

Costumes: 4 committee members

- Costume fitting with students on tbd (possibly Wed. Feb. 21st at 1pm)
- Make notes to self about groups where costumes may need to be sorted by size.
- Email Studio East to arrange pick up of costumes and organize costumes for the production. If anything needs to be shortened, etc. your committee takes care of the adjustments.
- Supplement costumes as needed (in the past we have purchased tights/leggings etc)
- Transport costumes to School for dress rehearsal and performances.
- Help with last minute costume adjustments at dress rehearsals
- Post Performance – Be present at end of last performance to check costumes in. Actors cannot attend cast party until all pieces of costume are returned.
- Wash everything that touched skin. Re-pack neatly, and return to Studio East by appointment.

You do not need to make any costumes. There may some slight adjustments to elastic in waistbands, but very little.

Props: 2 committee members

Props do not include the set. Most props are done for this show.

- Arrange to pick props up from Studio East.
- Your Director will give the date when he/she wants props to be delivered to school.
- Transport props to venue if other than the school in time for dress rehearsals and performances.
- If the director comes up with something new, contact Studio East to see if they have it, if not find it, make it, buy it...whatever is needed.
- Be available at the beginning of each performance to help with last minute prop issues.
- Collect props at end of last performance and make appointment to return to Studio East.

Set Construction Committee: 2 committee members.

The set is already constructed. Committee members unload and assemble. The Studio delivers the set and the committee helps unload, set up and strike after the final performance.

Oz Load-in Date = Tuesday March 20th at 2pm

Sets are transported to and from the venue in the Studio East van. The studio technical director will be present to help and direct the crew.

- Assembling set at performance venue
- Striking set after final performance and loading into Studio van

Advertising: 2 Committee Members

This is not a difficult committee but it is one of the most important! This can all be done via phone and email. Contacting previous advertisers and parents of actors is an easy and efficient way to sell advertising. Money raised through advertising allows us to keep our participation fee and tickets prices low.

- Contact parents of actors, parents of EMS students, friends, family and local business to sell advertising in the program. This is a very important part of the production as it helps to keep our costs down for students to participate in the play and our ticket sale costs.
- Sell “good luck” ads in the program to family, friends, teachers etc. of the actors to send a special message to each actor.

Program/Bios: 2 Committee Members

- Design and print performance programs
- One person collects information and one person does layout of playbill
- Prior years programs available for example
- Include student bios and photographs
- Include advertising from advertising committee
- Studio East gets back-page advertising

Publicity: 3 Committee Members

- Quickly design and print publicity posters. Studio East has already designed the poster. Print at Lake Washington School District Print Center.

- Display posters at Evergreen, as well as elementary feeder schools. In addition display posters at local retail shops such as Starbucks etc.
- Work with ticket committee to heavily publicize ticket sales and prices through PeachTree, Eagle Express, morning announcements, elementary flyers, posters etc.
- Please have producers approve posters prior to printing.

Photography: 3 Committee Members

Take head shot pictures of students, create bulletin board at school. Take candid and posed pictures at final dress rehearsal. Create wall board of actors at RPAC.

Cast Party: 3 Committee Members

- Cast party to be held at School after last performance
- Time for party is 1 hour.
- Keep it simple!
- Responsible for set-up, clean-up and chaperoning
- Budget to be determined for party and gifts.
- Cast party is for actors only. No parents (other than chaperones and no siblings)

Director Gifts: 1 Committee Member

- Purchase director gifts for director, musical director and choreographer and cards to be signed by actors

Concession Committee: 4 Committee Members

- Procure concession items to be sold at pre-show and intermission at each performance. Include bottled water, baked goods, etc.
- Sell concessions before each performance and at intermission. Arrange extra sales help if needed.
- Arrange with Producers for cash bank for sales.
- May also want to add flowers to concession sales.
- Arrange additional volunteers to help with sales as needed

Ticket Committee: 4 Committee Members

- With the producers, agree on the number of tickets to be sold for each show, method of ticket printing, sale dates and prices
- Sell tickets at school before and after school.
- Arrange for other means of purchasing tickets such as via phone, kid mail, email etc.
- Have ticket table open for night of performance ticket sales
- Arrange with Producers for “Bank” night of show ticket sales
- Arrange additional volunteers to help with sales as needed.

Backstage Performance Chaperones: 2 chaperones per performance, 6 total parents.

- Be present backstage prior to performance and during performance to keep actors focused, on task, and quiet.
- Make sure they are in costume and make-up at required time.
- Work with stage managers as needed.
- Lead will create the performance schedule

Performance Hair and Make Up: 4 committee members

This committee will attend all dress rehearsals and be present back stage before each performance to help actors with final hair and makeup.