

# Center Stage Productions

## Parent Volunteer Task Descriptions



*In order to put on quality productions, we need all parents to help by volunteering. Below are descriptions to help you make your decision. Older siblings and other family members are also more than welcome to volunteer!*

### **GENERAL VOLUNTEER OPPORTUNITIES**

**Props** Collect props. Enjoy frequenting garage sales and thrift stores searching for treasures or perhaps creative at making treasures yourself!

**Costumes** Assist the costumer in locating costume pieces either at thrift shops or by sewing with a pattern. Enjoy thrift store shopping, sewing, and/or altering clothes.

**Sets - Construction** Construct the sets, scenery and/or props for our show. Help make repairs as needed during run of the show.

**Sets - Painting** Paint scenery and/or props prior to production week. Artistic people are needed for detail and design work as well as people who can paint simple set pieces with plenty of instructions.

**Program** Help with any of following task: collecting info, mock-up, typesetting, photographing the cast, data entry on computer.

**Public Relations** Help distribute fliers and publicize the show in the community and at local schools, including newspaper articles, local magazines, local events, etc.

**Fundraisers** Help us organize and execute fund raisers throughout the production to help fund the show. Examples might be organized rehearsal dinners, smoothies, etc. Collect donations from local businesses for our performance opportunity drawings.

**Rehearsal Support** Help supervise students and provide support as needed during Tuesday/Thursday evening rehearsals and Saturday morning rehearsals. Possible tasks include: purchasing snacks, drinks and ice for cast and parent volunteers to consume during rehearsals at CSP Studio (all purchases are reimbursed), monitor the snack shack during rehearsals and collecting money, fixing boo boos (first aid kit and periodic mothering), helping pass out flyers and forms, collecting parent questions and passing to a board member, etc.

**Cast Party** Plan and organize cast party: location, food, flyers, and any donations. We are always looking for parents willing to host the cast party at their house too! Must be available to help with cast party on Tuesday following the show from approximately 4pm-7pm.

### **PRODUCTION WEEK VOLUNTEER OPPORTUNITIES**

*(Parents are required to work a minimum of two rehearsals and two performances in one of these capacities)*

**Load In** Help load the sets, props and costumes and deliver to Center Theater, unload and setup.

**Load Out** Help strike the sets, props and costumes from Center Theater into trailers and then out of the trailers into the storage facility on Sunday afternoon after final performance.

**Backstage** Assist crew members with moving sets on and off the stage during dress rehearsals and shows. Looks good in basic black.

**Headset** Follow script offstage left or right with headset on to alert Stage Manager when stage is set correctly and backstage crew and cast are set. Looks good in basic black.

**Greenroom (Girls & Boys)** Supervise and help cast in dressing rooms. Needs to be a good disciplinarian - maintain quiet and order. Help cast to hang up costumes and maintain cleanliness. Create simple activities for cast members.

**Makeup and Hair** Work with director and design team to create appropriate makeup and hair styles. Help to plan and apply makeup for the cast in the show.

**Entrance and Exits** Organize cast for entrances and exits to/from the stage. Verify cast have proper costume pieces. Maintain crowd control; able to keep cast quiet and orderly backstage during show. Looks good in basic black.

**Script Supervisor** Follow script and scene breakdown. Works closely with *Caller*, specifying which groups of cast members are required next in the backstage area.

**Caller** Works closely with *Script Supervisor* and *Entrance and Exit* people, ensuring that the appropriate cast members are ready when they are required backstage.

**Microphone Technician** Organize and maintain wireless body microphones. Help cast members to put on microphones and aid in sound check.

**Sound Caller** Help the sound technician by calling microphone and sound effect cues for the final rehearsals and performances. .

**Production Week Snack Shack** Purchase snacks, drinks and ice for cast and parent volunteers to consume backstage during production week. Monitor the snack shack during rehearsals and performances, collecting money.

**Lobby Sales** Plan and/or supervise any of the following CSP Sales events: opportunity drawing, flower sales, video sales, photo sales, show sign-ups, and additional activities as selected. PERFORMANCES ONLY.