

## PARENT VOLUNTEER COMMITTEE DESCRIPTIONS FOR “JOSEPH”

HOUSE STAFF COMMITTEE: This committee is in charge of running the house for all 4 show dates. You can sign up for one, two, three or all four shows if you like. House Staff is required to arrive one hour prior to house opening (6pm on Thurs. and Fri. shows and 12:30pm on Sat. and Sun. shows). When you arrive on the day you signed up, you will be given an assignment for the show from the house manager (Diane Grasso). Some tasks will include seating, handing out programs, selling concessions and 50/50 raffle tickets, helping with sales during intermission, assisting the elderly/handicapped to their seats, and assisting any audience members who need help in any way. House Staff will be allowed to stand in the back during the performance to watch. We ask that you would also stay to assist in clean-up after the performance.

COSTUME COMMITTEE: Members of this committee will assist the cast with the boxes of costumes we receive for the show (which typically arrive one week prior to the show). We ask that you attend a few night rehearsals (dates TBA) and help out with checking in all the costumes from the company, costume maintenance (hemming/sewing tears and rips), and general assistance to the many cast members of this show. Talk to Denise Marlowe and Pam Crozier if you are interested in joining our Costume Committee!

HAIR/MAKE-UP COMMITTEE: Members of this committee will help apply make-up to the cast and do their hair for each performance. You would need to remain backstage assisting the cast throughout the entirety of the performance for which you sign up. Therefore, you will not be able to sit in the audience to watch the show for the day(s) you volunteer to assist. You can sign up for any show day you wish (multiple days are appreciated, but we also understand that you will want to see your children in action).

BACKSTAGE SUPERVISION COMMITTEE: This committee is fairly self-explanatory. You are asked to arrive at the kids’ call time (generally 2 hours before show time) and remain backstage with the cast throughout the performance for the day(s) for which you sign up. The main assignments for this committee are monitoring the children, keeping them quiet and under control, supervising dressing-room clean-up after the performance, and making the backstage area as stress-free as possible.

ADVERTISING COMMITTEE: Members of this committee will be involved in our show outside of the theatre space. You will be in charge of distributing and posting show posters around town, getting the show information out to the community, and coming up with other ways to spread the word about our show! We are still on the lookout for a committee head, so if you are interested in being in charge of spreading the news about “Joseph”, please send us an email or drop a line!

SHOW WEEK DINNER COMMITTEE: Lead by Gina Seaman, this committee will be in charge of assisting with the three Tech Week dinners we will hold during show week. We ask that members of this committee arrive at St. Lawrence O’Toole Cafeteria (downstairs) by 4:00pm to help set up and organize the dinner (setting up a drink table, setting up the meals to allow for efficient feeding, etc). We also ask that you stay after and help with the clean up as well. Keeping these dinners running smoothly and safely is the main priority!

CABARET FUNDRAISER CONCERT COMMITTEE: TBA

Safe Environment: Any Adult who would like to volunteer for the show needs to become Safe Environment Certified through The Catholic Archdiocese. Once you are certified, you are certified for life. This one-hour class is free and is MANDATORY for all adult volunteers. The class date, time, and location are uncertain at this time, but we will keep you posted as we receive additional information. We ask that you please provide us with your name and the extent to which you are volunteering (construction crew, painting, parent committee volunteer, etc.), even if you have volunteered with us in the past so that we can get a complete list to Deacon John. If you cannot attend or if you have any questions, please feel free to email us at [stlawrencetheatre@gmail.com](mailto:stlawrencetheatre@gmail.com).