

2012-2013 BOOSTER ROLES & RESPONSIBILITIES

President (Helene Szczerba)

- Provide overall leadership and act as general overseer for all Theatre booster activities and organization
- Act as liaison between the organization, the Northview High School theater director(s), and the Sylvania School system
- Coordinate booster meetings, agenda preparation, meeting management
- Serve as general booster spokesperson at events
- Assist Director in maintaining up-to-date Booster information on the Northview Theatre web site
- Maintain email database of students, alumni, parents, supporters
- Coordinate email blasts to database
- Volunteer Coordinator (**Chairperson-Elect Needed**)

Treasurer (Sandi Towns)

- Prepare detailed budget at start of school year
- Keep all records of financial transaction of the organization
- Handle transactions of all financial accounts of the organization
- Report on financial activity and health of the organization at each general membership meeting in written form
- Evaluate all requests for expenditure disbursement, and issue payment as appropriate
- Ensure that signature records and contact information are kept up to date for all bank accounts and financial records
- Patron form tracking/forward information to Secretary

Secretary (Joan Bruggeman, Diana Randolph)

- Prepare and disseminate booster meeting minutes for web-site posting and membership review within 14 days of most recent meeting
- Maintain records of meeting minutes to verify past decisions, activities, key dates, etc.
- Maintain record of theatre patrons
- Serve as organization's official correspondent
- Maintain list of cast/crew family contact information for each production (work with student assistant)
- Maintain record of current by-laws and distribute amendments as needed to officers and general membership
- Act as overall historian for organization - maintain key organizational records including current list of officers, chairpersons and contact information
- Maintain display board photos, as well as, programs, print materials for all performances (and any other applicable events) - make available for newsletter, brochures, articles, displays, videos, etc.

Vice President – Performance (Julie Hoffman)

Act as general overseer of all performance related activity defined as follows:

Programs

Design (Kevin and Lorrie Cesarz)

- Design production programs for musical and play – including all advertising placement, show information, director's message, patron promotion
- Coordinate with printer, ensuring production quality, quantity fulfillment, cost control and on-time delivery
- Oversee program production process

Program Ad Tracking (**Chairperson Needed – see pg. 3**, Helene Szczerba, Sandi Towns)

Student Business Assistant (Paige Williams)

- Collect/coordinate student bio information

- Assist with event publicity

Tickets (Jennifer Froelich, Chris Apel)

- Oversee all presales of performance tickets for musical and play
- Oversee box office sales before and during performances, cafeteria sales
- Coordinate dissemination of complimentary tickets to school officials, patrons, program advertisers and special guests

House Manager (Julie Hoffman)

- Act as general overseer of Little Theatre seating area and lobby before, during and after performances
- Manage volunteer ushers, program dissemination and ticket taking
- Ensure provision of audience seating assistance
- Enforce video-recording/photography and food/beverage restrictions

Stargrams/Flowers/Merchandising (Kelly Martinez, Leslie Groth, Jenny McAfee)

- Select/design/create student stargrams and flowers for musical and play
- Coordinate stargram sales during performances
- Provide flowers for student cast members at musical, play and other key events
- Provide recognition flowers for director and staff at closing performance of musical and play
- Coordinate merchandising of show related for sale items

Performance Concessions (Kelly Martinez, Leslie Groth, Jenny McAfee)

- Manage concession sales during musical and play
- Procure food & beverages, set pricing, oversee all sales

Special Event Food (Chris Apel)

- Arrange/provide food for Mon. and Tues. eve student rehearsals week of musical and play
- Arrange/provide food for parents night receptions
- Arrange/provide food for strike after final show
- Other special events food as needed

T-shirts (Kelley Weddington)

- Coordinate with designer of T-shirts for musical and play based on approved use of licensed artwork
- Coordinate shirt production
- Manage shirt orders and dissemination for cast members, crew and pit members

Student Appreciation (Michelle Tebary)

- Recognition of cast/crew members during production tech week (locker decorations, goody bags) and any other specified times
- Red Carpet Senior gifts

Set Building/Painting (**Chairperson Needed**)

- Assess and coordinate any needed help for performance related set/scenery as defined by Director (volunteer workers, materials procurement, transportation/storage of materials)

Photography (INVU – John and Gail Fenstemacher)

- Coordinate photography needs including program photos, rehearsal and performance photos

Vice President – Development (OPEN)

Act as general overseer of support activities including publicity, volunteers, fundraising and special events defined as follows:

Publicity

External (**Chairperson Needed**)

- Community relations/signage (all officers, chairpersons)
- Press & media relations (Diana Randolph, Nancy Crandall)
- Cast postcards
- Downtown Sylvania LED sign (Diana Randolph)

Internal (**Chairperson Needed**)

- Assemble/send info for monthly Cat Tracks newsletter to promote Theatre program events, involvement, staff, students, parents and solicit patron contributions (Julie Hoffman)
- Display cases – show promotion, photography displays, patron thank you displays
- School audio announcements regarding all performances and non performance events
- Other internal signage
- Outdoor school marquis sign (Diana Randolph)

Volunteer Coordination (Helene Szczerba, **Chairperson-Elect Needed**)

Performances

- Solicit parent volunteers for all needed performance support (musical, play, one-acts) – food contributions, ushers, set building/painting
- Maintain list of volunteers and contact information

Non-performance events

- Solicit parent volunteers for special events i.e. fundraisers, community events

Fundraising (**Chairperson DESPERATELY Needed**)

Patrons (Diana Randolph, Helene Szczerba, Sandi Towns)

- Oversee patron drive – promote patron support
- Maintain list of patrons – Diana Randolph, Joan Bruggeman
- Ensure fulfillment of patron deliverables (published listings in programs/postings/ads, provision of comp tickets) – Diana Randolph, Joan Bruggeman
- Provide patron list to Secretary for mailouts to patrons (thank you's, decals, comp tickets) – Sandi Towns

Program Ads (**Chairperson DESPERATELY Needed or help with any of the individual areas listed below would be appreciated**)

- Working with Director, maintain records of paid advertisers, ensuring advertiser fulfillment (Sandi Towns, Helene Szczerba)
- Working with Director, maintain records of student advertising quotas and fulfillment (Sandi Towns, Helene Szczerba)
- Liaise directly with advertisers when needed (Helene Szczerba)
- Work with program production to insure accuracy of ads (Helene Szczerba)
- Track early bird ad sales/incentives when applicable (Helene Szczerba)
- Coordinate fall program ad sales blitz event (Helene Szczerba)

Fundraising Special Events

- Coordinate all community fundraising events:
 - Max & Erma's (Diana Randolph)
 - Village Inn (Deb Nolan, Liz Fuller)
 - Wendy's (Diana Randolph)
- Work with President to insure advanced event communication to encourage participation
- Liaise with fundraising establishments, negotiate terms

Special Events (Deb Nolan, Christine Abbott)

Wildcat Welcome

- Reserve Theatre department table
- Coordinate display including literature (brochure, patron form), display board, video, booster sign up, student database
- Promote involvement in fall musical and Drama Club

Performing Arts Picnic

- Reserve table
- Promote program participation, patronage, announce upcoming season
- Coordinate with event chairpersons for volunteers and food donations

Northview open house

- Reserve table at orientation event
- Coordinate display
- Promote involvement in productions and Drama Club

Eighth grade open house

- Reserve table at orientation event
- Coordinate display
- Promote involvement
- Create sign-up list

Fall Festival

- Work with Mr. to coordinate student participation in parade and musical cast performance
- Reserve booth space
- Coordinate tables and tent
- Oversee volunteers and any sales and/or service activities

Olander Halloween Hike

- Communicate with parks representative
- Work with Mr. Wo for student representatives
- Work with volunteer coordinator to recruit help, if needed
- Attend pre-event meeting immediately prior to event start
- Assist students with candy distribution
- Stay at event until dismissed by parks staff

Red Carpet Awards

- Manage all non-program* related aspects of Red Carpet Awards including decorations, communication/promotion, reception food
- *student drama club officers plan and execute program

Drama Club Advisor (Shelly Schafer)

See separate attachment