

RnR XXXV: Greatest Hits Volunteer Information

Thank you in advance for making this a fun and safe show for the students!

In order to keep this show running like a well-oiled machine, we need all show families to contribute their time and talents!

EACH FAMILY MUST VOLUNTEER FOR AT LEAST TWO VOLUNTEER SPOTS DURING TECH WEEK/ SHOW DATES. This can be one parent doing at least two slots or each parent doing at least one slot.

If you have multiple students in the show, you will need to volunteer for at least two spots **PER** student in the cast/band/tech crew.

****You will not be able to sit in the audience and watch the show while volunteering, so do NOT buy a ticket for when you are doing your volunteer shifts!****

Please arrive on time for your shift.

If you have a **backstage position**, please enter through the **drama hall door**.

If you have a **front of house position**, please enter through the **exterior cafeteria doors**.

If you cannot make your shift, you MUST find one of the other parents to cover for you who has the required fingerprint/background check. Then email Jen Kessler at jenhokies91@gmail.com of the switch that needs to be made.

If you have any questions or an emergency, call or text Carrie Moran (708-642-4567), Jen Kessler (443-604-2316) or Linda Testerman (443-745-5252).

FOR EVERY VOLUNTEER POSITION:

1. Before you can chaperone, you must watch the "Sexual Harassment" Video, and sign the associated form. The film link and form can be found at: [Sexual Harassment Video for Volunteers](#). Please scan or take a picture of it and send the form to Bridget Scott at SPHS - bmscott1@aacps.org - when you are done.

If you have done this in previous years, you do not need to repeat the viewing. If you have previously sent the form to the SPHS office, no need to send it again.

2. Check the requirements for your volunteer position

A. ALL positions require a commercial background check.

Background check required: Go to <https://www.aacps.org/chaperone> and scroll to the bottom of the page. Click on the APPLY FOR A COMMERCIAL BACKGROUND CHECK button. This should be

completed ASAP and needs to be done once every 2 years. So, if yours has expired, you need to re-apply. This process may take up to 3 weeks so plan accordingly.

If you are a teacher for AA County, your background check is already completed, and you do need to repeat. If you are a teacher for ANY other county, or for a private school, you need to complete this background check.

If you aren't sure whether your background check has expired, please check with Kelly Holloran Cotton at KHallorancotton@aacps.org

FOR SOME VOLUNTEER POSITIONS:

- B. These positions ALSO require fingerprinting: Medical Chaperone, Boys and Girls Dressing Rooms, Quick Change Costumers (assigned by Lead costumer), Backstage Costume Assistant (assigned by lead costumer), Makeup Artist, Lead Chaperones (board members)**

Fingerprint required: Go to <https://www.aacps.org/chaperone> and follow instructions for the Fingerprint Required Background Check. You will find details and the phone number to call to get started. This process may take a few weeks. You will not need to apply for a separate commercial background check. Send a scan or picture of the card to Bridget Scott at SPSHS - bmscott1@aacps.org.

The position descriptions below provide more detail and the BACKSTAGE or FRONT OF HOUSE designations are included on the signup as well. Working backstage is fun - it is a great experience to hang with the kids and see all of the excitement of what goes on back there!

POSITION DESCRIPTIONS:

Drama Hall Door Chaperone (Backstage Volunteer): Door to outside at end of Drama Hall. Let students/ volunteers/staff in as needed. Once everyone is present, make sure no one goes outside during a rehearsal/show. Unauthorized visitors are not permitted to enter. If any student needs to go to their car, you must escort them. Let the Lead Chaperone or Hospitality volunteer know so they can cover the door while you are gone.

Hospitality Chaperone (Backstage Volunteer): Set up, monitor, refresh, and clean up snacks and drinks in the drama hallway.

Music Hall Door Chaperone (Backstage Volunteer): Door to outside at end of Music hall. Students are not to be going in/out of that door at all during a rehearsal/show. Unauthorized visitors are not permitted to enter. Everyone must enter/exit through the Drama Hall Door.

Hallway Intersection Chaperone (Backstage Volunteer): Located at the intersection of the hallway at the end of Drama Hall and the hall that goes to the restrooms/lobby. Ensure that no one uses the outside door behind you or accesses the hallway to non-drama classrooms. Keep audience members away from backstage.

Lobby Chaperone (considered Backstage Volunteer): Monitor the front lobby and make sure no students leave the building during Tech Rehearsals. This position is not needed on show dates.

Medical Chaperone (Backstage Volunteer, Fingerprinted): Medical training as an EMT, nurse or MD is required. Be on hand to help with any emergency medical conditions that may arise. Most issues have been bloody noses, fainting, twisted ankles, allergic reactions. Although not needed during most rehearsals/shows, staff has found that it is nice to have someone available if these situations arise.

Girls' Dressing Room Chaperone (Backstage Volunteer, Fingerprinted): Located in Mrs. Metcalfe's classroom/Chorus Room. Assist with costume changes as needed. Remind students to hang up items, etc. Ensure no one enters or leaves through the outside door. **REQUIRES FINGERPRINT CARD SUPPORTED BACKGROUND CHECK.**

Boys' Dressing Room Chaperone (Backstage Volunteer, Fingerprinted): Located in the Black Box theater. Assist with costume changes as needed. Remind students to hang up items, etc. Provide general supervision as needed. **REQUIRES FINGERPRINT CARD SUPPORTED BACKGROUND CHECK**

Ushers (Front of House volunteer): **Reminder: This volunteer position should NOT be a day you have a ticket to see the performance as an audience member. While you may get to watch some of the show, you will be "on duty" during the entirety of the show to assist audience members as needed.**

Greet our guests, hand out programs, help direct to seats in the auditorium, manage the auditorium doors, help direct people at intermission, and sweep for trash post show. **There will be 3 positions listed this year: Lobby Usher, Auditorium Usher, and Parking Attendant/Floating Usher.**

The **Lobby Usher** will sit in the lobby during the entirety of the show to make sure that the doors don't slam when guests go in and out of the auditorium for bathroom, emergencies etc., AND to help if the guest needs any assistance. You will **NOT** get to watch the show inside the theater.

The **Auditorium Usher** will do the same as the Lobby Usher from inside the theater. You must sit in chairs provided near the door to help with any guests needing to come in and out of the auditorium to keep noise at a minimum. Doors will not be propped open until the curtain closes for intermission. While you may be able to see some of the show inside the auditorium, when you are not fulfilling the volunteer duties of this position, you will be "on duty" for the entirety of the show.

The Parking Attendant/ Floating Usher (Front of House Volunteer): Will direct ticket holders as needed to available parking lot sections. For example, when the senior lot closest to school fills up the volunteer will direct people to back half of the lot near the stadium, etc. Volunteer also will direct people with handicapped parking needs to the handicapped parking area(s). Volunteer will direct people to the crosswalk as needed. Once the show begins, volunteer will assist other ushers and volunteers as needed.

Tickets/Concessions Combined Position (Front of House Volunteer): Redeem mobile tickets for attendees as they enter the cafeteria (where WIFI signals are strongest. Send guests with incorrect tickets or any issues to the board member(s) present who can assist them. Volunteers may be

outside part of the time to keep the line moving, facilitate people opening the ticket app, directing people to the correct entrance, etc. Remember to bring a coat! **Once the show starts, shift to concessions- setting up and selling concessions.**

Concessions: We will be able to sell approved concessions in the cafeteria during intermission and after our shows. The set up for the concessions will be done during the First Act as we cannot have it set up prior to the show starting. We will sell during intermission and be available to sell concessions after the show.