and The ACT at the same time. The ads are available for a donation of \$25 for a ¼-page spot, and samples are available. The deadline for Happy Ads is three weeks before the show opens. Happy Ads received by Potluck Saturday are \$20 a \$5 savings.

## **COSTUMES:**

- Your actor will be assigned a costume for this production.
- No part of the costume may leave the theatre at any time.
- No one may eat or drink anything other than water with a straw while in costume.
- The actors must respect their costume and take care not to tear, soil or lose any part of the costume. The costume team works very hard to make sure every costume looks its best, and they need you to do the same.
- Actors may be asked to purchase personal items such as stockings, panties or tights to wear during the performances. Actors will receive notice of their costume responsibilities in plenty of time to get needed items.

## **MAKEUP:**

- All actors will be required to wear theatrical makeup during the performance.
- If you feel that your actor will have a problem wearing makeup, you are required to notify The ACT on the application. If your actor has allergies and you would like to purchase your own makeup, please meet with the Director before production starts to make sure you are getting the correct makeup.
- All make-up is professional. We make sure not to “double-dip” in any way, all sponges are thrown away after each use and eye makeup is kept sterile.

## **T-SHIRTS, BAGS and WINDOW DECALS:**

T-shirts and personalized bags are available for a donation of \$15 each with small tote bags for \$25, small duffle bags for \$29, and large duffle bags for \$35. Window decals are also available for \$12. Please ask about these items as prices can vary. **The deadline for cast orders is Potluck Saturday.**

## **REHEARSAL ATTENDANCE:**

- Every part in this production is important and all rehearsals are necessary!
- A rehearsal schedule will be detailed for you the first week of production. Please look over your calendar and do whatever you can to ensure your actor will be present at the rehearsals.
- You must let the Assistant Director know if something comes up and your actor cannot attend a scheduled rehearsal **in writing**. The Assistant Director will notify the Director.
- If an actor misses four rehearsals for any reason other than illness, he or she may be removed from the cast.
- **It is mandatory for all cast and crew to be in attendance for all rehearsals during the last two weeks of the rehearsal schedule, without exception.**

## **REHEARSALS:**

- The Director starts the rehearsal when enough actors are present to continue. Being on time helps this a great deal. **Late starts can mean late finishes!** Sometimes the rehearsal goes so well, the Director can end it early. Children will be allowed to call home and the Director or Assistant Director will stay at the theatre until everyone is picked up by a parent or guardian.
- Rehearsals begin with the **Read Through**, then **Blocking**, then the **Detail**. **Production Numbers** are scheduled for Saturdays at this time. This is when the **music** is rehearsed and is **equally important**. Following this, are the **Clean Up** and the **Complete Run Throughs**, when everyone is present at all rehearsals, including all Saturdays.
- **Off-Book Date** means everyone should know their lines by that date, no exceptions!
- **Pre-Dress Rehearsal** and the **Final Dress Rehearsal** start with the **Cast Call** or time when the actor should be at the theatre. These times are on **The ACT Calendar**. **Pre-Dress** and **Dress Rehearsals** can run **long** but, if possible, we try to start them earlier than stated; it all depends on whether the actors are ready to go. Therefore, arriving at the theatre by Cast Call is important.
- **The last two weeks**, rehearsals are held almost every night. Plan your dinners ahead of time and be ready to make any adjustments needed. The last week before the performances begin, all actors will be in the greenroom. No food is allowed in the greenroom so please make sure your actor is fed **before** coming to rehearsals. It is important to feed your children and we want your children fed, too!

**WARNING!** Your spare time and any family time these last two weeks will be spent at the theatre!

## **PERFORMANCES:**

- The **Cast Call** time for each performance is listed on The ACT's calendar. This is the time your actor is expected to be at the theatre to get into costume and get his or her makeup applied. Hair and wigs are also readied and the actor's costume is checked and re-checked. Our Sound Engineer will make sure microphones are handed out and tested before the performance. The actors then undergo a routine warm-up exercise as well, so a good two hours is required. This is not practice time but performance time and everyone should be contributing to the overall goal of getting the performance started on time. **Performances start at 2 or 7 pm.** This means, all **cast are required** to be at the theatre by **12 or 5pm.** Pre-Dress Rehearsal and Dress Rehearsal are held as if they were real performances. Sometimes makeup and wigs are not required. Costuming is always required. It is important each actor is allowed enough time to get ready, pick up their own personal belongings and store them appropriately and have themselves ready and in the right frame of mind to go onstage without any hassle. Please provide that time.
- The Stage Manager, the Backstage Crew, the Tech Engineers, the stage Go-fers, the Costumers, the Makeup Team and the Greenroom staff all help to put on the performances. They work as a team united for one goal, to make each actor shine onstage as best they can. Cooperation and communication are two words which go a long way to make this successful. Train your actor to speak up if they need something and to help out where they can. First and foremost, though, they must learn to listen and obey, and keep their voices to a minimum in the Greenroom. Respect is important.
- Each actor, or groups of actors are fetched from the Greenroom by a Go-fer who will accompany them to the stage. No pushing, shoving, running or noise will be allowed during this time. No talking is allowed after leaving the Greenroom. Tip toes are the only thing allowed on the stairs; no talking, no sitting, no playing!
- Once on stage, they are to perform as rehearsed. No funny business is allowed. Nothing is to be added to a role without special permission from the Director.
- When they leave the stage, they are to go back to the greenroom as quietly as possible. No running in the halls.
- **Curtain Coins**, or some other means of approval, may be handed out after each performance by the Stage Manager who determines if each actor has earned it or not. This is the SM's decision after checking with all others involved in their supervision.

# What is expected of you and your actor(s):

## THE ACTORS' GREENROOM RULES:

- All actors will stay in the greenroom starting 30 minutes before the show time, during intermission, and throughout the performance. **Friends and visitors are not allowed** in the greenroom. The “magic” of the theatre must be kept until the show is over. We don't want anyone in the audience to see the costumes or make-up, so this must be strictly enforced. **No peeking at the audience! Do not go onstage during intermission unless called to do so.**
- Be sure to use the restroom at least 30 minutes before the show. **Do not change clothes there or use the bathrooms for hair or make-up; use the changing areas in the theatre.**
- During the show actors will be notified when they need to be on stage. Actors must remain in the **greenroom** – not the costume room or the dressing room. We will look for actors in the green room and expect them to be there so that we can notify them quickly to get on stage.
- A crew member will be responsible for opening and closing any doors during the show. He or she will set up a procedure to warn the actors when the door is opening so they may be **silent**.
- Because actors will not know when the doors may be open, they **must remain quiet** during the entire show. No shouting, loud noises, or horseplay are allowed at any time during the show. Please be sure to bring a G-rated book, DVD, CD, or quiet game to keep you occupied. Actors may talk in quiet, hushed tones. If actors are told to be quiet, they should **show respect** toward the greenroom supervisors and do so **immediately**.
- The greenroom is a place where actors prepare to go on stage. Actors are part of a team, and as such, must **respect other actors' feelings at all times** so no one is harmed or hurt physically or emotionally before going on stage. Therefore, no inappropriate physical contact between actors is permitted (no intimate touching, handholding or hugging other than a “church” hug) and **no poking, pinching, grabbing, scratching or teasing whatsoever!**
- Make sure your **microphone is on**, and your costume and make-up are ready to go on stage.
- When actors are asked to go on stage they are to **walk quietly** to the stage. We do not want anything to disturb the audience during the performance. There is **absolutely no talking backstage**. Once you leave the greenroom, **you are backstage. Tip toe up the stairs!**
- **Remember! Walk, don't run, everywhere in and around the theatre at all times!**

### Consequences for Breaking the Rules

- 1) **After the first problem, the actor will be called aside and the action discussed. Parents will receive a call to be advised.**
- 2) **After the second problem, the parent will be asked to come in and speak with the the Director.**
- 3) **After the third problem, a parent will be required to sit with the actor during next rehearsal regardless of the actor's age.**
- 4) **After the fourth problem, a parent must be with the actor at all times during rehearsals and productions except when the actor is on stage. The actor may be asked to leave the show depending on the behavior. This call is at the Director's discretion.**

## **PARENTS' REHEARSAL AND PERFORMANCE RULES**

**Parents: Your actor/actress is preparing to spend roughly 75 hours in rehearsal. There are a few things you should know -**

- All actors under 10 must have a parent or **adult** guardian present during **all** rehearsals and performances **who will monitor the actor and help them when needed..**
- When talking with others during the rehearsals, please keep your voices **down low**.
- When the Director, Assistant Director, or Stage Manager is talking, **remain silent**.
- Please pick up your actor **on time**. Please **tell the AD** if someone else is to pick up your actor.
- Parents must come **into the building** to pick up their actor. If you wish to have your actor wait outside for you, you must supply a **written request** to The ACT, lifting any responsibility from the theatre. We want to guard your actor's safety at all times.
- Actors **must have** tennis shoes, dance slippers or other appropriate dance shoes on at all times during rehearsals. **No thongs**, flip-flops or open-toed shoes are allowed. If the actor does not wear appropriate shoes he/she will be asked to watch rehearsal without participating. **No exceptions or warnings. This is for your child's safety.**
- Please make sure your young actor and any siblings have something **quiet** to do during slow times (i.e. crayons and paper, cards, books, homework, quiet games). Video games, DVDs, CDs, or books **must be G-rated and suited to all ages. Games and DVD's** should be placed on **mute** in the audience area.
- **No "adult materials" will be allowed at the rehearsals or performances.**
- No actor, nor their siblings, is allowed to **run about in the theatre** during rehearsals. If the actors are not on stage during rehearsals, they should remain **seated** in the audience area.
- **Actors are not allowed to play outside without a parent present and permission from the Director.** We should not have to look for an actor when it is their time to be on stage.
- We rent a certain portion of the building for our use. **No one is allowed to roam freely throughout the building.** They must obtain permission from the House Monitor for trips to the bathroom or to get a drink of water. An adult must accompany actors under ten and older actors must take a "buddy". Again, no one is allowed to use the bathroom without **specific permission** to do so. **No one is allowed to loiter or play in the bathroom area.** This is for your child's safety. No one is allowed to go downstairs or play or **sit on the stairs**. No one may enter other halls, offices or any adjoining rooms without permission to do so. **Please check with the House Monitor before ever leaving the theatre.** And remember, this is a **shared office building**. Decorum is required from all **Parents and siblings** as well!
- **Please do not eat "messy" dinner food on the padded chairs.** During rehearsals, dinner food may be consumed in the concession area at the tables provided. Only concession snack items are allowed in the theatre during shows or rehearsals. Actors are allowed to have water bottles but **no sodas are allowed in the theatre during rehearsals** as these are constantly left on the floor to get kicked over and are extremely sticky to clean up. We sell snacks but we strive to have no high-sugar items during rehearsals. **NO FOOD IS EVER ALLOWED ON STAGE!**
- **No inappropriate physical contact between actors is allowed. This means all contact.** Please remind your children that no hitting, kicking, poking, pinching, touching, teasing, scratching, grabbing, or even hand holding and hugging (other than a "church" hug) is allowed. This is particularly important when in makeup as it can ruin the costumes.
- Actors should keep all conversations and actions appropriate to a family-oriented children's theatre. Respect for the Parent Volunteers is especially important!
- **No negative, critical or abusive talk to or by anyone will be tolerated. This also applies to parents or guardians in attendance, particularly in the greenroom areas.**
- **Actors will be asked to leave the show if they cannot comply with these or any rules.**

# **Volunteering is the key to any theatre's success.**

The ACT is a non-profit, volunteer-driven organization. Each participant's family contributing their time, talent, and donations throughout the show aids the success of each production. Every family is required to contribute 20 hours of volunteer time before each show opens and is required to work two performances each weekend of the show's run.

## **Let us break this down for you:**

### **Volunteering before the Show:**

These are positions where you can help out before the show actually opens. **20 hours are required per family:**

#### **SETS:**

We need help on all levels of set construction. We need parents who are great with tools and can bring their own for serious building as well as those who are just handy with a drill.

We also need people who can help paint backgrounds or do detail work. And we need folks who can do whatever; this could mean running to the store (**make sure you use our tax exemption when shopping**). It could mean working on paper mache' projects, staple gunning, or hot gluing.

We will attempt to do most of the large set building later in the evenings or on the weekends, but there is work to be done during the day as well. Some projects might even be able to be completed off site and brought in. Because of the noise and mess, building and painting cannot be done during the rehearsals, so it must be done before or after. **Let the Set Designer know when you are available.**

#### **COSTUMING:**

There is a need for sewing help in every production. We have many costumes to alter as well as new costumes to create. You don't have to have great sewing abilities to help. If you can hem, sew on buttons, cut out material, pin, iron, or fold, there is a job for you. Please volunteer early and bring your sewing machine and sewing tools. This can be done during rehearsals as well. We pride ourselves in our costuming but can't do it without your help. If you have clothing or material to donate, we appreciate all offers. **Let the Costume Mistress know when you are available.**

#### **REHEARSAL MONITORS:**

To produce a quality show, our cast will have to rehearse for more than 75 hours. This is quite a bit of time for some younger children and some older teens who love to socialize. We want The ACT to be a safe place for kids to congregate but the noise level in the theatre can get quite unbearable at times. A rehearsal Monitor sits in the audience during the rehearsals and helps maintain the peace and quiet needed to carry on. A soft word spoken over the shoulder is far better than any method we have found. These simple reminders keep us on track and on time. **Let the Assistant Director know if you would like to help.**

## **Or any of our Special Jobs for Special People!**

## **Special “Ongoing” Jobs For Special People**

These positions need to be filled for this production. These are ongoing positions on The ACT's Production Committee but because of current vacancies, must be filled for us to continue. You can help fill them or perhaps you know of someone who could:

### **VOLUNTEER COORDINATOR LIAISON:**

Assist Volunteer Coordinator with pre-production volunteers jobs. Coordinate with set designer, costume mistress about pre-production volunteer needs. Be available at the theatre to direct volunteers to jobs, print updated volunteer list (which Volunteer Coordinator will supply) and take the theatre for parents to refer to. Must have been a part of a previous production. Ideal for someone with young actors since you are required to be at the theatre with them.

### **SCHOOL LIAISON:**

Consider being your actor's school liaison by getting posters to his or her school for advertising with the principal's permission. We need someone for each school. **See the Assistant Director for info.**

### **PUBLICITY:**

If you love to write and take pictures, we have the perfect spot for you. Publicizing our show dates is vital to providing an audience for each show and wondrous applause for your performer. **See the Assistant Director for info.**

### **CAST PARTY / HOSPITALITY CHAIR:**

The Tuesday following the last performance we always have a cast party. We need volunteers to collect money for any extra family members who will be attending, to order and organize our food and to help collect donated items and fill our goody bags for each cast and crew member. These are filled with all sorts of surprises to reward the children for a job well done.

We also award certificates, which we need help producing. Please see the Assistant Director for the cast list if you would like to help make certificates.

We also need someone to help collect a donation as a “Special Thank You” for our director. **See the Assistant Director for info.**

# **Volunteering During the Show:**

These jobs are done during the performance weekends. Each family is required to work one show in the greenroom and one of the following jobs per performance weekend.. Chair Positions, Technical Crew or Backstage Crew are exempt from this requirement:

## **BOX OFFICE:**

- We need volunteers to sell tickets 1/2 hour prior to each performance. This job includes arriving 1 hour early to set up the booth, selling the tickets, counting the money and preparing it for receipt by the treasurer, and closing up the booth after the performance.
- We also need ushers for each performance to distribute programs and tear tickets at the door. Ushering is a great job for cast siblings ages 13 or above.

## **FOOD CONCESSIONS:**

We need help with the set up, stocking and sales 2 hours prior to, during, and after each performance. This is a great fundraiser for the theatre and we do our best to provide a well stocked and clean concessions area.

## **LOBBY FUNDRAISERS:**

- **SOUVENIRS** – an assortment of show related souvenirs and ACT logo items.
- **RAFFLE of DONATED ITEMS** – donated items gathered and arranged for 3 raffles per performance. Tickets sold before each performance and at intermission.
- **FLOWERS** – sale of both large and small fresh flower bouquets for the cast.
- **STAR BOARD** – a special “star” note purchased by friends, family and admirers.

Volunteers work the various tables 2 hours prior to and during each performance. Because set-up time is required, this is not a job for those on the Tech, Backstage or Makeup crews.

Parents of those children under ten should take their actors to the Greenroom first, where they can help them dress, put away their belongings and get ready for makeup, before showing up for these fundraiser duties.

At the conclusion of each show, everything must be put away and stored. All money must be counted, forms filled out and all monies turned in. Your help is really appreciated.

## **LOBBY CHAIR POSITIONS:**

**Flower Chair** - make sure the arrangements are made for each show and/or train each volunteer how to make the arrangements, make sure there are supplies: tissue paper, cardstock, ribbon, and flowers and inform the Director of House Operations if there are shortages.

**Star Chair** - take the headshots of the cast in costume (done during pre-dress rehearsal), get two sets of pictures made, trimmed and displayed on the board, and make sure we have enough stars cut out. Inform Director of House Operations if there are shortages.

**Souvenir Chair** – order and arrange items to be sold at the souvenir stand, label them and inform the Director of House Operations if there are any shortages.

**Raffle Chair** – gather items to be raffled for each show, divide, sort and label them and inform the Director of House Operations if there are shortages.

### **GREENROOM CHAIR\*:**

Greenroom Chair communicates with the Stage Manager during performances acting as liaison between the backstage and the greenroom. Lines up actors for costume checks by costume personnel, and oversees mic changes. Trains and supervises greenroom monitors, and keeps greenroom schedule. Previous experience with our theatre is preferred, but not required. Training is available.

### **GREENROOM MONITORS:**

- We need at least 3 or 4 parents in the greenroom during shows. The greenroom is where all actors not on stage wait for their time on stage. **All families must work at least one show in the Green Room unless they are in a Chair position or are on the Back Stage or Tech Crew.**

You will be there to remind the actors to stay in the greenroom before the show and stay busy with quiet activities (i.e. G-rated books, board games, cards, portable DVD layers). You will also be responsible for opening and closing any doors during the performance to keep the noise down and blinking the lights to let the actors know when to be especially quiet. You will also monitor those children to and from the restrooms.

### **COSTUME ROOM\*:**

The costume room needs two parents to help the young actors with their costumes. This may include helping them find their costumes, helping them get into their costumes, and hanging up their costumes and street clothes. The boys need fathers and the girls need mothers to help, so both may volunteer. Additionally, two costumers are needed in the backstage area to help those with quick changes during the show.

### **MAKEUP\*:**

We need people to work with the Makeup Coordinator to create our awesome characters. Anyone with a delicate hand and patience with the little wiggle-worms may apply. Four to five people are needed for each show. **Let the Makeup Coordinator know you are interested.**

### **TECH HELP\*:**

Anyone interested in or familiar with working lighting and sound equipment should see the Director about a tech assignment. With a little **time spent training**, you can learn to do so much to help out. If you can commit to coming to rehearsals the last two weeks during the Tech Weeks and during all performances, please let us know. Spotlight Operators are also needed for each show. You must be available during the Tech Weeks and all performances. With the director's approval, this would be a good job for a mature youth, over 13. **See the Director for Tech assignments.**

### **BACKSTAGE CREW\*:**

We need people to work backstage during the shows to change scenery, distribute props, get children from the greenroom to the stage and back, and help children on and off stage. **See the Director for crew jobs.**

**SPECIAL REMINDER:** all volunteers must fill out their volunteer cards and have them signed by their chair or crew leader. **\*Volunteering for these positions for 6 or more shows earns 1 complimentary ticket.**

**Once you have read the handbook, please sign and return this signature page to the Assistant Director.**

I understand The ACT is a Tax Exempt Organization and to receive reimbursement for any expenditures, those expenditures must have prior approval from the General Production Manager and I must use the available Tax Exempt Number (Tx Sales Tax Exemption Number 12002745284) when making purchases. This is for The ACT only! Any other use is prohibited by law.

I have received and read The ACT's parent handbook. I will honor the rules of the theatre. I will explain the rules of The ACT to my child/children and will ensure he/she/they will abide by them.

I do hereby absolve, indemnify and hold harmless, The ACT, its Board of Directors, members, supervisors, or any or all of them from any liability of any kind whatsoever in the event of any damage, loss, accident or injury sustained by me or my child/children while being transported to or from or while participating in any of The ACT activities, performances, or rehearsals.

I give The ACT permission to use any and all photos taken by them for promotional purposes now and in the future.

I give permission for my email to be included in their Clubb database for transmission of important information regarding the rehearsals or shows.

\_\_\_\_\_  
Signature (Parent)

\_\_\_\_\_  
Parent E-mail

\_\_\_\_\_  
Parent Phone or Cell

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director for The ACT

Any comments:

# Volunteer Sign Up Form

Rev 05/31/11

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Can we contact you by text? Yes No

Actors' name(s): \_\_\_\_\_

## **All families are required to complete 20 hours of volunteer work prior to the opening of the show.**

\_\_\_ **House Monitor:** takes rehearsal attendance, monitors actors leaving and returning to the theatre for bathroom breaks, etc., and monitors general conduct. *(It takes more than 75 hours of rehearsal time to launch a show!)*

\_\_\_ **Costumes:** helps by measuring children, sewing, cutting out patterns, fitting costumes, or ironing during rehearsals or by taking projects home to complete them. Lots of hand work and even no-sew organizing work!

\_\_\_ **Sets:** helps paint and/or build the sets. Some small projects may be completed during rehearsal. Please list the times when you are available. The Set Designer will contact you to set up the dates, times and work projects. Times Available - \_\_\_\_\_

**Special Incentive:** *After completing 20 hours of required pre-show volunteer time, you can earn one extra comp ticket for each additional 20 hours of pre-show work in the areas of **costuming, set building or painting!***

**Working during the performances for two shows per weekend (one in the Greenroom), is also required.** Please select an area where you would like to volunteer. Remember, we are all here for the children. This show will not happen without the teamwork and the help of all our parent volunteers. The children will remember this!.

## **Select at least two show dates per weekend, (one must be in the Greenroom) and circle it.**

For example, try Stars and Greenroom one weekend, Raffle and Greenroom the next.

\_\_\_ **Flowers:** prepares and sells arrangements during and after the shows. Check if not sure of dates available.

1<sup>st</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.      2<sup>nd</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.

\_\_\_ **Stars:** sells stars to hang on the starboard throughout the shows. Check if not sure of dates available.

1<sup>st</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.      2<sup>nd</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.

\_\_\_ **Raffle:** sells raffle tickets before and during intermission. Check if not sure of dates available.

1<sup>st</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.      2<sup>nd</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.

\_\_\_ **Souvenirs:** sells souvenirs throughout the shows. Check if not sure of dates available.

1<sup>st</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.      2<sup>nd</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.

\_\_\_ **Food Concessions:** sells food and drink items throughout the shows.

1<sup>st</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.      2<sup>nd</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.

\_\_\_ **Box Office:** sells tickets and accepts tickets through intermission. Check if not sure of dates available.

1<sup>st</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.      2<sup>nd</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.

\_\_\_ **Ushers:** takes tickets at the door and keeps track of audience count and ticket stubs, and hands out programs.

1<sup>st</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.      2<sup>nd</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.

\_\_\_ **Green Room Monitors:** **All families must work at least one show in the Green Room unless they are in a Chair position or are on the Back Stage or Tech Crew.** Varying positions open. Check if not sure of dates.

1<sup>st</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.      2<sup>nd</sup> WE - Fri. Eve., Sat. Mat, Sat. Eve., Sun. Mat.

## **Special Volunteer Opportunity**

**Volunteering for a Crew position for at least 6 shows earns 1 complimentary ticket per volunteer!**

\_\_\_ **Back Stage Crew:** helps actors get on and off stage and helps move sets. You must attend rehearsals two weeks prior to opening night and be available for 6 performances. Required "Call" at 5pm. (About 32 hrs.)

\_\_\_ **Makeup Crew:** helps apply makeup to actors. Must attend an instructional makeup meeting before the show opens to learn show makeup. Must be available for 6 performances. Required "Call" is at 5pm. (About 20 hrs.)

\_\_\_ **Tech Crew:** Runs the sound or lighting boards or the spotlights during the shows. Must train and attend rehearsals two weeks prior to opening night and be available for **all** performances. Call at 5pm. (About 32 hrs.)

\_\_\_ **Costumes:** checks all costumes going onstage, helps backstage with quick changes. 6 shows. Call at 5pm. (About 32 hrs.)