

**♪ Choral Music Parent Volunteer Sign Up ♪**  
**Get Involved in the MBMS Vocal Music Program!**

**Please have your son or daughter return this  
Form to Miss Gold by Friday, September 15th**

Dear Vocal Music Parents,

Would you like to get involved with the MBMS Vocal Music Program? It's easy, just read the following pages and sign up in the area(s) that best match your interests. For the past four years we have had organized parent committees for vocal music, and it has been wonderful to have so many parents involved. Please share your talents to help make our music program even stronger.

Some of the committee work focuses on areas in which we can earn money for our MBMS Vocal Music Program through things that are intrinsically related to the arts, for example, selling CDs of our music at our concerts. Other fund raising activities include flower sales at our concerts and program advertisements.

**We are looking for parents to get involved with the  
MBMS Vocal Music Program.**

**Please write your name on the line provided below, and check  
the box(es) near the area(s) in which you  
would like to participate.**

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Student's Name \_\_\_\_\_

Parent's email \_\_\_\_\_

- Yes, I would like to be part of the Choral Music Volunteer Committee. I will attend the meeting on Tuesday, September 19, at 7:00 p.m. in room 120.
- No, I am unable to attend the meeting, but I would like to be part of the Choral Music Volunteer Committee. I have circled my areas of interest for participation this year, or written a note below to indicate my area of interest.
- No, I am unable to be part of the Choral Music Volunteer Committee at this time.

**☺More Opportunities to Chaperone on Trips will be Coming Soon☺**

Feel free to contact Miss Gold at [hgold@manhattan.k12.ca.us](mailto:hgold@manhattan.k12.ca.us)

**MBMS Vocal Music**

## **Open Parent Positions for the 2006-2007 school year.**

### **1) Acting as the Concert Chairperson for the Winter and Spring Choral Concerts and the MBMS Choral Festival**

We are looking for 1 or 2 parents to act as the Concert Chairperson for the Winter and Spring Choral Concerts and the MBMS Choral Festival. This job includes working at the dress rehearsals and concerts, helping to oversee all parent volunteers, calling to confirm concert and dress rehearsal volunteers, helping to set up and clean up the treats for after the concert, helping with the finale line up, putting the choral awards in order, and possibly speaking at the Winter and Spring Choral Concerts on December 13, 2006, May 18, 2007 (Festival), and May 31, 2007.

Please sign me up to be the Concert Chairperson for the Winter and Spring Choral Concerts and/or the MBMS Choral Festival for the 2006-2007 school year.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **2) Designing & Printing the Covers & Labels for our Winter & Spring Choral Concert CDs**

We are looking for a parent or student with graphic expertise who can design several CD covers and CD labels for the Winter and Spring Concert CDs, so that our students can vote on the one that they like best. It would be best if you were willing to print the covers on your printer, however, if necessary, other arrangements can be made. Ink and paper can be provided to you for this process.

Please sign me up to design the covers for MBMS Winter and Spring Choral Concert CDs.

Please sign me up to print the covers for MBMS Winter and Spring Choral Concert CDs after they are designed.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **3) Sing Fling Luncheon Chairperson**

We are looking for 1 or 2 parents to act as the Sing Fling Luncheon Chairperson for the luncheons scheduled for April 25, and April 26, 2007. This job includes purchasing the beverages for the luncheons (you will be reimbursed), helping to oversee all parent volunteers, calling to confirm concert volunteers, helping to set up the multi-purpose room for both luncheons, coordinating the pizza delivery, and helping to set up and clean up.

Please sign me up to be the Sing Fling Luncheons' Chairperson.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **4) Designing and typing the inside of the Printed Program for our Winter Concert, Musical Theater Production, and the Spring Choral Concert.**

This job includes designing and typing the inside of the printed programs for our concerts. You will be given sample programs from prior years, however you can feel free to be creative. Programs will need to be completed at least 5 days prior to each concert, and the concert/show dates are December 13, 2006, March 29<sup>th</sup> and 30<sup>th</sup>, 2007, and May 31, 2006. (Dates subject to change.) This volunteer will coordinate with the person who designs the program ads to produce the final program.

Please sign me up to Design and type the inside of the printed programs for the Winter Concert, Musical, and Spring Concert.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**5) Designing and Copying the Program Advertisements and Messages for our Winter Concert, Musical, and Spring Choral Concert.**

We are looking for a parent with the ability to design and copy the advertisements for the Winter Concert, Musical and Spring Choral Concert Programs. If you choose this job you will be provided with sample program ad sections from the past year. The advertisement section will also include the “acknowledgement section” of the program. Programs will need to be completed at least 5 days prior to each concert, and the concert/show dates are December 13, 2006, March 29<sup>th</sup> and 30<sup>th</sup>, 2007, and May 31, 2006. (Dates subject to change.) This volunteer will coordinate with the person who designs the printed program to produce the final program.

- Please sign me up to design the Program Advertisements for the Winter and Spring Choral Concerts, and the Musical Theater Production.

**Parent’s Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**6) Video/DVD Recording the Winter and Spring Choral Concerts**

We are looking for a parent to videotape or digitally tape our MBMS Winter and Spring Choral Concerts so that they can be viewed by the students after the concert. This video will serve as our school archive copy of the concert. There will be a platform provided for the parent videotaping the concert. You may use our school camera or your own video equipment, as long as it is compatible with our school video set up. We need a video/dvd recording for the Winter Choral Concert, on Wednesday, December 13<sup>th</sup> and the Spring Choral Concert, on Thursday, May 31<sup>st</sup>.

- Please sign me up to videotape the Winter and Spring Choral Concerts on December 13<sup>th</sup> and May 31<sup>st</sup>.

**Parent’s Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**7) Clerical Assistants**

We are looking for several parents to do clerical work for the MBMS Vocal Music Program on a weekly basis. This volunteer would file, make copies, sort forms, sort choir clothes, and/or enter data into the computer.

- Please sign me up to work as the Vocal Music Clerical Assistant.

**Parent’s Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**8) Selling and Distributing flowers at the MBMS Choral Concerts**

We are looking for 1-2 parents to sell flowers at the MBMS Choral Concerts. We would like to have flowers sold on the following dates: are December 13, 2006, and May 31, 2007. The members of this committee would also be asked to help assemble the flowers for sale at the concerts. You will be called to work on specific dates by the coordinator Kyung Stanfill. (Dates subject to change).

- Please sign me up to work on the flower sales for the Winter and Spring Concerts.

**Parent’s Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**9) Selling CD’s at the MBMS Choral Concerts**

We are looking for 3-4 parents to sell CDs at the MBMS Choral Concerts. We would like to have CDs sold on the following dates: December 13, 2006, and May 31, 2007. You will need to arrive at 5:45 p.m. to set up and begin selling CDs.

- Please sign me up to work on the CD Sales Committee for the Winter and Spring Concerts.
- Please sign me up to bring \$200 in ten dollar bills to be used as change for CD sales for the Winter and Spring Concerts. (This money will be refunded at the end of the concert when all sales have been made.)

**Parent’s Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **10) Concert Decorations and Food Committee and Chairpeople**

We are looking for 15-20 parents to act as the concert decorations and food committee, and the Chairperson for this committee. These volunteers would meet together to decide how they would like to decorate for our various concerts and then they would pick up the items that we need for decorating at our MBMS concerts, and do the decorating. This group would also supervise the stage set up crew, and the set up and clean up the concert treats and decorations. We usually have balloons for each concert, tablecloths, napkins, and cups. We are open to new ideas. Concerts will take place on December 13<sup>th</sup>, March 1, May 18<sup>th</sup>, and May 31<sup>st</sup>. (Dates subject to change) All parents who sign up to be on this committee will be contacted by the coordinator.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Please sign me up to work as the Concert Decoration and Food Chairperson.

Please sign me up to work as a Concert Decorations and Food Committee Member.

### **11) Setting Up and Dismantling the Stage for the Winter and Spring Choral Concerts**

Over the past few years we have grown so large that we will be having our Winter and Spring Choral Concerts in the MBMS Gym. We will rehearse in the multipurpose room so that we don't disrupt the PE schedule, and then move the set up from the multipurpose room to the gym on the day before the concert. We will also have to take the set up down, and remove all chairs, directly after the concert so that the PE classes can resume on the following day.

We are looking for 8-10 people to help to set up and dismantle the stage for our Winter and Spring Choral Concerts. Don Cohen will oversee the process of setting up the stage. Volunteers will be lifting heavy platforms. Additionally we will be setting up the risers, choral shell, and stage paper.

#### **Dates when volunteers are needed:**

a) Tuesday, December 12, 2006 from 5:30 p.m to 7:30 p.m.

b) Wednesday, December 13, 2006 directly after the Winter Choral Concert

c) Thursday, May 31, 2007 directly after the Spring Choral Concert

Please sign me up to help set up the stage on Tuesday, December 12, 2006 from 5:30-7:30 p.m.

Please sign me up to help take down the stage on Wednesday, December 13, 2006 after the concert.

Please sign me up to help take down the stage on Thursday, May 31, 2006 after the concert.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **12. Fitting Singers For Choir Clothes 9:50 a.m. to 2:10 p.m. September 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>**

We are looking for 2 or more parents who will help to determine the sizes of the choir clothes for each student who is purchasing concert clothes. Last year we purchased one or more of each size of shirt, skirt, and pants so that we would have actual clothes to try on the students, rather than using a measuring tape. This job also involves tallying up how many of each size will need to be ordered.

Please sign me up to help with costume fitting on Monday, September 11<sup>th</sup>, 2006 from 9:50 a.m. to 2:10 p.m.

Please sign me up to help with costume fitting on Tuesday, September 12<sup>th</sup>, 2006 from 9:50 a.m. to 2:10 p.m.

Please sign me up to help with costume fitting on Wednesday, September 13<sup>th</sup>, 2006 from 9:50 a.m. to 2:10 p.m.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **13) Photographer for the Winter and Spring Choral Concerts**

We are looking for a parent with a digital camera to take pictures our MBMS Winter and Spring Dress Rehearsals and Choral Concerts so that they can be put up in our classroom and used on our website. Photos may be used in a slide show at the concert. ☺

- Please sign me up to take pictures at the Winter and Spring Dress Rehearsals and/or Choral Concerts.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **14) Parent Chaperones for Concerts**

This year we have shortened the amount of time for each dress rehearsal, and we have moved the Winter and Spring Concerts into the Gym, so that the students will be able to watch the concert live, rather than in separate waiting rooms. This makes the job of chaperoning easier and more enjoyable. We will need parents to Chaperone at dress rehearsals, concerts, choral festivals, and the Sing Fling Luncheons. Sign ups for parents who wish to chaperone on field trips will be sent home throughout the year.

- Please sign me up to work as a chaperone at the Winter Concert Dress Rehearsal on Tuesday, December 12<sup>th</sup> from 2:30-5:15 p.m.
- Please sign me up to work as a chaperone at the Winter Concert on Wednesday, December 13<sup>th</sup>, from 5:30- the end of the concert.
- Please sign me up to work as a chaperone at the Sing Fling Luncheon on April 25<sup>th</sup>, from 11:40 a.m. to 2:00 p.m.  
(Seaside/Senior Wave/Madrigal Singers Perform)
- Please sign me up to work as a chaperone at the Sing Fling Luncheon on April 26<sup>th</sup>, from 11:40 a.m. to 2:00 p.m.  
(Mermaid/Neptune/Madrigal Singers Perform)
- Please sign me up to work as a chaperone at the Choral Festival on May 18<sup>th</sup>, from 9:00 a.m. to 10:00 p.m.  
(limited to parents of Seaside Chorale and Senior Wave Chorale students)
- Please sign me up to work as a chaperone at the Spring Concert Dress Rehearsal on Wednesday, May 30<sup>th</sup>, from 2:30-5:00 p.m.
- Please sign me up to work as a chaperone at the Spring Concert on Thursday, May 31<sup>st</sup>, from 5:45- the end of the concert.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **15) Vocal Music Website Liason**

We are looking for a parent to oversee the Vocal Music Program information on the Manhattan Beach Middle School Website. During the 2005-2006 school year parent Chris Davis designed a beautiful webpage for the MBMS Vocal Music Program using Dreamweaver software, and now the site needs to be continually updated to reflect this year's information. It would be great if the person who signs up for this job owned a copy of Dreamweaver and was proficient in that software, or knew about other methods to interact with this webpage. This volunteer would make sure that all concerts and performances are properly advertised on the school website so that the school community is aware of our events. This would involve putting up photos from our concerts on the website and posting information about our music program.

- Please sign me up to work as the Vocal Music Website Liason.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### **16) Drop Off and Pick Up of CDs for Copying**

Parent Tom Sturges of Universal Music Group, has generously agreed to copy all 400 CDs for sale at the Winter and Spring Choral Concerts. We are looking for a parent to take the CD's to the recording studio in West Los Angeles and then pick them up when they are done with the copying process (usually around 2 days after they are dropped off). This will need to be done during December (around the 12<sup>th</sup>) and May (around the 30<sup>th</sup>). Dates to be announced shortly.

- Please sign me up drop off and pick up the CDs for the Winter and Spring Choral Concerts.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**17) Donating CD Supplies, Sodas for the Sing Fling Luncheon, and Batteries**

We will need a total of 500 CDs and Labels, Slim Line CD Cover Papers (Booklet formation), Slim Line CD Cases, and Ink to print out the cover papers and labels (Approximately Cost \$600).

We also need approximately 800 drinks for the Sing Fling Luncheon (Approximate Cost \$300). Usually we have asked for parents to donate soda, however at this time we have now been asked to serve only low sugar juice and water. Due to this fact, please be careful to select these beverages.

Each year it takes approximately 180- AA batteries for Miss Gold to use her microphone in the classroom.

Or if you prefer you may make a donation by check and attach it to this form. All parents who sign up to make donations should attach their checks to this form. Donations will be applied to the purchase of CD supplies, drinks, and/or batteries. Any donations that exceed the cost of the CD supplies, sodas, and batteries will be used for the needs of the MBMS Vocal Music Program.

Please sign up below if you wish to donate CD supplies, Drinks, and/or Batteries.

**Parent's Name:** \_\_\_\_\_ **Student's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**email:** \_\_\_\_\_

\*\*\*We already have 500 CDRs (CDs) for this year.\*\*\*

- I will donate (please circle) 25 slim line cases/ 50 slim line cases / 100 slim line cases /  
150 slim line cases/ 200 slim line cases

**I will send these items into Miss Gold by October 1, 2006.**

- I will donate (please circle) 25 CD labels/ 50 CD labels / 100 CD labels /  
150 CD labels/ 200 CD labels

**I will send these items into Miss Gold by October 1, 2007.**

- I will donate (please circle) 24 drinks /48 drinks / 96 drinks / other \_\_\_\_

**I will send these items into Miss Gold by March 1, 2006**

- I will donate (please circle) 8 AA Batteries/ 16 AA Batteries / 32 AA Batteries /  
50 AA Batteries/ 100 AA Batteries

**I will send these items into Miss Gold by October 1, 2006.**

- I would like to donate (please circle) \$10 / \$20 / \$30 / \$40 / \$50 / \$60 / \$70 / \$80 / \$90 / \$100  
Other donation amount \_\_\_\_\_

I have enclosed a check for the amount listed above made out to "MBUSD" with the memo of "MBMS Vocal Music".

**18) Playing Guitar, Bass, or Drum Set to Accompany the Choir on a Few Songs**

We are looking for a group of students, parents, or friends of the family, that play in a rock band to accompany the choirs on several songs that call for guitar, bass, and drum set. We have the sheet music, which includes the chords for the guitar, the written out bass line, but the drummer will need to adlib at times. The concert is December 13<sup>th</sup> and the Dress Rehearsal is December 12<sup>th</sup>. Also we would need you to come to a recording session on December 8<sup>th</sup>.

If you play and own one of these instruments, and are able to read a chord chart, bass part, or read/adlib a drum part, we would love to have you play on the concert and CD.

Yes, I play and own a guitar (and amp) and would like to accompany the choir.

Yes, I play and own a bass (and amp) and would like to accompany the choir.

Yes, I play and own a drum set and would like to accompany the choir.

Yes I am part of a band that would like to accompany the choir.

**Parent's Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**☺Thank you to all the volunteers who have already☺  
☺signed up for the 2006-2007 school year☺**

**1) Making a CD of our MBMS Winter and Spring Choral Concerts**

This job has been filled by Don Cohen.

**2) Obtaining the Copyrights and Mechanical Licenses for the Songs on our CDs**

This job has been filled by Diane Safarik

**3) Measuring the Madrigal Singers for their Costumes**

This job has been filled by Diane Safarik

**4) Measuring the Choirs for their Choir Clothes**

This job has been filled by Barbie Johnson and Karen Mohan

**5) Organizing Flower Sales at Each Concert**

Flowers will be sold on the following dates: December 13, 2006, and May 31, 2007. (Dates subject to change.)

This job has been filled by Kyung Stanfill

**6) Choral Music Accounting**

This job has been filled by Sharon Shambaugh

**7) T-Shirts for the Choir**

MBMS parent Lisa Pola has generously agreed to design and donate and/or provide shirts at a discounted rate for every student in the MBMS choirs.

This job has been filled by Lisa Pola

**8) Concert Clothes Liason**

This job has been filled by Q Danylik

**9) Mentor Program from Mira Costa to MBMS**

Parent Tanya Gurvich and Mira Costa student Michael Zobel and Chelsea Wolfe have agreed to help design a campaign that will mentor the guys in choir at MBMS. This program will increase contact with Mira Costa students involved in choir.

**10) Copying 200 CDs for sale at the Concerts**

This job has been filled by Tom Sturges, and the Universal Music Group.

**11) American Idol Fieldtrip**

Parent Debbie Williams has generously agreed to host us again at American Idol.