

2018 - 2019 Mantua ES Drama Club Handbook



Dear Parents,

Welcome to the 2018 - 2019 Drama Club Season!

DramaWorks is thrilled to be back for our SIXTH year at Mantua ES, and we are very excited to continue with the growth and development of this terrific program! Based on the continued success of last year's program, Drama Club will feature two full length shows in the upcoming school year!!

We have 2 AMAZING shows lined up for this school year: *Mary Poppins Jr.* and *The Princess Who Had No Name*. Both shows are perfect for our elementary aged students and offer great roles for students of all ages.

Mary Poppins Jr., an enchanting and practically perfect musical, is based on one of the most popular Disney movies of all time. It has an irresistible story, unforgettable songs, and fun dance numbers that the entire audience will enjoy!

The Princess Who Had No Name, our second production of the year is a fun and mysterious story of a girl who wakes up alone, in the forest, with absolutely no memory of her past! She embarks on a journey and meets MANY of our favorite fairy tale characters, as she seeks to discover her true identity!

In this handbook, you will find important information regarding EVERYTHING you need to know about our drama club program. Please review this whole book before your drama club registration!

I'm looking forward to working with all of your students again this year!

Rebecca Sigety
Director

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Here's a handy guide to help you navigate this very thorough handbook! Please read all the way through this handbook at the start of the Drama Club year. You can also refer back to this book at any time during the year for answers to your many Drama Club questions!!

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OVERVIEW

The Mantua ES Drama Club is an amazing program that offers performance and technical theater opportunities to 72 Mantua students every year. We pride ourselves on being a positive, engaging, educational and equal opportunity theater program and truly have an incredible group of students who put on amazing performances year in and year out.

- Drama Club is open to all Mantua students in 3rd, 4th, 5th, or 6th grades.
- Registration is ONLINE and **first come, first serve**. (PLEASE see the registration page for lots of important information)
- Our technical theater program is open to 5th and 6th graders ONLY.
- All students will audition in the Fall. This will ensure that everyone receives the best part for their identified skill set.
- No previous theater experience is necessary!

It is expected that students:

- **Can meet the required time commitment.** Only **two absences** are allowed during the normal rehearsal schedule (see attached). In addition, Tech week ('crunch week') rehearsals and performances are **mandatory**.
- **Stay for the entire rehearsal.** Leaving early from rehearsal is extremely discouraged. Students should be present at the entire rehearsal to make sure they do not miss important blocking, choreography or information. ***Any student leaving more than 30 minutes before the end of rehearsal will be considered absent on that rehearsal day.*
- **Be willing to work as a part of a larger team.** Theater is a collaborative art and we need every one of your students to make the performance successful!
- **Accept whatever role they are given;** It takes **every** role to tell a complete story!
- **Will follow the same rules of conduct set in place my Mantua ES.** This means that all school rules apply during Drama Club hours. We have high standards and expectations for our Drama Club program and will not tolerate any type of bullying, teasing or other forms of misconduct.

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Our Shows

Fall Production (Musical): Mary Poppins Jr.

Based on one of the most popular Disney movies of all time and the Broadway musical that played for over 2,500 performances and received multiple Olivier and Tony Awards nominations, *Disney and Cameron Mackintosh's Mary Poppins* is capturing hearts in a whole new way: as a practically perfect Broadway Junior musical! The jack-of-all trades, Bert, introduces us to England in 1910 and the troubled Banks family. Young Jane and Michael have sent many a nanny packing before Mary Poppins arrives on their doorstep. Using a combination of magic and common sense, she must teach the family members how to value each other again. Mary Poppins takes the children on many magical and memorable adventures, but Jane and Michael aren't the only ones upon whom she has a profound effect. Even grown-ups can learn a lesson or two from the nanny who advises that "Anything can happen if you let it."

Winter/Spring Production: The Princess Who Had No Name

Weave together the feel of a classic fairy tale, the delight of a fractured fairy tale and the fun of a mystery in need of solving, and you can't go wrong with this hilarious, expertly-woven romp! When a girl wakes up alone in a tower in the forest, she has no memory of her past. She can't remember where she's from or how she got there. She can't even remember her own name! All alone, she embarks on a journey to recall her past. Along the way, she meets several fairy-tale characters – Hansel and Gretel, Rumpelstiltskin, Goldilocks and the Three Bears, Snow White and the Seven Dwarves, Cinderella and Rapunzel to name a few. Some are helpful and some dangerous, yet all have information that intertwines and helps our fair maiden recall her own story, eventually revealing her true identity as a princess. Of course, her prince is desperately looking for her, but he seems to always be one step behind and inadvertently rescuing and winning the hearts of the wrong princesses! With plenty of roles to go around and fun new takes on the stories everyone loves, the Princess's quest to remember her true identity will keep everyone guessing to the happily ever after ending.

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Drama Club Fees and Cancellations

The Mantua ES Drama is a very affordable production program that relies heavily on the participation of the student's families for volunteer and production support. Other local schools have fees almost five times as high as our own but require no parent participation. We find that we would rather ask for a small volunteer commitment from each family and keep the program affordable for all participants. Please see below for the registration fees for the 2018/2019 school year.

Actor Registration Fees:

Actor Registration Fee	\$145.00
T-Shirt & DVD Package	\$15.00
Total:	\$160

Tech Registration Fees:

Tech Registration Fee	\$45.00
T-Shirt & DVD Package	\$15.00
Total:	\$60

PTA Discount:

All active paying members of the PTA will receive a \$10.00 discount on their Drama Club Registration (one per family).

Cancellation Policy/Refunds:

A 100% Refund will be issued to any students who choose to cancel their registration before auditions begin.

A 75% refund will be issued to any family who chooses to leave Drama Club due to medical or emergency reasons during the first 2 weeks of their specific rehearsal process. A 50% refund will be issued during the first month of their rehearsal process. No refund will be issued after the first four weeks of rehearsals have passed.

We will not issue a refund to any students/parents who decide post-casting that they are unhappy with the role they have received or do not want to participate in the specific show that they are cast. (Please see more about this in the Actor Checklist/Contract.)

No refund will be issued if your child is asked to leave the production due to excessive absences or behavioral misconduct.

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Actor Registration

Actor Registration is open to 3rd, 4th, 5th, and 6th Graders who are actively enrolled at Mantua Elementary School.

To register for drama club (Actors Only) please go to:

www.memberplanet.com/s/mantuaelementaryschoolpta/dramacast2018

Online registration will be completed in 2 stages. 6th Graders will receive priority registration. Their registration period will begin on **Tuesday, September 4th, 2018 at 9:00 AM**. 3rd - 5th grade registration will begin on **Wednesday, September 5th, 2018 at 9:00 AM**.

Registration is FIRST COME FIRST SERVE.

We will be registering NO MORE than 60 actors. During auditions, these students will be split up into our two shows. We will have 30 actors for each show.

All registrations MUST be completed by **5:00 PM on Wednesday, September 5th, 2018**. That being said, please do not delay in signing up your student for this program. We reached our maximum number of students last year in only *9 minutes*, and ended up with a waiting list of students.

During sign up, you will be able to request a specific audition day or time slot, if necessary. However, please try to be flexible as we need to audition ALL students in two evenings. If you have no preference, you can skip this section to make your registration process much faster.

If for some reason your student is not available to participate in **both** rehearsal schedules, please seriously consider your pending registration for our program. While we recognize that there are some students who will have prior conflicts, we cannot give preference to any student during our audition process.

If registration reaches capacity prior to the end of the registration period, please email our PTA coordinator, Rebecca Kiessling to add your name to the waiting list. Please specify if your student should be added to the actor or tech waiting list. Students will be added to the waiting list in order the emails are received.

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Tech Registration

The tech program is open to any 5th and 6th grade students actively enrolled at Mantua Elementary School.

We will register a maximum of 12 students for the tech program. This small number ensures that all students will have an important and valued position during the production process.

To register for a technical theater position, please go to:

www.memberplanet.com/s/mantuaelementaryschoolpta/dramatech2018

The registration period for Tech students will take place on **Wednesday, September 5th, 2018 at 9:00 AM. Tech positions are for 5th and 6th graders ONLY.**

All registrations MUST be completed by **5:00 PM on Wednesday, September 5th, 2018.**

During your registration, please specify your 1st and 2nd choice of show. We will do our best to accommodate all students, although we must equally divide students among both programs.

If registration reaches capacity prior to the end of the registration period, please email our PTA coordinator, Rebecca Kiessling to add your name to the waiting list. Please specify if your student should be added to the actor or tech waiting list. Students will be added to the waiting list in order the emails are received.

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Auditions

Thursday, September 6th - 5:00 PM - 9:00 PM
Friday, September 7th - 5:00 PM - 7:00 PM

Students will audition for both the Fall and Winter/Spring productions on these dates. **Both shows will be cast at the same time.** Students cast in the fall production will begin rehearsals immediately. Students cast in the winter production will receive their scripts in October, but will not begin rehearsals until January.

Audition Schedule

As a reminder, auditions are only required for students wishing to participate in the acting portion of the drama club program. If your child is participating as a member of our technical crew, they do not need to audition.

The official audition schedule will be emailed on Wednesday, September 5th by 8:00 PM.

Each night of auditions will be split into 3 groups (10 students per group). **Your audition will last approximately 1 hour.** During the first 30 minutes, each student will have an individual audition for their monologue and vocal audition. They will then join the group for a 30 minute choreography audition.

What to Bring / Preparing for Auditions

Students auditioning will need to come prepared to read a 1-minute 'monologue' from the monologue choices provided. The monologue does not have to be memorized, however memorization is encouraged. We will have copies of the available monologues on hand at the audition if your student is not able to prepare in advance.

Your student will also need to prepare a short song for their audition. Please review the list of songs and lyrics on the website. Each student will sing 30 - 45 seconds of their selected song.

All audition materials can be found on the DramaWorks website under the Mantua Drama Club page.

www.dramaworksnova.com/mantuadramaclub

Password: DramaClub2018

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Immediately following the monologue and song portion of the audition, each audition group will work with Ms. Rebecca on a short sequence of choreography (dance). This will help determine the student's specific experience in dance and movement.

Please Note: We are auditioning all students together to ensure no talent is overlooked. Rather than using a lottery system to cast each production, we wanted to see every student's full potential at the same time and fit them in where they are most successful. While this potentially sets some students up for disappointment if they do not receive a part in their first choice play; we encourage parents and families to discuss keeping an open mind and staying positive about the play in which they are cast. Both productions will be extremely special and will create many life long memories for the students.

On Audition Night

Please enter the school through the front door, and head to the lower pod on audition night. Please arrive at least 5 minutes before your audition block, so your student can be prepared when we call his/her name. PLEASE DO NOT ENTER THROUGH THE GYM.

Auditions are closed (i.e., no parents, siblings or friends allowed). When your student's name is called, he/she will enter the stage/music room from the lower pod. Once your student has finished their audition, they will exit through the same door and let the next person in line know that it is their turn.

After their individual audition, they will wait for the choreography portion of the audition.

**** Note to parents. All auditions will be videotaped. This is to ensure that Ms. Rebecca does not miss a single detail while leading and helping students with their auditions.**

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Callbacks

Callbacks are back for the 2018/2019 Drama Club! With so many talented students signing up for the Drama Club program, it is becoming more and more challenging to cast the students with only a few moments of time spent with each one.

Callbacks will immediately follow Friday's Auditions from 7:30 PM - 9:00 PM.

As a director, Ms. Rebecca realizes how sensitive the casting process is. Students should not be upset or disappointed if they do not receive a call back. The sole purpose for our new call back process is to spend more time with students Ms. Rebecca needs to see more from. This can happen when a student is particularly nervous during their main audition and didn't shine to their true potential or even when they had a great audition but Ms. Rebecca would like to see them read for a specific part.

Receiving a call back does not determine the size of role that any student will receive. Students should remember that everyone will be cast in one of the shows and that all parts are an important part of the production. Just Remember: Ms. Rebecca may know the perfect role for you immediately after your audition. In this case, she would not call you back as she doesn't need to see anything else to help her in her decision!

What to Expect at Callbacks

Students can expect to work on acting, singing, or dance during the callbacks. Most students will be given a script to read with another actor from one of the performances.

We encourage students to become familiar with multiple songs on the Auditions Materials list as Ms. Rebecca might ask them to re-sing their original song or attempt singing a different song from the list. They could also be asked to sing scales in order to test their vocal range.

Finally, actors at call backs may be asked to further demonstrate their dancing and movement abilities. Both *Seussical* and *Stuart Little* are ensemble and movement based and will require actors to learn quickly and move easily.

Students attending Thursday's auditions will be notified by email if they are being called back on Friday. Students at Friday's auditions will be notified at the end of their audition slot if they are being asked to come back that evening for call backs.

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Rehearsal Schedules

Mary Poppins Jr. Rehearsal Schedule:

Date	Time	Conflict?
Monday, September 10th	4:00 PM - 5:30 PM	
Thursday, September 13th	4:00 PM - 5:30 PM	
Monday, September 17th	4:00 PM - 5:30 PM	
Thursday, September 20th	4:00 PM - 5:30 PM	
Monday, September 24th	4:00 PM - 5:30 PM	
Thursday, September 27th	4:00 PM - 5:30 PM	
Monday, October 1st	4:00 PM - 5:30 PM	
Thursday, October 4th	4:00 PM - 5:30 PM	
Thursday, October 11th		
Monday, October 15th	4:00 PM - 5:30 PM	
Thursday, October 18th	4:00 PM - 5:30 PM	
Monday, October 22nd	4:00 PM - 5:30 PM	
Thursday, October 25th	4:00 PM - 5:30 PM	
Monday, October 29th	4:00 PM - 5:30 PM	
Thursday, November 1st	4:00 PM - 5:30 PM	
Thursday, November 8th	4:00 PM - 5:30 PM	
Monday, November 12th (Tech)	4:00 PM - 5:30 PM	
Thursday, November 13th (Tech)	4:00 PM - 5:30 PM	
Monday, November 14th (Tech)	5:30 PM - 8:30 PM	
Tuesday, November 15th (Tech)	5:30 PM - 8:30 PM	
Wednesday, November 16th (Tech)	5:30 PM - 8:30 PM	
Thursday, November 17th (Tech)	5:30 PM - 8:30 PM	

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Stuart Little Rehearsal Schedule:

Date	Time	Conflict?
Monday, January 7th	4:00 PM - 5:30 PM	
Thursday, January 10th	4:00 PM - 5:30 PM	
Monday, January 14th	4:00 PM - 5:30 PM	
Thursday, January 17th	4:00 PM - 5:30 PM	
Thursday, January 24th	4:00 PM - 5:30 PM	
Monday, January 28th	4:00 PM - 5:30 PM	
Thursday, January 31st	4:00 PM - 5:30 PM	
Thursday, February 7th	4:00 PM - 5:30 PM	
Monday, February 11th	4:00 PM - 5:30 PM	
Thursday, February 14th	4:00 PM - 5:30 PM	
Thursday, February 21st	4:00 PM - 5:30 PM	
Monday, February 25th	4:00 PM - 5:30 PM	
Thursday, February 28th	4:00 PM - 5:30 PM	
Monday, March 4th	4:00 PM - 5:30 PM	
Thursday, March 7th	4:00 PM - 5:30 PM	
Thursday, March 14th	4:00 PM - 5:30 PM	
Monday, March 18th	4:00 PM - 5:30 PM	
Thursday, March 21st	4:00 PM - 5:30 PM	
Monday, March 25th (Tech)	5:30 PM - 8:30 PM	
Tuesday, March 26th (Tech)	5:30 PM - 8:30 PM	
Wednesday, March 27th (Tech)	5:30 PM - 8:30 PM	
Thursday, March 28th (Tech)	5:30 PM - 8:30 PM	

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Rehearsal Expectations

When arriving at rehearsals all students should check into their arrival zone with a parent volunteer. All students will receive an arrival/departure zone number at the first rehearsal. This is the zone where they will check in and be checked out at every rehearsal. **Students should not leave their departure zone during pick up time without being signed out by a parent.**

During each rehearsal, students will have many tasks and responsibilities. After checking into their zone, students should check the list of rehearsal activities for completion. These activities will vary but could include anything from character work, choreography or set and prop design. Our goal is that no student is ever sitting with idle hands, but instead is accomplishing or learning something at every rehearsal, even when they are not directly involved in the direction on stage.

All students will follow the same rules of conduct set in place by Mantua ES during all rehearsals and performances. This means that all school rules apply during Drama Club hours. We have high standards and expectations for our Drama Club program and will not tolerate any type of bullying, violence or other forms of misconduct.

While we have had very few behavior problems in the past years, please know that any continued or significant behavior incidents will result in your student being asked to leave the Drama Club program with no refund of their drama club fee.

Please note that all rehearsals are closed to parents, other than our parent volunteers. Parents can arrive at 5:25 PM to prepare for pick up.

Pick Up

All Students are expected to be picked up and signed out of their zone ON TIME. You will be responsible for paying a late fee if your child is not picked up within 10 minutes of the time rehearsal ends without notification. The fee is at the discretion of the Director and PTA Coordinator.

**** The Rehearsal Volunteers will be responsible for staying with any students being picked up late.****

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Tech Students

The Drama Club technical theater program is a wonderful opportunity for students not interested in standing in the spotlight. In order to best meet the needs of our talented students, the tech program is regularly evolving and changing to best meet the skills and talents of our students.

The tech theater program is for **5th and 6th grades ONLY**. Our tech students will only attend the final two weeks of rehearsals. During their 1st rehearsal, students will be assigned a position in our running crew. These positions include lighting, sound, set managers etc. They will work on these positions during their entire two weeks of rehearsals and performances. This program is a great opportunity for students to have a hands on experience backstage in the theater!

Fall Production Tech Dates:

- Thursday, November 1st - 4:00 PM - 5:30 PM
- Thursday, November 8th - 4:00 - 5:30 PM
- Monday, November 12th - Thursday, November 15th - 5:30 PM - 8:00 PM
- Friday, November 16th - Show - 5:30 PM
- Saturday, November 17th - Show - 12:30 PM
- Monday, November 19th - School Shows - Time TBA

Winter Production Tech Dates:

- Monday, March 5th and Thursday, March 8th - 4:00 - 5:30 PM
- Monday, March 25th - Thursday March 28th - 5:30 PM - 8:00 PM
- Friday, March 29th - Show - 5:30 PM
- Saturday, March 30th - Show - 12:30 PM
- Monday, April 1st - School Shows - Time TBA

**Students do not need to audition for this program.

***Maximum Number of Students in Tech Program: 6 Per Production (Total: 12).

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Tech Week and Performances

Attendance:

All Tech week rehearsals and performances are **mandatory** for all actors. These dates are extremely important for all drama club participants and absolutely no absences will be permitted.

Tech Week

Students should arrive for all tech rehearsals **promptly at 5:30 PM**. There will be no after school rehearsals during tech week. Upon arriving at rehearsal, students should sign in, get into costumes (if available) and find their spot in the backstage area.

Students should eat dinner before arriving at rehearsal. Students should not have anything to eat while wearing costume in order to avoid mess or stains. Students are permitted to have a water bottle backstage.

Tech week can be a long and arduous process as the director and lighting/sound crew work through each cue of the show. Students are permitted to bring backstage entertainment (ipads, kindles, tablets) or small games (cards, word searches, sudoku) to help keep them occupied on Monday and Tuesday of Tech ONLY. There is no headphone or volume use permitted so they do not miss any cues given by the director or backstage volunteers.

If students become distracted or disruptive with the use of their electronic or game, the activity can be confiscated by any parent volunteer or the director and returned to the student at the end of rehearsal.

At the end of each rehearsal (8:30 PM), costumes should be hung on the assigned hanger and placed on the costume racks. Students should clean their station backstage and return their chairs to the stage. Parents can sign them out at the completion of each of these activities.

Performances

Call time for students is **1 1/2 hours ahead** of each performance time. Students should eat breakfast/lunch/dinner before arriving for performances. Upon arriving for the performance, students should sign in, get into costume and find their space backstage.

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There are no electronics permitted during performances. Students can bring books or homework but should remember that they must be absolutely silent when backstage so the audience does not hear their chatter.

Students must remain backstage for the entire performance. They will not be permitted to enter the gym during intermission. Unless you are an active parent volunteer, we ask that you do not enter the backstage area during performances.

At the end of performances, students will be permitted to enter into the audience to meet with family and friends. They should return backstage no later than 10 minutes after the performance end time to put away costumes and clean their backstage area. Chairs may remain in the back hall after performances.

Fall Tech Week and Performances

Date	Time
Monday, November 12th	5:30 PM - 8:00 PM
Tuesday, November 13th	5:30 PM - 8:00 PM
Wednesday, November 14th	5:30 PM - 8:00 PM
Thursday, November 15th	5:30 PM - 8:00 PM
Friday, November 16th (Performance)	5:30 PM - Call Time
Saturday, November 17th (Performance)	12:30 PM - Call Time
Monday, November 19th (In-School Performance)	CALL TIME TBA

Spring/Winter Tech Week and Performances

Date	Time
Monday, March 25th	5:30 PM - 8:00 PM
Tuesday, March 26th	5:30 PM - 8:00 PM
Wednesday, March 27th	5:30 PM - 8:00 PM
Thursday, March 28th	5:30 PM - 8:00 PM
Friday, March 29th (Performance)	5:30 PM - Call Time
Saturday, March 30th (Performance)	12:30 PM - Call Time
Monday, April 1st (In-School Performance)	CALL TIME TBA

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Costumes

The Mantua Drama Club program works hard to make our program as financially inclusive as possible. We are very fortunate to have a drama closet filled with many resources for our performance.

That being said, it is likely that we will ask you to provide some costume pieces for your student. These things could include but are not limited to: appropriate costume undergarments, shoes, basic street clothes (khacki pants, jeans, t-shirts, etc), leotards, or tights. If you are asked to bring in specific costume pieces, examples will be provided for you as well as suggestions or directions on where to purchase each item.

All costumes should be labeled and brought into rehearsal no later than our final after school rehearsal.

Our costume coordinator will organize and label all costumes from the Mantua Drama Closet. Students should take care of their individual costumes and make sure they are properly stored at the end of every rehearsal or performance. Students are not permitted to eat in costume.

Please make sure that your student is completely out of costume before leaving for the day. Students should not take home any costume pieces UNLESS the instructor or costume coordinator indicates otherwise.

Hair and Make Up

Students will be given make up during the final rehearsals and performances of their production. Stage make up helps brighten their faces under the lights and further define their characters. If your student is uncomfortable with wearing make up, has sensitive skin, or cannot wear make-up due to personal or religious beliefs, please let us know before tech week so we can make sure they do not receive make up for their character.

The costume coordinator will indicate a hair style for your student when they send home your student's costume email. All hair should be finished ahead of your student's arrival at the final 2 rehearsals and performances.

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Volunteer Requirements

The Mantua Drama Club relies heavily on the involvement of parent volunteers in our program. We feel that we save our families a significant amount of money by asking for a small amount of volunteer time for each registered student. Similar local programs can cost over five times the amount of our own, but we can keep this cost down because of you!

Each student registered requires a certain amount of volunteer time. Failure to complete this volunteer time will result in a \$150.00 fee to be paid to the PTA.

For **each** student you have registered in the drama club, you must complete one of the following options:

THREE of the following:

- Auditions Volunteers (2 per audition)
- Rehearsal Volunteer (2 per rehearsal)
- Tech Rehearsal Volunteer (2 per rehearsal)
- Performance Volunteer (2 per performance)
- Concessions Volunteer (2 per performance)
- Strike Volunteer (5 - 6)

OR

ONE of the following:

- Drama Club Coordinator (1)
- Volunteer Management Coordinator (1)
- Costume Coordinator (1)
- Costuming Assistant (1-2)
- Props and Set Coordinator (1)
- Cast Party Coordinator (1)
- Concessions Coordinator (1)
- Ticket Sales Coordinator (1)

All positions are first come first serve. Please see the next page for detailed descriptions on each of these positions.

*** Drama Club Coordinator will hold periodic team meetings in support of larger volunteer positions to assess needs and discuss overall status.

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Volunteer Position Descriptions

Position	Description
Drama Club Coordinator *FILLED*	Sends Drama Club weekly update./Communicates with Director and other coordinators./ Manage drama club email group./ Organize parent meeting (spring only)./Communicates with PTA representatives./Works through scheduling process with director and school./Helps schedule lighting and sound for productions./Manages Facebook page./Prints tickets and programs (For both productions)
Volunteer Manager (One per show)	Organizes parent volunteer sign up./Volunteer accountability./Sends out volunteer reminder emails before each rehearsal.
Costume Coordinator (One per show)	Works with director to develop a costuming plan./Works in the Drama Closet to pull costumes for the show./ Organizes costumes for each student./Sends emails to parents with detailed costume needs for each student./Present during tech and performances to help costume each student.
Props & Set Coordinator (One per show)	Works with director to develop list of set and prop items needed./Works with communications manager to send out list of props and set items needed./Shop for any additional prop or set pieces not lent to the production.
Costume Assistant (One per show)	Works with costume coordinator to pull costumes for the show./Works with CC to organize costumes for students./Present during tech and Performances to help costume each student.
Cast Party Coordinator (One per show)	Plans cast party after final weekend performance./Organizes food, decor, and other needs for cast party./Works with communications coordinator to send out any information or needs for cast party
Ticket Sales Coordinator (One per show)	Works with communication coordinator to send out information on ticket sales./Present at the end of at least 3 tech rehearsals to distribute/sell tickets./Present at the beginning of both performances to sell tickets.
Concessions Coordinator (One per show)	Organizes and purchases items to sell at concessions stand./Seeks out donations for concessions./Present to sell concessions during performances./Works with PRA Liaison to communicate with PTA Treasurer.
Concessions Volunteers	Present at a performance to help with concessions sales./Coordinates with the concessions coordinator to determine responsibilities at concessions.

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Position	Description
Rehearsal/Performance Volunteers	Present for entire rehearsal or performance./Assists with sign in/sign out./Remains at rehearsal until all students have gone home with their adult./Walks students to SACC at the end of rehearsal./Monitors student behavior during rehearsals/performances./Assists with rehearsal activities when needed.
Strike Volunteers	Attends strike immediately following the in-school performances./Helps to break down the set and store set pieces, costumes, and props.