

Friends of Westford Academy Theater Arts

Parent Support Sheet

2008-2009 Season

Please let us know how you would like to support your child in this program!

- Ushers** Greet ticketholders, take tickets, hand out programs, answer general questions about the show, seating or facilities. Enforce the "no food/drink in theater" policy. **CHAIR:** Enlist volunteers and coordinate their schedule. Instruct volunteer in their responsibilities and make sure they have programs to hand out.
- Refreshments** Set up refreshments table and signage, sell refreshments during intermission and perhaps before show. Clean up table. **CHAIR:** Enlist volunteers and coordinate their schedule. Assess candy/drinks needs, purchase candy/drinks at Costco/Sam's/BJ's, securely store leftover candy/drinks after the show, re-evaluate needs and purchase more for next show as necessary.
- Flowers** Set up flower table, wrap and sell flowers, clean up table. **CHAIR:** Enlist volunteers and coordinate their schedule. Assess flower/wrap/ribbon needs and purchase them. Store flowers in between shows.
- Cast Party** Location, etc will vary with production/cast size. May involve: chaperone, bake/cook, decorate, purchase food/drinks. **CHAIR:** May involve: find location, enlist volunteers, chaperone, plan decorations/food/drink, coordinate food donations, purchase water, soda etc., guide volunteers at the event.
- Hospitality** Varies with production. Provide lunch/dinner for cast/crew during long rehearsals. Set up and clean up of hospitality area at WA. Bake/cook, purchase drinks/food, chaperone. **CHAIR:** Enlist volunteers, plan menu, coordinate food donations, purchase food/drink as necessary, guide volunteers.
- Hair/Makeup** Varies with production. Assist students with hair and makeup during dress rehearsals and productions. **CHAIR:** Enlist volunteers and coordinate their schedule. Work with director to determine hair/makeup needs for the show. Train volunteers to apply makeup/dress hair.
- Tickets** Sell tickets during the day and/or at night. **CHAIR:** Enlist volunteers and coordinate their schedule. Have tickets printed. Organize tickets, train volunteers.
- Costumes** Assist costume chairs: measure actors, select pieces from costume closet, cut patterns, sew costumes, iron, purchase pieces and organize the costume racks. Work with actors: make sure their costume pieces fit well, are labelled, hang in the proper place and remind them to bring in pieces from home as necessary. Work backstage as desired to assist actors with quick costume changes.
- Sets** Assist with construction and painting of sets and scenery.
- Lighting** Assist with lighting during shows.
- Publicity** Assist with hanging posters around town, putting up sandwich boards, hanging banners

Do you have a hobby, talent, skill or connection that could help support the program?

Are you an artist, hair stylist, caterer, baker, photographer, carpenter, florist, seamstress, writer, marketer, salesperson.....?

Do you have access to discounted lumber, paint, fabric, food/drink, flowers, printing services, signage, wigs, makeup....?

Do you have theater-related knowledge, background, skills that you can use to teach a workshop to the students?

If so, please let us know by including that information in the form below.

Do you know any businesses that would be willing to sponsor the program or place an advertisement in the playbill?

If so, please contact Sue Higgins at suemacs2867@aol.com for more information.

Parent Information

Name(s): _____

Email: _____

Phone: _____

Child's last name (if different): _____

Parent's talents, skills: _____

Other ways we can help: _____

I am interested in helping out in the following areas:

- Ushers
- Refreshments
- Flowers
- Cast Party
- Hospitality
- Hair/Makeup
- Tickets
- Costumes
- Publicity
- sets
- lighting

I would be willing to CHAIR this area:

Please let us know how you would like to be involved by sending a detailed email to Mike McCusker - mike.mccusker@gmail.com