



# Parent Committees

Participating in a CYT production is an extra activity beyond CYT classes. To present a production, parents are needed to help by joining parent committees. Each cast member requires approximately 20-25 hours of parent involvement. Below are descriptions and approximate time commitments to help you select your preferences.

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**Backstage** Assist crew members with moving sets on and off the stage during dress rehearsals and several productions. Maintain crowd control; able to keep kids quiet and orderly backstage during show. Flexible and keeps cool under pressure; looks good dressed in basic black! Trains Backstage Crew. Timeframe: Dress rehearsal week and all shows and mandatory rehearsals/meetings. Can divide among committee.

**Costumes** Assist the costumer in locating costume pieces either at thrift shops or by creating them. Enjoy thrift store shopping, sewing, and/or altering clothes. The majority of the costumes will be obtained at the CYT office. Timeframe: Before the show gathering costumes; during the show any upkeep or replacements. After the show, collect all costumes and launder washables.

**Docent** Go to schools by request to give students an overview of the show and teach audience theater etiquette tips. Helps Area Coordinator prepare school show handouts/activities for Docent packet. Timeframe: prior to tech week, visits dependent on number of requests.

**Greenroom** Make musical synopsis, clean-up charts and circulate supervision sheet to make sure each rehearsal and show is covered. Need to be a good disciplinarian - maintain quiet and order between scenes. Create simple activities for actors in the Green Room. Award prizes for Green Room activities at the strike party (optional). Timeframe: Dress rehearsal week and all shows; can divide among committee members.

**Historian** Takes photos during dress rehearsal; helps public relations committee process parent orders for these photos. Takes and provides photos for playbill and public relations use. Compiles photos into master CD & makes copies for distribution. Assembles photos into a "Show Book", a technical record of the show. Timeframe: during rehearsals, shows & cast activities; can divide among committee members.

**House Committee** Enjoy dealing with people and money. Sell tickets, set up ushers for all performances, responsible for picking up tickets. Oversee care and upkeep of seating and lobby areas of theater. Timeframe: During class time prior to and then during show.

**Makeup** Assist in the purchase/distribution of Makeup kits. Help to plan hair and makeup for the kids in the show with Director's input. Chair teaches make up session to parents and backstage makeup crew. Committee and backstage makeup crew attends makeup session to learn about & assist with show makeup. Supervise dress rehearsals and several shows to help with makeup and hair in the Greenroom. Timeframe: Dress rehearsal week and all shows utilizing Promotion Crew volunteers. Can divide duties among committee members.

**Program** Pre-production: Typesetting, layout, editing, proofing and compilation of all information to design Program/Playbill. Must have an eye for details, software and computer skills. Help generate ad sales from public as well as cast Congratulatory Ads, past and new advertisers, and coordinate advertising contracts. Post-production: Follow-up mailing to all advertisers with letter and sample of the playbill with their Ad.

**Props** Collect any props not available at the CYT office. Enjoy frequenting garage sales and thrift stores searching for treasures or be creative at making props. Work with Backstage Chair to train Backstage Sets & Props Crew volunteers at mandatory Super Saturday meeting and supervise props during rehearsals & shows. After show, return props to CYT or appropriate owners. Timeframe: Before show searching; Super Saturday, tech/dress rehearsal week and during show checking to make sure props are there and in order; can divide up time among committee.

**Public Relations** Help distribute fliers and publicize the show in the community. Help Managing Director create promotional flyer, submit and distribute press releases, and make public appearances. Create a picture board and display of current & upcoming events for the lobby. Timeframe: Before show distribution & press releases, counting and delivering fliers; host publicity table and student tours during several shows

**Refreshments** Responsible for purchasing refreshments & supplies and scheduling volunteers during show times utilizing the Promotion Crew form & solicitation. Check for items in stock. Timeframe: Before opening to buy items; before show and at intermission setting up and cleaning up refreshment area as well as selling refreshments.

**Sets** Work with Director to obtain a list of scenes in the show. Pick up applicable sets from CYT KC office. Build, buy or rent any additional sets needed before Super Saturday Load-in. Unload sets at the theater and help set up. Help to make repairs as needed during the run of the show. Strike the sets after the performance and return them. Timeframe: Before show opens and after show closes.

**Special Activities** Create, solicit, plan & supervise the sale of Souvenirs, Opportunity Baskets, cast flowers for purchase and additional activities as selected to raise monies to support CYT. Timeframe: Before and during shows to create and implement fundraising items. Help solicit, Train and utilize Promotion Crew volunteers during shows.

**Technical** Help set up and supervise lighting and sound during the run of the show. Timeframe: Chair shall train Backstage Crew: Lights & Sound volunteers prior to dress rehearsal and supervise all during dress rehearsals and shows.

**Show Admin** Work closely with the Area Coordinator. Attendance keeper for rehearsals and other cast calendar obligations. Administer first aid and serve as central location communicator. Schedules parent Rehearsal Supervisors. Timeframe: during rehearsals through end of show.

**Show Chair** Work closely with the Area Coordinator and the Director in all aspects of the show production. Oversees committees as deemed necessary by Area Coordinator. Someone who enjoys all aspects of theater (especially the process), works well with people, and is organized. Organizes the cast party, strike, and awards. Timeframe: during rehearsals through end of show.

**Each committee must have a chair to oversee the committee. While the chair is responsible for organizing the committee and conducting sign-ups, each member is required to read the manual. The chair makes sure that all aspects of the job have been assigned and are completed. (Extra hours required)**