

How Do I Get Involved?

BECOME A VOLUNTEER - MAKE A DIFFERENCE



There are many ways in which you can specifically help the Theatre Department. The extent and capacity of the support you provide is up to you! Whether you are a working parent or stay at home, you can volunteer for an officer/committee role that caters to your availability. There is a place for **everyone** that is willing to help.

- **Attend Theatre Booster meetings** – see the dates on calendar section (page 12)
 - Meetings are typically held the 3rd or 4th Thursday of the month but frequency varies (typically every other month)
 - During these unprecedented times, meetings will be via Zoom until we can meet in person which is typically on the school campus
- **Notify Boosters** of any changes to student/parent email, address, and/or phone numbers via our www.datheatreboosters.org website or by emailing the datheatreboosters@gmail.com inbox.
- **Depending on your availability**, you can either express interest in a leadership role (see page 8) or join a committee under one of the leadership roles, or sign up to volunteer for general needs:
 - Sell tickets for Theatre performances during school prior to opening day and/or at box office the day of event
 - Work the coffee bar, concession or merchandise tables at Performances
 - Market our shows by distributing posters around town/sell ads for our playbill
 - Share your talents/networking! Do you know have editor/design/advertising skills to put a playbill together or enhance our website? Do you own a catering company, printing company, or a business where we can leverage services? We welcome you to volunteer your ideas and offer your services in your area of expertise. Based on type of service, this can mostly be done on your own time and from home.
 - Help setup/serve food/cleanup/break down for Patron dinners (typically the first Friday night of each performance)
 - Donate/help serve food items for our Cast and Crew feedings (usually occur on tech week of the show's opening and is held after school)
- **Coordinate Silent Auction** by soliciting items and gather a basket making team to help put items together for the event (typically held on Patron night of the Musical). This can be mostly done from home.
- **Donate items for concession.** We need concession items to sell during our events and they consist of:
 - Value packages of candy (chocolate bars/M&Ms, sour candies all sell well)
 - Baked goods and coffee items for coffee bar like Keurig coffee and hot chocolate K-cups, hot creamer, sugar, stirrers, coffee cups)
 - Cases of Pepsi products ONLY, such as Aquafina water, Diet/Regular/Zero Pepsi, Mug Rootbeer, Dr. Pepper, Seaman's Ginger Ale, Sierra Mist
 - Bags of ICE for all of the shows are always needed
 - Bottled water (any brand, SMALL bottles) for student rehearsals (not to sell)

We need the items above right before each of the shows in the school's Production season. Please bring your donations to any Booster meeting or deliver to the front office and **MARK FOR THEATRE BOOSTERS**. You can also bring the items 1 hour before each show to the concessions table.

Please attend events sponsored by other art areas as well. Stress and support academic performance and student involvement at DA. **Support** your student's specialized education by staying current with Fair Share. **Be actively involved** in your student's education. If your student is cast in a show, we especially expect you to contribute your time to working at the shows and provide donations. And **FREQUENTLY check your email**, the DA Booster website, the Booster social media outlets.

Theatre Booster Leadership/Committee Responsibilities

**current roles that need volunteers for 2020-2021*

ROLE/TASK	CATEGORY	DESCRIPTION
President	Leadership (Officer)	<ul style="list-style-type: none"> ▪ Accountable for overall Booster functionality ▪ Schedule/facilitate periodic Leadership/ General Booster Meetings ▪ Coordinate Calendar with Art Directors ▪ Make executive decisions and address escalations as needed ▪ Follow up with all areas to ensure they are aligned with expectations ▪ Provide support as needed to all roles ▪ Work closely with Treasurer on finances
Treasurer	Leadership (Officer)	<ul style="list-style-type: none"> ▪ Budget/Monthly Reporting ▪ Income/Expense Tracking ▪ PayPal Management ▪ Fair Share Invoicing/Reporting ▪ Thespian Collections/Reporting ▪ Host annual fiscal year budget (closes June 30)
VP of Operations	Leadership	<ul style="list-style-type: none"> ▪ Accountable for updates on the following items: ▪ Forms submission for any fundraising items ▪ Volunteer Sign up status/needs ▪ Direction to Resource room coordinator ▪ Ensuring annual Extravaganza support is covered
VP of Show Support*	Leadership	<ul style="list-style-type: none"> ▪ Coordinates all aspects of the production needs by creating a calendar with required deadlines ▪ Meet with Show Director and student Stage Manager to discuss marketing material needs, any Procurement needs, Playbill needs, determine Cast & Crew meal date, etc. ▪ Determine Playbill/Program bios, ads, text timeline to provide to editor and designer ▪ Contact Photographer to schedule Tech Week photo shoot (include cast and crew) ▪ Ensure that Designer and Editor have all Playbill/Program content ▪ Cross check received ads with Patrons VP
VP of Communications	Leadership	<ul style="list-style-type: none"> ▪ Ensure that theatre parents and students are informed with any theatre related information obtained by: ▪ Updating social media outlets, sending Remind texts, publishing monthly newsletters, sending emails, etc. ▪ Ensure that contact information is obtained by promoting the online Contact form on website ▪ Ensure the marketing and publicity of shows (news releases, media interviews, etc.) ▪ Ensure the upkeep of the Website design, content maintenance ▪ Ensure the Secretary is available to take notes for any Booster meeting minutes
VP of Membership & Education	Leadership	<ul style="list-style-type: none"> ▪ Coordinate Scholarships needs such as forming committee panel, coordinating advertisement, establishing application submission deadlines and collecting submissions ▪ Coordinate Guest Artists/Master workshops for all areas of Theatre ▪ Coordinate with faculty all College preparations such as Gotham Headshots, Pre-screenings, Unifields

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VP of Fundraising	Leadership	<ul style="list-style-type: none"> ▪ Accountable for updates of all aspects of fundraising including merchandise, concessions, fundraising events like Poinsettia sales, Mudville, silent auction, etc. ▪ Coordinate with VP of Ops that needed forms are submitted for each fundraising event, for table setup and any needed equipment. ▪ Ensure that Merchandise Inventory is conducted annually (end of school year) to plan for summer order of needed items ▪ Ensure that inventory on concession items are conducted a few weeks prior to event to determine if a call of action is needed for donations and provide list of needs to Volunteer Coordinator ▪ Determine creative ways to fundraise (online merch, etc.) ▪ Obtain budget from Booster Officers and quote from vendor to submit for approvals to both Treasurer and President(s) prior to any purchases being made
VP of Patrons	Leadership	<ul style="list-style-type: none"> ▪ Accountable for providing updates on all Patron related needs/status ▪ Accountable for recruitment management of new and former Patrons through email communication, reaching out for participation ▪ Maintain a spreadsheet of patrons, their respective levels, respective benefits, dinner attendance, and payment confirmation ▪ Frequently check/manage the datheatrepats inbox to promptly respond to patron inquiries ▪ Send reminder emails with deadlines for Patrons and Subscribers to provide reserve seat dates and coordinate with box office for seating reservation ▪ Coordinate the dinner reception needs including food donation, table setup (need a form), volunteers for setup/serve/breakdown ▪ Ensure you obtain signed posters for the respective Patron level from the production support VP or show director
Thespians	Leadership	<ul style="list-style-type: none"> ▪ Accountable for providing thespian related updates to Booster ▪ Coordinate with faculty all aspects of troupe participation in District and State Thespian Festivals and competitions including hotel reservations, food/drink, chaperones, communication, etc.)
Forms Coordinator	Committee	<ul style="list-style-type: none"> ▪ Rolls up under VP of Operations ▪ Responsible for working with faculty and administration for the completion of required Forms for all events (table/room setup), and for any fundraising events with details on what the monies raised will go towards. ▪ Forms can be all completed in advance for events known ▪ Track progress of forms from submission and ensure that you coordinate needs with any events planned ▪ Forms need to be submitted to Bookkeeper with a copy to the event coordinator or President ▪ Ensure that a copy of all forms is retained as receipt for any table setup (had issues in the past where the custodians have no record of form/request)

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Volunteer Coordinator*	Committee	<ul style="list-style-type: none"> ▪ Rolls up under VP of Operations ▪ Setup Sign Up genius to recruit/schedule volunteers for shows, dinners, meals, donations, etc. ▪ Coordinate needs with faculty or booster event lead ▪ Track status and promote as needed via Communications to ensure all slots are filled. ▪ Communicate any vacancies in Booster meetings and to respective areas at least 1 week prior to event date. ▪ Work with school to ensure that all parents have registered/cleared with DCPS as volunteers (clearance good for 2 years)
Food Donations*	Committee	<ul style="list-style-type: none"> ▪ Rolls up under VP of Special Events ▪ Solicit food donations from local restaurants/catering businesses for Patrons, Cast & Crew, or Incoming Student Reception ▪ Coordinate needs with respective Booster Event lead/Show Support to ensure you know dates, location, headcount, dietary needs
Senior Banquet Coordinators	Committee	<ul style="list-style-type: none"> ▪ Rolls up under VP of Special Events ▪ Coordinate needs of the banquet from booking the venue to catering needs and date required ▪ Obtains approvals for budget costs and deposit required prior to signing a contract ▪ Accountable for invitations including save the date emails coordinated with Communications booster for emails, and determining headcount, obtaining addresses, mailing, etc ▪ Collects and tracks RSVPs ▪ Finding affordable souvenir for Seniors ▪ Ensuring that whoever is doing Senior video has an email to collect picture submissions, knows deadline for completion etc.
Resource Room	Committee	<ul style="list-style-type: none"> ▪ Rolls up under VP of Operations ▪ Ensures that the resource room in the Black Box hallway is maintained tidy/organized ▪ Checks refrigerator after productions/events and disposes of any food or expired concession items ▪ Notifies Merchandise lead of any expired items that they may need to replace or advises they do inventory due to disposals
Extravaganza Support	Committee	<ul style="list-style-type: none"> ▪ Rolls up under VP of Operations ▪ Coordinate with faculty dates and needs for Extravaganza ▪ Works with food donations lead to advise of headcount and days food is required during tech rehearsals ▪ Ensure that volunteers are solicited through a Sign-up Genius. Can work with Volunteer Coordinator to setup and communications team to solicit ▪ Coordinates with faculty or Times Union Center parking voucher/waiver for students that will be there all day
Box Office In School Sales	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Show Support ▪ Available to go to school during lunch time for 1 hour to sell production tickets to students during school hours ▪ Works with box office coordinator to obtain the “in school” tickets that are designated for sale on those days. ▪ Solicits back up if unable to make the time/date for in school sales

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Box Office	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Show Support ▪ Coordinates with show support to determine number of tickets that will be needed ▪ Coordinates with Patrons for reserve seating ▪ Works box office sales during shows; can sign up for one day or multiple days. ▪ Counts/reconciles money received with tickets sold to ensure checks and balances and completes the reconciliation slip for each day
Procurement*	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Show Support ▪ Attend the production meetings ▪ Work with show directors to determine needs for their production ▪ Help obtain materials needed/requested
Marketing/Printed Materials*	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Show Support ▪ Works with show director and graphic designer (Bradley Akers) to obtain artwork ▪ Works with local printing shop to order materials ▪ Picks up printed materials and brings to school
Playbill/Program Editor*	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Show Support ▪ Proofs all content for playbill/program in order to create layout. ▪ Maintains a spreadsheet of all ads received whether via Patrons or direct sales to ensure they can proof based on what was purchased.
Playbill/Program Designer*	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Show Support ▪ Ensures they obtain all content for playbill/program in order to create layout. ▪ Cross checks with Patrons VP that all patrons with ads have submitted and confirm sizing based on level.
Photography	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Show Support ▪ Ensures availability for Tech week of each production to ensure photo shoot can be scheduled for a day that week ▪ Captures both back stage crew and on stage cast moments ▪ Emails gallery to the VP of Show Support for photobook order and sales
Secretary	Committee	<ul style="list-style-type: none"> ▪ Falls under Communications ▪ Responsible for attending every Booster meeting and documenting minutes of agenda item discussions ▪ Ensures that minutes are uploaded to website for all parents to view
Website	Committee	<ul style="list-style-type: none"> ▪ Falls under Communication ▪ Responsible for web design ▪ Responsible for maintaining site information current ▪ Ensures that box office/sales buttons are operational ▪ Investigates deals/plans for web design that is financially reasonable to maintain
Social Media Management	Committee	<ul style="list-style-type: none"> ▪ Falls under Communication ▪ Ensures that both Facebook and Instagram accounts are current with information

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Scholarship Awards Committee*	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Membership & Education Support ▪ Coordinate all aspects of the senior scholarship opportunity from the deadline of the application submission, advertisement, and collection of candidates ▪ Help form a panel of interviewers for the selection process (cannot be coordinated by a senior parent in any way shape or form due to conflict of interest) ▪ Handle any inquiries or issues discretely and if escalation is required, reach out to the underclassman Booster President for direction ▪ Create scholarship certificates and provide to Arts Director and Booster President for signatures ▪ Ensure that scholarships are handed out at the Senior Scholarship dinner
Master Classes/Workshops	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Membership & Education Support
Silent Auction*	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Fundraising ▪ Solicit donations from local businesses ▪ Create a taskforce to solicit donation items ▪ Track all donations and provide list of business and amount to VP of Show Support to recognize in the playbill/programs. ▪ Request/collect basket donations ▪ Coordinate a group to help assemble gift baskets ▪ Request sign up genius from volunteer coordinator
Poinsettia Fundraising Lead*	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Fundraising ▪ Ensure form is completed for this event ▪ Coordinate the annual Poinsettia fundraiser which consists of creating the online form to email all theatre parents and track orders ▪ Coordinate pickup/drop off of orders ▪ Cross check/reconcile with payment made for orders received
Mudville Event Coordinator*	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Special Events ▪ Reaches out to Mudville Grille to reserve the space for December (Booster fundraiser) and for May to benefit Broadway Cares fundraiser ▪ Ensures the Mudville music coordinator has all of the singers signed up ▪ Hosts the even that night with a quick introduction of fundraising benefit and events of the evening
Merchandise/Coffee Bar	Committee	<ul style="list-style-type: none"> ▪ Falls under VP of Fundraising ▪ Take inventory annually of merchandise ▪ Obtain quotes for items needed and submit to treasurer for approvals ▪ Ensure that adequate supply of concession and coffee items are available prior to upcoming shows ▪ Coordinate donations via the Volunteer Coordinator ▪ Volunteer to sell concessions/merchandise during the productions
Patrons Support*	Committee	<ul style="list-style-type: none"> ▪ Falls under the VP of Patrons ▪ Volunteers to help where needed for Patron night such as but not limited to setup/ serving food /cleaning up/breakdown
Thespians Support	Committee	<ul style="list-style-type: none"> ▪ Volunteer to chaperone district thespian festival; if selected ensure you will help Thespian VP setup DA tent, provide snacks to students, help distribute food for them. Long day, on your feet but lots of fun!