

NUTCRACKER VOLUNTEER OPPORTUNITIES

Organization Committee Meeting OCT 8 8:30pm

**Anyone who volunteers on a performance day , ie usher, etc... can get 2 free tickets to a Nut of their choice (not available for trainees and up –as it is part of their responsibility as being a CCB Member....) However the working adult/adults/or Highschool Friend... can watch the performance for free if helping out!!*

EACH COMMITTEE NEEDS TO SET:

- 1.-WHO IS ON EACH
- 2.-TIME FOR THEIR OWN NEXT MEETING
- 3.-TIMELINES.....

If interested please write first & last name, phone number, and e-mail.

INITIAL ORGANIZATIONAL COMMITTEE:

Sundos, CeCelia, Jill, Ms. Shannon

ART AD

Creative ideas for illustration/art, photographical, design, layout, verbal/written.
For Posters/Flyers, Tshirts, Website, Newspaper Ads, Program Book Cover,
CBA Window Marquis.

Chair- Grace Li

1. _____

2. _____

Others? _____

PUBLICITY

-Newspapers, TV, Radio, Schools, Flyer Distributions, Internet, Special Invites.

Co-Chair –Diana Strauss

Co-Chair – Debbie Johns

Diana Strauss – write letters and ads

Debbie Johns – distribution & deliver to newspapers

CeCelia Ray – color copies (approx. 50 – 75)

Katie Henry – distribution

Sarah Hotaling- School Announcements

We need all CBA students to distribute 10 or more flyers!!

1. _____

2. _____

Others _____

PROMOTIONAL SALES

Logo work, pictures/photos, CBA wording on mugs, cards, jackets, bags, t-shirts, etc...

-Grace Li?

T-Shirts, Jackets (Jane Mayfieldfor CBA???)

-Connections Debbi Johns- T-Shirts?

1. _____

2. _____

Others _____

TICKETS

Pre-Sale of tickets, having phone/e-mail accessibility, set aside for will call/and/or mail out, at dress rehearsal be available for pick up & purchase of tickets, have change ready, at the performance will call & ticket sales workers.

Outreach & discounts for - girls scouts, schools, retirement homes.....etc....

Chair - Diana Strauss

Ken Williams- handles the ticket sales desk at most performances, he does need an extra Helper.

1.Haptonstahl

2. _____

Others _____

Fri Dec 14

Need someone 3pm-7pm

1. _____

Sat Dec 15 Performance -Need 2 people 1pm-till end of performance

1. _____

2. _____

3. Will Call _____

Sun Dec 16 Performance -Need 2 people 1pm-till end of performance

1. _____

2. _____

3. Will Call _____

Fri Dec 21

Need someone 3pm-7pm

1. _____

Sat Dec 22 Performance -Need 2 people 1pm-till end of performance

1. _____

2. _____

3. Will Call _____

Sat Dec 23 Performance , Need 2 people 1pm-till end of performance

1. _____

2. _____

3. Will Call _____

BOUTIQUE SALES

___ Getting items ready for donation, or for sales. Labeling prices at show, and working the sales table at the performance. If selling at performance pre-performance, intermission, and post performance 30min. Raffle.

1. _____

2. _____

Others... _____

Sat Dec 15 Performance

Need 2 people 1pm-till 30 min at end of performance

1. _____

2. _____

Sun Dec 16 Performance

Need 2 people 1pm-till 30 min at end of performance

1. _____

2. _____

Sat Dec 22 Performance

Need 2 people 1pm-till 30 min at end of performance

1. _____

2. _____

Sun Dec 23 Performance

Need 2 people 1pm-till 30 min at end of performance

1. _____

2. _____

USHERS

Help watch the door as people enter/exit during the performance, help ask to not have cameras out at the performance- ask them to go to the back of the auditorium if they are so inclined. Must arrive 1 hour before performance and help boutique set up and people get seated 30min prior to performance.

McKinley Sat Dec 15

1. _____

2. _____

McKinley Sun Dec 16

1. _____

2. _____

Strike the set

3:30 pm – 5:30 - Sunday, December 16 @ McKinley JCA

3:30 pm – 6:00 - Sunday, December 23 @ CBC (Loaders?)

Pre-set

3pm- 6pm Friday December 7 help with distributing costumes at McKinley

Leslie Williams

1. _____

2. _____

12pm-3pm Friday December 14 help tag and order costumes @ McKinley

Leslie Williams

1. _____

2. _____

12 pm – 3 pm - Wednesday, December 19 @ McKinley CJA to CBC – box up

Leslie Williams

1. _____

2. _____

3. _____

4. _____

11:30 am – 1:30 pm – Friday, December 21 @ McKinley to CBC (Hired Loaders & Unloaders?)
Torriss Caston?
Kent Barnett?

2:30pm-4:00pm – Friday December 21 @ CBC boxes to backstage changing halls and rooms..
Leslie Williams

1. _____

2. _____

3. _____

4. _____

Big Sisters to backstage to help with Little Sisters at 3:30pm –5:30pm

Before leave each dancer check make sure have all costumes where need them for Sat.

Post Show Sat 30 min for pictures 4:30-5:00

After Post Show 30min pics, then 30min make sure costumes are gathered for Sun 5:00-5:30

Post Show Sun 30 min for pics 4:30-5:00

After Post Show 30 min pics then 30 min backstage clean up 5:00-5:30

Loaders CBC to CBA 5-7pm?

Kent Barnett

Hired Van Loaders..

PROGRAM BOOKS

Typing, Printing, Underwriting, Ads/Congratulations section, all things to do with Program Books.

CeCelia – typesetting/designing ads

Jon Kadane – Copies at Kinkos & Underwriting

Diane Drinkard- Selling Ads for Program Book

Pam Folkemer- Selling Ads for Program Book

We need all CBA students to take home advertising distribution information.

DVDS

At CBC- Last Sunday Switzerfilm, Last Sat Studioworx we need a volunteer to film for CBA as well as possibly for Students....other 2 days at McKinley...??

1. _____

2. _____

PHOTOGRAPHER

At CBC Sat Studioworx, we need a professional no flash photographer to donate performance pics to CBA, as well as possibly sell to students...

Bullivant?

Katie Graefe's Uncle?

1. _____

2. _____

MUSIC

Compile master disc of music for performance. Ed's suggestion with online source..
Torris
Burn CD of recital music – Katie Henry

COSTUMES

_ Can Be simple -Helping with cutting, gluing, simple sew on hook/eyes, hem, alterations, sew at studio while waiting on dancers at class.

Can be more complex- making costumes, decorations, design, "sewing parties".

ANGELS

- Hoop skirts
- halos
- wings

MICE

- heads
- tails
- big bodies

SOLDIERS

- adjusting and embellish jackets
- adjusting and embellish jackets

PARTY SCENE

- Girls - dresses & embellish (curls wigs- each buy)
- Women -embellish dresses
- Boys- hats, vests/jackets, pants
- Men - alter suits

MARZIPAN

- tutus
- hats

FLOWERS

- bottoms

-ACCESSORY BAGS

Maggie Weik- Host Sewing machine parties at her house in Webster.

Jill Stoll
CeCelia Ray
Sundos Schneider
Diane Drinkard
Ramona Eppler
Debbie Johns
Diana Strauss

Others

PROPS

- Small couch recovered
- Mantle glued & painted
- Make or get stage made lightweight grandfather clock
- Make Swan for Marie to travel in.
- Snow, Dry Ice Angel Clouds..??
- Toys – Dolls that represent things in sweets etc..sugarplum fairy

CCB PHOTOS FOR LOBBY

Shannon
Leslie

CAST PARTY

December 23 Sunday 6pm-8pm

Maggie Weik – host
Kloss
CeCelia
Jon Kadane

Others _____

Ticket Prices \$10/\$15 (advance) Children/Adults
\$15/\$20 (door)
group of 10 tickets or more save 20%
*12 months under free