



PRODUCTION TEAMS

It does take a village to get a production up and open.

Anything you can do to help is wonderful!!

It takes 100 hours of preparation for each minute of a performance - WE NEED YOU!



PROPERTY TEAM

- Get a tax exempt form for purchases.
- Get a prop list & discuss items with the prop director.
- Get budget info – “how much is too much.”
- Shop at garage sales, thrift shops, and on line.
- The prop team receives credit toward “Opt Out” volunteer hours.



COSTUME TEAM

- Meet with the costume designer.
- There are easy jobs – buttons, hems – and hard jobs.
- Find out if there are items to look for at Salvation Army or sale racks.
- Label personal items by sewing your name into the back label.
- The costume team receives credit toward “Opt Out” volunteer hours.



COSTUME RUNNING TEAM

- Attend tech rehearsals.
- Learn how to help children get into costume.

- Hair and make-up teams - help kids before performances.
- Help kids change costumes during the play.
- Help kids hang up clothes after the production.
- Febreeze costumes and launder costumes during the run.
- The running crew receives credit toward “Opt Out” volunteer hours.



SET TEAM

- We will have a set schedule in the shop or at the TRYPS office.
- Building - if you have tools, bring them. Parents need to accompany students. No one under 18 may use a saw for safety and liability reasons.
- Painting – everything from one color to textures to scenery. Many different levels of expertise needed. Basic “paint this whole thing blue” to finer painting skills.
- The set team receives credit toward “Opt Out” volunteer hours.



ClipartOf.com/99836

PUBLICITY TEAM

- Poster Posse – put posters up everywhere – restaurants, business, car windows.
- Put information in company, school and church bulletins.
- TRYPS will provide production postcards - mail them to folks in-town who will come.
- If you know anyone in media – TV, radio, newsprint – let them know they need to cover this.
- Start an email campaign to friends.
- Pre-purchase a stack of tickets to sell.
- The PR team receives credit toward “Opt Out” volunteer hours.



RAFFLE BASKET TEAM

- Collect raffle items from cast members.
- Arrange items in baskets - minimum two for each public performance.
- Deliver them to the theater by the first public performance.
- The raffle basket coordinator receives credit toward “Opt Out” volunteer hours.



BOX OFFICE TEAM & USHERS

- Sign up to usher a performance – hand out programs, take tickets, clean up after the show
- Sign up to sell tickets in the box office
- Sign up to house manage – stop folks from taking photos, crying babies, etc.
- Box Office and ushers receive a complimentary ticket to the performance at which they volunteer.
- Ushering does NOT count toward “Opt Out” volunteer hours.



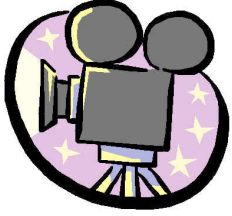
STARS & ROSES

- TRYPS sells stars and roses prior to public performance.
- Volunteers set up the table, collect money, and restock supplies (ribbon, markers, “Break A Leg” cards)
- A “roses coordinator” picks up roses at Schnuck’s, Gerbe’s or HyVee prior to the shows and makes sure the flowers are stored properly between performances.
- Sales occur before public performance.
- Stars & Roses volunteers receive a complimentary ticket to the performance at which they volunteer.
- Stars & Roses does NOT count toward “Opt Out” volunteer hours.
- The volunteer who coordinates picking up roses does receive “Opt Out” hours.



SPECIAL EVENTS

- TRYPS has several “Princess Tea Parties” each year to raise fund.
- We need help decorating the office, setting the tables, hanging lights, assembling goody bags, serving, and cleaning up.
- Volunteers for our special events receive credit toward their “Opt Out” hours.



PRODUCTION VIDEO

- Because of copyright protection, TRYPS purchases rights to videotape one performance when rights are available to purchase.
- You cannot video a production performance.



PRODUCTION PHOTOGRAPHS

- TRYPS will schedule a special session to take production photographs.
- Parents are not allowed to take pictures at that time.
- A selection of the photos will be available to you for FREE.
- TRYPS will take production photos and burn a CD for all cast members or put the photos on the web site for you to download. This keeps photo time down to a minimum and allows us to take more pictures.

TRYPS CHILDREN'S THEATER

Theater Reaching Young People & Schools

Columbia Mall • 2300 Bernadette, #918 • Columbia, MO 65203

FAX (573) 449-4548 • trysps@me.com • Office (573) 449-4536

www.trypskids.com