

FROST PTSA & STUDIO EAST

PARENT CO-OP VOLUNTEER FORM

As a parent of a student involved in the Frost Elementary Production, I understand that I will need to volunteer some time and make a concession donation to help make this event a huge success. Listed below are some of the things that I would be interested in helping with:

CONCESSION DONATIONS – Each family is asked to contribute a concession donation or \$5 minimum to purchase concessions for the evening shows. Someone from the concessions committee will get in touch about the timing and delivery of your donation.

I will provide: (circle one or more) water bottles, packaged candy, chips, \$5

REHEARSAL CHAPERONE - This is the **BIGGEST** volunteer need! A rehearsal chaperone is needed for each rehearsal. You would be asked to chaperone one or possibly two rehearsals. The chaperone must be in the gym when school lets out and remain until all students are picked up from rehearsal. The chaperone monitors the sign-in/sign-out of students and makes sure the kids are being quiet and safe when not on stage.

Please **circle all** the rehearsal dates for which you are available to chaperone. You will only be asked to chaperone one or possibly two dates. But we need everyone's availability to assemble a schedule that is fully covered.

<i>Monday 3:30-6:00</i>	1/5	1/12	X	1/26
<i>Tuesday 3:30-6:00</i>	1/6	1/13	1/20	1/27
<i>Wednesday 2:00-4:30</i>	1/7	1/14	1/21	1/28
<i>Thursday 3:30-6:00</i>	1/8	1/15	1/22	1/29

For insurance purposes, chaperones must be PTSA members. If you are not a member, please consider joining. Just note on this form that you need a PTSA membership form.

↴ **Check the committees you would like to help with.**

_____ **THEATRE DECORATION PLANNING AND SET-UP** –
Set-up on Thursday, February 5, after school

_____ **COSTUMES AND SEWING** – ongoing, “on-call”

_____ **CAST-PARTY PLANNING AND COORDINATION** –
Party will be Saturday, 2/9, immediately after the show.

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___ **ACTOR PHOTOGRAPHY AND ACTOR BOARD DISPLAY –**
Display to go up by January 26.

___ **PROGRAM PRODUCTION**

___ **TICKETING**

- ___ **Printing, Pre-Sales, and “Emerald Seats”**
- ___ **Ticket Sales at Friday, 2/6, performance**
- ___ **Ticket Sales at Saturday, 2/7, performance**

___ **CONCESSION SET-UP AND SALES –**

- ___ **Table Set-up and Decorating, Friday, 2/6**
- ___ **Intermission Sales, Friday, 2/6**
- ___ **Intermission Sales, Saturday, 2/7**

___ **BACKSTAGE CHAPERONES –**

Need 2 parents each night to be backstage assisting and monitoring the actors before and during the show. Must be willing to miss one of the performances.

- ___ **Backstage on Friday, 2/6**
- ___ **Backstage on Saturday, 2/7**

___ **MASTER RECORDING & COPYING –**

Record the show and create copies for cast families.

___ **AFTER SHOW BREAK DOWN / CLEAN-UP – Saturday evening, 2/9**

PARENT NAME: _____

STUDENT NAME: _____

GRADE: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

Questions? Contact Debbie Nelson, 425-823-5227, timndebn@comcast.net