

SENIOR APPRECIATION 2016

VOLUNTEERS

Please sign up for one or more jobs. We have indicated a minimum number of people needed for each job.

Ticket / Reservations (2)

Work with Joan Iwamoto from the bookstore to create a ticket sale mechanism for senior families to first purchase tickets, then open up to full Menlo community.

T-Shirts (1):

Work with Seniors on t-shirt design, order shirts using sizes we captured at the Senior Kick off. Distribute t-shirts to seniors the day before show.

Rehearsal/Food (2-3): Based on rehearsal schedule, determine with Mr. Newton, which will require meals and snacks. Create a volunteer spot page for each and ask Kim Guthrie to include that page in the e-notes for senior parents.

Budget/Treasurer (1-2):

Collaborate with Mark, Megan and Purvi on final budget needs. Collect receipts from parents and turn in to school for reimbursement.

Commemorative Book (1-2): Work with seniors to create and produce the book which will be received by all senior families. Students will be responsible for collecting materials and editing pages.

Committee will oversee production of book and devise a distribution method.

Costume and props (2-3): Work with students to determine costume needs, locate items in Menlo storage or determine a budget needed and purchase items.

Photos for Decor (2-3): Photos will be a big part of the decor and purpose of the evening. Each student will have a headshot taken with a

student photographer. We'd like to blow these photos up and use them as the main decor at the after party.

The main portion of this job is working with the decor team to determine the best use of the photos and help them procure the enlarged photos.

Lobby/Front of house (2-3): Work with student leaders to determine a layout for the entrance to the gym, utilizing photos and sustainable decor to create an elegant welcome.

After Party Set up and décor (3-4): Work with student leaders to determine a decorations model for the after party, coordinate with facilities on set up and solicit volunteers to help with set up.

After Party food and beverage (2): Decide on a simple dessert/beverage menu reflecting the simple nature of this celebration.

Suggestions: Dessert bites, coffee tea, "mocktails" a signature "season finale" cup or drink would be fun.

Production/facilities (2): Work with students on Stage/lighting install
Determine needs from each montage leader regarding any need for parent help.

Backstage Assistants (4 Junior Parents) – Assist Senior Backstage managers during both shows on June 7th (2pm and 8pm). Junior Parent volunteers will allow Senior parents to watch the show(s).

Baby Photos (1): Assist in acquiring Senior Baby pictures as needed for the Show.