

LEAD ROLE: Messages to the Stars Lead

Summary: Responsible for managing the table that sells messages (with or without candy) before the show and during intermission and delivering them to the cast and crew via a “runner.” Includes designing a show-related Messages to the Stars “tag,” decorating the table (including baskets to hold the candy), and obtaining supplies for the table (other than candy) for all performances. Ensure that all Messages to the Stars volunteers are reminded of their shift times prior to shows and train them when they arrive for their shifts. **Sales people must be 18 or older and responsible for collecting cash.** “Runners” are typically students. Count money after intermission, fill out cash box paperwork, and give cash box (with cash and paperwork enclosed) to Lobby Manager. **Arrive 60 minutes prior to shows.**

Responsibilities	Deadlines
Determine theme of signage, message tags, and table décor with Lobby Display Lead.	3 weeks prior to first show
Design a tag (about 3”x 4” or 1/8 <sup>th</sup> of a sheet of paper) to be used for the Message to the Stars as a stand-alone or with candy. The message tags are also used by the flower table for larger bouquets.	3 weeks prior to first show
Print sufficient copies of the tag to be used for stand-alone Messages to the Stars, as well as with candy and flowers. Coordinate with Flowers Lead to determine number of tags needed to cover all performances.	1 week prior to show
Obtain many writing implements. Regular pens are fine for the messages; sharpies are best for writing on the tape labels on the candy (or use pre-printed TO/FROM address labels). Maybe 6-8 of each writing utensil.	1 week prior to first show
Coordinate with Concessions Lead for candy supplies to be sold at Messages to the Stars table.	1 week prior to first show
Remind Messages to the Stars volunteers of their upcoming shifts (Parent Producer Volunteer Coordinator will send out a reminder a few days prior to each shift, but you may want to remind them, as well). Parent Producer Volunteer Coordinator will supply you with a contact list for volunteers.	1 week prior to first show
Ensure volunteers have arrived one hour prior to show time. Be prepared to call volunteers who have not shown up and to potentially fill in for missing volunteers. Inform Parent Producer Volunteer Coordinator of anyone who does not show up for their shift without giving prior notice.	1 hour prior to all shows
Train sales people and runners who will be working at Messages to the Stars table. Messages and flowers can be delivered to the cast/crew; labeled candy must be kept at the table in a separate basket until after intermission, then set on table outside of Green Room to be picked up by cast/crew on their way out after the show.	1 hour prior to all shows
Ensure the following is at all shows: plenty of message tags, sticky labels or tape to put on candy, pens, tape and/or ribbon for attaching message tags to flowers. Get a supply of candy at table before each	1 hour prior to all shows

show from the Concessions Manager; you can send a runner for more if you run low, but try to avoid it.	
Receive cash box from Lobby Manager at beginning of each show. Ensure starting amount of cash is correct (see label on inside of cash box lid for starting amount and denominations).	1 hour prior to all shows
Have the volunteers count money at the end of intermission, fill out cash box paperwork, and give cash box (with cash and paperwork enclosed) to Lobby Manager.	Intermission of all shows
At the end of intermission, have the volunteers clean up and store supplies for use at next show. Do final clean up of everything at intermission of final show.	Intermission of all shows
Get reimbursed for any items you purchased. Forms at <a href="http://wgpab.org">wgpab.org</a> under "Resources" page. Attach receipts.*	ASAP. Need Parent Producer signature on form.

\* Get budget information from Parent Producers

Tips:

Messages and flowers can be delivered backstage before the show and during intermission, but candy CANNOT.

Since candy can't be given to the kids during the show, it has to be labelled separately with TO and FROM. Masking tape and sharpies work well (or use pre-printed TO/FROM address labels).