

Masters' Pageant Volunteers Needed!

Script Writing

- Assist with revisions and editing of scripts. Put a creative spin on scripts and Artists' bios. Work with director Kelley Renezeder. With some direction, this job can be done remotely.

Help Stage Crew Set up on Saturday May 4 9:00am-12:00pm

Assist with bringing sets down from the Green Room (upstairs)

Need strong guys who have muscles!

Clean the stage and set-up for rehearsals.

Help with various projects.

Wear tennis shoes. Bring water and snacks.

Makeup and Hair Assistant:

This person will assist the Chairperson with coordination and assignments of the many Hair and Make-up duties.

- Manage adult and student volunteers.
- Manage supplies and coordinate the purchase of needed supplies.
- Supervise the clean-up and storage of supplies.

Our new chairperson, Samson Collins, is new to our team but sheds some helpful insights. It is helpful to be familiar with how the Masters Pageant has been done in the past but we look forward to including your creativity and skills to this project.

May 20-23, Mon-Thurs 2:30-4:00

May 28-29, Tues-Wed 2:30-5:00

May 31, Fri 4:00-after the show

Commitment: Be familiar with the students and pieces needed prior to dress rehearsals.

Makeup and Hair Volunteers

- Apply makeup and wigs to students on the night of show.

Needs to be available: May 31 at 4:00pm the night of the pageant.

Costuming Help-Need 2 volunteers

- Assist Chairperson-Lisa Heil with Costuming
- Be available for the dress rehearsal days.
- Help with costuming during rehearsals and keeping track of each costume.

Needs to be available:

- April 24 (day time TBD)

· April 29-May 2 2:30-4:00

· May 13-16 2:30:4:00

· May 31 4:00-8:30

· Commitment: Be familiar with the students and costume needs prior to dress rehearsals.

Laundry Help

Help wash and iron costumes prior to the show and after the show.
(Fingerprinting not required)

Event Food chairpersons

- Manage the purchase, coordination and food table in the gym May 31 from 5:30-9:00
- Cheese platters, crackers, cookie trays and water bottles.
Set up and clean up after event.

Rehearsal Snack Person

- Make a store run each weekend and deliver to the gym kitchen on Monday morning.
- Snacks for 100 kids and volunteers each week for 4 weeks.
- Snack bag of some sort and small manageable fruit
(No nut snacks!)
- Refill water coolers and cups. (No juice)
- Place on cart for student access while waiting to rehearse.
- Job can be divided between several people over the 4 week period.

Parking Coordinator Chair –

- Utilize maps and spaces done in prior years.
- Communicate sales of spaces by way of Administration.
- Assign paid spaces to patrons
- Place cone/signs as needed.
- Manage parking attendants/security volunteers the night of the event from 5:00- 9:30
- Return signs, cones, barriers to storage area.
Keep track of Trolley during event

Parking Attendant Night of Show – Need 3 people

Check in at office at 5:00 and man the entrance and exit of school during the event

Back stage crew set Director understudy

- Learn to manage the sets, moving the sets, storage and use of all canvases
- Someone who can verbally teach the students how things work, when and where things go, and how it happens.
- Someone who can help with the ropes, pulleys and repairs of Stage gear.

Needs to be available some of these days

May 6-9	2:30-4:00
May 13-16	2:30:4:00
May 20-23	2:30-4:00
May 28&29	5:00
May 31	5:00 on

Lighting Expert/Programmer

- Program lights for show at dress rehearsals May 20-23 2:30-4
- Work Dress Rehearsals May 28-29 2:30- 5:00
Work show May 31

Side Spots:

- Work side spotlights
- Dress Rehearsal May 28-29 2:30-5
- Show May 31
- Pack up spot lights at the end of night for safety

Kindergarten group coordinator- Hokusai

- Go to their rehearsal and call times assigned to Kindergarten kids
- Help manage the costumes, hats and sticks.
- Make sure that each child is accounted for and returned to parents during the rehearsal and event.

Direct the youngest students back to costuming and then to “VIP Kinder Seating” or to a parent!

TK Act Group Coordinator

Our youngest students have the opportunity to perform a group act to start the show this year! Help to keep an eye on the students on the stage and as they return to their parents. We are working with Mrs. Cantwell! Help find the costumes if needed. This act will take place in the beginning of the show so they can go home early if needed. Dress rehearsal will be on May 28th at 2:45- 3:15.

Last Supper 8th Grade Group Chaperone

- Volunteer needs to stay with the 8th grade students and is responsible for getting them all to the staging area. This scene is the last one of the night.
 - Last Supper only rehearses during school hours.(Typically during 1st or 2nd period)
- The Last Supper scene will have their dress rehearsal during school hours.
- The volunteer can view the Last Supper from the side or on stage.
- Manage and reclaim costumes and wigs at the end of the show so they are returned in good condition!!!

Ballerina Dance Group Coordinator and/or Dance instructor

- Help students choreograph the dance for the ballerinas.
 - Facilitate and be the “responsible adult” for additional rehearsals.
 - Set rehearsal time to fit dancers schedules so they have available stage time.
- Attend the required Dress rehearsals for the show.

Coordinator of Food for Crew on the Night of the Pageant

- Facilitate the purchase of pizza, fruit and water for the participants, volunteers and stage crew.
- Order pizza ahead of time. Get the price.

- Request check from office.
- Pick up or receive pizza by 4:30 May 31
- Manage plates, napkins and utensils
- Manage distribution at lunch counter & clean up.
- Make sure volunteers on stage and in classrooms get food
- Supply water in coolers and food to stage volunteers, kindergarten holding area and makeup & hair room
- Return coolers to owners
- The volunteer can watch the show after the food is distributed. Clean-up can be done after the conclusion of the show. Empty trash cans as needed.

Artwork Hanging Crew

Help hang and display art on Thursday, May 30 and Friday, May 31 from 9:00-2:30

Painting of new Sets

- Help paint new sets and repair old sets
- Sat April 6 and Sat May 4 from 9am-noon in the ART ROOM

T-Shirt distribution coordinator

- Pick up t-shirts from vendor during the week of the event.
Sort t-shirts. Attach stickers with name/grade/size
- Deliver T-Shirts to classrooms

Program pick-up and distribution

- Pick up program with school check at FedEx in Aliso Viejo and deliver to school on the morning of Friday May 31.
- Place programs on seats.

Student Escorts to walk students from backstage to costuming

- Escort students from costuming to the back door of the gym.
- 2-4 volunteers to walk with the students exiting the stage, back to costuming, then to the gym to sit and watch the rest of show.
- These volunteers will not be able to watch the show

These volunteers must be fingerprinted or be a student from JSerra or Santa Margarita Catholic High School. High School students will receive volunteer hours.

Dragon Dance Coordinator

- Coordinate and rehearse the dragon dance. Supervise the group during production.
- After the show the Dragon must be returned upstairs to the Green Room.
- A minimum of 3 rehearsals are needed. Rehearsals may be during carline.
- Dress rehearsal is on May 29 from 2:30-3:30

Photographer- behind the scenes

- Photographer needed to take candid shots of volunteers and participants from 4:30-9:00pm May 31.
- Provide Mrs. Thomas/office with edited high resolution shots to be used for publicity, website and yearbook.

Photographer-still shots, center, low light

- Provide Mrs. Thomas with a clean, center photograph of each scene with the highest clarity and resolution possible.
- Low shutter speed and tripod needed.

Video: capture behind scenes

Capture behind the scenes video of sets and acts.

Give video to Mrs. Thomas for editing or do the editing as well.

Underwrite

Underwrite food costs for crew \$350

Home Depot gift cards needed for building expenses

Joanne's Fabrics gift cards for costuming needs

Clean-up Committee

Sweep, put things away, empty trash, etc. at the end of the program.