



August 21, 2017

Dear Paly Theatre Parent(s) / Guardians:

I am delighted that your student is auditioning for a role, or participating as a stage tech in Paly Theatre's fall productions of *The Miracle Worker* and/or *Heaven Can Wait*.

Paly Theatre's productions provide rewarding and enriching experiences for both cast and crew. The students build skills and create memories that will last a lifetime. These major productions are not possible without *you* – parent volunteers. In addition to volunteer support, each major production requires financial support. The Theatre Program receives no money from the school for after-school productions, and ticket and concession sales are not sufficient to cover all production costs, which include sets, costumes, props, professional staff, publicity materials, food for your student during tech week, and more. We ask each family who can afford to do so, to make a **\$125 donation** (or whatever amount you can) to help balance the production budget. Additional donations to support other students are welcome! **Checks should be written to Palo Alto High School.**

Full rehearsal and performance schedules are available online at [www.palytheatre.com/calendar](http://www.palytheatre.com/calendar). All changes and additions will be made through this calendar. Please check this on a regular basis.

**Please note:** No matter the size of a student's role, their presence at all of the rehearsals for which they are called is important to the entire group. **NO CONFLICTS ARE ALLOWED DURING TECH REHEARSALS AND PERFORMANCES.** Other than emergencies, conflicts not listed will be considered UNEXCUSED. If a student has more than THREE UNEXCUSED ABSENCES, they may be DROPPED from the show.

IN SIGNING THE CONTRACT BELOW, YOU AND YOUR STUDENT ARE SIGNIFYING THAT YOU UNDERSTAND THE COMMITMENT.

Your student must submit the completed and signed student/parent contract, conflict calendar, photo consent and volunteer sign-up form (attached) by **Friday, September 1, 2017.**

We also ask that you submit the requested donation with the signed contract/volunteer form. If your student is not cast in the show, your donation and form will be returned.

Please feel free to contact me if you have any questions or concerns. I am pleased that your student is involved in Paly's theatre program.

Very truly yours,

Kathleen W. Woods  
Paly Theatre Arts  
[kwoods@pausd.org](mailto:kwoods@pausd.org) or (650) 329-3857

**PALY THEATRE PARENT & STUDENT CONTRACT & VOLUNTEER SHEET**

PARENT NAME(S): \_\_\_\_\_

PHONE NUMBER(S) (Cell): \_\_\_\_\_ (Home): \_\_\_\_\_

PARENT EMAIL(S): \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ ACTOR \_\_\_\_ STAGE TECH \_\_\_\_

STUDENT EMAIL: \_\_\_\_\_ (Cell): \_\_\_\_\_

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**Parents:** We heavily rely on parent volunteers for the execution of a successful show. Below are the volunteer roles available. If you aren't able to take on one of the larger coordinator roles, please sign up for 3 or more other volunteer roles. In addition, we are requesting that each family provide a concession treat for sale during the play.

Please place a check next to all roles you are interested in filling. If a name is listed, the role has been filled.

\_\_\_\_ **Parent Volunteer Coordinators:** *Zoe Osborne, Deri McCrea*

- Fill volunteer positions; create parent volunteer spreadsheet; create parent/student contact sheet and update email distribution list; support Coordinators.

\_\_\_\_ **Webmaster:**

- Manage and update the Paly Theatre Website including program and performance information and calendar; [www.palytheatre.com](http://www.palytheatre.com).

\_\_\_\_ **Publicity Coordinator:**

- Submit announcements to local papers, local on-line calendars and Paly Link; arrange for printing of posters and banners; coordinate volunteers for poster/flyer/banner distribution.

\_\_\_\_ **Show Poster/Flyer Designer:**

- Create design for publicity materials such as posters, flyers and postcards; work with Publicity Coordinator for printing and distribution.

\_\_\_\_ **Poster and Flyer Distribution Volunteers:**

- Distribute posters and flyers around local areas.

\_\_\_\_ **Show Program Coordinator:** *Devon Cohn (Devon is looking for a Program Coordinator Assistant/In-training)*

- Prepare and produce program including listings of cast, crew, production staff, volunteers, etc.

\_\_\_\_ **Tickets Coordinator:** *Stefanie Wilen (Stefanie is looking for a Ticket Coordinator Assistant/In-training)*

- Set up & monitor online ticket sales; provide ticket sales information for publicity; conduct pre-sale for cast/crew; prepare cash boxes and tickets for box office at performances; coordinate ticket sales volunteers.

\_\_\_\_ **Tickets Sales Volunteers:**

- Sell tickets on performance nights.

\_\_\_\_ **House Manager:** *Jeff Saunders (Jeff is looking for a House Manager Assistant/In-training)*

- Oversee the front of house, coordinate volunteers to stay in lobby during the course of a production, oversee student house manager and ushers.

\_\_\_\_ **House Volunteers:**

- Act as House Manager for 1 performance; need to be in lobby during show.

\_\_\_\_ **Show Concessions Coordinator:** *Ravit Weissman*

- Assign each family a performance to provide concessions; send out email notification and reminders.

\_\_\_\_ **Photographers:** *Frances Davies, Kristina Vetter, Rob Wilen*

- Take cast headshots for lobby display, publicity photos, and production photos. Paly has cameras available.

\_\_\_\_\_ **Videographers:**

- Videotape at least one performance.

\_\_\_\_\_ **Costume Coordinators:** *Kristen Anderson, Mirjana Spasojevic*

- Assist Costume Designers in ensuring costumes are ready for production; coordinate Costume Volunteers.

\_\_\_\_\_ **Costume Volunteers:**

- Support Costume Coordinators; help with simple tasks like mending, laundry, taking to dry cleaner. Sewing skills welcome, but not required.

\_\_\_\_\_ **Props Coordinators:** *Claire Geber, Frances Davies*

- Work with Props Assistant and volunteers to borrow, rent or purchase props needed for the show (a list will be provided by the director).

\_\_\_\_\_ **Props Assistant:**

- Work with Props Coordinators to borrow, rent or purchase props needed for the show; pick up and deliver props to Paly.

\_\_\_\_\_ **Scenery Construction/Painting Volunteers:**

- Help construct or paint scenery and sets. Time required varies depending on tasks. Typically on Saturdays.

\_\_\_\_\_ **Set Strike Volunteers:**

- Help strike the set immediately following the final performance.

\_\_\_\_\_ **Cast/Crew Meal and Snack Coordinator:**

- Arrange and order cast/crew meals needed during tech week; coordinate volunteers for pick-up and delivery.

\_\_\_\_\_ **Miscellaneous Pickup and Deliver Volunteers**

- Run misc. errands for various Coordinators including pickup and delivery of cast/crew meals, props, cast makeup, posters, etc.

\_\_\_\_\_ **Cast/Crew T-shirt Coordinator:**

- Design logo or work with student designer; update t-shirt/sweatshirt order form, collect money, place order and deliver shirts to Paly.

If you have any questions about any of the positions or tasks, please contact the Parent Volunteer Coordinators, Deri McCrea ([derimccrea@gmail.com](mailto:derimccrea@gmail.com)) or Zoe Osborne ([zosborne@gener8.net](mailto:zosborne@gener8.net)).

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I have read the Paly Theatre production information sheet and support its requirements as outlined. I have completed the volunteer portion of this contract.

Photos and video footage may be used for publication including newsletters, press media, school websites and similar. By signing below, I permit my student to be photographed and/or videotaped during this performance.

**We have read the information sheet about participating in a Paly Theatre show. We understand and agree to the expectations as outlined.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*Please remember to attach your donation check made payable to Palo Alto High School! Thank you!!