

2017-2018 Show Choir Volunteer Sheet

The Muscatine Show Choirs are supported through generous fundraising efforts of parents and students. These efforts are critical to the financial success of our program. Our largest fundraiser each year is hosting the River City Showcase Invitational. The funds raised from this event are used to reduce the cost to our show choir students. We ask at least one adult representing *each* student donate a 6 - 8 hour shift the day of the event. We know this is a sizeable time commitment, but are hopeful asking for your time six months in advance, you can plan accordingly. It takes over 150 volunteers (and over 2500 hours) to successfully host this event. This year's invitational is **Saturday, January 13, 2018** and set up for the event is the evening of **Friday, January 12** at Central Middle School. Please mark your calendars.

Please have this completed form emailed to Gail Ryan, mgryan2@msn.com 563 299 8760 or Tammi Drawbaugh, drawbaugh@allsteeloffice.com 563 299 7028, the event co-chairs, by **June 7, 2017**. You may also mail to Gail Ryan, 2189 Seven Springs Rd, Muscatine, IA 52761 or Tammi Drawbaugh, 3217 Clermont Dr. Muscatine, IA 52761.

Please print legibly

Student Name: _____ Grade: (2017-2018) _____ Encore ___ or RCR _____

Student Name: _____ Grade: (2017-2018) _____ Encore ___ or RCR _____

(1) Parent/Guardian Name: _____ Relationship to Student: _____

Parent/Guardian Email: _____ Phone Number: _____

(2) Parent/Guardian Name: _____ Relationship to Student: _____

Parent/Guardian Email: _____ Phone Number: _____

Below is a list of committees for the invitational. If you have specific interest volunteering on a committee, please place an "x" by the committee name. We will do our best to accommodate your requests. If you don't have a specific request, we will place you where the need is the greatest. The contact information you provide will be given to the appropriate committee chair(s) so they can contact you later this fall regarding your assignment.

Parent/Guardian Name: _____

Are you First Aid certified? ___ Yes ___ No

Shift Preference: AM ___ PM ___

___ Concessions

___ Admissions

___ Security/Homeroom

___ Parking

___ Stage

___ Scoring

___ Hospitality

___ First Aid

___ Program Advertising

Parent/Guardian Name: _____

Are you First Aid certified? ___ Yes ___ No

Shift Preference: AM ___ PM ___

___ Concessions

___ Admissions

___ Security/Homeroom

___ Parking

___ Stage

___ Scoring

___ Hospitality

___ First Aid

___ Program Advertising

Please see the reverse side for more important information!

Invitational T-shirts:

Each volunteer will be required to wear the staff Invitational t-shirts during the event. It allows our guests to easily identify volunteers when they have questions or need help. We keep the same shirt each year and are offering them at cost to our volunteers. You can purchase the t-shirt and keep it to use in future years or you can borrow one and we will supply the size closest to what you choose.

Please choose the size you need for those who will be working at the Invitational. (XXL and larger are slightly higher in price from our vendor)

Name: _____ Size: S M L XL XXL XXXL

Name: _____ Size: S M L XL XXL XXXL

Name: _____ Size: S M L XL XXL XXXL

Purchase: _____ Paid: Cash _____ Check _____

Borrow: _____ Need to Order: _____

There are other additional volunteer opportunities throughout the year. If you would be able to help in any of the following ways, we would truly appreciate your help. Please check those opportunities below you would be willing to assist with.

_____ **Costume Committee:** This committee assists with getting and keeping costumes organized and laundered between shows. While being able to sew is great, it is not required.

_____ **Show Choir Stage Crew:** This committee will help with the construction of the set as well as getting the set on and off the stage for each performance. You don't have to know how to use power tools to help. There are plenty of other jobs.

_____ **Fundraising Crew:** Outside of the invitational we host each year, there are other opportunities to fundraise, such as bussing tables at local restaurants for fundraisers, helping with the lemonade sales, selling discount cards etc. If you are willing to help organize one of these events or help in some other way, this committee is for you.

_____ **Publicity Crew:** This committee helps to get the word out in the community about the great things our students are doing. This involves submitting photos to the local paper, and talking to the radio station to keep them informed about what our students are doing.

River City Showcase Invitational Saturday January 13

Committee Descriptions

Set-up will begin Friday afternoon around 4:00 pm on January 12. We will need people from all committees to help set up Friday evening. Most committees will have shifts that begin early in the morning (7:00 am ish) and run late into the evening.

Concessions:

This committee will prepare the cafeteria on Friday evening. Concessions will serve breakfast through dinner. Serving three meals and snacks all day long, this becomes the most needed place for volunteers. Jobs consist of prepping food, serving food, cleaning tables, cashiering, washing dishes and other duties as needed. This committee has a lot of interaction with the community and volunteers. The committee heads are responsible for seeking donations for items they need and purchasing the remaining food items that are not donated. They schedule all volunteer shifts.

Admissions:

Admissions will set up tables in the entryway on Friday evening. This committee will staff both entrances and take money for "Shout Outs", "People's Choice" awards, admissions and programs. The committee will be the first to greet people as they arrive at the event. They need to be ready to answer questions and provide directions as necessary. The committee heads will make sure you have what you need when working in admissions. They schedule all volunteer shifts.

Parking:

This committee helps with the directing of parking, loading and unloading of equipment and choirs in the correct places. They manage the handicap and permit users parking also. Members of this committee will be staffed at the MHS parking lot as well as Central Middle School. The committee head will make arrangements for barricades, cones, walkie talkies, etc. They schedule all volunteer shifts.

Security:

This committee helps move people traffic in the building and keeps homerooms secure. They manage the crowds waiting to go in the auditorium and remind people to be quiet while in the hallways. They will monitor crowd capacities in the auditorium, they watch the hallways and help student hosts and hostesses in and out of the homerooms. The homeroom security team leaders help manage the students who set up the homerooms for the visiting students. They schedule all volunteer shifts.

Scoring:

This committee works closely with the judges and helps to tabulate the scores after the judges turn in the score sheets. This committee starts in the morning and will be working until the end of the night. The committee head makes sure there are calculators and all other supplies the judges need for the day. They schedule all volunteer shifts.

Hospitality:

This committee will prepare meals and snacks for the Directors and Judges. One of the biggest goals of this committee is to make sure the Directors have a relaxing place to unwind, eat in peace and can plan for their show in the Directors Lounge. They will also take care of the bus drivers in the Bus Driver Lounge and provide the Bus Drivers with things to do and Show Choir Bucks for the cafeteria. The committee head assigns the list of food to each individual and schedules all volunteer shifts.

Stage:

This committee watches the assigned warm-up area to be sure no one is in there that shouldn't be. They help set up the stage per each director's instructions and they help groups get on and off the stage during the day as groups enter and exit. They also keep people out of the back-stage area. They schedule all volunteer shifts.

First Aid:

This committee takes care of all medical needs, both for fans and for the show choirs throughout the day. The committee head makes sure they have all necessary supplies for the day and will schedule volunteers shifts as well.