

2018-2019 Company Parent Support Roles

The Evergreen Children's Chorale strongly depends upon its parent volunteers to help make the ECC musical experience successful and meaningful for our members and their families. While we have staff in-place to offer professional support and expertise, we also need parents to help with important committee work.

Therefore, it is expected that parent(s) SIGN UP FOR AN EQUIVALENT OF TWO FULL-YEAR COMMITTEES (fall or spring only committees constitute .5 fulfillment).

Please take time to review committee/involvement options and plan to sign-up for the two areas where you can offer the best help. Your first chance to sign up for the various committees will be at the mandatory parent meeting. Please arrange to meet with committee chair or Production Manager to clarify your responsibilities. Thanks for your willingness and enthusiasm in signing for committee work as you support your child's interest in the arts. We couldn't do it without you!

VOLUNTEER ROLES IN SUPPORT OF ECC PERFORMANCES

BACKSTAGE WRANGLERS: Remains backstage at Center/Stage during rehearsals and performances to maintain and monitor volume and behavior of members and assist with uniforms and costumes as needed. Picks up and vacuums the dressing and green rooms and mops the stage at the end of each performance (6 adults)

BOX OFFICE: Works in the box office during shows and concerts as organized by the treasurer. (6 adults)

CAST PARTY (spring only): Coordinates party for after final spring show. Orders food, paper goods, etc. Cleans up at conclusion. (2 adults)

COMMUNITY SERVICE ORGANIZER: Coordinates with a local charity to support during both fall and spring performances. (1 adult)

COSTUMES & PROPS: Works closely with artistic staff to procure and/or make costumes as needed for each show and collects/returns costumes at end of show. Sewing experience a plus, but NOT required! Helps backstage with costume changes, care of costumes, etc. Collects costumes at the end and tracks down any unreturned costumes; makes sure costumes are returned to their proper locations in storage. (6 adults)

FAMILY FUN NIGHT (spring only): Plans and implements activities for scheduled family night performance. Determine "novelty item" to sell at the box office. (2 adults)

FLOWERS: Purchases flowers (roses) that are sold for each concert/show performance. Wraps each flower in tissue paper and displays them in lobby. (3 adults)

HOUSE MANAGER: Locks-up and secures the building after each rehearsal and performance at Center/Stage theater. Shovels snow on sidewalks as needed. (1 adult).

LIGHTING AND SOUND BOOTH: Runs the lights and sound in the booth for each performance and show at Center Stage. (8 adults/teens)

MUSIC LIBRARIAN (fall only): Puts together music binders during the summer and helps to pass out music at beginning of fall season. Collects all music and tracks-down any non-returns. Returns music to storage shed. (2 adults)

PHOTOGRAPHER: Takes still photos during dress rehearsal and puts on bulk CDs for sale to members. Takes headshots of members in fall and sends to graphic designer for use in spring playbill. (1 adult – must have good camera and photography experience)

MARKETING/PRESS RELEASES/SOCIAL MEDIA: Writes press release and sends to community and newsletters and newspapers, radio and TV, and websites (e.g. Chamber of Commerce, Arts-to-zoo, etc.). (3 adults)

USHERS/REFRESHMENTS: Coordinates parents to bring cookies for each show/concert. Purchases necessary supplies for intermission refreshments. Puts out cookies on display to give out at intermission. Cleans up lobby at end of each performance (6 adults/teens)

SET CONSTRUCTION/RISER SET-UP/SET STRIKE: Works at Center Stage on the scheduled “set building day” to build and paint the sets. Set up/take down risers. Take down and return to storage all sets at the conclusion of each production. (6 adults)

STAGE MANAGERS: Work in the wings during every show to monitor volume, props, and cues. (6 adults)

TRAVEL/SPECIAL PERFORMANCES/FIELD TRIPS: Organizes special trips for students in support of building community and enhancing performance experience. (2 adults)

UNIFORMS (fall only): Distributes, collects and arranges storage of uniforms. Tracks down any unreturned uniforms. (2 adults)

VOLUNTEER ROLES IN SUPPORT OF ADMINISTRATIVE FUNCTIONS

ALUMNI SCHOLARSHIP/TEACHER OF ARTS AWARD/GIFTS: Sends press release to newspapers announcing award. Business manager collects applications and committee meets to evaluate and select the winner. Notifies winner and non-winners regarding results. Procures gifts for staff at Christmas, 8th grade graduation gifts and outgoing ECC board members in spring. (3 adults)

BOARD OF DIRECTORS: The ECC BOD meets monthly for policy and financial governance/stewardship (9 adults)

CORPORATE SPONSORS/ADVERTISING: Secures corporate sponsors and advertisers for shows/concerts. (2 adults)

FALL/SPRING FUNDRAISER: Works closely with predetermined fundraising company to establish sale timeframes; distributes sales packets to ECC members; collects and tabulates orders; secures/gives out prizes to top sellers; motivates kids to sell; distributes orders when they arrive. Follows-up with any order errors. (3 adults)

GROCERY REWARDS PROGRAM: Manages and coordinates King Soopers, Safeway and Natural Grocer card programs. Promotes it among member families. Tracks use. (1 adult)

SILENT AUCTION: Solicits donations and organizes Silent Auction all year long and sets up during spring show. Follows up on all auction purchases to be sure winners receive their purchases. (3 adults)

Please be sure to connect with the Business Manager if you do not fully understand your role and responsibilities.

THANK YOU FOR SUPPORTING YOUR CHILD’S INTEREST IN THE ARTS!

