



Smiles and Frowns Playhouse

Parent Involvement Form

Name of Actor(s): _____

Name of Parent/Guardian(s): _____

Please rank (0 - none, 1 - lowest, 2 - highest) areas your family may help with both prior to and on the day of a show; some committees count for both. We will make every effort to accommodate your wishes; however, not all committees need the same number of volunteers.

Full Production

	Costume (variable hours per week) Sew hems, make adjustments to existing costumes, mostly hand work.
	Makeup (week of the show) Apply makeup during the last week of rehearsals and for both shows. Released in time to watch.

Pre-Show

	Wardrobe (first and last week of rehearsal) Assist at costume fitting; iron, organize, and handout costumes.
	Program Ads (2 or 3 hours per week for 3 weeks) Sell ads for the playbill based on a provided list of former and prospective people/companies.
	Publicity (2 or 3 hours per week for 3 weeks) Post flyers, work with media outlets, and assist with online marketing.
	Technical (at least 3 Saturdays 10am-3pm) Build or paint set pieces, gather props, and assist with the technical elements of the show.

Day of Show (either Friday or Saturday)

	Concessions: set up and sell snacks during intermission.
	Green Room: supervise actors during dress rehearsal and 1 show (counts as monitoring duty).
	Wardrobe Collection: retrieve costumes after the Saturday show.
	Ushering: collect tickets, hand out programs, help latecomers, direct people at intermission.
	Parking: direct arrivals and help with safety prior to a show.

Please list any other interests, talents, ideas to help: _____



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We depend on parents to assist in many aspects of the production, from working on the sets, to parking cars and making costumes. We also need parents to supervise actors during the rehearsals. On the reverse of this page, please indicate your level of interest in helping with the different technical aspect(s) of the production. Below is the information about helping during rehearsals, which we refer to as monitoring.

During Rehearsals

Some days we need 1 monitor, some days more; signup for specific dates is handled by a Signup Genius calendar shared after casting is complete.

Responsibilities:

- Stand outside and watch actors arrive.
- Supervise actors while they wait to perform, both in the auditorium and unseen parts of the stage.
- Escort actors to the bathrooms during breaks.
- Enforce rules required by our organization.
- Make sure actors are picked up by appropriate adults.

Expectations:

- Single-actor families = at least **2 rehearsal days**.
- Multi-actor families = **2 more** for a second participant, and **1 more** for each additional one.
- Signing up for the Green Room committee counts as monitoring duty.

Parent Agreement:

If my young actor is cast, my family will participate in the above required opportunities to help Smiles and Frowns Playhouse put on this show.

Signed _____

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Please let us know if you would like to become even more involved with our organization.

|  |                                                                                                               |
|--|---------------------------------------------------------------------------------------------------------------|
|  | <b>Committee Chair:</b> shadow a leader to take on that responsibility in a future show.                      |
|  | <b>Board Member:</b> meet monthly to plan improvements, future shows, and handle other organization business. |