

Volunteer Opportunities 2014/15 Redmond Drama Boosters

We are pleased to announce that almost all of our volunteer areas have leadership for the coming year! However, we welcome additional help! Job descriptions are provided, along with those who are heading up each area. If you would like to help out, please contact the person in charge, OR you can sign up to help at any Booster meeting, OR you can indicate your interest on the Parent/Guardian Information form for each show. Your help is greatly appreciated – thank you!

- **Co- Presidents** **Julie Cauthorn and Janet DeWater**
Run regularly scheduled Booster Board and General Meetings. Organize and lead executive board for budget considerations and day to day running of the Booster Board. Liaison for RHS Drama Director to Board and parents.

- **Treasurer** **Ken Drazkowski**
Maintain the budget. Make bank deposits and withdrawals, and keep records detailing both. Ensure the accuracy of reimbursement requests, bills and deposit records. Keep accurate and accessible records. Track corporate ads and Friends of the Theater. Report on the budget to the board. Submit forms to the IRS, Washington State, our insurers, et al. to keep us in legal compliance.

- **Secretary** **Debbie Burnstein**
Provide meeting notes for both exec board meetings and booster board meetings. Handle correspondence as needed for Friends of Theater, etc.

- **Communications** **Jim Cauthorn**
Using *Constant Contact* program, provide pertinent information to students parents/guardians and Student Thespian Board about shows and related drama program events. Update email list as needed for Constant Contact. Provide similar information to the *Mustang Weekly*. Coordinate with Web master to get info on reddmondrama.org.

- **Board Members at Large** **Heather Lund, Winnie Melrose**
Participate in Board Meetings and assist with program as needed.

- **Garage Sale** **Katy Murphy**
Organize and promote the garage sale fundraiser, usually held the first week-end in October. Includes receiving donations and set-up on Friday, sale on Saturday, and clean-up. Many helpers are needed!

- **Publications** **Michiko deLeon**
Create playbills, posters and Stargram cards for each production. Includes photography for bios, publicity and miscellaneous shots, and may include creation of photo cd's and Memory Mate for the students/families. Assisted by additional volunteer photographer.

- **Photography** **Anne Simernitski**
Work with Publications person to take headshots for programs, candid shots during some dress rehearsals. Take pictures of cast & crew who order Show Memory Mates (fundraiser). You do not need to be a professional, but do need to be able to be available after school.

- **T-Shirts/Banners** **Beth Schleck**
 Design show t-shirts and banner, and place orders with vendors to receive in a timely fashion. Distribute to cast and crew.
- **Show Coordinator** **Winnie Melrose**
 Distribute Parent/Guardian Information forms, and biography forms, to all cast/crew members, and receives forms back. Tracks orders from forms in coordination with the treasurer. Coordinates with *Constant Contact* lead to assemble and update email lists. Organizes tech/rehearsal dinner.
- **Concessions** **Sharon Drazkowski**
 Purchase concessions items. Coordinates volunteers to sell at each show. Recruits bakers to provide individually wrapped brownies and Rice Krispies treats. Organizes set-up and take down. Also organizes concession for Garage Sale.
- **Star Grams** **The Broughtons**
 Purchase candy and roses; tie ribbons on Star Gram cards. Organize volunteers to set up, sell and take display down for each production.
- **Ticket Sales** **Vicki Krum**
 Coordinate with RHS book-keeper to get cash box and learn operating procedures for counting cash. Recruit two ticket sellers for each show.
- **Corporate Ads Sales** **Cathi Bibby**
 During the summer and early fall, deliver thank you photos to local businesses that have placed ads in the playbill, and give letter asking for ongoing support. Communicate with treasurer, publications and web-site leads to publish ads.
- **Web Site** **John DeWater**
 Maintain RHS Drama Website with dates, forms and upcoming event details throughout the year.
- **Ashland Organizer** **Debbie Burnstein**
 With Drama Director, coordinate plays, hotel, meals, bus, parent packets for trip to Ashland in Spring. Initial work done in fall to set up details.
- **IE Festival** **Beth Schleck**
 With Drama Director, help sign up and organize students who want to participate at the Individual Events Festival. Co-ordinate rides as needed.
- **State Trip** **Heather Lund**
 With Drama Director, help sign up and organize students who want to attend this event which alternates between Western WA University and Central WA University. Involves hotel reservations and meals. Initial work done in fall to ensure availability of reservations.
- **5th Ave Awards Event** **Janet DeWater**
 Distribute ticket reservation form for limited available tickets. Receives forms and faxes reservation within very short window of opportunity.
- **Tandem Calendar** **Patty Doherty**
 Updates RHS events on LWSD calendar.

- **Senior Memory Books** **NEEDED**
 Organize this tradition of providing memory albums for senior students who have in a minimum number of productions throughout their high school career.
- **Drama Banquet Organizer(s)** **NEEDED**
 Coordinate banquet in June. Includes food purchase, set up and clean up.
- **Scholarship Committee** **Julie Cauthorn**
 With committee, evaluates and awards scholarships from Boosters scholarship fund, in the Spring.
- **Nominating Committee** **NEEDED**
 In the Spring, work to recruit and nominate Board Members for the year ahead. Nominees need to be presented to the last General Boosters Meeting for the year (late May/early June) to be elected.
- **Miscellaneous Help**
 Help is often needed in areas such as
 Costuming support - helping out with alterations and/or sewing costumes for a show.
 Laundering - washing costumes after the close of a show.