

## C-MENT Volunteer Positions -- Fall 2017

**The success of the C-MENT season is dependent upon parental support. Your commitment is invaluable and we ask that you prayerfully consider how you may be able fulfill your "point" obligation.**

- Please select 2 points total per family (new for Fall 2017).
- Avoid overlapping 2 or more jobs within Tech Week + Performance Positions unless two separate family members are participating.
- C-MENT uses [www.signupgenius.com](http://www.signupgenius.com) for volunteer position sign-ups and is open prior to auditions on 9/8/2017.
- Detailed information about Coordinator Positions information may be downloaded from our webpage:  
<http://c-ment.org/volunteercoordinatorpositions/>

### REHEARSAL POSITIONS

Position	Job Description	Time Required	Points
<b>Bible Explorer Leader</b>	<ul style="list-style-type: none"> <li>★ Lead a small group to discuss questions and verses, pray and help build caring relationships within the group.</li> <li>★ Meet with BE Leaders from 6:00-6:30 pm to review the lesson, share ideas/concerns and pray for your groups.</li> <li>★ Small groups will meet at 6:30-7:00 pm during regular Tuesday night rehearsals (beginning on the second week).</li> </ul>	Tuesdays from 6:00-7:00 pm (excluding 1 <sup>st</sup> rehearsal & Tech Week)	<b>2</b>
<b>Cast Board Creator</b>	<ul style="list-style-type: none"> <li>★ Make a standing display of the cast portraits with names and roles.</li> <li>★ Digital images will be provided and creator is responsible for ordering prints (will be reimbursed) for use on board.</li> <li>★ Disassemble board following final performance for photo distribution.</li> </ul>	Display due by Wed., Dec. 6.	<b>2</b>
<b>Chaperone Coordinator</b>	<ul style="list-style-type: none"> <li>★ Work with the C-MENT Director of Volunteers to confirm chaperone schedule ensuring each rehearsal is covered (Saturday rehearsals have more than one time slot).</li> <li>★ Chaperone Coordinator will receive cast parent roster and send reminders to chaperones prior to each rehearsal.</li> <li>★ If slots are empty, the coordinator will find replacements or fill in on those dates for the time slot(s) needed.</li> </ul>	Throughout season	<b>2</b>

<b>Costuming Creator &amp; Fitter</b>	<ul style="list-style-type: none"> <li>★ Assist costumer in acquiring, making and/or fitting costumes.</li> <li>★ Assist with final storage and/or cleaning of costumes after last show.</li> <li>★ Can possibly fulfill requirement at home.</li> <li>★ <b>Must assist at Costume Parade (TBD).</b></li> </ul>	Approx. half of the Saturday rehearsals (schedule TBD by Costumer) + Costume Parade + Tech Week	<b>2</b>
<b>Props Coordinator</b>	<ul style="list-style-type: none"> <li>★ Work with Director to determine props for show.</li> <li>★ Request donations, purchase and/or create items needed for props.</li> <li>★ Know all cues for props placement during show and train assistants.</li> </ul>	Throughout season + First Dress Rehearsal of Tech Week	<b>2</b>
<b>Set Load-In Assistant</b>	<ul style="list-style-type: none"> <li>★ Assist with load-in and set strike requiring heavy lifting and high ladder work.</li> <li>★ Bring power tools if possible.</li> <li>★ Further specifics will be provided prior to 12/3 date.</li> </ul>	Scheduled for Sun., Dec. 3 after the Sunday night service (approx. 6:30 pm)	<b>1</b>

## TECH WEEK + PERFORMANCE POSITIONS

Position	Job Description	Time Required	Points
<b>Cast Party Coordinator</b>	<ul style="list-style-type: none"> <li>★ Determine menu and purchase food for cast party + oversee running of party with assistants.</li> <li>★ After the party, oversee the restoration of the PLC Fellowship Hall and kitchen.</li> <li>★ Look into fresh food donations from local restaurants.</li> </ul>	Scheduled for Sat., Dec. 9 from 4:00-5:30 pm	<b>2</b>
<b>Cast Snacks Coordinator</b>	<ul style="list-style-type: none"> <li>★ Determine menu and purchase snacks for Tech Week and ancillary items for Cue-to-Cue rehearsal (12/2).</li> <li>★ Set up a schedule (and provide to Director of Volunteers) of menu and assistants for each Tech Week dress rehearsal and performance.</li> <li>★ Be ready to assist as needed with set-up and clean-up coverage.</li> </ul>	Tech Week + 2 Performances	<b>2</b>
<b>Concessions Coordinator</b>	<ul style="list-style-type: none"> <li>★ Purchase concessions for all performances.</li> <li>★ Help clean and restore the concessions area.</li> <li>★ Responsible for accounting of monies after each performance and submission to C-MENT Treasurer.</li> </ul>	2 Performances	<b>2</b>
<b>Flower/Candy Coordinator</b>	<ul style="list-style-type: none"> <li>★ Purchase flowers and cast "candy grams" for all performances.</li> <li>★ Work with Dir. of Volunteers to identify other "assistants" to prep flowers and candygrams (done in advance of performances)</li> <li>★ Responsible for accounting of monies after each performance and submission to C-MENT Treasurer.</li> </ul>	Tech Week + 2 Performances	<b>2</b>

<b>Back of House (BOH) Assistant</b>	<p><b>**Assignment to specific BOH role will be done shortly after positions are filled**</b></p> <p><b>PROPS:</b> Assists with running props. Responsible for pre-set and when props are needed; replace prior to next performance. Teen family members welcome.</p> <p><b>STAGEHAND:</b> Cue performers, move sets, ensure backstage silence and other duties.</p> <p><b>IMPORTANT: CAN NOT SELECT IN CONJUNCTION WITH FOH OR GREEN ROOM ASSISTANT UNLESS SEPARATE FAMILY MEMBER.</b></p>	1 Tech Week rehearsal + 2 Performances	<b>1</b>
<b>Cast Party Assistant</b>	<p>★ Assists in the planning and running of the cast party dinner.</p> <p>★ After the party, oversee the restoration of the PLC Fellowship Hall and kitchen.</p>	Scheduled for Sat., Dec. 9 from 4:00-5:30 pm	<b>1</b>
<b>Cast Snacks Assistant</b>	<p>★ Set up and serve snacks for C-MENT cast as scheduled.</p> <p>★ Ensure snack area is cleaned up afterwards.</p>	Tech Week + 2 Performances	<b>1</b>
<b>Costuming Assistant</b>	<p>★ Assist with getting actors dressed as well as organization, care and storage of costumes after final show.</p>	Tech Week + 2 Performances	<b>1</b>
<b>Front of House (FOH) Assistant</b>	<p><b>**Assignment to specific FOH role will be done shortly after positions are filled**</b></p> <p><b>CONCESSIONS:</b> Sell concessions during intermission + help clean and restore facilities.</p> <p><b>FLOWER/CANDY:</b> Assist in prep of flowers and cast "candy grams" + sell as scheduled prior to show and during intermission.</p> <p><b>FUNDRAISING:</b> Assist with opportunity drawing sales and support needs prior to show and during intermission.</p>	2 Performances -- Schedule will be provided prior to Tech Week.	<b>1</b>
<b>Green Room Assistant</b>	<p>★ Keep cast occupied, quiet and encouraged during pre-show and intermission downtime.</p> <p>★ Monitor doors and back hallway in addition to Green Room.</p> <p>★ May assist with costume changes and help clean up Green Room following rehearsals and performances.</p> <p><b>IMPORTANT: CAN NOT SELECT IN CONJUNCTION WITH FOH OR BOH ASSISTANT UNLESS SEPARATE FAMILY MEMBER.</b></p>	1 Tech Week rehearsal + 1 Performance	<b>1</b>