

List of Needs (by Ruth Ridenour)

Needs:

Publicity--

- Program booklet - Layout
- Sale of Advertisements
- Patron supporters-different levels

Sale/orders of Merchandise--

- Tee Shirts for Cast and Crew
- Tee Shirts for public???
- Logo merchandise (ideas like flapper feather headband)

Ticket Reservations-- Tony Webb (School Receptionist)

- Helpers for Call backs
- Phone set up process

Ticket Door Sales--

This person must be at the door 45 minutes before the doors open so a total of 1 hour and 15 minutes prior to each show.

House Management--

- Adult supervision for House during performances
- Costumes
- Construction
- Cut Outs
- Finishing (hand sewing, hems, trims O
- Millinery (hat construction)
- Properties Contact person is our adjunct - Christina Smith

Lighting--

- Hanging and aiming lights for show
- Microphones - Contact person is Cinnamon Rowland
- May need a few people to help get all the microphones on the students each performance

Wig/Hair Presentation--

- Wig Stylists
- People who can french braid the hair that goes under the wigs
- Stylists to help style men's hair styles

Property Check Person--

- Students will be responsible to set up, retrieval and checking of props each performance but I would like
- to have a parent to double check or work with the students assigned to that job

Dressing Room Duty Daily Checks--

I will need at least one person on dressing room duty each evening so that an adult is below stage at the MD Theatre during each performance
.....after each performance I need a parent to be sure dressing rooms are straightened and costumes hung before students leave their area

Makeup and Dressers--

I intend on having students perform these jobs