

FINE ARTS VOLUNTEER OPPORTUNITIES

CHRISTMAS CONCERT RECEPTION:

- Date: December – specific date chosen by administration
- Time: 7:00 – time commitments vary, but most volunteer assignments are executed on the day of the concert
- Location: Lobby area outside gym

Chairperson: Plans, coordinates, and oversees the reception. Responsible for the solicitation and organization of all volunteers needed for the reception. Planning begins in late October.

Decorations Crew: Responsible for decorating the reception tables and lobby, as well as setting the tables with punch bowls, cookie trays, and various paper products. Decoration set up is the afternoon of the concert.

Assembly Crew: Responsible for putting cookies on trays and for cooling the beverages that are served. Volunteers will need to prepare cookie trays either the morning or afternoon of the concert.

Reception Servers: Responsible for serving punch and cookies to the guests.

Kitchen Clean-Up Crew: Responsible for washing, drying, and putting away all food and beverage items. Make sure the kitchen is ready for school the next day.

Table and Decorations Break-Down Crew: Responsible for taking down and putting away all the tables, decorations, and props used for the reception. Also responsible for laundering tablecloths.

MUSIC DEPARTMENT ASSISTANTS: Help chaperone at the Music Retreat October 31 – November 1 and at the HS ACSI Fine Arts Festival on March 16, 2009.

- Date: October 31 – November 1; March 16, 2009
- Time: All day
- Location: Off campus

Tour Homecoming Dinner: Plan, organize and prepare dinner for students, teachers & chaperones when they return from the choir tour.

- Date: Sunday, March 22, 2009
- Time: Contact Fine Arts Director
- Location: School cafeteria

HIGH SCHOOL THEATRICAL PRODUCTION ASSISTANT: Assist production director with various aspects of planning, directing, and producing a successful play or musical. Production assistance is needed for stage design, prop makers / painters, and costume needs. Coaching may also be needed to help the students learn dialogue and any choreography. Volunteers will be needed many weeks prior to the performance.

- Date: February 26 - 28
- Time: 7:00
- Location: Family Life Center

Dinner for Performers: Organize and prepare dinner for all the performers, directors and others involved in the production the week of the show which includes dress rehearsals.

- Date: Week of production in February, 2009

- Time: 5:00
- Location: Cafeteria

Promotions: Prepare promotional posters, programs and various advertisements for production.

- Date: Planning begins when play / musical is selected
- Time: Various
- Location: Fine Arts Department

Costumes: Work cooperatively with director to design and construct costumes needed for production

- Date: Planning begins when play / musical is selected
- Time: Various
- Location: Fine Arts Department

Set Building: Work cooperatively with director to design and construct set for production. Also assist with organizing props.

- Date: Planning begins when play / musical is selected
- Time: Various
- Location: Fine Arts Department

Ushers: Assist ticket holders to find their seat immediately before performance. Must wear appropriate attire.

- Date: February 26 – 28, 2009
- Time: 6:30 pm
- Location: Family Life Center

DINNER THEATER: Each spring the talents of MCCS students are showcased in a theatrical performance. Friday evening's performance is preceded by a delicious dinner.

- Date: Friday of the play
- Time: 5:30 – Time commitments vary, but most volunteer assignments are executed on the day of the Dinner Theater
- Location: Cafeteria

Chairperson: Plans, coordinates, and oversees the Dinner Theater. Responsible for the solicitation and organization of all volunteers needed for the event. Planning begins in January.

Tables and Decorations Set-Up: Responsible for decorating the entrance to the gym, decorating the dining area and tables, setting the tables with linens, all necessary dinnerware, souvenir menus, etc.

Kitchen Serving Crew: Help prepare the dinner and general assistance in the kitchen during the serving of the meal.

Kitchen Clean-Up Crew: Responsible for washing, drying, and putting away dishes and utensils after the meal so that the kitchen is ready for the next school day.

Tables and Decorations Break-Down Crew: Responsible for taking down and putting away all the decorations and props used for the entrance to the gym, tables, and the dining area. Also laundering some of the tablecloths at home is needed.