

WMS DRAMA VOLUNTEER JOB DESCRIPTIONS

1. Publicity Photos - You are able to take quality photos of a dress rehearsal and these photos will be used to promote the show, both online and in the newspapers. You will not have to print any photos.

2. Townsman Article - You will write this article and send it to the Townsman and perhaps other local newspapers to be placed in their paper the Thursday before the show and perhaps a small blip the Thursday the show opens. Feel free to interview cast members and the director. I can organize a time you will be able to meet with the director. **Please be sure to contact the Townsman 3 weeks prior to tech week. This is important as it can be lost in the shuffle!**

3. One-liners - There is a sheet that is sent out to cast members and teachers. You will collect these sheets (We will collect them first and then give them all to you). After collecting these sheets you will write up all of the one-liners for the program. An example from previous programs is available.

4. Posters/Sandwich Board pickup/Hang-up - The poster will be sent to a local vendor (staples) to be printed. When done, you will pick up the posters and sandwich boards up and bring them to the school and to local stores/businesses - we will be asking the High School Key Club to help with hanging posters. The sandwich boards fit in the back of a small SUV.

5. Ticket Sales at shows - Allison Madden, our performing arts secretary will oversee all ticket sales. She will need a few helpers selling tickets at each show. She would like to have 2 volunteers per show and preferably, see those same volunteers as much as possible. Once you volunteer for this job, prior to the show opening, Allison will set up a meeting to go over the specifics.

6. Star-for-a-Star seller - We will need someone to sell these treats and congratulatory notes to the cast at each show. You will sell a half hour before the show and during intermission. **(Money will go to Allison Madden)**

7. Rose Coordinator - We will need someone to purchase roses to sell at the performances as a fundraiser. **Please give your receipt to POPS Representative after the performance to be reimbursed.**

8. Rose Sellers - You will be asked to show up 1 hour before each show to set up the items and then sell until curtain. You will then sell at intermission.

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9. Concessions Coordinator - You will need to buy water, candy, salty snacks from Costco/BJs and deliver to school prior to the first performance. Please consult Leah about quantity. **Please give your receipt to POPS Representative after the performance to be reimbursed.**

10. Concessions Seller - You will be asked to arrive an hour prior to curtain and sell items before the show and during intermission.

11. Cast Party Coordinator - We are hoping to have our cast party in the cafeteria after the final performance on Saturday night. The coordinator will work with their team to figure out who will bring food to the party. We also have posters for the kids to sign at the party. There is normally pizza, snacks and a cake. You will hopefully be able to set up for the party prior to the Saturday night show so that you do not miss any of the performance!

12. Poster Digital Designer - If you have a strong talent in digital design (or a child that is interested), this job is for you! The company that we receive the scripts from will give us a logo and specific words to use on our signs and then there is some room for creativity.

13. Cast Party Team - This is a team of parents who can work with the coordinator to create a fun-filled party! They will be asked to set up prior to the final show so that you do not miss any of the performance!

14. Backstage Volunteer - We need parents to organize kids backstage during the last week of rehearsals and all four shows. We will (hopefully) have monitors in specific rooms. Parents will be assigned to either a room or right off stage. This is to keep kids safe and quiet.

15. Costume Helpers - We have two parents that are in charge of our costumes for this show. They would love some assistance. We could use some parents that are handy with a sewing machine (or just a needle and thread) as well as costume organizers (so don't be afraid of this if you can't sew!).

16. Props Coordinators - Our director will provide a list of necessary props. We have a lot of props here at the school in our props closet but you may also be asked to create some at home. If you need to purchase anything, please check with a POPS representative first and **please save any receipts and make sure Leah knows about anything you purchase prior to purchasing!**