



## FAD Volunteer Descriptions

**Advertising:** 1-2 volunteers needed to contact local businesses for ad purchases (videos viewed before the shows or written ads in the programs). A list of previous generous supporters will be provided.

### After Prom

*Chair:* Coordinate volunteers to design and create a themed room for After Prom which is held in May. There are usually 4 meetings to attend during the school year beginning in November. All other work can be done at your home and on your own time. You may also gather a committee and host crafting parties.

*Volunteer:* Assist the Chair in crafting the designated After Prom space. Help set up the space on the Friday before the event.

### Banquet:

*Chair:* Work with a committee to plan the end of year celebration which is held in May. Choose a location, decorations, and food. Directors and Drama club members are actively involved in planning certain pieces of the event.

*Volunteer:* Assist in planning and setting up the space for the event. Coordinate and support the making of senior boards.

### Candygrams:

*Chair:* Purchase supplies and plan a pre-show wrapping party to prepare the candygrams. Coordinate volunteers to sell items at the booth during each performance.

*Volunteer:* Set up tables for selling items about 45 minutes before the show, sell candygrams and fangrams before the show begins, during intermission and possibly after the show ends. You will be able to see the show for most volunteer slots.

### Concessions:

*Chair:* Purchase supplies and coordinate volunteers to run the booth before and during each performance.

*Volunteer:* Help set up the concession table 45 minutes before the show, sell snacks and drinks during intermission, then assist in breaking down and storing the concession tables after the show. You are available to see the entire performance.

**Drama Club Parent Liaison:** Work closely with the Drama Club President and Board Members to offer guidance, assist with fundraising, plan the annual trip, and coordinate activities for Company.

### Flowers:

*Chair:* Purchase supplies and coordinate volunteers to run the booth during show weekends.

*Volunteer:* Arrive an hour before the show to prepare the booth for sales by tying ribbons on tags and arranging flowers. Sell flowers before the show and during the intermission. You will be available to view the entire performance.

### Food:

*Chair:* Plan and coordinate meals on designated days (Dry Tech/the Sitzprobe, Cue-to-Cue, Monday Dress rehearsal, Strike, and long film days).

*Volunteer:* Work closely with the chair to help lay out, serve, and clean-up after the meals.

**Fundraisers:** Plan and promote fundraisers throughout the year. The funds raised will offset the cost of other drama club events/needs.

**Membership:** Promote and encourage families to join FAD while maintaining an accurate membership list and email distribution.

**Nagel Liaison:** Communicate and coordinate with the Nagel Drama Director to host Nagel theatre students on the Thursday Final Dress Rehearsal Night of each production.

**Poster Distribution:**

*Chair:* Coordinate and distribute posters to the volunteers for each of the productions.

*Volunteers* Individuals take a designated poster route to hang up the upcoming show's posters in 8-14 pre-approved business. Most assignments are completed in less than an hour. This opportunity is extremely time sensitive since the posters must go up within a few days of receipt.

**Program Advertising (Student Ads):** Families purchase personal ads to congratulate their students which are displayed in the show programs. This volunteer designs the artwork for each show specific student ads. Some parents provide artwork, so this requires "light" design work.

**Promotion/Publicity:** Promote each show through community involvement. This volunteer contacts local representatives to plan promotional outings/events for each mainstage production. These usually take place during Dry Tech or Cue to Cue for 1-2 hours (singing at Kroger, nursing home, library, etc.).

**Scholarships:** Gather a committee to review applications and award Senior scholarships. This effort requires a few hours in April/early May to coordinate. Scholarships are announced at the Banquet. This volunteer may not have a senior student.

**Sign Person (Marque):** This volunteer will change the lettering of the marque outside Titus Auditorium before each of the productions. A ladder and 10 minutes of your time is all that is needed.

**Spirit wear:** Work with a local or online clothing company to choose a selection of spirit wear. Promote the sale of items, oversee orders, and any related issues throughout the year.

**Tickets:**

*Chair:* Coordinate volunteers to sell tickets, process mailed ticket orders, and serve as the liaison with the online ticket company to ensure smooth on and offline operations.

*Volunteer:* Sell tickets to students and staff at school lunches (10:30am-1:00pm) during the week of the show. The second opportunity is selling tickets for one hour before each performance. Your commitment ends before the show begins so you will be able to enjoy the entire performance.