RUN CREW ROLES (Parent Volunteers)

Hello!

Thank you for volunteering to be a part of Northwest Children's Theater's upcoming All School Play at your school! This sheet is designed to inform you of the roles and responsibilities of being part of our "Run Crew".

Each of the roles are broken down by day and either first or second shift, and each shift is approximately two hours, depending on the schedule given by the Directors. Depending on the need and the direction of the Production Manager (School Coordinator), it would be amazing if you could volunteer for more than one spot! In addition, please pay close attention to the descriptions, as some roles have special responsibilities that require specific skill sets (like the **Costume Repair/Labeling Crew Member**).

Roles Include:

Rehearsal Run Crew *(Two per shift needed Monday through Friday)*
This person would check in or check the kids out, would help provide bathroom breaks, would watch over students during breaks (including dinner), and would provide general crowd control among the students.

Stage Manager
On rehearsal days, this person would follow the show and use an annotated script provided by the directors to help students figure out entrances, both in timing and location. On performance days, this person would help with backstage crowd control as well as helping flow of traffic when it comes to entrances and exits of students during the show.

Dressing Room Run Crew

This person would help students in and out of costumes during dress rehearsal and/or show days. They will help adjust costumes if needed, and will help keep the dressing room organized. At the end of the show's run, this person will help in putting clothes on the rack for transport.

Costume Repair/Labeling

At the beginning of the week, this person will be designated to do costume fittings with students, and will label each clothing with the appropriate student's name. If adept enough with sewing and cloth repair, this person may also fix any imperfections/tears/etc. on clothing being used.

OPTIONAL: Tech Designer

If a school/production offers to help by augmenting the show with technical elements, this person will use their specific skill sets to generate items/elements from one of the following categories:

- **Costumes**
- **Set**
- **Props**
- **Other special tech**
  - **Lighting**
  - **Sound**
  - **Special Effects**

Please note: if a school/production opts in to adding the Technical Designer Role, a specific technical meeting must be held with the Directors, the Production Manager (Coordinator), and the Tech Designer for each element added. In this meeting, they will discuss ideas for the technical elements, materials needed for proper execution, and how to make them in time (either by using students' help or by finding the time/resources necessary prior to the week of production.