

Gr 4-5 Musical Family Volunteer Requirements

Parent Volunteer Expectations: Each family is required to serve a minimum of 6 volunteer hours. You will complete a volunteer form during registration that will ask your volunteer preferences. There are many areas to serve, such as costumes, props, communication, cast party, set builds, box office, and more. It takes a village to put on an excellent production!

Team Descriptions

Costume Team

This team will complete the following tasks:

- Meet with the director to determine vision for costumes.
- Search for the costumes. This team should stay within a given budget and will be asked to find items in CHCA storage, rent/borrow from other organizations and companies, purchase as needed, and create/sew as needed. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Create a list of items each cast member must supply. This typically includes any undergarments, basic items students likely already own, and shoes. This list should go to the parent who is leading communication so that it can be distributed to all cast members.
- As costuming needs are found/created, have cast members try on costumes and make adjustments as necessary.
- Create an organized system for costumes to be hung up after each dress rehearsal and performance. Determine which costume pieces should be hung versus placed in student baskets. Make sure all costumes are labeled with the cast member's name.
- Assign a person from the team to be in charge of any costume emergencies during each performance.
- Make sure that all costumes are returned from cast members during strike. Make sure that rented/borrowed costumes are cleaned and returned and items purchased are washed and stored for future use.

Props / Set Dressing Team

This team will complete the following tasks:

- Meet with the director to identify prop needs. Determine what needs to be found/bought/created. Divide props into two categories: Set Dressing and Props.
- Determine first priority props and begin searching for or making these props right away.

- Search for props! - Find in basement, borrow or rent from other organizations/ schools/ companies, purchase as needed, and create as needed. Stay within the budget given by the fine arts office for props purchases. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Work with stage manager to set up and organize props tables.
- During set strike make sure that all props are returned from cast members. Make sure that rented/borrowed props are returned. Make a list of items purchased or donated that will be stored in the basement and turn in to the fine arts office.

Set Build “A-Team”

This team will complete the following tasks:

- Attend most set-build Saturday sessions, and possibly some on other days of the week, depending on the schedules of those involved. Work as a team to complete the projects designed by Jim Jung, which may involve measuring, construction, painting, decorating, and problem-solving. No experience is required.
- During the two weeks before the show, work on final set building/painting either during the day or at the end of rehearsals, as needed.
- For this age group, only adults may participate in the set-build sessions.
- Also for this age group, note that the time commitment is not as significant as it is in the Gr 6-8 or 9-12 musicals.

Candy Grams Team

This team will complete the following tasks:

- Consult with Fine Arts office/Jenny at GTF about candy order
- Preparing items, cards, signage (coordinate with FA Office), bins
- Supervising before and after each show, keeping cash box
- Delivering candy grams
- Clean up candy grams table during strike and organize for storage.

Parent Supervision Team

This team will complete the following tasks:

- Take attendance and supervise the students while they eat their snack until rehearsal begins. It would be ideal if parents would sign up for a week (two rehearsals). Signups will be done via Signup Genius.
- Monitor students during rehearsals at the high school during production week. Volunteers will keep kids quiet while waiting for their scene and will sign off on student “exit tickets” at the end of dress rehearsals after checking that all costumes have been properly hung up and dressing areas are clean and organized.
- Monitor students during performances when they are not on stage.

Cast Party Team

This team will complete the following tasks:

- Plan a party with cake, pizza, drinks and any other snacks desired. Plan very simple decorations, plates, utensils, napkins, cups. Place orders as necessary. Stay within the budget given by the FA office. All receipts should be turned in to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.
- Prepare the cafeteria for the party that will take place after Sunday's performance. Decorating/preparing for the party takes place after the show ends while students are doing turning in costumes and cleaning/organizing dressing rooms, so there is not a huge amount of time for this activity.
- Monitor the party. Allow students into the party after costumes are turned in and dressing rooms are organized and help serve the food. Clean up after the party.

Other volunteer opportunities for the GR 4-5 musical:

1) Parent communication coordinator – The parent communication coordinator is the liaison between parents and the director. This person will manage the Gr 4-5 musical email account and will create/send out official communication for the musical based on director needs. This person will also help to organize rehearsal conflict information so that accurate attendance can be taken at each rehearsal.

2) Parent volunteer coordinator – The parent volunteer coordinator helps to identify team leads for each team. This person checks in frequently with team leads to ensure work is progressing and helps to problem-solve when necessary. This person also creates and manages the performance weekend Signup Genius to ensure all performance weekend jobs are filled.

3) Box Office, Ushers, Candy Gram Runners, and other show weekend tasks. A Signup Genius will go out for these jobs as we get closer to show time.