



Parent Committee Descriptions

(Chairperson responsibilities are listed at the bottom of this document)

Here are some brief overviews of each committee. Remember it takes a village to put on a show and most committees need multiple skill sets and strengths. We hope to build teams that can combine many different abilities, working together.

*****Act I Committees** - These committees will have most, if not all of their work hours during the first half of the rehearsal season.

Marketing

This committee is responsible for promoting ticket sales, soliciting business ads for the program and donations for the auction baskets .

Committee members will:

- Reach out to and sometimes visit area businesses to sell ad space, solicit auction basket donations
- Advertise the show via posters in conspicuous areas throughout the community.
- Distribute the press release and reach out to area media outlets.
- Collect ad funds and art work on time and answer questions in a timely manner.
- Work with cast families and the production coordinator on creative advertising for the show (ex: videos of the kids, fun ticket incentives by cast members, overall ticket sale goal incentives etc.)
- Execute on any sponsorship package promises (posted signage, thank you letters, etc.)

Costumes

The committee is responsible for sourcing and/or making costumes, fitting the cast and maintaining an accurate inventory of costume pieces.

- Visit local thrift store for costume pieces

- Coordinate borrowing or rental of needed costume pieces.
- Hem, alter, and/or sew costumes from a pattern,
- Ensure all cast members have a labeled garment bag prior to passing out costumes.
- Facilitate distribution of costume pieces, labeling and alterations as needed.
- Collect costumes during strike and check in rented and borrowed pieces.
- Launder costume pieces as needed.

Makeup & Hair

The committee is responsible for teaching parents hair and make up basics, as well as help students with character specific hair and make up during some rehearsals, tech week and show weekend.

- Teach parents and cast members how to apply base make-up
- Teach parents/cast members how to execute the desired look for their character.
- Assist with complicated or specialty looks (ex. Aging characters and harder updos).
- Source specialty products as needed such as hair whitener or facial prosthetics.
- ****Committee members will need to attend some rehearsals to learn how to complete the needed make-up looks and hair looks**

Sets

The committee is responsible for creating the sets.

- Source materials for needed sets
- Build and assemble set pieces
- Paint sets
- ****All sets should be built and ready to go prior to the first night of dress rehearsal.**
- This committee is also expected to be at move-in and move-out.

Props

The committee is responsible for sourcing and creating props needed for the show.

- Create and maintain an inventory of props needed, who uses them and when
- Buy, borrow or rent props as needed
- Create/craft props as needed
- Work with Production Coordinator about securing a space if time and space is needed during rehearsals to create
- Set up the prop table during move in and monitor during tech week and shows.

Souvenirs & Auction Baskets

The committee is responsible for creating show- or theater-themed souvenirs, and organizing auction basket items for display.

- Create souvenirs using the NYT logo
- Approve all designs with the directing team prior to materials purchase
- After receiving donated items, organize baskets in a visually appealing manner
- Organize crafting and basket creation days as needed
- Work with Production Coordinator about securing work day space as needed.
- Contact basket winners and organize payment and pick up.
- Organize bags for cast members to receive gifts from friends and families during shows.

Strike

The committee is responsible for planning and executing the cast party and celebration.

- Choose and secure party location and caterer in a timely manner
- Order food at least two weeks before party date
- Pick up food for the party
- Plan and organize activities for during the party
- Set up, decorate and clean up the party location
- Oversee the food table during the party
- Create first year, and 5 year awards and any other awards from the directing team
- Organize Strike Party ticket sales
- Organize Director gifts, if desired

*****Act II Committees** - These committees will have most, if not all of their work hours during move in day, tech week and show weekend: Strike duties will begin within your Act II committees.

Green Room

The committee is responsible for managing and supervising the green room during tech week and shows.

- Supervise cast members in the green room.
- Call the show with the assistance of a radio/earpiece to make sure cast members are on time for cues.
- Make sure cast members are adhering to their behavior contracts, wearing cover ups when eating or drinking in costume and remain in the green room when not on stage.
- Ensure cast members keep the green room tidy and clean.

- Make sure cast members are signed out of the green room at the end of each tech rehearsal and production day.

Security

The committee is responsible for managing the flow of people and cast members during tech week and shows.

- Monitor locker rooms
- Monitor entrances/exits
- Make sure only adults with the proper name tags enter secure locations (back stage, green room, etc).
- Help manage the flow of people during high traffic times
- Be available for emergency situations such as injuries or

Concessions/Refreshments

The committee is responsible for planning and selling concessions prior to shows and during intermission.

- Maintain records of inventory, sales and profits.
- Set up and strike concession areas
- Purchase materials/concessions as needed
- Oversee concession area before, during and after shows
- Count out funds after each show.
- Assist with the meal for move-in day parent volunteers.
- Organize Saturday meal option for cast members

Backstage

The committee is responsible for managing backstage and assisting with the flow of sets and curtains throughout the show.

- Be available during tech week to learn cues
- Assist with the movement of sets on and off stage between scenes
- Manage the curtains drops and raises.
- Help with the building of sets during move in and the tear down during strike.
- Assist cast members with quick changes in the wings as needed.
- Supervise backstage and assist with on time cues

Tech

The committee is responsible for setting up and running lights, sound and mics during tech week and shows.

- Assist with mic'ing the cast and sound checks
- Be available on move in day to help set lights
- Be available during tech week to learn sound and light cues

- Help run the sound and light boards during run throughs and shows

House

The committee is responsible for managing the front of house during shows.

- Create and execute on ticket incentives for cast members/ families to help drive sales.
- Sell tickets at the door
- Assist people with seating.
- Solicit volunteer ushers
- Distribute and collect programs.
- Remind patrons not to bring food and drink into the auditorium after intermission.
- After each show, walk aisles to keep the facility clean.
- Facilitate lanyard distribution among adult volunteers during tech and shows.
- Counting out funds at the end of each show.
- Help as needed during intermission

Chairperson

Each committee will have a Chairperson, some committees will have two. Chairs will receive regular communication and check-ins from their Director Lead and/or the Production Coordinator.

Chairpersons are expected to:

- Keep in regular communication with their Director Lead as well as with all members of their team.
- Submit receipts, in a labeled envelope to the Production Coordinator by the Strike Party.
- Act II Chairs: submit a schedule for tech week and shows to nytwisconsin@gmail.com
- Tech, Backstage, Sets and Props Chairs will also need to attend a paper tech meeting.