

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

**Bake Sale / Refreshments Committee**

**Purpose:** *This committee is responsible for coordinating all refreshments sold during the performances. The committee organizes for each cast and crew member to bring in a donation of cookies or baked goods on specific nights, for sale to the public. Donations are solicited from local businesses as well.*

**Membership:** *Sign up for this committee at the first MFPA Parents Meeting. At minimum, it requires a chair-person and one assistant or co-chair, provided they both plan to work during every performance. Additional workers are a big plus, to spread the work around for different performances.*

**Timeframe:** *Start planning about 6 to 8 weeks prior to opening night. Organize what you will need to sell in advance – investigate where you can obtain what you need. Solicit from businesses. Bulk of work is setting up prior to each performance, and working through each performance.*

**Duties:**

1. Plan for what will be needed to sell during each performance – drinks, donated items / baked goods, candy to be purchased, etc. Keep in mind that this is a fundraiser – expenses need to be kept to a minimum – donations are best.
2. Get list of Cast & Crew members from MFPA Secretary – divide up between the performances. Prepare a one page letter for distribution to cast & crew, telling what they are expected to bring, and on which night.
3. Work with local businesses to get donated water, soda, foods, etc. If at all possible, get a list of these businesses to the Program Book Chair-person before his/her deadline, so that a Thank You can be put in the program.
4. Schedule / solicit helpers to staff the Bake Sale table during each performance. With adult supervision, students can help out here if desired.
5. Work with MFPA Treasurer to get start up cash, and to get reimbursed for any purchases you make. You will need to count up the night's income after each performance and give it to the Treasurer after the performance, less your start up cash for the next performance. After the last performance, return your start up cash as well.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Candy Sale Fundraiser Committee**

**Purpose:** *This committee runs the candy sale fundraiser from choosing the candy for the fundraiser, coordinating with the vendor, arranging delivery of the candy shipment, to distributing it to the members and collecting all funds from the sale. This committee is also responsible for providing a full accounting of the fundraiser to the MFPA Treasurer. This might be a good opportunity for a husband/wife team to run this committee.*

**Membership:** *Sign up for this committee at the first MFPA Parents Meeting. At minimum, a chair-person is required, plus maybe one or two others to help pass out candy to the students.*

**Timeframe:** *The candy sale is generally conducted around the beginning of February, and continuing for about 4 weeks. Some planning needs to occur in the December / January timeframe.*

### **Duties:**

1. In December to January, investigate fundraiser candy vendors, and decide which vendor and products we will use. (Check with the MFPA Board members to see who we've used in past years and how well we liked them.) We like to aim for 50% profit on this fundraiser, and have typically assigned to each student, two boxes of candy to sell, between a total count of 80 and 92 candy bars. The committee's recommendation should be approved by the MFPA Board, before committing to the vendor.
2. Get list of Cast & Crew from the MFPA Secretary (via spreadsheet) and format it to have each student sign for the candy they take, to prevent any arguments. (Note – we have discussed asking for payment up front this year, to make it easier to get payment from the students – even if we have to hold the checks until the end of the fundraiser). All payments should be received via check – no cash – and especially no coins.
3. Prepare a one page flyer to be handed out to the cast & crew, with details of the fundraiser, including start and ending dates, payment expectations, etc.
4. Arrange for candy delivery somewhere, and for transportation to the high school during a rehearsal. You're in charge of handing it out, getting a signature from each student taking candy, and if we decide on payment up front, receiving that payment when they receive the candy. This should occur around the beginning of February.
5. Arrange to get candy to the stragglers who weren't present when pick ups were scheduled – there are always some. Some students will want to sell more than the two boxes assigned to them, so make arrangements to get them additional boxes.
6. Arrange to collect payment (by check only) for the candy, log on the spreadsheet who received candy, who has paid, check number, etc. At the end of the sale, records should balance between the number of boxes signed out, the money received in, etc.
7. Turn in candy money periodically to the Treasurer, or hold to the end – work that out with the MFPA Treasurer.
8. If there are any unopened boxes of candy bars at end of sale, arrange to ship them back to the vendor, or to have them picked up by the vendor. If there are any remaining opened boxes, they can be sold off at the Bake Sale – contact that chair-person.
9. Prepare final spreadsheet of the fundraiser with an accurate accounting of the sales, who has sold how much, who has paid, and who hasn't.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Cast Party Committee**

**Purpose:** *This committee plans, coordinates, and runs the Cast Party, held after the final performance. Set up and clean up is the responsibility of this committee.*

**Membership:** *One chair-person, or a chair and co-chair, plus 6 to 10 others to help with set up, running and clean up. Sign up at the first MFPA Meeting.*

**Timeframe:** *Some planning has to occur early on, then the bulk of the work is the day of the Cast Party – which is generally the Sunday after the closing night of the musical.*

### **Duties:**

1. Some early planning needs to take place, generally in December to January, to check into various locations to hold the Cast Party, and to book one. (Note – check with the MFPA Board for past locations, costs, and thoughts on how well they worked out). Get approval from the MFPA Board for your proposed location, and arrange to get the deposit paid by the MFPA Treasurer.
2. Work with the Committee (and consult with the MFPA Board) on potential caterers and menus. Get agreement on which caterer to use and on the menu, and book the caterer. (As with any catered event, find out the caterer’s deadline for a final head count, and be sure to get back to them with this when needed.)
3. Work with the Committee to identify and book a DJ for the event. (Note – check with the MFPA Board for past DJ’s used, and how they worked out.) Book this fairly early to make sure you can get the DJ you want.
4. Work with the Committee to develop a theme, decorations, etc. Arrange for the purchase of whatever is needed to carry out your theme. Arrange reimbursement through the MFPA Treasurer.
5. Plan out any additional items (e.g.- snacks, beverages, cookies, etc.) that the caterer doesn’t cover. Arrange for these items.
6. One of the “standard” events at the Cast Party has always been for the students to watch a video of their performance. To accommodate this, a VCR and large screen TV are usually needed, as well as a copy of the video, which often isn’t completed by this time. (We’ve had to rely on “home videos” of the musical some years.) Check with the Board ahead of time, to make sure someone is arranging to have a video available.
7. Please keep in mind that the MFPA is a non-profit organization with limited funds. There is a budget for the Cast Party. Please make every attempt to plan this event to stay within your budget. See the MFPA Treasurer for your budget amount.
8. You are responsible for scheduling workers (the committee members), to set up ahead of the party, to be there during the party to make sure everything is going as planned, and to clean up after the party. (Note – the MFPA Board is not responsible for cleaning up after this party – they often have other matters to take care of at this time).

**MONTOUR FOUNDATION**  
**FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Costume Committee**

**Purpose:** *This committee assists with the creation of costumes, to meet the director's vision of each scene, while staying within the budget for costumes. Most years, the MFPA makes costumes, however in years when a decision is made to rent costumes instead, this committee will have a much smaller role. Included with making costumes, is making smaller props that go with the costumes (larger props are the responsibility of Set / Stage & Props Committee).*

**Membership:** *This is one of our busiest committees. The "sky is the limit" on how many people we need to participate in this committee. A chair-person, and preferably a co-chair, are required. Other members should include all skill levels (don't assume you aren't qualified to help out here, because of your skill level – check with the committee chair-person). We need all different skill levels from being able to make costumes from no patterns at all on a sewing machine, to people who can run surgers (and people who have surgers to run), to people who can make costumes, but only from a pattern, to people who can hand-sew hems on pants, robes, dresses, etc., to people who can sew trim on costumes (ricrak, etc.). We also need people who can make craft-type things for some of our smaller props. The amount of time required of any one person on this committee is dependent on how much time you can spare – it can be a lot of time or just a little. Please help out here if you have any of these skills!*

**Timeframe:** *Seems like we never start early enough with this committee. Realistically, this committee starts slowly after New Year's, and gets busier and busier, until the night before the show opens. Even during the show, we need costume people to help make adjustments, repairs, etc., up until closing night.*

**Duties:**

1. Work with the Director and Producer to determine how each character should be dressed in each scene.
2. Do research on available materials and costume pieces either on the Internet at home, or by visiting local fabric stores. Samples and pricing are often needed for review by the Director and Producer, in order to determine the best fit for a particular costume or group of costumes, to have them look the best yet to make them the most economical way.
3. Measure members of the cast, and create spreadsheet with various measurements for the costume committee members to use in making costumes.
4. Provide sewing, alterations and occasionally small prop making to achieve the desired costuming of each character in each scene.
5. Responsible to stay within the Costume budget.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Flowers & Balloons Committee**

**Purpose:** *This committee is responsible for the ordering and selling of all flowers, balloons, mugs, souvenirs, etc., that are sold during all performances.*

**Membership:** *Requires a chair-person, and preferably a co-chair as well. Due to the large crowds of people around this table during performances, as many as 6 to 10 committee members to work the table during performances would be ideal. Student helpers have been helpful in the past. A husband/wife team to chair this committee would work well.*

**Timeframe:** *Most of the work of this committee is right before the show opens and during all performances of the musical. However, the chair-person(s) need to do some advanced planning 6 to 8 weeks before opening night.*

**Duties:**

1. In about the February to March timeframe (maybe 6 to 8 weeks before opening night), research where you can get the best deals (and availability as needed) for the various types of flowers to be sold, and for the balloons to be sold.
2. In the past two years, this committee has been a pretty big money-maker for us, as it should be. It is important to find the lowest cost providers of flowers and balloons (we've had good luck with Sam's Club and Walmart in the past), as opposed to Giant Eagle who insists on selling to us at full retail, causing us to make nothing.
3. Plan for whether we should be selling any souvenirs or knickknacks (maybe related to the musical, or not). For example, we've sold "Hollywood" movie clackers in the past, on which we handwrite the recipient's name, the show, and the dates. We've experimented with taking orders for cast autographed posters of the musical, and with commemorative mugs of the musical.
4. Schedule who will work at each performance, from among the committee members, and any other helpers you can round up.
5. Work with the MFPA Treasurer to get "start up" money before opening night, and to get the appropriate change as needed before or during each performance. Also work with the Treasurer to get reimbursed for your purchases.
6. Count up the night's earnings after the table closes, and turn it over to the Treasurer less your start up cash for the next night, along with the count of how much you are turning over to him. After the final performance, be sure to also return the start up cash.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Lobby Decorations Committee**

**Purpose:** *This committee is responsible for developing a theme, designing and decorating the lobby for the performances.*

**Membership:** *This committee requires a chair-person, and 3 to 4 members to help out. Sign up at the first MFPA Parent Meeting. Creativity is a big plus on this committee.*

**Timeframe:** *Some planning should be started about 4 to 6 weeks before the opening night, to come up with a theme, and figure out what materials and/or props will be needed to carry out the theme. Most of the work of this committee occurs prior to each performance, and after each performance.*

**Duties:**

1. Plan out a theme for the lobby decorations, based on the musical for this year. Run your ideas for decorations by the MFPA Board members and the Producer and/or Director for approval.
2. Organize your helpers to purchase materials and props before opening night. Work with the MFPA Treasurer for reimbursement for purchases you make for the decorations.
3. You are responsible for making sure that lobby decorations are put up before the audience starts showing up for each performance.
4. When the day following a performance is not a school day, we can usually leave the decorations up for the next performance, but not always. If the next day is a school day, this committee is responsible for taking down the decorations, storing them in a safe place, such as the ticket booth, or the back of the auditorium.
5. Lobby decorations is a budgeted item. You are responsible for finding out from the MFPA Treasurer what this year's budget is, and for staying within that budget.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Make Up Committee**

**Purpose:** *This committee is responsible for assisting the cast with all of the stage make up for the performances, and dress rehearsals.*

**Membership:** *A chair-person is required. A fairly large number of committee members is needed in order to rotate who is scheduled to work each performance, and to accommodate a cast of 50 to 60 students.*

**Timeframe:** *Other than a small amount of advance preparations (taking inventory of left over make up from the year before, ordering whatever additional make up is needed for this year, meeting with the Producer and/or Director to determine their thoughts on make up needs for this show), most of the work doesn't start until about a week before the show. Then the work is heavy during dress rehearsals and all performances.*

**Duties:**

1. In February to March, review the current status of our make up supplies.
2. Meet with the Director and Producer to determine what their expectations are for make up in this year's musical.
3. Determine what additional make up may be needed and make arrangements to purchase. Work with MFPA Treasurer to get reimbursed for any expenses, or to arrange direct payments.
4. Schedule your committee members, so that an adequate number are on hand at all dress rehearsals and each performance. Provide adequate training for them. (Note – every 3 to 4 years, we have been having a make up consultant come in to teach the art of stage make up to the new committee members. They say it's very different from regular make up.)
5. Work with the Director and/or Producer to have a dry run of making up each cast member, so the director can agree on the correct amount of make up for each person. Take notes.
6. Decisions need to be made on how much (and what) make up each student is expected to supply on their own (lipstick, etc.), vs. what will be supplied by the MFPA. Whatever is decided that each student must supply, needs to be communicated in advance, usually by way of a one page flyer to be distributed and sent home with each cast member.
7. The make up tables are always set up in the Band Hall. This committee is responsible for set up and clean up of the tables, chairs and mirrors, needed before and after each dress rehearsal and performance.
8. Make up has a budget. It is your responsibility to find out what this year's budget number is, and to work to stay within your assigned budget.

**MONTOUR FOUNDATION**  
**FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Photography Committee**

**Purpose:** *This committee is responsible for planning and taking all needed photographs for the Program Book, for display during the performances, and for viewing and ordering from an online photo album, afterwards.*

**Membership:** *This committee generally requires only one or two people. If one of them is a parent/photographer, it could be done with as few as one person. However, a second person to plan, organize and supervise would be helpful. Or, if it is handled by hiring a photographer, then the committee will really only require one person to plan, organize and supervise. **Digital photography is strongly preferred!***

**Timeframe:** *Some planning should occur in January, regarding how will photography be handled this year, and which photos will be required. Several photo-taking sessions must be arranged, with students and the MFPA Board and Director notified in advance. The bulk of the effort on this committee, takes place in the final month before the show – taking pictures for the Program Book, and candid once costumes are ready.*

### **Duties:**

1. Organize and take “headshot” photos of all leads, plus all seniors in the Cast & Crew who aren’t leads. These will be used in the Program Book, alongside the leads and senior bio’s. Coordinate this with the Program Book chair-person. These may need to be edited – they look best as oval shaped photos (vignettes). (Find out who these people are by contacting the MFPA Secretary).
2. Organize and take Cast, Stage Crew & Orchestra photos for the Program Book. Coordinate this with the Program Book chair-person. Check with the MFPA Board members and/or Director and Producer regarding which characters should be photographed, or photographed together.
3. Organize and take numerous candid shots during the rehearsals and dress rehearsals
4. Some of the photos taken will be displayed on display boards during all performances. These display boards should be put up before the audience starts arriving at each performance, and stored in the back of the auditorium between performances for safe keeping. Setting these up and storing them away are the responsibility of the Photography Committee.
5. Note – Coordinate with Program Book chair-person, to determine if Cast pictures being used in the Program Book, should be in costume this year or not. If they are, the Costume chair-person will need to tell you the earliest date that the costumes needed for your photos will be ready. Scheduling Program Book photos in costume can be very difficult. Costumes tend to be ready at the last minute, while the Program Book requires several weeks of lead time to be printed. If the decision is to just have Program Book photos in street clothes, your scheduling will be much easier.
6. Rule of thumb – early is better! In order to simplify life for the Program Book chair-person, take leads and senior head shots as early as possible. Schedule all other Program Book photos as soon as you can as well.
7. Note – In a year when the musical has parts that are “double cast”, it is critical to give equal photo time to both casts.
8. Photography Committee has a budget. It is your responsibility to find out what this year’s budget number is from the MFPA Treasurer, then do your best to stay within that number.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

**Photography Committee (continued – Page 2)**

**Alternative Ways to Handle:**

1. If an MFPA parent is able to be the photographer, he/she can organize and take the photos him/herself, or have a second person to organize what pictures need to be taken when. The costs incurred can be reimbursed.
2. If no parent is able to be the photographer, another approach is to have someone sign up as chair-person to organize all picture taking, then hire a semi-professional to do the actual picture taking. The budget for this committee, should be able to handle either approach.
3. In either case, it is highly preferred that a fairly high quality digital camera be used for several reasons. First, a lower quality digital camera often has difficulty taking quality pictures in the low light environment inside the auditorium. It is perfectly acceptable to use a non-digital camera, however, all pictures taken will then need scanned in, in order to be uploaded to an online photo album where cast & crew members and their families can view and order them. We've often had as many as 100 – 300 candid photos in one year. (Scanning in will be the responsibility of this committee.) Plus, digital cameras don't require costly film developing. So whether we hire a photographer, or have a parent take these pictures, a good quality digital camera will make the work much easier.

**MONTOUR FOUNDATION**  
**FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

**Poinsettia Sale Fundraiser Committee**

**Purpose:** *This committee plans out the supplier of poinsettias, prepares an information packet and order forms for the students, collects the orders, orders the poinsettias, and sorts and distributes them when they come in.*

**Membership:** *A chair-person is required to coordinate things, and one or two committee members to help sort and distribute the poinsettias in early December.*

**Timeframe:** *Planning must take place by early October, with information packets ready by the first MFPA Parent meeting in late October to early November. Orders are generally due by Thanksgiving. Pickup is usually the end of the first week in December, on a Friday night.*

**Duties:**

1. In October, or earlier, research prices and availability (and delivery terms) of various suppliers, and for various colors. Coordinate your recommendations with the MFPA Board for approval.
2. Prepare an information packet on this fundraiser for the students, for the first MFPA Parents Meeting. It needs to include details of the fundraiser (including start and end dates, prices, colors available, pickup times, etc.), as well as an order form. If you make the electronic version of this packet available to the MFPA Webmaster, the forms can also be made available on the Montour Musical website.
3. Orders are generally due back with payment (by check only) around Thanksgiving. This committee is responsible for receiving and processing the order forms – not the MFPA Board members.
4. Get a list of Cast & Crew (if available this early) from the MFPA Secretary via MS Excel spreadsheet. Adapt the spreadsheet to track orders, totals by student, and check number/payment information. (If you need help with Excel spreadsheets, the MFPA Secretary or Treasurer can probably adapt a cast & crew spreadsheet for your needs.) But you need to keep track of orders, payments received, any outstanding, etc., so that after the fundraiser is over, you can provide back a spreadsheet with a complete accounting of all poinsettias sold, the payments for them, and have everything balance. This should be given to the Treasurer, along with the money collected, at the end of the fundraiser.
5. Call in the order to the supplier. In the past, we've been able to call in the initial order right after Thanksgiving, then within the week, call back with any stragglers, for a final count at the end of the week.
6. Arrange for delivery of the poinsettias to the school (coordinate the date and time you need to use school facilities with the Producer, so we can request the appropriate permission to use the facilities at that time). Someone from this committee needs to be there for the delivery, after school hours, then with the help of other committee members, sort the poinsettias, based on the orders, and arrange them on the cafeteria tables alphabetically (unless you have a better method).
7. This committee is responsible to staff the pick up evening (recently we've had a single pick up night, on a Friday night, but in prior years we've had both a Friday night and all morning Saturday – doing this, though, you'll have to move remaining poinsettia orders to another room, due to Saturday morning detention). The choice is yours.
8. There will always be a few orders that aren't picked up as scheduled, no matter how much time you arrange for pick ups. You will need to deal with arranging to get those poinsettias picked up (maybe from your home) or drop them off yourself.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Program Book Committee**

**Purpose:** *This committee plans and produces the program for the musical. It collects all program ads, creates, designs, and arranges for printing of the program. It prepares Program Book Ad Sales Packets, to be handed out in early December (at the Poinsettia Sale pick up). Ad orders are usually due in by late February to early March depending on the dates for the musical, and printer lead times.*

**Membership:** *This committee does a lot of work, which breaks down to some very different sets of tasks. While in the past several years, it has been done by only one to three people, there may be ways to divide the work up among a larger number of people, to distribute the workload a little better. It requires a chair-person, and as many as 5 to 7 people to help with various duties.*

*Among the distinct duties of this committee, are these tasks, which may be split up among a smaller number of people, or each of these could be someone different:*

1. *Printer Liaison*
2. *Program Ad Campaign Coordinator*
3. *Program Assembly (bulk of work is here)*
4. *Copy Writer*
5. *Cover Designer*
6. *Photography Liaison*
7. *Proofreaders*

*These roles can be combined or broken out further, as desired by the Program Book Chair-person, or the volunteers themselves. This comprises a lot of work, largely in the February to March timeframe. But it's also the second biggest money maker, next to ticket sales.*

**Timeframe:** *Preparation and planning starts in late November to prepare Program Ad Sales packets to be handed out in early December. Ad sales will start trickling in slowly after the first of the year, then pick up steam in February and through the ad deadline. Printer negotiations should take place in the December to January timeframe, with the printer being committed by the end of January, and dates firmed up. Program Book preparation can begin in January but usually picks up steam as the ads start rolling in. The final deluge of ads around the deadline, makes for several weeks of intensive work. Printing is generally going on during the four weeks leading up to the opening night.*

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

**Program Book Committee (continued – Page 2)**

**Duties:**

1. *Printer Liaison to develop the specs for the Program (we have a standard spec sheet that we update each year), and request bids from several printers, select the printer, and work with them to set submission dates, etc.;*
2. *Program Ad Coordinator to manage the ad sales campaign;*
3. *Program Assembly - this person(s) is responsible for organizing all of the content, and actually building the Program Book on software such as MS Word, Adobe Pagemaker, Quark, etc.;*
4. *Copy Writer to prepare the content for the front of the Program which contains things like the Synopsis, Acts & Scenes and who is in them, listings of Cast, Crew, Orchestra, Staff, Committees (?), as well as lead, senior and staff bio's, etc.;*
5. *Cover Designer (self explanatory) – requires graphics skills*
6. *Photography Liaison to plan out the photographs needed for the Program Book, and work with the Photography Committee to get them scheduled and taken as needed;*
7. *One or two proofreaders who are absolute sticklers for proper spelling and grammar.*
8. *Lastly, someone (maybe the Program Chair-person or the Printer Liaison) needs to arrange with the printer to receive (or pick up) the programs, and store them at their house until needed. Delivery should be arranged up to one week in advance, to make sure they will be available on time. Special care must be taken to not store them anywhere that people could get into before the performance, that's why storing them at home has worked well in the past. Just prior to each performance, enough programs should be brought to the back of the auditorium and placed inside the doors on each side (about 200 programs inside the left aisle doors and 200 programs inside the right aisle doors). Extras should be available, but locked up. After each performance, left over programs should be picked up and recycled if possible, and stored away in the ticket room until the next performance.*

**MONTOUR FOUNDATION**  
**FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Publicity Committee**

**Purpose:** *The Publicity Committee promotes our musical and generates interest (and awareness) within our community, with the goal of generating additional ticket sales and promoting awareness of Montour's musical program.*

**Membership:** *The committee consists of a chair-person, and usually one to two others to assist the chair-person.*

**Timeframe:** *Planning for the publicity campaign should begin as early as December or January, with a gradual ramping up of articles, flyers, etc., up until opening week.*

### **Duties:**

1. In the December to January timeframe, the committee should meet to decide which media will be used for advertising, who will pursue each one, and when.
2. Publicity media to be pursued should include, but not be limited to:
  - a. Community newspapers, such as Coraopolis Record, Suburban Gazette
  - b. Pittsburgh papers including: Tribune Review, Post Gazette, Allegheny West Magazine
  - c. Be sure to watch for Chris Rawling's call for spring musical information in the Pittsburgh Post Gazette, generally in the January or February timeframe, and respond to him with our musical's information – he publishes a list of all identified high school musicals in the greater Pittsburgh area, which musical they are doing, the dates, etc.
  - d. Local radio if possible
  - e. Robinson Mall advertising (on their food court big screen TV's) if they still offer this
  - f. Cable TV Community Events channel(s), keeping in mind that Montour's five communities (Robinson, Kennedy, Pennsbury Village, Ingram & Thornburg) are not all on the same cable network. Robinson is covered by Adelphia Cable, while Kennedy is covered by Comcast. I believe the other three communities are covered by one or the other of those.
3. Create and print up a poster (which will need to be professionally printed), and supervise / handle having them put up in local businesses' windows about one month before opening night. Posters should include all necessary information – who, what, where, when, etc., along with our Ticket hotline number for additional information.
4. Create an 8 ½ by 11 flyer, with all of this same information on it, and arrange for distribution to the various schools within the district.
5. An idea that we've discussed but never actually done before, is to get a large banner printed up, and get permission to hang it across Clever Road, in much the way the football team has done at the beginning of football season in the past. We believe this requires a "donation" to the fire department to actually hang it, as well as the expense of getting it printed up. But with the large amount of traffic that goes down Clever Road every day, having that up for the month before the musical could generate a lot of publicity.
6. Supervise getting the MFPA's big wooden signs repainted with the same info, and distributed for this year's show. Coordinate getting approval for where these can be put up, and for actually getting someone to put them up, and to keep an eye on them while they're up, and for taking them down after the show is over.
7. Get creative and think of any other advertising methods, within reason.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Set, Stage & Props Committee**

**Purpose:** *The purpose of the set, stage & props committee, is to form a team of adults and students (i.e. Stage Crew) to build the set(s), run the lighting, help with sound, work as ticket takers prior to each performance, etc.*

**Membership:** *The committee consists of a chair-person, and possibly multiple co-chairs for each sub-function (set building, prop creation/acquisition, lighting, sound, ticket-taking, etc.) Obviously, skills in these areas would be a big plus – are you good with a hammer and nails? Are you artistic and/or creative? Are you good at supervising high school students? If so, we really need you here!*

**Timeframe:** *Planning for this committee should begin around the beginning of the year, by working with the set designer and the director and producer to get ideas of what they are looking for in this year's musical. Establish timeframes for everything. Plan to be completed ahead of time.*

### **Duties:**

1. The chair-person of this committee should be someone who can delegate the running of each sub-committee to a co-chair, but be able to coordinate periodically with them to make sure they are on track. The completion of the set and props ahead of schedule can really help out in many ways. It gives more time for the cast to become accustomed to acting on the final set, it gives the photography committee a better chance to get photos taken earlier, and can even help the Program Book committee get photos in the program, which include the final set. Planning is everything.
2. By dividing into sub-committees (which would be something new for this year), the Board feels it will help better utilize the stage crew members who come in to work, as they won't have to sit around with nothing to do. Each subcommittee needs to work with the director and producer to find out all that is needed for their particular function, and put together plans, and schedule adults and students to come in to work on these tasks.
3. Scheduling of the various Stage Crew activities is the responsibility of this committee. Any time that parents and/or students plan to be at the high school, the MFPA must get approval from the Administration. Therefore, your schedule needs to be worked out in advance, submitted to the MFPA Board for them to be aware of it, and get approval from the School District Administration.
4. Communication of this schedule is this committee's responsibility. That said, however, if these schedules can be run by the Montour Musical's webmaster in advance, they can be published on the website to help with communications. While that helps, you can't beat sending notices of the schedule to the parents and students via email as a primary means. But if you don't keep the webmaster up to date with your schedule, the website won't be current.
5. The individual requirements of set building, prop construction, etc., vary so much from year to year, that it isn't possible to list them here.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

**Set, Stage & Props Committee (continued – Page 2)**

6. Among the various sub-committees of the Set, Stage & Props Committee are:
  - a. Set Building
  - b. Prop Creation/Acquisition
  - c. Lighting
  - d. Sound
  - e. Ticket Taking
7. Set building can begin around January, by meeting with the director and/or producer to find out what their ideas are for the set. The chair-person of this sub-committee is in charge of leading both other adults and students in the construction of the set. Skills in using hammers, small power tools, painting, etc., come in very handy for this sub-committee.
8. Prop creation/acquisition can begin in January to February, by working with the director and/or producer, and the set building chair-person. This committee assembles a list of what all props are needed, then sets to work tracking them down (hopefully on loan, or for free), or planning to build them as needed. You may even poll the cast members to see if anyone has access to any of these things.
9. For lighting, due to the auditorium's lighting system not being well configured for the musical's needs, we hire a lighting specialist each year. The lighting is reconfigured, and added to, to suit the needs of this year's musical. Sometimes, gobo's are needed, sometimes a syc is used, with special lighting requirements. The purpose of this sub-committee is to provide a few students to help the lighting specialist in running the lighting during the dress rehearsals and the performances. Sometimes, help is needed in advance with the construction of gobos, etc.
10. For sound, as with lighting, we hire a specialist, who generally brings in outside sound equipment, as the auditorium basically has no built in sound equipment. For this sub-committee, a couple students are needed to help the sound people – not much help is needed.
11. Ticket taking – during the performances, students are needed to pass out programs and collect the tickets at the door. They must make sure that everyone entering the auditorium has a ticket, for that night, and that students use student tickets, and adults use adult tickets, etc. For the programs, we need to be very careful to pass out too many programs. Most years, we plan on using about 350 programs per night, even though a sold out audience could be as many as 800 people. We've been doing it this way for years with no problems, by making sure the students only give about one program to each party entering the auditorium. An adult is needed to supervise the students handing out programs, to make sure they all understand not to hand out a program to every person walking in, or we will run out of programs.

**MONTOUR FOUNDATION**  
**FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Snack & Rehearsal Dinners Committee**

**Purpose:** *This committee is responsible for two distinct, but somewhat related functions. First, once rehearsals get started on a regular basis (generally after the first of the year), we like to offer what we refer to as rehearsal snacks, to everyone in attendance. We like to charge reasonable prices, yet make a profit, to help fund the second function of this committee. And that is, coordinating dinners for the students during the final week of rehearsals, leading up to opening night. On this final week of rehearsals, the cast and crew generally have to attend rehearsals for an extended period of time, without going home in between, so we like to have dinner for them in the cafeteria.*

**Membership:** *This committee requires at least a chair-person, and preferably a co-chair as well. Plus a good number of committee members to staff the rehearsal snacks table, and to plan and orchestrate the rehearsal dinners during the last week.*

**Timeframe:** *Rehearsal snacks start up in early January and continue through until opening night. The Rehearsal dinners are only in the final week, beginning Sunday night, of the week that the show opens.*

**Duties:**

1. The committee chair-person of this committee needs to make sure there are a number of workers signed up to “man” the rehearsal snack table at all rehearsals in which there are a significant number of cast members present. (Note – sometimes we have “leads only rehearsals” which consist of a small number of cast members being present – it usually isn’t necessary to have rehearsal snacks at these smaller rehearsals).
2. The committee chair-person must schedule who will work each night, or week, or however you want to break it up. It is important to make sure that the person signed up actually shows up, or notifies you if they can’t make it, so you can provide an alternate person to work that night. It would help to have some people available on short notice who can fill in if someone calls at the last minute saying they can’t make it after all. It should not fall to the MFPA Board members to staff the rehearsal snacks table – they have other responsibilities to attend to during rehearsals.
3. Finding the lowest price snacks, purchasing them, making sure the snack supply is kept stocked up, getting reimbursed for these snack purchases, etc., is the responsibility of this committee. The lowest prices should be found for each item. Careful consideration for pricing the snacks to include a markup, should be made. Avoid the temptation to price items at cost, since the profits from snack sales can help offset the cost of rehearsal dinners later on. And, pricing the snacks at cost, results in prices way below traditional vending machine prices anyway. If an item costs 25 or 30 cents each, a price of 50 cents is not unreasonable.
4. The best prices we’ve found for rehearsal snacks are typically at Sam’s Club, or sometimes at Walmart.

**MONTOUR FOUNDATION**  
**FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

**Snack & Rehearsal Dinners Committee (continued – Page 2)**

5. Arrangements should be made for handling of the money during snack sales. It should not be left unattended. Often times, after a rehearsal, the MFPA Treasurer takes the money box, and brings it back for the next night. He will periodically remove some of the cash for deposit.
6. It is not felt to be a good accounting practice to purchase additional snacks by taking cash from the money box. Purchase all snacks yourself, and submit your receipts to the MFPA Treasurer for reimbursement. He can reimburse you fairly quickly if that is needed. But this way, the MFPA can better track the expenses and income of the Rehearsal Snacks.
7. It is this committee's responsibility to set up the rehearsal snack table at the beginning of each rehearsal, and to put everything away at the end. (Typically, after a break roughly halfway through a rehearsal, the cast will make a lot of snack purchases, and we often close down the snacks table once they go back to rehearsal – so you won't need to stay until the end every night).
8. What do we sell? Typically, various types of candy (the students often will make their requests to you), chips, some fruit, etc. Now and then, past Rehearsal Snack committees have brought in a crock pot of cheese, and have served nachos and cheese, or maybe carrots with ranch dressing in little containers, etc. We try not to offer soda at rehearsals – if it is left to spill in the auditorium (and it shouldn't even be in there in the first place), it makes a terrible mess. So we usually just offer water bottles – which is better for them in the first place. We try to place some emphasis on offering some healthy snacks – not just junk food – in the hopes that at last some of the students will have them instead of junk food.
9. For the rehearsal dinners, planning should start at least a month before the show opens – sooner if you feel the need. Pick a menu for each night (there are often 3 to 4 nights like this). Typical choices in the past have included: hoagies, rigatoni and salad, fried chicken, pizza, etc. Inquire as to what was done in previous years, because the ladies who ran this the past couple years did a really great job, at a low cost.
10. If there isn't enough money left from Rehearsal Snack profits, then typically, we come up with a per-student cost (\$3-\$4 or so), and make arrangements for the kids to bring in their money either each night and pay as they go, or pay for them all in advance. It gets very hectic at these dinners, so it might be best to just have them all pay as they go.
11. Set up and clean up is the responsibility of this committee.
12. Work with the MFPA Treasurer for reimbursement of expenses, direct payment of a supplier if needed, etc. And, for turning in the proceeds collected from the students for this dinner.
13. Financial bottom line for this committee – our goal here is to make a profit from snack sales and use that to help fund the rehearsal dinners. But in the end, these two functions combined, should break even.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **Ticket Sales Committee**

**Purpose:** *This committee is responsible for selling tickets for all performances by taking orders over the phone, selling tickets prior to the opening of the show, and also at the door every evening. What it takes to work on this committee: a pleasant disposition at all times, a strong “customer service” type of attitude, and reliability at all times.*

**Membership:** *A handful of people are needed to handle selling tickets each night. In addition, someone is needed to take down messages for ticket orders/inquiries left on our hotline each day during the month before the show, and return calls to arrange ticket sales and pick ups for these people.*

**Timeframe:** *Planning should start in January, including preparing for and ordering tickets from the printer. The committee must then work out a schedule for selling tickets during rehearsals for the month preceding opening night, as well as preceding each performance.*

### **Duties:**

1. In January, work with the MFPA Board to determine the number of performances of this year’s show, the exact times of each show, etc. Use this information to work with the ticket printing company (we’ve been using the same ticket company for a while now, and they have a diagram of the seating in our auditorium on file). Get prices, lead times, etc. Arrange to have the tickets printed. Coordinate with the MFPA Treasurer to arrange to have their invoice paid. Note: cost depends on number of performances; each day’s tickets should be a different color for ease of telling them apart. Check on whether the name of the auditorium must still be called the “Lovey Dobda Memorial Auditorium” or if it’s ok to list it as Montour High School Auditorium.
2. A new set of auditorium charts needs to be created – with one diagram per performance, and a system for marking which seats have been sold, vs. which are being held needs to be worked out. At some point, it would pay to try to trace back where the originals for these diagrams came from – it would make this task much easier each year.
3. Coordinate with the MFPA Board to determine the prices for this year’s performance. The prices for the 2002/2003 Musical were: Adults - \$8 and Students - \$6. This was a \$1/ticket price increase over the price from prior years, but greatly helped the income from ticket sales. One night was designated as Senior Citizen’s night, and for that night, Senior Citizens could purchase tickets for \$6. (That may have been the Sunday Matinee). Should we continue this practice this year?
4. Plan out your ticket sales campaign. Generally, tickets go on sale about 30 days prior to opening night, with the opening weekend of ticket sales being reserved for only cast & crew and family members.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

**Ticket Sales Committee (continued – Page 2)**

5. Ticket sales are generally conducted during all rehearsals, once ticket sales commence. The Ticket Sales Committee is responsible for staffing the Ticket Sales table during these rehearsals, as well as before and during all performances (up until the show starts, or slightly thereafter).
6. It is crucial for this committee and all members of this committee to maintain a very customer-service and customer-friendly attitude at all times, no matter what the circumstances.
7. Arrangements should be made for a ticket sales hotline number, backed up by an answering machine, once ticket sales open up, and possibly even in advance. This number will need to be highly publicized on the painted signs for the show, any flyers produced, any advertising articles, etc. The purpose of this hotline is to present high level information about ticket sales, and to permit people to place orders (via phone mail) for “x” number of tickets, on a particular night. Someone from the Ticket Sales Committee must check the messages on this hotline on a daily basis, write down the names, numbers, etc. from each call, clean out the hotline, then quickly answer the calls to finalize the orders. These ticket orders can then be filled and the customers may pick them up within so many days at the Ticket Sales table at an upcoming rehearsal.
8. At the end of a night’s sales, the total ticket sales (by adult, and by student) should be added up, the money balanced, and the night’s tally and monies should be turned over to the MFPA Treasurer for depositing.
9. Be aware that Ticket Sales are by far the single largest source of income for our musical program – it is critical to do the very best job possible to sell the most tickets we can.

**MONTOUR FOUNDATION  
FOR THE PERFORMING ARTS**  
SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## **T-Shirt Committee**

**Purpose:** *The T-Shirt Committee is responsible for the design, purchase and distribution of t-shirts, publicizing our upcoming musical.*

**Membership:** *Due to the limited amount of work here, this generally only requires one person, who serves as the chair-person.*

**Timeframe:** *This should start up in January, with the goal of having the shirts available 4 to 6 weeks prior to opening night.*

**Duties:**

1. Check with the MFPA Board to see if there are any specific ideas or requests for this year's t-shirts. See if we will be charging for them or not this year (most years we charge for them).
2. Develop an idea of what you want
  - a. What color should the shirts be?
  - b. What kind of logo is available with this year's musical, or do we have to try and make our own?
  - c. What do you want on the front of the shirt vs. what do you want on the back? (E.g.- for the past couple years we've had a very small logo on the front saying something like Montour Spring Musical 2003, with a bigger logo and the name of the musical and date on the back). Some years we listed the whole cast & crew's names on the back.
3. Seek help with the graphics portion of this if needed – see the Board for suggestions
4. Get a list of cast & crew from the MFPA Secretary, and an idea of who else may need a t-shirt
5. Some years, we had different t-shirts for Stage Crew members, which they wore while changing the sets on stage. Should we do that again?
6. Identify potential vendors from whom you can purchase these – get prices, availability, etc. Find out their lead times, vs. when you want these available for. Pick the vendor.
7. We typically charge for these t-shirts. Discuss with the MFPA Board whether we should be charging for t-shirts this year or not.
8. Make up a flyer with the details, and a deadline. Have it be an order form as well, so you can get the student (or adult)'s name, size, and quantities. Get the flyer distributed, and arrange for collection and payment (by check only), and recording of who ordered what, have they paid, etc. The MFPA Secretary can supply a spreadsheet of the students' names as a starting point to keep track of these.
9. Manage the distribution of t-shirts when they come in.