



# WGMS Drama Parent Volunteer Roles



*\*WE REQUEST THAT EVERY FAMILY COMPLETE EITHER 3 REGULAR SHIFTS OR 1 LEAD ROLE\**

## *✧ Lead Parent Volunteers ✧*

<b><u>Money Matters Lead:</u></b>	Responsible for working with the WGPAB Treasurer to obtain money that will be used to make change for all of the show sales. The lead will be responsible for setting up the cash boxes for each sales station. He/she will deliver the cash boxes prior to each show and collect them at the end of each show. The lead will make sure the boxes are reset for each show. When the production is completed, the lead will pass the revenue and initial withdrawal on to the WGPAB Treasurer for deposit. The lead will also create the necessary deposit forms and revenue sheet to send to the Treasurer.
<b><u>Messages to the Stars Lead:</u></b>	Responsible for managing the table that sells messages (with or without candy) before shows and during intermission. Deliver items sold to the cast and crew via a “runner.” Responsibilities include: 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. <b>Sales people must be 18 or older and responsible for collecting cash.</b> “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. <b>Arrive 60 minutes prior to shows.</b>
<b><u>Flowers Lead:</u></b>	Responsible for obtaining or creating flower bouquets to be sold before shows and at intermission (typically there are small, medium, and large bouquet options available for sale). Determine sales prices with Parent Producers. Responsible for managing the table that sells flowers at the shows. Decorate table to fit the theme of the show. Coordinate with Lobby Display Lead for decoration themes. Ensure that all Flowers Sales volunteers are reminded of their shift times prior to all shows and train them when they arrive for their shifts. <b>Sales people must be 18 or older and responsible for collecting cash.</b> Count money after intermission, fill out cash box paperwork, and give cash box (with cash and paperwork enclosed) to Lobby Manager. <b>Arrive 60 minutes prior to shows.</b>

\*\*\*Tech rehearsal supervisors, backstage supervisors, green room supervisors, and courtyard supervisors must complete fingerprinting and TB testing with SJUSD at: [go.sjUSD.org/volunteer](http://go.sjUSD.org/volunteer)

## *✧ Non-Lead Parent Volunteers ✧*

<p><b><u>Costumes/Hair/Make-up Volunteers:</u></b></p> <p><b>Note: all volunteers for Costumes/Hair/Make-Up must complete <u>all 3 of their slots</u> in this area plus attend one Dress Rehearsal for training</b></p>	<p>Responsible for working with the Costume/Hair/Make-up Lead. Help actors apply make-up, as needed, before shows and assist with touch up at intermission. Make sure wigs/hair are styled according to director's notes. May assist with quick costume changes. <b>Arrive 60 minutes prior to show. Must attend one Dress Rehearsal in addition to 3 volunteer slots at shows.</b></p>
<p><b><u>Ticket Sales and Will Call/Ushers Volunteers:</u></b></p>	<p>Responsible for selling tickets to walk-ups and distributing online purchased tickets before the show. <b>Sales people must be 18 and older and responsible for collecting cash.</b> Under 18 year-old volunteers may manage Will Call as well as usher guests into theater and give them programs. Count money at end of ticket sales, fill out cash box paperwork, and give cash box (with cash and paperwork enclosed) to Lobby Manager. <b>Arrive 60 minutes prior to show. One sales volunteer per show stays through first half hour of show to assist latecomers.</b></p>
<p><b><u>Tech Rehearsal Dinner(s) Volunteers:</u></b></p> <p><b>(fulfills volunteer hours)</b></p>	<p>Responsible for helping Tech Rehearsal Dinner Lead lay out and serve dinner(s) to all involved in production during Tech Rehearsal week. Help clean up after dinner(s) is over. May assist in getting dinner(s) ready ahead of time.</p>
<p><b><u>Lobby Managers:</u></b></p>	<p>Responsible for ensuring theater is open at showtimes. Responsible for distributing cash boxes received from Money Matters Lead to the sellers (Flowers, Concessions, Tickets, Messages to the Stars). Sell any remaining t-shirts, photo CDs (order form should be on hand from Photography Lead), and DVDs (order envelopes will be on hand from videographer). Have After-Final-Show Party flyers available on table at shows. Keep lobby secure during the show and watch over money. Train sellers on how to fill out their cash tally sheets, collect cash boxes from sellers, and hand off cash boxes to Money Matters lead at end of show. Give filled DVD order envelopes to Parent Producer. May assist in passing out programs and ushering. Ticket Lead should provide seating chart to assist with ushering. <b>Arrive 60 minutes prior to show.</b></p>
<p><b><u>***Backstage/Outside/and Green Room Supervisors:</u></b></p>	<p>These volunteers are very critical to the success of the show. Responsible for ensuring the safety of the cast and crew and for making certain that no one goes backstage or in Green Room who is not supposed to be there. During a rehearsal or show, keep the sound levels at a minimum and remind cast and crew to clean up after themselves. <b>Arrive 60 minutes prior to show, if working a showtime shift.</b></p>
<p><b><u>Messages to the Stars Sales Volunteers:</u></b></p>	<p>Responsible for selling messages (with or without candy) before shows and during intermission. Sales people hand off messages and candy grams (and some flower bouquets) to "runners" for delivery to cast and crew. <b>Sales people must be 18 and older and responsible for collecting cash.</b> Count money at intermission, fill out cash box paperwork, and give cash box (with cash and paperwork enclosed) to Lobby Manager. <b>Arrive 60 minutes prior to show.</b></p>

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<b><u>Flowers Sales Volunteers:</u></b>	Responsible for selling flowers before shows and during intermission. <b>Sales people must be 18 and older and responsible for collecting cash.</b> Count money after intermission, fill out cash box paperwork, and give cash box (with cash and paperwork enclosed) to Lobby Manager. <b>Arrive 60 minutes prior to show.</b>
<b><u>Theater/Green Room Clean-Up Crew:</u></b>	Responsible for Theater and Green Room clean up after shows. Walk down all the aisles and pick up water bottles, programs left behind, and trash. Make sure the restrooms are restocked and cleaned by custodian. Do a quick broom sweep of Theater and Green Room.

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