



## Dinner Theater Committees

### **Cast Party Committee (Need to be available for the afternoon of the cast party)**

Job Description: Plan the cast party after the performance for the students. The chair of this committee will make food/drink arrangements, set-up, and clean up.

### **Celebration Grams**

#### **(Need to be available or have volunteers to sell grams during school lunch hour)**

Job Description: Help sell “Celebration Grams” to students and parents for the performers. After selling the celebration grams, the committee chair will organize and deliver them to the students.

### **Centerpieces and Table Décor**

Job Description: Design and create the table centerpieces for the dinner theater production. Choose and order the table settings (i.e. paper products, utensils).

### **Costumes (2 Chairs-Need to be available in the a.m. and p.m. of both performance days)**

Job Description:

**Costume Maker (Sewing Experience Needed)**-Take student measurements and make costumes for each performer. Collaborate with Costume Coordinator on a list of items that need to be brought in from home. Clean and organize the costumes after the final performance.

**Costume Coordinator (No Sewing Experience Necessary)**-Recruit volunteers to help with getting students ready for the performance and to assist with supervision in dressing rooms. Send letter home with details of items that need to be brought in for each character. Do final costume checks prior to the start of each performance (need to be available or have a volunteer that can assist for both morning and evening performances).

### **Hair & Make-Up (Need to be available in the a.m. and p.m. of both performance days)**

Job Description: Collaborate with teachers on make-up ideas for each character. Create a list of make-up items that need to be brought in from home. Organize volunteers to assist in getting the students’ hair and make-up applied for both school and evening performances.

### **Lollipops (Need to be available to sell lollipops in the a.m.-before the start of school)**

Job Description: Order lollipops and recruit volunteers who will help with sales. Sales will take place 3 times throughout the school year (Nov., February, May). The committee chair will collaborate with Mrs. Chase (school treasurer) on the ordering process.

### **Patron of the Arts**

Job Description: Help secure individual and corporate donations in exchange for advertisement in the programs. Write/mail letters requesting for 5<sup>th</sup> grade families and businesses to be Patrons of the Arts. Collaborate with the Programs Committee Chair to be sure all ads are included in the final program.

### **Set Design**

Job Description: Help design, build, and paint the sets/backdrops for the stage and front entrance. Recruit volunteers for building and painting. This committee works closely with Mrs. Swaidner and students are welcome to help!

### **Set-Up & Tear Down**

Job Description: Work with the teachers and janitorial staff to ensure safe and functional set up and tear down of seating. This committee will assist with clean-up in the gym after the final dinner (taking down table centerpieces, putting rolling tables away, sweeping, etc.)

### **Media (Need to be available before each school performance for cast photos a.m.)**

Job Description: Obtain a cast list for individual and small group photos. Send students to photographer when they have completed their final costume check. Take media orders and distribute DVDs upon delivery.

### **Food**

Job Description: Collaborate with teachers on choosing the restaurant that will cater. Obtain pricing information (per person) and the details of the menu. Collaborate with Mrs. Chase (school treasurer) on the food ordering process. Be available to pick-up food and oversee the dinner during each evening of the performance.

### **Programs**

Job Description: Develop the page layouts for the final program. This committee will collect individual/ business ads from the Patron of the Arts Committee, student artwork, and information needed for the signature and well wishes page to add into the program.

### **Props**

Job Description: Borrow, make, or purchase all props that are designated by the teachers. Make sure all props are set-up and ready to go before the start of each performance.

### **Reservations**

Job Description: Design and print reservation forms. Collect ticket orders and organize seating chart for both theater seats and dinner seats.

### **T-Shirts**

Job Description: Collaborate with teachers on the t-shirt design. Design an order form for taking orders, place orders and deliver t-shirts.