

**Fort Mill High School Performing Arts**

**Representative and Cast Member Contact and Volunteer Information Form**

**Please try to complete this form at the parent meeting and turn in at the end of the meeting. This way we have your contact information to communicate with you for the Matilda musical ☺.**

**If you do not turn in this form at the end of the parent meeting, please have your cast member place in the lock box in Ms. Williams room or scan the form and send via e-mail to Diane Dulin at** [**dulindiane@hotmail.com**](mailto:dulindiane@hotmail.com) **by Thurs., Feb. 6th. Thank YOU!**

An adult representative of each cast member is required to volunteer before and during the show. It takes many of us behind the scenes to make the musical a success for the cast, crew, directors and the school. It is a wonderful opportunity to be able to bring the arts to our local community.

If you have any questions, please reach out to us via e-mail at [fmhs.performingarts.sc@gmail.com](mailto:fmhs.performingarts.sc@gmail.com) or [dulindiane@hotmail.com](mailto:dulindiane@hotmail.com)

**Please Print Neatly**

Adult Representative Name:

Cell Phone Number:

Preferred E-Mail:

This e-mail will be the one used for all volunteer and Booster information.

Contact Preference: Text E-Mail

Cast Member Name:

Cast Member Phone:

Cast Member E-Mail:

Contact Preference: Text E-Mail

We have several opportunities to serve on the FMHS Performing Arts Booster Board. Please indicate below your interest in serving. We value your time.

Officer Chair Committee Occasional Volunteer

Please indicate below any special talents you can contribute to the show and/or Performing Arts Boosters Board or Committee.

**Volunteer Opportunities for the Matilda Musical**

**Dates of Musical – Day Show on Wed., March 25th at 9:30 am, Thurs. March 26th – Sat., March 28th @ 7:00 pm & Sun., Mar. 29th @ 3:00 pm**

An adult representative of each cast member is required to volunteer before and during the show. A Sign Up Genius link will be sent out to the e-mail listed on this form with all the volunteer opportunities one month prior to the show dates. You will click on the link and sign up for volunteer slots that work with your schedule. On the show dates you are volunteering you will get into the musical for **FREE** in appreciation for your time ☺.

**Prior To The Show Volunteer Opportunities:**

**Costuming/Props:** Help find, create and sew costumes and props. Help to organize/label props and costumes. Sewing not required – instructions will be given. Needed before and during the show.

**Set Design:** Building and constructing sets, painting and creating props. Several Saturdays prior to the show – Dates will be communicated via e-mail once determined. Cast is asked to attend set construction Saturdays.

**Distributing Show Posters in the Community:** Put up show posters at local businesses in the community to promote the musical. Take a show poster to each elementary school in the District to be hung up in the office to publicize the show.

**Bottle Water Donations:** Donate cases of bottled water for cast during shows, cast meals and the cast party.

**Securing Playbill Business Spotlights:** Ask local businesses or friends to advertise in the musical program. Your own company could purchase a spotlight or your employer. Due Date for form and spotlight print information for the playbill (program) is **Fri.,** **February 28th 2020**.

**Late Night Choreography Rehearsal Meal**: Help set up and serve choreography rehearsal meals.

**Tech Week Meal Volunteer:** Provide food items and paper products for cast, crew and director meal. Meal set up, server and clean up.

**During The Show Volunteer Opportunities:**

**Backstage Assistants (2 per show):** Must have a background check completed through the Fort Mill School District. If you have not completed one, please apply ASAP at <https://bib.com/SecureVolunteer/Fort-Mill-School-District/>

Assist with cast needs in dressing room area during the show.

**Day Show Ushers (2 per show):** Assist District students in finding seats during arrival and assist with dismissing students after the show.

**Ushers/Door Ticket Takers (3 per show):** Help set up reserved seats, hand out playbills, help ticket holders find seats and recycle playbills after the show. Help coordinate Beta volunteers who will be assisting this area during the show.

**Clean Up Crew (2 per show):** Help clean up the auditorium and lobby area after the show. Beta volunteers will also be assisting.

**Ticket Sales (3 per show):** Sell tickets at the door. Training will be provided when you arrive for cash & credit card sales and patron tickets.

**Patron/Group Ticket Table (2 per show):** Assist patron/group ticket holders. Find name on designated list and distribute arm bands for admittance.

**Concessions (4 per show):** Help with set up and taking down of concessions. Replenish concession items as needed. Sell concessions and manage handling of money prior to the show and during intermission.

**Star Note & Merchandising Table (2 per show):** Sell star notes for family and the public to purchase to recognize cast members and put by their bio on the cast recognition wall.

**Bio Wall Set Up (2 people Thurs only):** Set up the cast bio wall Thurs. before the first night performance. Tape bios and show pictures on the wall outside of the auditorium. Assist with any other initial lobby set up for first show.