



## **We Need Your Help!**

It takes teamwork to make the dream work—literally! That is why we need you to volunteer some of your time to support our organization! There are several ways to help throughout the year, including (but not limited to) helping plan our fundraiser events, helping provide meals for students during tech week, selling tickets at the door, helping build/paint sets, etc. A list of jobs and donations, along with brief descriptions, are listed on the back of this sheet. You can sign up to help in one (or more) of these areas for the year on a SignUpGenius form online. A link to the sign up form can be found at [CHSTheatreArts.org/parents](http://CHSTheatreArts.org/parents)

## **Communication**

We are making every effort to get all necessary information to you and your students by using multiple communication channels. To communicate internal organization info, we will send information via our closed Facebook group, Remind text messages, and monthly email newsletter. If you have not been added to our closed Facebook group, or have not received any Remind Texts or our email newsletter, please email us at:

[Quentin.Hammock@carlisleindians.org](mailto:Quentin.Hammock@carlisleindians.org) or Sam Lee at [Samantha.Lee@carlisleindians.org](mailto:Samantha.Lee@carlisleindians.org) to be added to one/any of these groups.

## **Activity Fee**

To help cover the costs of production (costuming, props, etc.), there is a \$50 activity fee for the year (or \$15 for the play and \$35 for the musical, if participating in only one production). The activity fee for each production must be paid within one month of the first rehearsal date. Specific due dates for each production will be listed on the commitment form.

## **Important Dates**

**October 20:** BOOgeyBash! Halloween Fundraiser, 6-8:30pm

**November 10-14:** The Great Gatsby Tech Week, 5:30-9:00pm

**November 15 & 16:** The Great Gatsby Performances, 7:30pm

**January 17:** Stages Concert, 7:00pm

**February 15:** Princess Power Fundraiser, 6-8:30pm

**March 3-7:** Footloose Tech Week, 5:30-9:00pm

**March 8 & 9:** Footloose Evening Performances, 7:00pm

**March 10:** Footloose Matinee Performance, 2:00pm

**Late April:** CHS Fine Arts Festival, Date & Time TBA

**Mid-May:** Gertie Awards Banquet, Date & Time TBA

**June 11:** Miami Valley High School Theatre Awards, Schuster Center, 7:30pm

## Areas of Need

Below are specific jobs and donations we currently need to ensure our program functions.

### JOBS

#### **1) Box Office Manager**

Oversees ticket sales for all shows and fundraisers. MUST be tech-savvy!

*--Time Commitment: 2-5 hours per month*

#### **2) Concessions Manager**

Creates "menu" and sets up concession stands for all shows and fundraisers.

*--Time Commitment: ~5 hours per event*

#### **3) Fundraising Decorations Manager**

Designs and implements decorations for all themed fundraiser events.

*--Time Commitment: ~5 hours per event*

#### **4) Fundraiser Activities/Crafts Manager**

Creates and implements activities, games, and crafts for themed fundraiser events.

*--Time Commitment: ~5 hours per event*

#### **5) Ticket Sales Reps**

Sells tickets at the door for each event. Must arrive 60 minutes prior to start time.

*--Time Commitment: 2-3 hours per event*

#### **7) Door Attendants**

Scan/verify tickets at the door for each event. Must arrive 60 minutes prior to start time.

*--Time Commitment: 2-3 hours per event*

#### **8) Ushers**

Assist people who need assistance before or during our play and musical. Must arrive 60 minutes prior to start time.

*--Time Commitment: 3-4 hours per show*

#### **9) Concession Stand**

Serves food/drinks and collects money at concession stands for all shows and fundraisers.

*--Time Commitment: 2-3 hours per event*

#### **10) General Fundraiser Help**

Oversees activity stations, direct crowd flow, assist in marketing the event, or any other need that arises during our fundraisers.

*--Time Commitment: 2-3 hours per event*

#### **11) Set Construction**

Assist our head carpenter in building and/or painting set pieces for our play and musical.

*--Time Commitment: multiple evenings, 2-5 weeks per show*

#### **12) Show Support**

Assist backstage during our play and musical by moving props/set pieces, etc.

*--Time Commitment: 4-5 hours, 7-8 evenings the week of the show. Must be there every evening!*

### DONATIONS

#### **1) Concession Donations**

Bagged snacks, cans of pop, special (themed) food items

#### **2) Meal Donations**

Feed students before tech week rehearsals

#### **3) Fundraiser Supply Donations**

Supplies for craft/activity stations at themed fundraisers

#### **4) Fundraiser Decoration Donations**

Balloons, streamers, table clothes, etc. for themed fundraisers