



Helpers Needed!

Costumes: Position open

- Work with Director(s) regarding costume requirements
- Work with parents to gather needed costumes
- Communicate with Director(s) what we have and any outstanding needs
- Oversee all costumes; storage, distribution, etc.

Advertising: Position open

- Contact local businesses to purchase ads for program
- Be aware of conflict with Silent Auction
- Contact local businesses to advertise production (flyers)

Program: Position open

- Gather information for program
- Cast List
- Bio's
- Ads
- Disclaimers
- Put together program ready for print two weeks prior to production

Donut Sale: Position open

- Coordinate volunteers to cover times of sale
- Work with Producer(s) to get a prepayment
- Pick up donuts and deliver to Church for time of sale
- In charge of monies received for sale
- Ensure all funds are turned in to Producer(s) at conclusion of sale

Concession Stand (during performances): Position open

- Coordinate volunteers to cover times of sale
- Coordinate families for donation of goods to be sold

- In charge of monies received for sale and donations
- Ensure funds are turned in to Producer(s) at conclusion of production

Props Master: Position open

- Work with Director(s) regarding prop requirements
- Work with parents to gather needed props
- Communicate with Director(s) what we have and any outstanding needs
- Oversee all props; storage, distribution, etc.

Cast Party: Position open

- Coordinate venue for Cast Party
- Coordinate volunteers to help with set up and break down
- Coordinate families for donation of food to be served

Rehearsal Monitor: Position open

- Must meet Diocesan requirements from the Diocesan Office of Child Protection
- Monitor safety and well-being of all students attending rehearsals
- Ensure students are either signed out by parent/guardian or escorted by an adult back to EDC
- Homework Monitor
- Monitor/help students whose parents wish them to work on homework during rehearsal down-time
- Ensure students have an environment conducive to study (quiet, no playing)

**Questions? Please contact Mary Manilla-Smith at 703-548-6402 or
Manillasmith@msn.com**