



www.covingtonproductions.com

Key Points for Parents:

- Please ensure your child attends every scheduled rehearsal. Rehearsals are in the cafeteria.
- PLEASE pick up your child on time. We have a “no child left behind”, so please be considerate of your fellow parents.
- Updated schedules (including specific Mon. and Wed. rehearsals) will be distributed via e-mail and to the students. All current information can always be found at www.covingtonproductions.com
- There is often a lot of “down time” in theater rehearsal. Students should bring their homework or a book to read in order to stay quietly occupied during rehearsal.
- Students need to bring the following items to rehearsal: script, water, snack, paper, pencils, homework and appropriate shoes (no open toed shoes!)

Parent Volunteering:

We ask every family to do the following (details on the back):

- 1. Work one (1) “no child left behind” shift.**
- 2. Work two shifts during tech/performance week. We request that each parent choose a shift type they are interested in and work it once during tech rehearsals and once during performances.**
- 3. Donate one item (case of pop, box of candy, etc) for concessions (more specific instruction will come at a later date).**
- 4. Work “strike” after the show to help tear down the set/costumes/props, etc.**

PLEASE TURN THIS PAGE OVER FOR MORE PARENT VOLUNTEER DESCRIPTIONS

We also need volunteers to lead the following areas. Please consider taking one of these roles.

- Advertising (publicity only, no selling)
 - This parent will manage advertising and promotions for the show (we are not selling any advertising)
- Ticket sales
 - Manage ticket sales process and ticket volunteers/collection on show nights
- Concessions
 - Manage concession donations/acquisitions for concession table and volunteers during shows
- “No Child Left Behind” Coordinator
 - Coordinate “no child left behind” schedule and volunteers
- Meals during Tech/Performance Week
 - Manage drinks and snacks for cast and crew during tech/show week
- T-shirt Ordering/ Distribution
 - Coordinate T-shirt/Sweatshirts ordering forms, process and distribution
- Post Performance Party (2 people) - Tuesday, February 2nd after school
 - These parents will coordinate the cast party scheduled for 3:15 to 5 p.m. in the BCS Cafeteria
- Costumes
 - These parents work with the director to develop and obtain costumes, manages costumes during show
- Props
 - These parents work with the director to obtain props for use during the show
- Set Design and Construction (2+)
 - These parents will work with the director and student tech crew to design a “simple” set and lead the construction/art work
- Stage Management
 - This parent helps to coordinate our set crew during the show
- Hair/Make-up Volunteer Coordination
 - This parent will coordinate the hair and makeup volunteers to ensure the cast is ready for dress rehearsal and shows
- Posters/Programs/Ticket Design and Printing

Please contact me if you have any questions:

Courtney Bassett bcs.aladdinjr@gmail.com 248 885 4335 www.covingtonproductions.com

1. Work one (1) “no child left behind” shift.

We ask for one parent to volunteer to assist during at least one rehearsal throughout the play season. This parent will help to any children who may need special attention (call home for a ride, etc) to ensure that our Director can leave at the end of rehearsal and that all students are accounted for! Once we have a parent leader for this position, we will send out a sign up schedule.

2. Work two shifts during tech/performance week.

Parent Volunteer Shifts during Tech & Performance Week

We ask that each family fills 2 shifts – the first one during tech to “learn” (this is if you sign up for hair/makeup or backstage/dressing room) and the second during a performance.

Monday, January 25th DRESS/TECH REHEARSAL

- Backstage/Dressing Room (3:00-7:00pm)

Tuesday January 26th DRESS/TECH REHEARSAL

- Backstage/Dressing Room (3:00-7:00pm)
- Hair/Makeup (3:00-7:00pm)

Wednesday, January 27th PERFORMANCE

- Hair/Makeup (3:00-end of show)
- Back Stage/Dressing Room (3:00-end of show)
- Ticket Table (3:30-beginning of show & briefly after the show)
- Concessions (3:30 – beginning of show & during intermission)

Thursday, January 28th PERFORMANCE

- Hair/Makeup (5:30-end of show)
- Back Stage/Dressing Room (5:30-end of show)
- Ticket Table (6:00-beginning of show & briefly after the show)
- Concessions (6:00 – beginning of show & during intermission)

Friday, January 29th PERFORMANCE

- Hair/Makeup (5:30-end of show)
- Back Stage/Dressing Room (5:30-end of show)
- Ticket Table (6:00-beginning of show & briefly after the show)
- Concessions (6:00 – beginning of show & during intermission)

1. Donate one item (case of pop, box of candy, etc) for concessions (more specific instruction will come at a later date).

2. Work “strike” after the show to help tear down the set/costumes/props, etc.

Strike consists of any disassembling of the set, taking apart of costumes, or disassembling props to be returned, saved, thrown away, etc. This also includes making sure our stage area is put back together for the rest of the school year! This day will be Monday, February 1st from 4:30-7:00pm. We ask that every family contribute one volunteer shift.