

GHHS 2014 Musical – 'GREASE'

House Manager: 1 Volunteer per show. Total: 4

The house manager is responsible for opening the house (auditorium) for the audience. They will take their cue from Mr. Gorski when the doors are ready to be opened. The volunteers will also make sure program and ticket baskets are ready for the ushers and "star board" is displayed near the auditorium entrance. The House manager remains at the back of the auditorium to ensure people are entering/exiting at appropriate times. This job requires volunteers to attend the dress rehearsal.

Concessions: 6 Volunteers per show. Total: 24.

We will be selling a thematic selection of snacks during intermission at 2 separate stations. The snack stations need to be set up prior to the start of intermission. You may wish to consider volunteering, and attending the show on 2 separate nights.

Snacks for Cast/Crew/Pit: 2 Volunteers per show. Total: 8

Parents are responsible to set up the stations prior to the show, re-stock during the show, and briefly inventory at the end of the show to prepare for the following performance. We will set up 2 snack stations; one in the storage room backstage, and one in the back hallway. There will be a hot tea station along with a bowl of throat lozenges to compliment the usual offering of snacks; grapes & other fresh fruit, goldfish crackers, vanilla wafer cookies, and small dinner rolls are examples.

Dinner/Brunch for Tech Saturday, and dinner on M-Tue-W the week of the show: 3-4 Volunteers per meal. Total: 15-20

The volunteers will set up, serve the meals and clean up afterwards. Parents will need to be at the school 1/2 hour prior to meal time to set up. We may also need help supplementing the meals with a salad and/or cookies.

Costumes: Total: 2-3

Volunteers will assist Laura Hall and students in the sewing and repair work on all costumes prior to the show. Volunteers will set up work times with Laura Hall.

Tech Saturday

We will send an email asking parents to come to the auditorium on tech Saturday to help with any finishing touches necessary. We will ask for a response so that Mr. Robson will have an idea of how many people to expect and the times that they are available. If you have an area of expertise related to building and finishing, please make us aware of your talent as soon as possible so that we can best utilize your skills!

Props

Mr. Gorski and the stage manager will supply a list of props needed for the show. Once the list is posted via email, we will need help securing and collecting the props. Potentially, parental assistance at each performance will be necessary.

Will Call: 1 Volunteer per show Total: 4.

Parent will sit at a designated "will call" table to pass out all on-line ticket sales.
Commitment: Must be at "will call" 45 minutes prior to the start of the show.

Ad Sales: 2-3 Volunteers

These volunteers organize the sale of ads. They are responsible for distributing forms before rehearsal on January 14 and collecting ads and payments over the following 3 weeks. They must also organize a spreadsheet to record all ad sales and work directly with the ad coordinator to make sure all artwork and copy for printing are submitted in a timely fashion. Also they will assist with the proof reading of the final draft of the playbill before going to print.

Publicity: 1 Volunteer

This individual will be required to write a press release, (using information Mr. Gorski supplies as well as get his approval on content), and distribute it to the local paper and other print media, the HS Falcon News and to the FAB website. Also they will determine the local broadcast and print media "community calendar" deadlines and requirements and submit the necessary information in a timely manner.

Poster/Flyer Distribution: 3-4 Volunteers

Parents will organize and distribute posters/flyers strategically throughout area businesses 2-3 weeks prior to show.

Program Bios: 1 Volunteer

This individual will be responsible for collecting the biographies of the cast/crew/pit/directors in word format and forwarding them to the Ad Sales coordinator.

T-Shirts: 1 Volunteer

This person will organize the sale and distribution of the show T-shirts. They will have to be at the school at the beginning of rehearsals to distribute and collect order forms and money and keep a spreadsheet to track orders. Will need to get the logo and cast/crew/pit list from Mr. Gorski and communicate with the printer to place orders.

Star Boards: 1 Volunteer

Creative individual to design and construct 2 poster size boards with photos of principle cast members and student directors. The boards will be displayed on either side of the auditorium at each performance.

Star Sales: 1-2 Volunteers per show. Total: 4-8

Volunteers needed to sell "stars" prior to each show and during intermission. The stars are used to convey well wishes to the cast, pit, and crew members.

*If you have any questions or would like to volunteer please feel free to contact either:
Angie Schuster – angieschus@aol.com or Debbie Fetter – dkfetter@yahoo.com*