



## Production Committee Descriptions

**Sets** Help design, build and paint set pieces for the production. Comfort level with, and willingness to use, tools is helpful.

**Lights** Help set up lights for the production. Assist with lights during tech and dress rehearsals and show nights.

**Sound** Assist with music and sound effects for the production. Assist with sound during tech and dress rehearsals and show nights.

**Costume** Assist in obtaining costumes for production based on vision of the Director and board. This may entail shopping at retail or second hand stores or making costumes. Assist in sizing and fitting of costumes for each character during rehearsals. It is helpful for a costume person to assist players prior to the show on show nights.

**Make-up** Assist in designing make-up for the production. Assist in the stage make-up workshop during rehearsals. It is helpful for make-up people to assist on show days with make-up application prior to the show.

**Props** Assist in creating a props list and obtaining props for the production. This may involve borrowing, making or shopping for props. A props list can be distributed to the families of the players to help obtain necessary props. It is encouraged to have players assist in making props if needed. These can be done during rehearsals after coordinating with director.

**Flower/candy sales coordinator** Organizes and oversees the sale of flowers and candy during show nights. This position involves estimating amounts and purchasing items to be sold, gathering supplies and start-up cash. It is helpful for the coordinator to sell during a few of the shows, especially opening night.

**Ticket sales** Work with board to determine number of seats per show and create tickets. Oversee sales of tickets in the weeks preceding performances. This may include being available during or before/after rehearsals in the weeks before the performances. It is helpful for ticket sales people to assist in ticket sales/will call prior to the performances.

**Video** Record one or more performances. Edit film and create a finished product of the performance that will be given to each cast member. {If allowed by licensing organization.}

**Photography** Take candid photos of the cast during rehearsals and a group photo during dress rehearsal. These will be used to document the show for further Junior Player publicity, etc. This position may also create a slideshow of the cast on a cd or DVD to play in the lobby before the children's performances.

**Director's Thank You Gift** Take the group photograph of the cast (provided by photography committee) and purchase frame and mat. Cast usually autographs the mat. No need to collect money from parents. Request check from bookkeeper.



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**Show program** Work with Director and board to create the program to be used on performance nights. This includes obtaining a brief autobiography of each player. Make copies of show programs. Deliver to House Manager for distribution show nights.

**Production t-shirts** Work with board to create a t-shirt design for the current production including a complete cast roster. Have t-shirts made and delivered to cast during the first half of rehearsals so that t-shirts can be worn for publicity.

**Cast Party** There will be one cast party on the last day of performance. It will take place on the grounds of Northwood Presbyterian Church after the set strike that happens immediately after the performance. Cast party planners will coordinate location on the grounds, food/beverages, decorations and setup/clean up. No need to collect money from parents. Request check from bookkeeper.

## Dress Rehearsal/Performance Night Assistants

**Back Stage Monitor** Arrive at call time on dress rehearsal/performance night. Help monitor cast as they dress and prepare for the show. Monitor from backstage during the entire performance. Manage cast after curtain call as they return props to prop boxes and remove personal items from backstage. (You should not buy tickets for this performance)

**Dressing Room Monitor** Arrive at call time on dress rehearsal/performance night. Help monitor/assist cast as they dress and prepare for the show. Return to dressing rooms after the show to manage cast as they return their costumes to designated racks. Check male and female bathrooms in dressing area for misplaced personal and production items. Dressing room monitors duties are done at show time, and may attend performance if they have chosen to purchase tickets for that show.

**Make-up** Arrive at call time on dress rehearsal/performance night. Help cast apply stage make up for the show based on make up examples created by the make-up committee. Duties end when cast goes back stage allowing make up assistants to attend performance if they have chosen to purchase tickets for that show.

**Usher** Arrive at call time on dress rehearsal/performance night. Help the house manager set up the house and front lobby for the performance. Greet audience members and help them form a queue before doors open. When directed by house manager, open doors and hand out show programs. Duties end when cued by house manager (just before the show) allowing ushers to attend performance if they have chosen to purchase tickets for that show.



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**Flower/candy sales** Arrive at call time on dress rehearsal/performance night. Help house manager and/or flower/candy sales coordinator set up for sales. Sell before performance and for ten minutes directly after performance. Duties before show end when cued by house manager (just before the show) allowing sellers to attend performance if they have chosen to purchase tickets for that show.

**Floater** Arrive at call time on dress rehearsal/performance night. The floater is an extra helper who can be assigned to any area (i.e. makeup, dressing room monitor, usher, flower sales) as need arises. Unless Floater is assigned to Back Stage, duties end when cast goes back stage allowing floater to attend performance if they have chosen to purchase tickets for that show.