

Garage Theatre Group
Description of Committee Jobs

CINDERELLA

Before the show opens

The jobs in this section will be performed during the period heading up to our performances (which are June 6-15)

Cast Biographies & Lobby Decorations: We need two people to collect biographies from all cast members, as well as the director, musical director, choreographer, stage manager, and producers. The information will then need to be edited, typed, and mounted with the portraits taken by the photographers. The individual portraits and cast biographies along with other decorative materials will be hung in the theatre lobby to make the lobby look welcoming to our audience for the first show. This should be completed by Tuesday evening, June 3. This committee will also be responsible for taking the decorations down immediately following the last show on June 18. The individual portraits will need to be given to The Garage Staff who will take them to the cast party

Cast Party: Two or three individuals are needed to plan and prepare all aspects of the Cast party, which will take place at a date and time to be determined. The chairman will be the organizer of this committee and will communicate with the Garage regarding any special needs/questions.

Costumes: Numerous people will be needed to help distribute costume information and be available for shopping for accessories, answering questions, measuring cast members and offering costume advice. The members of the committee are NOT required to MAKE costumes; making costumes for your child or other cast members will NOT count toward volunteer hours

Fundraising: GTG has arranged for a “snack bar” fundraising activity during the rehearsal period. The snack bar is not only a good fundraiser for GTG, but it also gives the kids an opportunity to purchase drinks and snacks during long rehearsals. We need a committee of about 5 to staff the snack bar (about one shift per week) and to help solicit donations of food. In addition, GTG has launched a “million pennies” drive for this show, and the fundraising committee will be charge of promoting the penny drive and coordinating the prize for the winning cast

Merchandise Pre-Sales & Sales at the theatre: This committee will be responsible for all merchandise pre-sales & sales at the theatre: t-shirts, mugs, flowers, and any other show - related merchandising. They will collect orders, verify payments, place orders with the Garage so that we can contact our vendors, and distribute merchandise to cast members/parents when it arrives at GTG. The committee will fill the candy and wrap the mugs before distributing to parents or sales at the theatre. Flower

pre-sale orders will be collected and tallied, to be ordered by the Merchandise/Flowers Committee.

Phone Committee/Rehearsal Coordinator: A committee of 5 people is needed to keep in touch with cast members and their families, relaying messages about rehearsal changes, etc. The Chairman will work with The Garage and will be responsible for passing messages to the other committee members and ensuring that all required calls are made. In addition, the Chairman will act as Rehearsal Hall Coordinator, to schedule 2 or more monitors (depending on the number of cast members at rehearsal) for every rehearsal, and to designate a Rehearsal hall Monitor for each rehearsal who is responsible for ensuring that the lights are turned off, all trash has been picked up and emptied, and that the building is secure.

Photos: Two persons are needed to assist the photographer in organizing a publicity photo session. They will also help the photographer to photograph all our cast members for the lobby display. In addition to organizing the photo session, this committee will provide order forms for purchasing show photos, video tapes and DVDs. Committee members will also display show photos on poster boards and in albums (assembled in a few hours on Thursday afternoon of Tech Week). Approximately one month after the close of the show, one person is needed to collect photo orders and process and mail all orders.

Program: One person is needed to work with the Program Chair to collect "Break-a-Leg" messages, ads and money from the performers. Type, copy and assemble the messages into a booklet and deliver them to our printer by May 15.

Props: We need volunteers to gather and/or build props for the show. Members of this committee may also sign up to work with props during run throughs at the theatre and during tech week rehearsals and performances backstage.

Publicity/Posters: One person is needed to work with the Publicity Chair to ensure that posters and fliers are distributed to cast members and posted at the locations on GTG's Poster Location List. Depending on personal preference, this volunteer could cover the list alone or recruit other parents/cast members to take responsibility for individual towns. Volunteer hours would vary accordingly. Additionally, anyone with connections to a printer, publications of local organizations, newspapers, radio, or TV could be of assistance.

Set Building: If you like to use tools or want to learn how, try set building. The chairman for the committee will organize volunteers in building sets and make sure needed materials are on hand. The more people who volunteer to build sets, the faster it goes. Direction and supervision will be provided.

Set Painting: One or two people are needed as painters after the sets are built. You do not need to have a special artistic talent for this job! The chairman for this committee is responsible for arranging painting schedules, recruiting help, buying paint, etc. Direction and supervision will be provided.

Sign Painting: One or two people are needed to work with the Publicity Chair to paint large signs publicizing the show, based on the poster design, and hang them in predetermined locations in the Teaneck - Paramus – Englewood area.

Ticket Incentive & Tallies: One volunteer is responsible for encouraging the cast and parents to sell more tickets. It involves displaying ticket tally information for the cast to see (in the form of charts, posters, etc.) This committee will also assist with finding and distributing incentive prizes for top ticket sellers

During the Run of the Show

The jobs in this section will be performed during our performances (which are 6/6-6/15). For most of them (except for Strike) it is highly desirable that you be available for several different performances (ideally, you would work two of your child's shows, and switch off with a parent volunteer from the other cast to watch the third); most of them require you attend Tech/Dress rehearsals (the evenings of 6/1-6/5) to learn the jobs.

These jobs are a great way to be part of the show, and to see it in a way that is wholly different from being in the audience. Remember, only those volunteers who sign up to work at a given performance may be in the theatre; anyone else must purchase a ticket.

Backstage Crew: People on this committee will be working back stage during tech week and during the shows. It is a good opportunity to learn what happens back stage during a production. We need to have a consistent team for each cast. This works best if we have plenty of people on the committee so that everyone gets a chance to watch as well as work the show. We estimate that 4 people will be needed for each show for back stage assistance, including moving set pieces. The chair will coordinate the scheduling of crew members with the Stage Manager and make sure there are enough people for the show.

Back stage & Cueing: Back Stage Committee members will help to supervise the cast members backstage during tech week rehearsals and performances. They will also be responsible for helping with costume changes. The committee will also help ensure that cast members are ready to go on stage when needed. The chairs will be responsible for scheduling parents for each tech rehearsal and show performed by each cast.

Load-in/ Strike: We need many strong, able-bodied people to bring in sets and other equipment to the theatre for load in on May 27 & 28 @ 8:00pm (these are tentative dates) and take them out again immediately following the last show on Sunday June 15. Lights must also be hung and taken down. People with pick-up trucks and tools would be eagerly welcomed on this committee, or you can sign up your truck and let others do the work. **Every family is required to participate in Strike to get us finished quickly.** The Chair of this committee will have the responsibility of contacting the other volunteers to schedule their participation.

Make-up: We will need people to be available before and during tech rehearsals to help with make-up for those who need it. The committee chairman will organize a quick class prior to tech week to teach parents/cast members how to apply stage make-up. If you have experience with stage make-up or are interested in learning, here's the committee for you

Merchandise/Flower Sales: We need people to sell gift merchandise and flowers at each performance. The chairperson will schedule committee members to work during each show. The chairperson will be responsible for ordering flowers in sufficient quantity to fill pre-sale orders and also enough for sales at the theatre. The chairperson will be responsible for contacting the GTG business office, one week prior to the run to obtain a cash box; sorting each day's pre-sale orders; setting up flowers and merchandise in the theatre lobby at least 1 hour prior to the show; counting cash and merchandise before and after every performance and completing an itemized reconciliation; and arranging for secure storage for all merchandise between performances and return to GTG facility at the end of the run.

Concessions: We need four people to organize and sell refreshments before and during the intermission of each show, as well as clean up after each show. The chairperson will be responsible for scheduling people to work at the concession stand.

Each cast member family will be required to bring 2 dozen baked goods (preferably home baked goodies) and 2 six packs of soda, water, juice, iced tea etc.

Props: Volunteers are needed to hand out and organize props at the theatre. The Props Chairperson will collect the required props and coordinate with the stage manager and director to ensure that the props are available when needed.

Tech Night Dinners: This committee will arrange for the purchase or preparation of dinners for each night of tech rehearsals. The committee is responsible for preparing and distributing the flyer/order form and collecting orders and payments, purchasing food and/or cooking for each meal, arranging delivery and set-up at the theatre, serving and cleaning up

Lights: We need four people to run the lights during each tech rehearsal and the performances. You will be trained during tech week. The chairperson of this committee will be responsible for assigning volunteers to each performance.

House Manager: The House Manager makes sure there are enough ushers available to work each show, makes sure the programs are ready for each show, and generally manages the house to make sure things go smoothly.

Ushers: Four people will be needed for each show to be ushers. This involves taking tickets, handing out the programs, answering questions, and generally being available to help our audience enjoy their time at our performances. Coordination of this activity will be through the House Manager. Ushers will also be responsible for making sure the theatre is cleaned up after every performance.

Ticket sales - Box Office: This committee will handle ticket sales at the ticket office and the “Will Call window” during tech week and at each of the performances. The chairman will be responsible for scheduling people for each performance.