



# PARENT VOLUNTEER FORM

Production Title:

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Cast Member's Name

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Parent(s) Name(s) and Phone number

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Every cast member's family is expected to volunteer their time and their talents to Applause Children's Theater's, In areas BEFORE PRODUCTION in order to make it a smashing success. Some of the areas we require help in are listed below. Please check at **least 3 boxes** next to the areas in which you would be interested in volunteering.

\_\_\_\_\_ **Costuming : work with the director on sewing and non sewing needs.**

volunteers who are willing to cut fabric, hot glue, embellish, sort and organize costumes for our show, measure performers, manage costume fittings, repair costumes, prepare costumes into bags for performers, help with check in and check out, search thrift stores when needed for possible costume needs. Lots of fun needs here.

\_\_\_\_\_ **Set Design and Building**

Calling all carpenters! We are looking for cast family members with some building experience to come in and help us construct very important set pieces as our show approaches. We also need painters. PLEASE let us know if you have a gift for set building or design. All levels of building is needed. We need small pieces built as well as large pieces built so any knowledge of building is welcome.

\_\_\_\_\_ **Crafters /Prop Makers : We need a Head Prop Master.**

This job requires volunteers to make sure we have all the required props, either made or purchased, prior to the show. These people will be responsible for organizing a prop table system and doing an inventory of all props often. They may also be asked to embellish or construct simple costume accessories. Call other parents to ask for props, search thrift stores to gather what is needed.

\_\_\_\_\_ **Publicity / Advertising/ Media**

Parents will assist by hanging posters for our show in public places and local businesses. They will also be asked to help contact newspapers, radio, magazines, and other needed organizations for advertisement.

\_\_\_\_\_ **Rehearsal Supervision:** 2-3 parents (more during the performances) are needed at each rehearsal to supervise children, check in actors, and call missing actors that should be at rehearsal that day. Help clean up rehearsal room and outside studio after rehearsal. While supervising there may be other items to help do at the theater. This is a great opportunity to spend time with your child.

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**In areas DURING PRODUCTION please mark 3 areas you might be interested in working.**

\_\_\_\_\_ **Backstage Monitors (A lead is needed here)**

These are parents who are willing to spend many of the performances backstage during the show, monitoring the children when they are not on stage, taking care of any emergency (God forbid one should arise), and helping with quick costume changes. Parents interested must attend one full dress rehearsal (prior to the show) for an orientation about backstage procedures and to begin to understand the flow and pace of the performance. Check kids out after performance with costumes, make sure dressing room is clean.

\_\_\_\_\_ **Concessions (lead needed)**

We need parents who are willing to buy concessions in bulk and to sell concessions, flowers, and raffle tickets in the lobby before the show, during intermission and after the show.

\_\_\_\_\_ **Tickets / Box Office**

These parents will work with a Board Member in selling general admission tickets to family of cast members at dress rehearsals and/or to the general public at the door of our performances.

\_\_\_\_\_ **Ushers / Door Monitors**

Ushers/ Door Monitors will greet patrons, collect tickets and hand out programs prior to a performance and when the show starts follow along with the script and open the doors to let the actors in during the right scenes. **THEY WILL NEED TO ATTEND A DRESS REHEARSAL.**

\_\_\_\_\_ **Cast Party Organizers**

These parents will help coordinate the cast party .They are responsible for generating a Food Sign-Up sheet and other needed items for party. If there is any cost, work with the Board Treasurer for reimbursement.

\_\_\_\_\_ **Decoration Crew**

These parents will work with our photographer on the last dress rehearsal and Friday afternoon before the show to transform the lobby in to ideas of our production theme.

\_\_\_\_\_ **Clean-up Crew/ Break Down Crew**

**CLEAN UP:** These very important parents will do a quick visual sweep of the auditorium and dressing rooms after each show to ensure that the facility is tidy and ready for the next show. **BREAKDOWN:** These parents will help breakdown and move sets and props to storage after the last show on the scheduled day and help clean the venue.

\_\_\_\_\_ **Hair and Makeup Crew**

This group of volunteers will meet with Mrs. Vikky to discuss what styles of hair and makeup she will want for each actor or actress and what makeup colors/themes she will be using. They will most importantly help with makeup application and doing hair backstage for each dress rehearsal and all performances. They will assist the Beauty School girls during performances

\_\_\_\_\_ **Microphones:**

Assist before and after show in putting mics on the performers replace batteries after each show.

\_\_\_\_\_ **Photography:**

Work closely with our media Lead to take cast picture, pictures during the show and rehearsals, coordinate photo shoots if need be.