

DWT CURTAINS VOLUNTEER OPPORTUNITIES

Showtimes March 10-12 and March 17-19

It takes a village to ensure Curtains is a success! We need ACTIVE volunteers who are willing to work closely with the chairperson listed. You will get all the support that you need to be successful! Contact Shelly at shellykoehler7@gmail.com or 678-637-8247 with questions.

SATURDAY SET BUILDS (Mary Cash Marycash@bellsouth.net)

Be a part of the set design team, supervise set builds, organize lunches. Help source props, parents and kids needed both skilled and unskilled. Set build days are 1/14, 1/28, 2/4, 2/18 and 2/25.

Name _____	Email _____	Phone _____
Name _____	Email _____	Phone _____
Name _____	Email _____	Phone _____

PLAYBILL & POSTER (Bridget Charles bridgetlcharles@gmail.com)

We need someone to design and lay out our show posters and playbills. This is a great job for a parent who would like to volunteer from home and is good on a computer. Also help make sure that we have the ads from parents, restaurants, and other advertisers on time.

Name _____	Email _____	Phone _____
Name _____	Email _____	Phone _____

SHOW PUBLICITY (Terry Williams twilliaga@yahoo.com)

Help get the word out about our shows! These volunteers would hang posters, email the Crier, share information with the PTSO e-Blast etc. to build interest in the show and increase ticket sales. Terry has a spreadsheet of who to contact and we're always looking for new connections in the community to help advertise the shows.

Name _____	Email _____	Phone _____
Name _____	Email _____	Phone _____
Name _____	Email _____	Phone _____

PROGRAM AD SALES & FUNDRAISING (Amy Dyche awittstruck2@gmail.com)

Putting on shows gets expensive! We ask all cast and crew to sell at least 1 advertisement in the community that will be featured in the Playbill. Parents should help the kids reach out. Think about your dentist, tutor, hairdresser, small local businesses in Dunwoody, etc.. We would also like to organize some spirit nights and small fundraisers for our group.

Name _____	Email _____	Phone _____
Name _____	Email _____	Phone _____
Name _____	Email _____	Phone _____

CAST MEALS (Deb From debwesfro@gmail.com)

We need some volunteers to solicit restaurants to donate meals for tech week for 5 nights. Organize volunteers to pick up, set up, serve, and clean up.

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

COSTUMES (Amanda Lower amandalower@gmail.com)

Take measurements of cast, help find costume pieces as needed, organize costumes for backstage, work with costume companies if renting costumes.

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

BOX OFFICE (Shelly Koehler shellykoehler7@gmail.com)

We need a parent or two to help run the box office during show nights as well as the website sales on ShowTix4 U. Small time commitment until show time.

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

CONCESSIONS MANAGER (Shelly Koehler shellykoehler7@gmail.com)

Organize and set up the concession stand on show nights and help collect donations from cast and crew.

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

FAN-O-GRAMS AND FLOWERS (Shelly Koehler shellykoehler7@gmail.com)

Oversee that cast and crew headshots of the cast and crew are taken, printed, mounted and hung for each performance. Take down fanograms each night and keep for the cast/crew. Organize flowers and make fun cut outs to sell during show nights.

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____