

Center Grove Fine Arts Academy

Parent Committees

To put on a production, we need all parents to help by being involved on a parent committee. Below are descriptions and approximate time commitments to help you make your decision. – Some of these committees may be combined to assist in the productions. These are not considered fully descriptive, but give you the best general theme/description for each committee.

Each committee must have a chair to oversee the committee. This may be decided before the First Parent Meeting or voted on at the First Parent Meeting. The chair is responsible for organizing the committee and conducting sign-ups.

The Chair makes sure that all aspects of the job have been assigned and are completed (Extra hours required). The Chair is also responsible for keeping track of all expenditures and that the committee is staying within its specific budget.

Technical Crew: Help set-up lighting, sound (mics) & sound board, special effects and any sound effects during the run of the show.

- Timeframe: Roughly one week before the show, to set-up and become familiar with equipment and stage. During dress rehearsals and shows to supervise students; can divide up time among committee members. If you've helped with the tech side of things on your Worship team at church, this is the team for you!

Backstage Crew: Moving set pieces & furniture on and off the stage during dress rehearsals and productions. Able to keep actors quiet and orderly backstage during show.

- Timeframe: Roughly one week before the show, to become familiar with equipment, stage, sets, props and during all dress rehearsals and shows.

Roles: Committee Head(s), Stage Manager, Stage Left Mgr, Stage Right Mgr, Running Crew (set moving), Spot Operator(s), Light Board Operator, Sound Board Operator, SFX (usually thru laptop software) Operator.

- ALL roles report to the Tech Director and Set Designer during Tech Week and Run of the production.
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Sets Team: Build or adjust existing set pieces. Carpentry experience a major plus, including any theatre background and creativity. Major design elements to come from Director. Help to make repairs as needed during the run of the show when necessary. Move sets to the theater and help set up. Strike the sets after the performance and Move back to storage. For both Load-in and Strike, additional moving help will be recruited outside of the Set Committee.

- Timeframe: Before show opens and after show closes. Build dates will be managed by the Committee Head. Build dates are typically during Fridays and/or Saturdays, depending upon everyone's availability.

Roles: Parent Committee Head(s), Tech Director, Set Designer, builders, painters.

Props Team: Collect any props and set decoration/furnishings. Enjoy frequenting garage sales and thrift stores searching for treasures or creative at making props. Supervise prop table during dress rehearsals and productions.

- Timeframe: Before show; dress rehearsal week and during show checking to make sure props are there and in order; can divide up time among committee members. After show, return props to storage and/or original owner.

Roles: Committee Head(s), Props Builder, during production week man the props tables.

Costumes: Locating or creating of costume pieces either at thrift shops or by sewing. Enjoy thrift store shopping, sewing, and/or altering clothes. First priority is to assess specific needs and design of the show, secondly to go through existing or borrowed costumes before any purchases are made.

- Timeframe: Before show gathering/building costumes; during the show any upkeep or replacements. After the show, collect all costumes and launder washables. Responsible for storing of costumes/getting them back to storage or original owners.

Makeup & Hair

Help to plan makeup for the actors in the show. Supervise dress rehearsals and all shows to help with makeup and hair.

- Timeframe: Dress rehearsal week and all shows; may divide up time among committee members.

Roles: Committee Head(s), plus an assistant, or up to several.

Greenroom

Supervise the greenroom area during tech week and run of show. Maintain an atmosphere of fun and camaraderie in a calm, controlled environment. Post musical and show synopsis and assist in timely stage entrances. Plan and provide quiet activities and games. Arrange facility space to accommodate cast/crew Circle Time one half hour prior to show.

- Timeframe: From move in Sunday, through tech week and run of the show dividing time among team members.

House Manager

Schedule ushers for production. Assist with ticket sales in lobby. Post cast/crew headshots of Photo Wall of Fame. Plan and implement theme and decor of lobby/auditorium entrance. Supervise cleanliness of auditorium, lobby, and restroom facilities before and after the show.

- Timeframe: Tech week and production days, can split up time among committee members.
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Program

Collect bios and congrat ad information from Show Coordinator, proofread, design, mock-up, typeset and print the program.

- Timeframe: Last few weeks before production.

Public Relations

Help distribute fliers and publicize the show in the community. Sell program business ads to small businesses in the community.

- Timeframe: Sales and distribution before show.
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Souvenirs

Plan, purchase and/or create show related memorabilia, flowers and souvenirs for sale in the lobby during the show.

- Timeframe: pre-production planning through production week set up, serving, lobby sales, and breakdown.

Concessions

Responsible for planning, purchasing and/or baking and selling refreshments during performances.

- Timeframe: pre-production planning through production week set up, serving, lobby sales, and breakdown.
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Rehearsal Meals and Cast Party

Responsible for planning, purchasing/getting donations and/or baking meals for the cast and crew during tech week. Set up meal area and clean up after the meal.

Plan and execute food, decor, and cleanup of cast/crew post production party also known as "Cast Party".

- Timeframe: last few weeks of production through cast party.
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Show Coordinator

Oversee and offer needed assistance to all the above committees. Attend and assist with rehearsals. Work closely with and the Director in all aspects of the show production. Someone who enjoys all aspects of theater, works well with people, and is organized.

- Timeframe: From pre-planning of the show through end of show and cast party.