

September 11, 2007

Dear Parents of Musical Theater Students,

Welcome to the wonderful world of Musical Theater! We are very excited to begin the working with your talented students on this year's MBMS production Disney's, Cinderella, Jr. We will start this year by working with our actors and actresses on their drama skills and then progress to learning the music for the show. We will follow this with some basic dance technique, and then finally combine all three to produce our musical revue. The students will learn the audition material for solos during the regular Musical Theater meetings, and will audition for parts in December.

As you may know, our MBMS productions are always enhanced by our terrific parent participation. At this point, we need to begin organizing our parent volunteers for this school year. We will need to costume our actors and actresses, construct a set, locate or build numerous props, and design a publicity campaign for the show. We hope to rely on virtually all parents to provide some assistance. To get this process underway, we would like you to fill out the bottom portion of this form to indicate in which area(s) you can participate. Please see the description of jobs listed below and then check off the area(s) that interest you most.

After you have returned this form, we will compile your responses and contact you regarding a meeting for the Musical Theater parents. There will be a meeting for all Musical Theater volunteers on Thursday, November 15th from 4:10-5:10. Please try to save the date.

We thank you in advance for your ongoing enthusiasm for this project, and we look forward to working with you.

Sincerely,

Heather Gold and Ed Bangasser

Description of Jobs:

- a) **Producer:** This volunteer oversees all parent volunteers for the production and meets with the chairperson(s) of each committee, makes a timeline with Miss Gold and Mr. Bangasser for the completion of costumes, sets, props, programs, publicity, photos, snacks, make-up, and is actively involved in all aspects of the show.
- b) **Photographer:** This volunteer documents the play with photos and takes photos for the MBMS website and local newspapers.
- c) **Costume Chairperson and Committee:** These volunteers meet with Miss Gold and Mr. Bangasser to discuss the costume theme. They will measure all students and find or makes costumes for each actor and actress in the cast. Costumes can be sewn, purchased in stores or on ebay, or taken from our costume room at MBMS. This committee also alters costumes or fixes costumes on an as needed basis (or finds someone to do the necessary work).
- d) **Sets Designer and Set Builders:** These volunteers create a set for the show based on the information from Mr. Bangasser. If we do not have a parent set designer, Don Cohen, our fabulous volunteer, will be happy to design a set. Set builders will help to construct and paint the set as guided by Mr. Cohen (or other set designer).

- e) **Props:** This volunteer locates, purchases, or makes the various props needed for the show. Additionally, this person (or group of people) helps to set up and maintain the prop table backstage.
- f) **Stage Management:** These volunteers work backstage to make sure that things are running smoothly with set changes, costume changes, hair and make up changes, and student behavior.
- g) **Publicity:** This volunteer writes an article for our local paper about our show and helps to put up posters to advertise the play.
- h) **Poster Chairperson:** This volunteer designs a poster to advertise our show, and a corresponding program cover, and has it printed. This person helps to put up the posters to advertise the play.
- i) **Program Chairperson:** This volunteer types the inside of the program as specified by Miss Gold and Mr. Bangasser. This person also helps to design the Program Advertisement section of the printed program and prints out (or has printed) 300 color programs.
- j) **Make-up Chairperson and Committee:** These volunteers come to help apply make-up to our cast before each show, including the dress rehearsal on April 2nd, and the daytime and night time performances on both April 3rd and 4th, 2007.
- k) **Snack Chairperson and Committee:** These volunteers plan and bring snacks to the rehearsals during the final weeks of rehearsal for the show. They also coordinate and provide dinner on April 2nd, 2007 for the cast and crew. This committee helps to set up and clean up the snacks and dinner. Additionally, this orders and delivers the cake and juice for after the evening performance on Friday, April 4th.

**PLEASE INDICATE IN WHICH AREAS YOU WOULD LIKE TO PARTICIPATE.
PLEASE RETURN THIS FORM TO MISS GOLD BY OCTOBER 5, 2007.**

Producer (s) _____	Photographer _____	Backstage _____
		Stage Manager _____
Costume Chairperson _____	Costume Committee _____	
Set Designer _____	Set Building and Painting _____	
Poster Chairperson _____	Prop Chairperson _____	
Make-up Chairperson _____	Make-up Committee _____	
Snack/Dinner Chairperson _____	Snack/Dinner Committee _____	
Program Chairperson: _____	Publicity _____	
Parent Name: _____		Phone Number: _____
Student's Name: _____		Parent's E-mail: _____