

**Herndon High School Drama Boosters
2010-2011 Volunteer Positions/Descriptions**

Questions? Contact Karen Harrison at keh561@msn.com or

Volunteer Positions	
Candy Sales	Jill Graney
Cast Parties	Coordinate cast parties for main stage productions, including arranging venues, organizing food, and overseeing set-up and clean-up.
Concessions	Amy Peterson and Rosetta Raoufi
Costumes	Coordinate costumes for main stage productions, including shopping, sewing, and arranging rentals
Flowers	Ginger O'Rourke
Front of House	Sherry Blanton
Fundraising Coordinator	Point person for all fundraising to include meals, and pies. Other possible fundraisers are a tag day or car wash.
Fund Raising Meals	Arrange for various fundraisers at food venues throughout the year
Hospitality for VHSL and Cappies	Melanie Miller-Cvilikas and Karen Lawrence
Membership	Karen Harrison
NYC Trip	Rhonda Rubin
Parade Coordinator	
PTA Liaison	Courtney Nyren
Photography	Melanie Miller-Cvilikas
Picnic	Laurie Robinson
Pie Fundraiser	Ruth Holt and Lorie Ellis
Posters	Coordinate production, printing and distribution of posters for main stage shows, including organizing packets for student/parent distribution, and coordinating signed/framed poster gifts for Director and other key leaders
Programs	Courtney Nyren
Publicity	Mark Hrozcencik
Rehearsal Meals and Seniors' Dinners	Coordinate meals for volunteers to pick-up, deliver and set-up for long/late rehearsals, and the Seniors' dinners (which occurs at each main stage production) – make sure seniors have supplies for paper plate awards, too
Scholarship	Lorie Ellis Amy Peterson
Set Construction	Work closely with Director and students on set design, materials list, and construction plans; oversee construction volunteers during set building days
Spirit Wear	Work with vendor on spirit wear options, put together order form with list of items and prices; collect, tally, and submit order; and arrange for delivery (Fall and/or Spring)
Summer Program	Melanie Miller-Cvilikas
T-shirts	Coordinate t-shirts production and distribution for HHS theatre productions
Tickets	Kathleen Emery
Tonite Awards	Coordinate year-end Drama awards celebration, including <ul style="list-style-type: none"> • Arranging venue/contract, • Working with students on theme and menu, • Coordinating program with Director and MC's, • Arranging for entertainment (DJ) • Coordinating invitations, attendance list, seating arrangements, and other logistics

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Website	Elaine Kelly Annette Gildea, Advisory