

# Horizon Choir Volunteer Form for Parent/Guardian

**\*\*PLEASE SEE REVERSE FOR A BRIEF DESCRIPTION OF VOLUNTEER COMMITTEES!\*\***

Student's Grad Year (Please Circle)	Student's Choir (Please Circle)	Student's Name (Please List Below)	Volunteer Name (Please List Below)
'12 '13 '14 '15	MC WC WE SD SOS TC		
'12 '13 '14 '15	MC WC WE SD SOS TC		
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Questions?

Volunteer e-mail	Volunteer Cell Phone	Volunteer Home Phone

<p><b>**Broadway Under the Stars**</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>300 choir students</li> <li>Major fundraiser</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>4,000 tickets sold</li> <li>Silent Auction/Dessert</li> </ul> </td> </tr> </table> <p><b>Volunteers are needed!</b> Please select which committees you are able to participate in during "Broadway Under The Stars" in October and please don't forget about the additional concerts during the year! A volunteer commitment <u>from each student's family - and from all choirs</u> - is not only appreciated, but necessary for success!</p>	<ul style="list-style-type: none"> <li>300 choir students</li> <li>Major fundraiser</li> </ul>	<ul style="list-style-type: none"> <li>4,000 tickets sold</li> <li>Silent Auction/Dessert</li> </ul>	<p><b>Additional Volunteer Opportunities</b></p> <p><input type="checkbox"/> Feeder Festival</p> <p><input type="checkbox"/> Winter Holiday Concert - December</p> <p><input type="checkbox"/> Honor's Concert – February</p> <p><input type="checkbox"/> Tour Preview – March</p> <p><input type="checkbox"/> Senior Recital – April</p> <p><input type="checkbox"/> Spring Concert – May</p>		
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<p><input type="checkbox"/> Ensemble – Parents needed to prepare meals for Ensemble Group during practices for Broadway Under the Stars.</p>	<p><input type="checkbox"/> Costume Organizing/Repairs</p> <p><input type="checkbox"/> Candy Sales - Chair</p> <p><input type="checkbox"/> Candy Sales – lobby</p> <p><input type="checkbox"/> Flower Sales</p> <p><input type="checkbox"/> Ushers - Chair</p> <p><input type="checkbox"/> Ushers - Co Chair</p> <p><input type="checkbox"/> Usher – Hand out Programs</p> <p><input type="checkbox"/> Usher - Seating</p> <p><input type="checkbox"/> Ticket Sales – Booth</p> <p><input type="checkbox"/> Ticket Taker</p> <p><input type="checkbox"/> Volunteer Coordinator</p> <p><input type="checkbox"/> Water Sales – lobby</p> <p><input type="checkbox"/> Prepare dinner meal for Show Diva/Woman's Elite Mini-Retreat</p>				
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<p><input type="checkbox"/> Backstage Monitors – 8 per choir + Ensemble</p>	<p><input type="checkbox"/> Ticket Sales</p>				
<p><input type="checkbox"/> Hostess - Supervise Student Hostesses on Friday and Saturday nights in the Quad.</p> <p><input type="checkbox"/> Clean-up</p>	<p><input type="checkbox"/> Refreshments - A special dessert and beverage is served in the Quad on Friday and Saturday nights.</p>				
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## **BACKSTAGE MONITORS** – All “Broadway under the Stars” performances/dress rehearsal

- Each choir needs eight volunteers (two parent/guardian volunteers per choir + Ensemble x 4 performances).
- Maintain and supervise students while they wait to perform

## **COSTUMES – SEWING & NON-SEWING**

- Assist in sewing parties where large groups of volunteers sew costumes for each choir under direction of Chairperson.
- Volunteer to iron or stitch up costumes
- Assist in organizing costumes for each choir
- Assist in walk-through in August when each choir is measured for their costumes.

## **The QUAD – (Under the Stars) Horizon’s quad is transformed into a beautiful café setting.**

- Quad decorations – assist in decorating the quad to theme, including making table decorations.
- Quad lights – string lights above orchestra pit in quad on Friday of Broadway week, and assist in taking the lights down and storing them.
- Quad area – clean up after the performance on Saturday evening
- Hostess volunteer – supervise the students who sign up to escort guests to their seats and to serve desserts.
- Refreshment volunteer – help organize the desserts that the hostesses will serve.

## **FLOWER SALES (65 ROSES)**

- The Chairperson works with Cystic Fibrosis (65 Roses) to purchase flowers to be sold at each performance to benefit the Cystic Fibrosis organization.

## **MATINEE**

- Invite feeder elementary and middle school students to performance during the day during school hours.

## **PHOTOGRAPHY**

- Take backstage photos for Broadway, assist professional photographer with shots.

## **PUBLICITY**

- This team is responsible for getting the word out about Broadway and all the other concerts and activities which our choirs take part in.

## **SILENT AUCTION**

- Obtaining items for auction – all parents and students
- Make baskets
- Set up for the auction, and help with the check out process at the end of the event by distributing the certificate envelopes and tangible items to the winning bidders or other tasks as needed.

## **TICKET SALES**

- Tickets for Broadway are pre-sold and sold at the door. Tickets for other concerts during the year are pre-sold and also sold at the door.

## **USHERS**

- The ushers will greet the people attending the show, take tickets, hand out programs and show people to their seats. Ushers will also be posted at key locations in the auditorium with flashlights to assist people that need to leave and re-enter, making sure they do not disturb the performers. Assistance for the elevators is also covered by ushers and/or Security Police on duty.

## **WATER SALES**

- This team will help with the purchase, setup and sale of water before each performance and at intermission. The water is dropped off the morning of the concert and the custodian will provide an ice trough in the lobby of the auditorium and ice down the water.