

CYT Parent Committees

Participating in a CYT production is an extra activity beyond CYT classes. To put on a production, we need all parents to help by being involved on a parent committee. Below are descriptions and approximate time commitments to help you make your decision.

Backstage Assist crew members with moving sets on and off the stage during dress rehearsals and several productions. Maintain crowd control; able to keep kids quiet and orderly backstage during show. Looks good in basic black. Timeframe: Dress rehearsal week and all shows; can divide up time among committee members.

Costumes Assist the costumer in locating costume pieces either at thrift shops or by sewing some. Enjoy thrift store shopping, sewing, and/or altering clothes. The majority of the costumes will be obtained at the CYT office. Timeframe: Before the show gathering costumes; during the show any upkeep or replacements. After the show, collect all costumes and launder washables.

Docent Go to schools by request to give students an overview of the show and give them some audience theater etiquette tips. Timeframe: Before the school day performances; dependent on number of requests.

Greenroom Make musical synopsis, clean-up charts and circulate supervision sheet to make sure each rehearsal and show is covered. Need to be a good disciplinarian - maintain quiet and order between scenes. Create simple activities for actors in the Green Room. Award prizes for Green Room activities at the strike party (optional). Timeframe: Dress rehearsal week and all shows; divide up time among committee members.

Historian Takes photos during dress rehearsal; helps public relations committee process parents' order for these photos. Takes photos for program. Assembles photos and committee notes into a "Showbook", a technical record of the show. Provides photo copies to public relations committee for their use.

House Manager Enjoy dealing with people and money. Sell tickets, set up ushers for all performances, responsible for picking up tickets at CYT office in El Cajon. Timeframe: During show; can split up time among committee members.

Makeup Attend makeup session to learn about show makeup. Help to plan makeup for the kids in the show. Supervise dress rehearsals and several shows to help with makeup and hair. Timeframe: Dress rehearsal week and all shows; can divide up time among committee members.

Program Help solicit advertising, collect information, mock-up and typeset the program.

Props Collect any props not available at the CYT office. Enjoy frequenting garage sales and thrift stores searching for treasures or creative at making props. Supervise prop table during dress rehearsals and several shows. Timeframe: Before show searching; dress rehearsal week and during show checking to make sure props are there and in order; can divide up time among committee members. After show return props to CYT Prop room.

Public Relations Help distribute fliers and publicize the show in the community. Supervise the publicity table and student tours during several shows. Create a picture board for the lobby. Timeframe: Before show counting and delivering fliers; during shows; can divide up time among committee members.

Refreshments (*where applicable*) Responsible for purchasing refreshments and supplies. check office refreshment room for items in stock. Timeframe: Before opening to buy items; before show and at intermission setting up and cleaning up refreshment area as well as selling refreshments; can divide up time between committee members.

Sets Pick up sets at the CYT office in El Cajon before dress rehearsal. Unload sets at the theater and help set up. Help to make repairs as needed during the run of the show. Strike the sets after the performance and return them to the CYT office. Timeframe: Before show opens and after show closes.

Special Activities Plan and supervise Raffle, Souvenir Booth, Polaroid pictures fundraiser, and additional activities as selected. Timeframe: Before and during shows to create and implement fundraisers.

Technical Help set up and supervise lighting and sound during the run of the show. Workshop to train committee members will be announced. Timeframe: Before the show, to become familiar with equipment. During dress rehearsals and shows to supervise students working sound and lights.

Show Chair and Co-Chair Oversee all the above committees. Work closely with the Area Coordinator and the Director in all aspects of the show production. Someone who enjoys all aspects of theater, works well with people, and is organized. Timeframe: During rehearsals through end of show.

Each committee must have a chair to oversee the committee. While the chair is responsible for organizing the committee and conducting sign-ups, each member is required to read the manual. The chair makes sure that all aspects of the job have been assigned and are completed. (Extra hours required)