



Parent Volunteer Form

Parent Name(s): _____

Student(s) Names: _____

Parents contact information (Phone # & email): _____

At Ovation Performing Arts we want to create an environment where families work together toward the common goal of using their talents, time and resources to glorify God. To do this we are asking for you as parents to volunteer some time in an area that you will enjoy. This is not required, but so very helpful. Volunteering will help us put forth excellence in our theater program. Many hands make light work and skilled hands will make for a great show! That being said, we will consider all of your limitations as well as your interest when we place you on a team. Your chair will also understand when you may have to decline requests.

Please pick your top 4 OR 5 choices over all. Attached is a list of committee descriptions. You will be placed on either a full run job or you will be placed on Pre or Post show committee AND a Show run committee.

I am already a Chair of a committee

Full Show Run Committees

- Sets/building
- Costumes:
 - I can sew
- Fundraising/Publicity

Pre-show Committees

- Set Painting:
 - Artistic
 - Non-Artistic
- Photography:
 - I have equipment and editing capabilities.
- Props
- Souvenirs

Post-Show

- Laundry

Show run Committees

- Hair and Make-up
- Green Room Parent
- House
- Box Office
- Tech Team

(Continue onto the next page)

Please check one of the following

- I would rather be on a full run job
- I would rather have a Pre/Post job and a show run job
- Either is fine

Sometimes we have a chair position available. A chair is someone who heads up a committee. We have manuals to walk you through the job and a full support from the show coordinator for any questions and support you may need. Check below if you are interested or willing to be a chair

- I am willing to be a Chair of a committee

Availability:

- Weekends only
- Week days only
- Both

Any special skills, resources or connections that you would like to utilize to help Ovation? Or is there any information you need us to know as we consider your volunteer position?

Committee descriptions:

Sets (Full Run)	Supports Sets Chair to build/adapt sets according to set design & striking set/returning to warehouse. We will have 4+Saturday workdays as well as a full Move-In day, & Strike
Painting (Artistic and Non Artistic) (Pre Run)	Supports Painting Chair in artistic or non-artistic painting of the sets. We will have 4+ Saturday workdays
Costumes (Full Run)	Supports the Costumes Committee with pulling, sewing, thrift shopping, and making accessories as assigned. Helps with any costume malfunctions during the show and helps launder and return items.
Hair and Make-up (Show Run)	Coordinates designs for make-up/hair (with committee), purchases supplies as needed with a set budget, trains cast members on makeup application and communicates to parents the hair styles for cast members.
Props (Pre Run)	Supports Props Chair in locating/creating props as well as handling prop repairs during show run. Works prior to Move-In on creation. Helps to make sure props are set up and in place for shows.
Souvenirs	Responsible for coming up with and creating a souvenir that goes with the theme of the show.
Green Room (Show run)	Responsible for supervising the cast in the green room during on-site rehearsals and performances as well. You will also make a cleaning schedule for the cast
Photography	Responsible for taking candid photos during rehearsals and other show related pictures. Must be able to attend 2 Dress Rehearsals.
House	Responsible for ushering patrons to their seats as well as house rule management. Will work most shows.
Fundraising/Publicity	Pre Show: Will help with procurement of items for the silent auction, selling sponsorships and playbill ads. This team will be meeting together to decide on a plan for the current show and how we are going to raise funds for Ovation. Show Run: Setting up and running the auction and selling waters and possible souvenirs.
Box Office	Responsible for taking your turn setting up and running the box office table at the shows.
Tech Team	Assist in running sound and running lighting. Will need to attend most performances and all tech week if possible.