

# Parent Volunteer Form

Parent Name: \_\_\_\_\_ Dancer: \_\_\_\_\_

## ANNUAL DANCE JOBS:

☐ **DANCE MOM:** The dance mom (or moms if you prefer to work in a team), work closely with Ms. Hanson, oversee all events, gathers the data and makes the initial contact with committee chairs. The Dance mom is also the second signature required for all dance requisitions.

☐ **DANCE TREASURER:** Keeps the dance books and co-signs all dance requisitions.

### ☐ **PUBLICITY & POSTERS**

Writes articles for the local newspapers, school bulletins and constant contacts. Request performance dates to go up on the marquee and oversee the distribution of posters in the community.

### ☐ **PROGRAMS: Kim Halkett**

Oversees the design and printing of programs for Dancetra and Kaleidoscope.

☐ **DANCE PHOTOGRAPHER:** Shoots Dance Company head shots, t-shirt photos, dress rehearsals, performances and creates the center page program spread for both programs.

## KALEIDOSCOPE : Nov. 15, 16, 17, 2012

### **REHEARSAL DINNER (Nov. 14)**

\*the organizer orders the food and dessert, contacts and organizes the volunteers for set up, clean up and serving

- ☐ I can organize this event
- ☐ I can donate and deliver ice & soda or water
- ☐ I can help set-up/serve/clean-up

### **BOX OFFICE**

☐ I can oversee the box office. This includes pre-orders, reserved seats and coordinating all box office volunteers.

I can help sell tickets on:  
☐ Thursday ☐ Friday ☐ Saturday

### **FLOWERS**

☐ I can oversee ordering bouquets.  
This job also includes managing the cash box and organizing the sellers each night.

I can help sell flowers on:  
☐ Thursday ☐ Friday ☐ Saturday

### **PHOTO SALES**

☐ I can oversee the display & sale of photos.

I can help sell photos on:  
☐ Thursday ☐ Friday ☐ Saturday

## DANCETRA: MAY. 2, 3, 4, 2013

### **REHEARSAL DINNER (May. 1)**

\*the organizer orders the food and dessert, contacts and organizes the volunteers for set up, clean up and serving

- ☐ I can organize this event
- ☐ I can donate and deliver ice & soda or water
- ☐ I can help set-up/serve/clean-up

### **BOX OFFICE**

☐ I can oversee the box office. This includes pre-orders, reserved seats and coordinating all box office volunteers.

I can help sell tickets on:  
☐ Thursday ☐ Friday ☐ Saturday

### **CONCESSIONS:**

☐ I can oversee concessions. This includes purchasing food and drinks, setting up concessions, managing the cash box, coordinating with service clubs and all volunteers.

I can help sell concessions on:  
☐ Thursday ☐ Friday ☐ Saturday

### **FLOWERS**

☐ I can oversee ordering bouquets.  
This job also includes managing the cash box and organizing the sellers each night.

I can help sell flowers on:  
☐ Thursday ☐ Friday ☐ Saturday

### **PHOTO SALES**

☐ I can oversee the display & sale of photos. This includes managing the cash box and coordinating the parent volunteers.

I can help sell photos on:  
☐ Thursday ☐ Friday ☐ Saturday

## DANCE BANQUET: May 21, 2013

☐ Traditionally the banquet is held in backyard or patio of one of the dance families. Please check here if you would like to offer your home for the banquet.

☐ I can be in charge of ordering food, drinks and dessert

☐ I can oversee decorations, set up and clean up.