

# Parent Committee Information

## **Cast Party**

- ❖ Organize and chaperone cast party.

## **Costumes**

- ❖ Meet with director to discuss costume ideas.
- ❖ Attend some rehearsals to measure and fit costumes.
- ❖ Search for and assemble costumes.
- ❖ Make any necessary alterations.
- ❖ Work closely with WARDROBE committee.

## **Lighting & Sound Operators**

- ❖ Attend dress rehearsals (3/20, 3/26, 3/27, 3/28) to learn lighting and sound cues.
- ❖ Attend performances (3/29, 3/30)
- ❖ Previous experience with a lighting and sound board is preferred, but not necessary.

## **Makeup**

- ❖ Attend dress rehearsals (3/20) and performances (3/29, 3/30) for application and makeup changes during the show (if applicable).

## **Program**

- ❖ Collect information for the program.
- ❖ Proofread program for content and spelling.
- ❖ Design layout for program.
- ❖ Work closely with PUBLICITY, T-SHIRT, and TICKET committees to coordinate designs.

## **Props / Stage Managers**

- ❖ Collect/assemble/organize props from prop list.
- ❖ Attend dress rehearsals (3/20, 3/26, 3/27, 3/28) to learn cues and assist students.
- ❖ Be backstage for performances (3/29, 3/30).

## **Publicity**

- ❖ Announce performances to local media.
- ❖ Design show poster.
- ❖ Work with PROGRAM, T-SHIRT, and TICKET committees to coordinate designs.

### **Rehearsal Assistants**

- ❖ Must be available for 3/20 rehearsal.
- ❖ Works with small groups on blocking, lines, dance, and music.
- ❖ May be requested in advance to attend other rehearsals if needed.

### **Set/Scenery Design & Construction**

- ❖ Meet with director to discuss ideas.
- ❖ Design, prepare, and construct the set.
- ❖ Remove and take down scenery after performances.

### **T-Shirts**

- ❖ Design t-shirt.
- ❖ Proofread names and information for t-shirts.
- ❖ Collect orders and money for shirt purchases.
- ❖ Distribute shirts at 3/20 rehearsal.
- ❖ Work with PROGRAMS, PUBLICITY, and TICKET committees to coordinate designs.

### **Videotape/DVD**

- ❖ Meet with director to learn any specific cues.
- ❖ Book videographer.
- ❖ Discuss cues and assist videographer.
- ❖ Collect orders and money for video/DVD purchase.
- ❖ Distribute video/DVD's.

### **Wardrobe**

- ❖ Organize costumes for dress rehearsals (3/20) and performances (3/29, 3/30).
- ❖ Assist in costume changes before/after and possibly during the show.
- ❖ Organize/store costumes after the show.
- ❖ Return/store costumes after the final performance.
- ❖ This committee must have male chaperones for all dress rehearsals and performances.
- ❖ Work with COSTUME committee.

# Parent Committee Sign-Up

The Fifth Grade Musical has always been a family commitment. Parent volunteers are a critical piece to the success of our show. We would love every parent to sign up for one job. If you have expertise in a particular area, we would love the benefit of your knowledge and experience. We would like to distribute the work of the musical as best as possible. More details will be given at the parent meeting.

Committees are listed below. Please put a "1" next to your first choice, and a "2" next to your second choice.

**Thank you very much for all of your help and hard work.  
You help to make this a success!**

Committee	Choice
Cast Party	
Costumes	
Lighting & Sound	
Makeup	
Program	
Props / Stage Managers	
Publicity	
Rehearsal Assistants	
Set / Scenery Design & Construction	
T-Shirts	
Tickets	
Videotape / DVD	
Wardrobe	

Would you like to chair a committee?

Do you have any special expertise you would like to share?

PARENT NAME \_\_\_\_\_

PHONE NUMBER / EMAIL \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

**Please return to your child's classroom teacher by Friday, December 16, 2011!**