

## **Production Procedures for Parents**

### **Parent Volunteer Coordinator**

Bexley Theatre Parents (BTP) assigns a Parent Volunteer Coordinator for each production. This individual will liason with the Director to insure that all activities are completed to support the production. These duties include:

#### **Parent Communications:**

- After tryouts, ask the director for the student and parent information for cast and crew members and determine company total.
- Set up a computer database of company.
- Send an email blast that includes volunteer opportunities, offer assistance for new participants and their parents, give parent program ad information and other production needs as determined by the director. Ask each company member to donate a determined amount of money for gifts as well as a reminder to send in show forms for T-shirts, permission slips, program biographies and “pay to play” fees.
- Send a weekly email blast or as needed to keep parents and company informed of news about production. This can also be used as a tool to identify volunteer needs.

#### **Rehearsal Dinners: (See Rehearsal Dinner Procedure Page)**

- As Parent Coordinator, determine Captains for each meal and/or snack that has been requested by the director.
- Determine menus with each captain.
- Divide volunteers among captains.
- Determine needs of paper goods and water for each meal and stock BTP closet with needed items.
- Ask director to determine that Community Room has been reserved, and if necessary, fill out and file Building Request Form at Central Office.
- Be prepared to support meal captain in serving or donating food as needed.

#### **Fundraising during Performances-Candy and Flower Concessions: (See Procedure Pages)**

- Identify Captains for each performance.
- Divide Volunteers among captains.
- Make sure each Captain has the procedure page for their performance.
- Be prepared to help in the foyer when necessary during the performances.
- Make sure that cash boxes are counted down to \$30 after intermission and that money is given to treasurer.
- Make sure that candy and flowers are in place for each performance and that appropriate signage is in place.

#### **Box Office**

- Identify Captains for each performance.
- Divide Volunteers among captains.

-Assist the director with the Box Office one hour prior to performances and one half hour after performance begins.

#### Company Gifts

- Identify individuals who will be given special recognition at the end of production.
- Collect nominal amount for each company member for purchase of recognition.
- Identify a student to make presentation of recognitions and have gifts ready at the end of final production.

#### Cast Party

- Identify location and time of Cast Party.
- Work with host/hostess of cast party to determine necessary volunteers.
- BTP provides pizza, cake, paper goods and water for cast parties and determine how and who will obtain those items.
- Assign volunteers to provide additional food as needed.