

**Performing Art Program
Volunteer Handbook**

Event worksheets for Volunteer Coordinators

Lead Volunteer Instructions: Black Box

Lead Volunteer Instructions: Auditorium

Show: A Midsummer Night's Dream

Dates: Nov. 2 3:30pm, Nov 3-5 7:30 pm
(4 performances)

Location: Roberts/Dubbs Auditorium

Director: Mary Mastandrea

1. **Early September: Volunteer Coordinator** to obtain cast list and parent email list from Mary or her Co-Director. This often takes a while, so start early.

2. **Two weeks before 1st performance:**

- **Summary of show:** Karen Campbell to contact Mary and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below,) volunteer coordinator, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article 2 Fridays before the 1st performance to run the week before & the week of the performances (because of the Wed. performance).
- **Email communication: Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
- **Reserve Room: Volunteer coordinator** to email Tanya Duarte (World Language teacher) re using her room for concessions on Friday and Saturday nights.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Materials check:** 6 table cloths
400 bottles of water
500 napkins
clean trays and aprons
- **Finalize** box office, late box office, concessions, and ushers:

<u>Show</u>	<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
Wed mat	1 or 2	1	NA	NA	1	NA
Thurs	4	1	NA	4	1	100 items
Fri	4	1	4	5	1	250 items
Sat	4	1	4	5	1	200 items

Program: prepared by Drama Department

Tickets: Will be numbered by students. Ushers should tear tickets, put stubs into container for later counting.

Notes:

- Parents (not FoPA) provide rehearsal dinners for the cast for this show.
- Baked goods should be locked in rodent proof containers between shows.
- **Volunteer coordinator** is _____

Show: Creative Music Festival

Date(s): November 10 7:30
(1 performance)

Location: Roberts/Dubbs Auditorium

Director: Carolyn Castellano

1. **Early October:** Contact Carolyn Castellano about what she needs/wants in terms of support. She usually does her own advertising, PR, parent contact. She usually does not sell concessions.
2. **Two weeks before performance:**
 - **Summary of show:** Karen Campbell to contact Carolyn and prepare summary of show to be distributed to the elementaries, the Brookline TAB (if Carolyn hasn't already done so), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
 - **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
 - **Tab coverage:** Submit TAB article (if any) the Friday before the performance to run the week of the performance.
 - **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
3. **One week before performance, Volunteer Coordinator** should finalize box office volunteer(s) (1 or 2).

Program: Prepared by Carolyn Castellano.

Notes:

- No concessions for this show.
- **Volunteer coordinator** is _____

Show: Camerata & Orchestra Concert
Location: Roberts/Dubbs Auditorium

Date(s): November 18 7:30 pm (1 perf)
Director: Mike Driscoll & Steven Lipsitt

1. **Mid-September:** **Volunteer Coordinator** to obtain cast list and parent email list from Mike Driscoll and Steven Lipsitt.

Volunteer coordinator should discuss with Mike Driscoll whether to have a reception after the performance, sell concessions at intermission, or both.

2. **Two weeks before performance:**

- **Summary of show:** Karen Campbell to contact Mike & Steven Lipsitt and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below)or use 2007 photos. TAB only accepts jpegs.
- **Tab coverage:** Submitted to TAB 2 Fridays before the performance to run the week before the performance because this is a Wednesday night performance.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Materials check (if having concessions):**
 2 table cloths
 50 bottles of water,
 100 napkins,
 clean trays and aprons
- **Finalize** box office, late box office, concessions, and ushers:

<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
4	1	4*	4	1	100 items

Program: Prepared by Mike Driscoll

Notes:

- *For some reason, parents tend to arrive early for this show, so it helps to have ushers there by 6:45pm to keep the auditorium clear while the groups rehearse. If you can't get ushers, post signs on the doors saying: "Welcome to the concert. Please do not enter until the auditorium is officially open."
- **Volunteer coordinator** is _____

Show: Camerata & Orchestra Concert
Location: Roberts/Dubbs Auditorium

Date(s): November 18 7:30 pm (1 perf)
Director: Mike Driscoll & Steven Lipsitt

1. **Mid-September:** **Volunteer Coordinator** to obtain cast list and parent email list from Mike Driscoll and Steven Lipsitt.

Volunteer coordinator should discuss with Mike Driscoll whether to have a reception after the performance, sell concessions at intermission, or both.

2. **Two weeks before performance:**

- **Summary of show:** Karen Campbell to contact Mike & Steven Lipsitt and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below)or use 2007 photos. TAB only accepts jpegs.
- **Tab coverage:** Submitted to TAB 2 Fridays before the performance to run the week before the performance because this is a Wednesday night performance.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Materials check (if having concessions):**
 - 2 table cloths
 - 50 bottles of water,
 - 100 napkins,
 - clean trays and aprons
- **Finalize** box office, late box office, concessions, and ushers:

<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
4	1	4*	4	1	100 items

Program: Prepared by Mike Driscoll

Notes:

- *For some reason, parents tend to arrive early for this show, so it helps to have ushers there by 6:45pm to keep the auditorium clear while the groups rehearse. If you can't get ushers, post signs on the doors saying: "Welcome to the concert. Please do not enter until the auditorium is officially open."
- **Volunteer coordinator** is _____

Show: Moonlighting

Date(s): December 2 7:30

(1 performance)

Location: Roberts/Dubbs Auditorium

Director: Lynn Modell

1. Early October, Moonlighting Co-Chairs:

- Send invitations to School Committee, Superintendent & Deputy Superintendents
- Request contributions from bakeries for bake sale.
- Decide on decorating scheme and plan accordingly.
- Determine whether there will be an iPod (or other) drawing. If yes, get donation.
- Decide how to handle rehearsal dinner (usually donated and served by FoPA).
- Prepare a blurb for Headmaster to present at Back to School Night.
- Plan how to publicize the show at school (2 free tickets to each grade, with prize winners named during daily announcements the week of the show, other?).

2. Three weeks before performance:

- **Summary of show:** Karen Campbell to contact Lynn and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people. Lynn Modell to put info on "First Class."
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article 2 Fridays before the performance to run the week before & the week of the performances.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
- Request for baked goods should emphasize that items are to be sold for \$1 each and should be packaged accordingly. Email to be repeated, as necessary.
- **Reserve Room:** volunteer coordinator to email Tanya Duarte (World Language teacher) re. using her room for concessions.

3. One week before performance:

Materials check: 6 table cloths
 200 bottles of water 500 napkins,
 clean trays and aprons

Volunteers: Finalize box office, late box office, concessions, and ushers:

<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
4	1	4	6	1	200-250 items

Program: Prepared by Lynn Modell

Notes:

- Include bakery donations (Party Favors? Others?) in count.
- Committee will handle volunteers and logistics.

Show: Freshman Play
Location: Roberts/Dubbs Auditorium

Date(s): Dec. 7-10 (5 performances)
Director: Summer Williams

1. **Early September:** Find out from Summer Williams when the auditions are and send out an email and post the info on the WebLab site. Lynn Modell may also want to post this info on the BHS PA site.
2. **November: Volunteer Coordinator** to obtain cast list and parent email list from Summer. Try to attend Summer's meeting with parents of the cast members. You can recruit parents to help at the shows and also encourage them to get involved in FoPA.
3. **Two weeks before 1st performance:**

- **Summary of show:** Karen Campbell to contact Summer and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article 2 Fridays before the 1st performance to run the week before & the week of the performances (because of the Wed. performance).
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

4. **One week before 1st performance, Volunteer Coordinator:**

- **Materials check:** 3-4 table cloths
100 bottles of water,
200 napkins,
clean trays and aprons
- **Volunteers:** Finalize box office, late box office, & concessions:

<u>Show</u>	<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
Wed mat.	1	NA	NA	NA	1	NA
Thurs	2	1	NA	2	1	50 items
Fri	2	1	NA	2	1	50 items
Sat. mat.	1	1	NA	1*	1	25 items*
Sat. eve.	2	1	NA	2	1	50 items

Program: Prepared by Summer Williams

Notes:

- *You may decide not to sell baked goods at Saturday matinee.
- Baked goods should be locked in rodent proof containers between shows.
- Might be useful to put signs up on the Auditorium directing people to the Black Box
- **Volunteer coordinator** is _____

Show: Winter Concert **Date(s):** December 16 (1 performance)
Location: Roberts/Dubbs Auditorium **Director:** Driscoll, Castellano, Lipsitt

1. **Early September:** Program committee to start selling ads for program book.
2. **November:** Volunteer coordinator to obtain parent email list from Mike Driscoll, Carolyn Castellano and new Orchestra Director.

3. **Two weeks before performance:**

- Summary of show: Karen Campbell to contact Mike, Carolyn, and Orchestra Director and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs. Or use older photos of performance.
- Tab coverage: Submit TAB article the Friday before the performance to run the week of the performance.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
- **Reserve Room:** **Volunteer coordinator** to email Tanya Duarte (World Language teacher) re. using her room for concessions

4. **One week before the performance, Volunteer Coordinator:**

- **Materials check:** 2 table cloths
 80-100 bottles of water,
 120 napkins,
 clean trays and aprons

- **Finalize** box office, late box office, concessions, and ushers:

<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
4	1	2-4*	4	1	100 items

Program: Prepared by ??? with Mike Driscoll.

Notes:

- *Parents tend to arrive early for this show, so it helps to have ushers there by 6:45pm to keep them out of the auditorium while the groups rehearse. If you can't get ushers, post signs on the doors saying: Welcome to the concert. Please do not enter until the auditorium is officially open."
- **Volunteer coordinator** is _____

Show: Needs Improvement
Location: Black Box

Date(s): January 6 (1 performance)
Director: Mark VanderZee

1. **EARLY January:** **Volunteer Coordinator** to obtain cast list and parent email list from Mark.

2. **Two weeks before performance:**

- **Summary of show:** Karen Campbell to contact Mark and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), volunteer coordinator, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article 2 Fridays before the 1st performance to run the week before & the week of the performances (because of the Wed. performance).
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before performance, Volunteer Coordinator:**

- **Finalize** box office, late box office for both shows:

<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
2	1	NA	NA	1	NA

Program: Prepared by Mark VanderZee

Notes:

- No concessions.
- **Volunteer coordinator** is _____

Show: ReVisions
Location: Studio 1, Tappan Gym

Date(s): January 12-13 (2 performances)
Director: Lynn Modell

1. **December: Volunteer Coordinator** to obtain cast list and parent email list from Lynn Modell.
2. **Two weeks before 1st performance:**
 - **Summary of show:** Karen Campbell to contact Lynn and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
 - **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
 - **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
 - **Tab coverage:** Submit TAB article Friday before the performance to run the week of the performances.
 - **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Finalize** box office and late box office for both shows:

<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
1 or 2	1	NA	NA	1	NA

Program: Prepared by Lynn Modell

Notes:

- No concessions.
- **Volunteer coordinator** is _____

Show: Emerson Play
Location: Black Box

Date(s): January 26-27 (2 performances)
Director: ???

1. **Mid-January:** **Volunteer Coordinator** to obtain cast list and parent email list from Director.

2. **Two weeks before 1st performance:**

- **Summary of show:** Karen Campbell to contact Director and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article Friday before the performance to run the week of the performance.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Finalize** box office and late box office for both shows:

<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
2	1	NA	NA	1	NA

Program: Prepared by Drama Society

Notes:

- No concessions.
- **Volunteer coordinator** is _____

Show: Musical
Location: Roberts/Dubbs Auditorium

Dates: February 8-11 (4 performances)
Director: Ezra Flam

1. Early January:

- **Volunteer Coordinator** to obtain cast list and parent email list from Director.
- **Program committee** to solicit ads & parent greetings for program.

2. Two weeks before 1st performance:

- **Summary of show:** Karen Campbell to contact Director and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article 2 Fridays before the 1st performance to run the week before & the week of the performances (because of the Wed. performance).
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
-
- **Reserve Room:** **Volunteer coordinator** to email Tanya Duarte (World Language teacher) re. using her room for concessions.

3. One week before 1st performance, Volunteer Coordinator:

- **Materials check:** 8 table cloths
400 bottles of water
500 napkins
clean trays and aprons
- **Finalize** box office, late box office, concessions, and ushers:

Show	Box office	Lead	Ushers	Concessions	Late box	Baked goods
Wed mat	1 or 2	1	NA	NA	1	NA
Thurs	4	1	4	4	1	100 items
Fri	4-6	1	4	6	1	250 items
Sat	4	1	4	5	1	200 items

Program: prepared by ??? with Drama Department

Notes:

- Parents (not FoPA) provide rehearsal dinners for the cast for this show.
- Baked goods should be locked in rodent proof containers between shows.
- **Volunteer coordinator** is _____

Show: Chamber Music Concert
Location: Black Box

Date(s): February 16 (1 performance)
Director: Steven Lipsitt

The below schedule assumes a mid-February concert.

1. **Early February:** **Volunteer Coordinator** to obtain cast list and parent email list from new Steven Lipsitt

2. **Two weeks before performance:**

- **Summary of show:** Karen Campbell to contact Orchestra Director and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article the Friday before the performance to run the week of the performances.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before performance, Volunteer Coordinator:**

- Finalize box office and late box office:

<u>Box office/Lead/Usher</u>	<u>Late box</u>	<u>Baked goods</u>	
2		1	NA

Program: Prepared by Orchestra Director

Notes:

- This is not well attended. Please do all that you can to encourage an audience. Multiple email reminders about the show are helpful.
- **Volunteer coordinator** is _____

Show: State Drama Festival
Location: Roberts/Dubbs Auditorium

Date(s): March 3 (all day activity)
Director: Mary Mastandrea

1. **Mid-February:** This is an all day activity involving 7 other schools & BHS. FoPA supports the effort with box office and lunch time help. **Volunteer Coordinator** to obtain cast list and parent email list from Mary. This often takes a while, so start early. You'll probably also need to do some research to get the full program for the day and the time that our team performs.
2. **Two weeks before performance:**
 - This is **not open to the public**, so **no** summary of show of the show is needed, **no notice** to the elementaries, the Brookline TAB, or to the **FoPA WebLab** or **BATV**.
 - **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
3. **One week before performance,** **Volunteer Coordinator** **finalize the volunteer list.** You will need (ideally) 2 volunteers per hour from 8am through 6pm and about 6 to 8 volunteers to set up and serve lunch.

Notes:

- Food is provided by Mary Mastandrea and company.
- **Volunteer coordinator** is _____

Show: All Town Chorus Concert
Location: Roberts/Dubbs Auditorium

Date(s): March 6 (1 performance)
Director: Mike Driscoll

1. **Mid-February:** **Volunteer Coordinator** to obtain parent email list from Mike (may already have from prior concerts)

2. **Two weeks before performance:**
 - **Summary of show:** Karen Campbell to contact Mike and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.

 - **WebLab and BATV Contacts:** Update calendars with Karen’s show summary.

 - **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.

 - **Tab coverage:** Submit TAB article 2 Fridays before the 1st performance to run the week before the performance (because this is a Wed. performance).

 - **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before performance, Volunteer Coordinator:**

- **Volunteers:** Finalize box office, late box office, and ushers:

<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
2	1	2-4*	NA	1	NA

Program: Prepared by Mike Driscoll/ Elementary Director

Notes:

- *Parents (especially elementary parents) tend to arrive early for this show, so it helps to have ushers there by 6:45pm to keep them out of the auditorium while the groups rehearse. If you can’t get ushers, post signs on the doors saying: ” Welcome to the concert. Please do not enter until the auditorium is officially open.”

- **Volunteer coordinator** is _____

Show: Spring Play
Location: Black Box

Date(s): March 7-10 (5 performances)
Director: Summer Williams

1. **Late February:** **Volunteer Coordinator** to obtain cast list and parent email list from Summer.
2. **Two weeks before 1st performance:**
 - **Summary of show:** Karen Campbell to contact Summer and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
 - **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
 - **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
 - **Tab coverage:** Submit TAB article 2 Fridays before the 1st performance to run the week before & the week of the performances (because of the Wed. performance).
 - **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
3. **One week before 1st performance, Volunteer Coordinator:**
 - **Materials check:** 4 table cloths
150 bottles of water
200 napkins
clean trays and aprons
 - **Finalize** box office, late box office, concessions, and ushers:

Show	Box office	Lead	Ushers	Concessions	Late box	Baked goods
Wed mat.	1	NA	NA	NA	1	NA
Thurs	2	1	NA	2	1	50 items
Fri	2	1	NA	2	1	50 items
Sat. mat.	1	1	NA	1*	1	25 items*
Sat. eve.	2	1	NA	2	1	50 items

Program: prepared by Summer Williams

Notes:

- *You may decide not to sell baked goods at Saturday matinee.
- Baked goods should be locked in rodent proof containers between shows.
- Might be useful to put signs up on the Auditorium directing people to the Black Box
- **Volunteer coordinator** is _____

Show: All Town String Concert
Location: Black Box

Date(s): March 14 (1 performance)
Director: Orchestra Director

1. **Early March:** **Volunteer Coordinator** to obtain cast list and parent email list from new Orchestra Director (may have from earlier concerts)

2. **Two weeks before performance:**

- **Summary of show:** Karen Campbell to contact Orchestra Director and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article the Friday before the performance to run the week of the performances.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before performance, Volunteer Coordinator:**

- Finalize box office and late box office:

<u>Box office/Lead/Usher</u>	<u>Late box</u>	<u>Baked goods</u>	
2		1	NA

Program: Prepared by Orchestra Director

Notes:

- This is not well attended. Please do all that you can to encourage an audience. Multiple email reminders about the show are helpful.
- **Volunteer coordinator** is _____

Show: Feats on the Floor

Date(s): March 15 7:30 pm

March 16 3:30 pm

Location: Studio 1, Tappan Gym

Director: Lynn Modell

1. **Mid-March:** **Volunteer Coordinator** to obtain cast list and parent email list from Lynn Modell

2. **Two weeks before performance:**

- **Summary of show:** Karen Campbell to contact Lynn and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article the Friday before the 1st performance to run the week of the performances .
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Finalize** box office and late box office:

Box office/Lead/Late box

1

Baked goods

NA

Program: Prepared by Lynn Modell

Notes:

- No concessions
- **Volunteer coordinator** is _____

Show: A Cappella Fest
Location: Black Box

Date(s): March 30 7:30, March 31 6 & 7:30 pm
Director: Mike Driscoll

1. **Early March:** **Volunteer Coordinator** to obtain cast list and parent email list from Mike.
2. **Two weeks before 1st performance:**
 - **Summary of show:** Karen Campbell to contact Mike and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
 - **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
 - **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
 - **Tab coverage:** Submit TAB article the Friday before the 1st performance to run the week of the performances.
 - **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Finalize** box office and late box office:

<u>Show</u>	<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
Fri	2	1	NA	NA	1	NA
Sat	2	1	NA	NA	1	NA

Program: Prepared by Mike Driscoll

Notes:

- No concessions.
- Might be useful to put signs up on the Auditorium directing people to the Black Box
- **Volunteer coordinator** is _____

Show: Jazz Band Concert

Date(s): April 4-5 (2 performances)

Location: Roberts/Dubbs Auditorium **Director:** Carolyn Castellano

1. **Late March:** **Volunteer Coordinator** to obtain cast list and parent email list from Carolyn. This often takes a while, so start early.
2. **Two weeks before 1st performance:**
 - **Summary of show:** Karen Campbell to contact Carolyn and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
 - **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
 - **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
 - **Tab coverage:** Submit TAB article 2 Fridays before the 1st performance to run the week before the performances (because these are mid-week performances).
 - **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
3. **One week before 1st performance,** **Volunteer Coordinator** should finalize box office volunteer list – 1 or 2 per show.

Program: Prepared by Carolyn Castellano.

Notes:

- These are small audiences. No concessions, no ushers needed.
- **Volunteer coordinator** is _____

Show: Student Directed Festival

Date(s): April 27-28 (Fri eve, Sat aft.)

Location: Black Box (Friday), Auditorium (Sat.) **Director:** Mary Mastandrea

1. **Mid-April: Volunteer Coordinator** to obtain cast list and parent email list from Mary. This often takes a while, so start early.

2. **Two weeks before 1st performance:**

- **Summary of show:** Karen Campbell to contact Mary and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article the Friday before the performances to run the week of the performances.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Materials check:**
 - 3 table cloths
 - 100 bottles of water
 - 200 napkins
 - clean trays and aprons
- **Finalize** box office, late box office, concessions, and ushers:

<u>Show</u>	<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
Fri	2	1	NA	2*	1	NA
Sat	6*	1	NA	3*	NA	NA*

Program: prepared by Drama Department

Notes:

- *Baked goods provided by the cast and sold by the cast and FoPA.
- *The Saturday performances go on for 5 or 6 hours. Most of the time, one person at box office and one at concessions will do, but it's nice to have 2 and 2, if possible.
- Baked goods should be locked in rodent-proof containers between shows.
- **Volunteer coordinator** is _____

Show: Progressions
Location: Roberts/Dubbs Auditorium

Date(s): May 10-12 (3 performances)
Director: Lynn Modell

1. **Mid-April:**

- **Volunteer Coordinator** to obtain cast list and parent email list from Lynn.
- **Herb Hough and program committee** to solicit ads and parent greetings for program.

2. **Two weeks before 1st performance:**

- **Summary of show:** Karen Campbell to contact Lynn and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit TAB article Friday before the 1st performance to run the week of the performances.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.
- **Reserve Room:** volunteer coordinator to email Tanya Duarte (World Language teacher) re. using her room for concessions.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Materials check:** 6 table cloths
latex gloves
200 bottles of water,
400 napkins,
clean trays and aprons
- **Finalize** box office, late box office, ushers, & concessions:

Show	<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
Thurs	4	1	4	4	1	100 items
Fri	4	1	4	5	1	250 items
Sat	4	1	4	5	1	200 items

Program: prepared by **????** with Lynn Modell

Notes:

- Baked goods should be locked in rodent proof containers between shows.
- **Volunteer coordinator** is _____

Show: Spring Music Festival
Location: Roberts/Dubbs Auditorium

Date(s): May 17-18 (2 performances)
Director: Driscoll, Castellano, Lipsitt

1. **Mid-April:** **Volunteer coordinator** to obtain parent email list from Mike Driscoll, Carolyn Castellano and new Orchestra Director (may already have this from prior performances).

2. **Two weeks before 1st performance:**

- Summary of show: Karen Campbell to contact Mike, Carolyn, and Orchestra Director and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs. Or use older photos of performance.
- Tab coverage: Submit TAB article the Friday before the performance to run the week of the performance.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Materials check:** 4 table cloths
200 bottles of water,
200 napkins,
clean trays and aprons
- **Finalize** box office, late box office, concessions, and ushers:

Show	Box office	Lead	Ushers	Concessions	Late box	Baked goods
Thurs	4	1	2	4	1	100
Fri	4	1	4	4	1	100

Program: Prepared by Mike Driscoll

Notes:

- *For some reason, parents tend to arrive early for this show, so it helps to have ushers there by 6:45pm to keep them out of the auditorium while the groups rehearse. If you can't get ushers, post signs on the doors saying: Welcome to the concert. Please do not enter until the auditorium is officially open."
- Parents like to know which groups are performing on each night. Mike D. can tell you.
- Baked goods should be locked in rodent proof containers between shows.
- **Volunteer coordinator** is _____

Show: Needs Improvement
Location: Roberts/Dubbs Auditorium

Date(s): May 19 7:30 pm
Director: Mark VanderZee

1. **Mid-May: Volunteer Coordinator** to get cast list & parent email from Mark VanderZee (may already have from earlier Needs Improvement shows)

2. **Two weeks before performances:**

- **Summary of show:** Karen Campbell to contact Mark and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit to TAB Friday before the performance to run the week of the performance.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Finalize** box office and late box office:

<u>Show</u>	<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
Thurs	2	1	NA	NA	1	NA
Fri	2	1	NA	NA	1	NA

Program: Prepared by Mark VanderZee

Notes:

- No concessions.
- **Volunteer coordinator** is _____

Show: Student Acapella Groups
Location: Black Box Theater

Date(s): May 25 7:30 pm
Director: ???

1. **Mid-May:** **Volunteer Coordinator** to get performer list & parent email from Director

2. **Two weeks before performances:**

- **Summary of show:** Karen Campbell to contact Director and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit to TAB Friday before the performance to run the week of the performance.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Finalize** box office and late box office:

<u>Show</u>	<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
Thurs	2	1	NA	NA	1	NA
Fri	2	1	NA	NA	1	NA

Program: Prepared by ???

Notes:

- No concessions.
- **Volunteer coordinator** is _____

Show: Needs Improvement Battle
Location: Roberts/Dubbs Auditorium

Date(s): June 1 7:30 pm
Director: Mark VanderZee

1. **Mid-May:** **Volunteer Coordinator** to get cast list & parent email from Mark VanderZee (may already have from earlier Needs Improvement shows)

2. **Two weeks before performances:**

- **Summary of show:** Karen Campbell to contact Mark and prepare summary of show to be distributed to the elementaries, the Brookline TAB (see below), **Volunteer coordinator**, and to the **FoPA WebLab** and **BATV contact** people.
- **WebLab and BATV Contacts:** Update calendars with Karen's show summary.
- **Photography:** Digital photos of rehearsal should be taken in time to submit with TAB coverage (see below). TAB only accepts jpegs.
- **Tab coverage:** Submit to TAB Friday before the performance to run the week of the performance.
- **Email communication:** **Volunteer coordinator** should contact parent list to request performance volunteers. If more volunteers are needed, provide Ben Whipple with info for email volunteer requests & a reminder about show times. To be repeated as necessary.

3. **One week before 1st performance, Volunteer Coordinator:**

- **Finalize** box office and late box office:

<u>Show</u>	<u>Box office</u>	<u>Lead</u>	<u>Ushers</u>	<u>Concessions</u>	<u>Late box</u>	<u>Baked goods</u>
Thurs	2	1	NA	NA	1	NA
Fri	2	1	NA	NA	1	NA

Program: Prepared by Mark VanderZee

Notes:

- No concessions.
- **Volunteer coordinator** is _____

Lead Volunteer instructions—Black Box Shows

Thanks again for agreeing to be lead volunteer/late box office person. Here are the basics.

Tickets:

Arrive at 6:30, make sure that there is a table for ticket sales. We usually place one in front of the first black box doors.

Tickets are xx for adults, xx for students, but Brookline teachers and 8th grade students are free. Please keep track of these comps if you can. The teacher in charge will give you a cashbox with a \$200 float. Have one or two of the box office volunteers count it. (You can borrow from this for concessions change, just return it before doing the night's totals.) Give the same teacher all the money at the end of the night.

The administration has asked us to keep closer tabs on numbers attending, so please instruct ushers to tear tickets in half so we can keep the stubs. We do accept checks, made out to the Performing Arts Department.

At 7:30, send the rest of the box office volunteers in to watch the play. Please stay out in the hall for 10-15 minutes to sell tickets to stragglers, then feel free to go in. Take the cash box with you. You'll need to bring it back out for concessions.

Concessions:

Supplies for concessions are in the metal cabinet in the performing arts office. These include bottled water, trays, tablecloths, plastic gloves, and several empty cash boxes.

There is a key for the lead that opens the PA office door, The volunteer coordinator will make arrangements to get the key to the first lead/late box person.

Concession sales take place in the main hall near the black box. We usually line up a table along the wall. When people bring their baked goods, they should be directed to put them there. If you don't have a parent willing to watch this during the performance, you may want to leave things covered and have the concessions volunteers set up as soon as the intermission starts. Everything sells for a dollar. Please keep the proceeds from concessions separate from those for tickets.

At the end of the evening, please total number of bills/checks/coins on the outside of each envelope (unless there is a form in the cashbox for this purpose.) A \$200 float should be returned to a separate envelope.

Lead Volunteer Instructions—Auditorium Shows

Thanks again for agreeing to be lead volunteer/late box office person. Here are the basics.

Tickets:

Arrive at 6:30, make sure that there are tables for ticket sales. We usually place one in front of the first auditorium doors, a second, if necessary, on the opposite side of the hall.

Tickets are xx for adults, xx for students, but Brookline teachers and 8th grade students are free. Please keep track of these comps if you can. The teacher in charge will give you a cashbox with a \$200 float. Have one or two of the box office volunteers count it, then split it between two cashboxes (You can borrow from this for concessions change, just return it before doing the night's totals.) Give the same teacher all the money at the end of the night.

The administration has asked us to keep closer tabs on numbers attending, so please instruct ushers to tear tickets in half so we can keep the stubs. We do accept checks, made out to the Performing Arts Department.

At 7:30, send the rest of the box office volunteers in to watch the concert. Please stay out in the hall for 10-15 minutes to sell tickets to stragglers, then feel free to go in. Take the cash box with you. You'll need to bring it back out for concessions.

Concessions:

Supplies for concessions are in the metal cabinet in the performing arts office. These include bottled water, trays, tablecloths, plastic gloves, and several empty cash boxes.

There is a set of keys for the lead that opens the PA office door and Ms. Duarte's room, and the metal cabinet.

Concession sales take place in the classroom across the hall from the auditorium (Ms. Duarte's room) We usually line up some tables along the back wall. As other parents arrive to help, dragoon them into rearranging the tables in the classroom into a line that can be used to display the food. When people bring their baked goods, they should be directed to put it there. You will need to close the door to this room during the concert so things don't disappear, then be able to unlock it as soon as the intermission starts.

Each night the room will have to be returned to its previous organization for the next day's classes. Everything sells for a dollar. Please keep the proceeds from concessions separate from those for tickets.

At the end of the evening, please total number of bills/checks/coins on the outside of each envelope (unless there is a form in the cashbox for this purpose.) A \$200 float should be returned to a separate envelope.

