

## Parent Responsibilities

***The play is an after-school activity for 4<sup>th</sup> and 5<sup>th</sup> grade students sponsored by the Blossom Hill, Daves Avenue, Lexington and Van Meter Home & School Clubs. Both you and your child will have critical roles in the production. We absolutely can't do it without parent participation!***

### **Mandatory Parent Meeting**

A parent or guardian of each cast member **MUST** attend *one* of the mandatory parent meetings (there will be three meeting options) during audition week. Check back on The Play website for the specific date and time options

### **Time**

Each family is asked to contribute a minimum of 22 volunteer hours—20 hours on a committee and 2 hours during Strike. Play production requires a lot of different skills and talents at various times. If you can't help during the day, many of the jobs can be done on weekends and in evenings:

- Procure/sell concessions items
- Sew/procure costumes
- Supervise in the dressing rooms or green room during dress rehearsals and performances.
- Help with publicity.
- Help assemble and paint stage and sets on weekends.

You may buy out of your volunteer time for \$295 (in addition to your child's \$180 participation fee). See Online Application to indicate your buyout option. We truly respect that some families need to buyout of the volunteer commitment. But we need to know now, at the start, how many buyouts there are, so we know how many folks we have left to assign to committees. *So, the volunteer buyout 'window' ends once the Cast Lists are posted and rehearsals have begun!*

### Volunteer Sign Ups

Please indicate in the Online Application three committees that interest you, and let us know if you'd be willing to be a committee chairperson. Thank you for your flexibility if we ask for help in another area.

### Post Production Time

Even after the curtain goes down, there is still work to do! We need every family to help with post-production activities: clean-up, returning rental equipment, striking the sets, DVD distribution, etc.

### **Money**

The annual musical is sponsored by the four Elementary school (BH, DA, LX, VM) Home & School Clubs. The goal of the Home & School Clubs and the producers is that the play breaks even. In order to meet costs, cast members pay a \$180 participation fee. Crew members also pay a participation fee (\$50) since they receive direction from the artistic staff. Fees and ticket sales go towards the cost of script/score rental and royalties, the artistic staff stipends, set construction materials, costumes, props and other expenses.

### Scholarships & Payment Plan

The Home & School Clubs want every interested student to be able to participate in the play. If the cost represents a financial hardship, scholarships are available from the H&SC. Please contact one of the producers. Daves families may choose instead to contact the principal to make arrangements. All scholarships are kept confidential. Also, if you need a payment plan, please contact a producer prior to application due date.

### Play Refunds

After the 2<sup>nd</sup> week of rehearsals, there are NO play refunds. It is a considerable disruption to all involved when someone quits after the roles are cast and rehearsals have begun.

If your child leaves *after* the Cast List is announced, but *before* the 2<sup>nd</sup> week of rehearsals ends, you will be refunded \$100.

### **Play Committees**

<b>Volunteer Job</b>	<b>Timing</b>	<b>Responsibilities</b>
Cast Party & Preview Nights	Planning begins in December, most of the work in late afternoon and evenings in January and February.	Organize cast party for cast and crew held after final performance. Host special preview performance nights, with dinner and decorations, for the schools' teachers & staff.
Costume Design & Coordination	Starts now. Varied hours/days.	Work with director to put together (buy and/or sew) costumes for cast members. Arrange costume fittings.
Crew Management	Begins in January. Afternoons, plus during dress rehearsals, shows.	Ensure that all crew members are working with committees that need their assistance. Coordinate crew staffing for all performances.
Cuer	Begins in January. Attend rehearsals to learn the shows and the casts. Each cuer works at a few of the previews/shows.	Learn script and cast. Be stationed in the Green Room and cue kids to go on stage. Cuers will split duties so as to have one Cuer attend every tech run-thru, dress rehearsal, preview night & show.
Dressing Rooms	January and February, working at various dress rehearsals, preview nights and performances.	Oversee staffing and supervision of boys' and girls' dressing rooms during dress rehearsals, preview nights, and performances.
Flower Concessions	Ordering/pick up in January/February. Work during performances (stocking; overseeing teen volunteers, etc)	Provide flowers to sell before, during and after the intermission of performances. Coordinate staffing for all performances.

Food Concessions	Ordering/pick up in January/February. Work during performances (stocking; overseeing teen volunteers, etc)	Arrange for food and drinks to sell before, during and after the intermission of each performance. Setup, sell, cleanup. Coordinate staffing for all performances
Green Room Management	January/February. Work during dress rehearsals, preview nights, performances	Provide cast & crew snacks during intermission. Supervise cast while they are in the Green Room. Maintain quiet noise levels in Green Room.
Hair & Makeup	January/February. Work during dress rehearsals, preview nights, performances	Provide hair and makeup services for cast members during dress rehearsals and performances. Staff all performances.
House Management	January/February	Manage all aspects of audience services, including seat set-up and strike, facilities management and ushers, clean up after each performance and set room for next performance. Staff all performances.
Photography	January/February	Responsible for photo shoot for cast members in full costume, crew in uniforms, dress rehearsal and impromptu (candid) photos. Create display in lobby using rehearsal photos and "publicity" shots of cast members. Create, produce and distribute photo CD (or make photos available online).
Program	January	Working with producers and director, coordinate design and printing of program.
Props	Starts in November in connection w/costumes; through performances	Create or gather props required from director's list. Manage and keep track of props during dress rehearsals and performances. Might work backstage during performances.
Publicity	Planning in late November, start advertising in December.	Generate publicity to promote ticket sales and create general excitement for the show around the schools and in the community. Also responsible for t-shirts.
Rehearsal Supervision	Supervision duties begin with the first rehearsal in October and continue until dress rehearsals begin in late January.	Coordinate one or two supervisors for each rehearsal. Also, when rehearsal is at home school, prepare the MPR, check in kids until the scheduled supervisor arrives.
Set Construction & Painting	Starts late autumn.	Build and paint sets. Create backdrops and large pieces (not props).

Stage Management	January/February	Train and manage backstage crew members during dress rehearsals and performances.
Student Volunteer Coordinator	January/February	Assign schedule, rotating students to different areas that need help during the play (matrix available.) <u>Only invited students may be scheduled to work.</u> Supervise them and sign off on paperwork.
Ticket Sales	Starts late November; through performances.	Set up and monitor online ticket sales. Coordinate with publicity person to promote ticket sales. Work at Will-call/Box office for performances.