



# FRANCIS T. MALONEY HIGH SCHOOL

Department of Music & Theatre

## Maloney Music Boosters



### Leadership Team



### Committee Chairs



### Event Volunteers

#### Leadership Team

- Assists with event preparations & planning.
- Will provide mentorship & coaching to committee chairs & volunteers.
- Will be the liaisons between department directors & Boosters.

#### Committee Chairs

- Will collaborate directly with Leadership team
- Will assist in ensuring there's enough volunteers for the area they are chairing
- Will be available (or have a delegate) for the event to assist volunteers if needed

#### Event Volunteers

- Will collaborate directly with committee chair for the event on date/time & what is needed for the event
- Will have an amazing time!

# Booster Department Committees

## **Admissions:**

**Chair: Kyle Maloney**

- Opening up box office
- Ensuring have all ipads/cashboxes
- tickets
- Ensuring each show is staffed with 2 ppl in box office
- 30min before show time until 30min after show starts

Chair Needed

## **House:**

- Obtaining enough adults to collect tickets/scan at the door (2 at each door)
- Enough adults for inside 4-6 inside/show
- Training ushers to look for cell phone use during show, no photo/video during tickets
- Being available to manage doors during intermission
- Walk through house after show w/ student ushers
- Hand out program or provide QR code if available
- 30min before show time until 30min after show ends

## **Concessions:**

**Chair: Amy Viger**

- Finding volunteers for # of shows scheduled (4-6 per show)
- Putting merch on table to sell
- Setting up table
- getting cash box
- Selling items
- Breakdown table after event; returning items to booster office
- Return cash box to booster office
- 60min before show time until after all is cleaned up/put away

## **Security**

**Chair: Kirt Guest**

- Finding volunteers for # of shows scheduled (4-per show)
- Set out barriers to block off hallways
- Ensure no one who is not part of the cast/crew/volunteer/staff enters the hallway past the barrier for the duration of the event (even after; until most/all students have left).
- Ensures the outside doors at the end of the hallways (hear band room / near choir room) are closed/locked/not propped open)
- 30min before show time until 30min after show starts

# Booster Department Committees

## Hospitality

Chair Needed

- Anytime we're feeding our students between shows
- Cast party - Chair Needed
- CMEA event support
- Find volunteers to set up, serve, clean up
- Jazz Fest

Chair Needed

## Fundraising Committee & Grant Committee

- Come with ideas for department wide & individual student fundraisers (min. profit to students should be 40%)
- Organizing & executing fundraisers
- Ordering, sorting, delivery of items
- Ex. Casino Trip, Comedy Night, Product items, etc.
- Researches & submits department specific Grants
- If/when Grant/s are awarded, completes any required follow up, reporting, etc. (as required) in the timeline requested.

## Pit Crew & Set Build:

Chairs: Ramon Rosario, Jeff Barrett, Pam Mole (Pit) / Tom Wronski (Set Build)

- Assist in moving equipment for Marching Band performances
- Has been known to cook a mean BBQ dinner
- Assists with Winter Percussion &/or WinterGuard/s
- Assist in moving equipment for Marching Band performances
- Has been known to cook a mean BBQ dinner
- Helps with a variety of tasks throughout the year
- Helps set up Home show & throughout the day
- Assists with Winter Percussion &/or WinterGuard/s
- The needs of the Set Build all depend on the show
- There's usually a Booster Parent meeting prior to the start of the shows where Chairs information is shared & he will get anyone interested on an email distribution list for date/time communications
- Students are welcome to assist in set build

# Booster Department Committees

## Uniform & Costume Committee

**Chair: Kendra Henderson (Uniforms) / Kathy Gorman (Costumes)**

### •Uniforms:

- Will coordinate & oversee the fitting of all Marching Band Members during Band Camp
- Will maintain accurate records of uniform #'s/Sizes for the band
- Will work with students during band camp & throughout season to ensure they know how to properly put on, take care of & store their uniform
- Will advise students (and parents during early season parent meetings) any additional uniform pieces they need to purchase (black socks as ex.) & description of a 'Base Layer'.
- Will ensure uniform racks have been safely returned to the storage closets after an event (or will designate a uniform committee member)
- Will collect sizes for additional department gear (tour shirts, concert shirts, sweatshirts, rain jacket)
- Will communicate with Director on any damaged uniforms needing repairs, dry cleaning &/or additional uniform pieces needing to be ordered (Dinkles, gloves, bibs, etc.)
- Checks condition of uniforms prior to parades &/or department trips to ensure sizing is still correct &/or conditions of uniforms.
- For Trips requiring Marching Uniforms -
  - Will ensure all uniforms for all participating students are accounted for on designated racks for the trip; ensuring all Shakos (if applicable), extra gloves/extra dinkles are packed and ready to go

### •Costumes:

- Will coordinate & oversee the fitting of all cast members
- Will coordinate the collection of costume pieces with members of the cast &/or theater partner/s
- Will work on any alterations needed
- Will be available during dress rehearsals & performances to help cast with costume changes
- Will assist with returning any borrowed costumes to applicable theater partner/s.

## Publicity and Media Committee

Chair Needed

### •Publicity:

- Will assist in any marketing &/or media publishing of events via social media, flyers, networking with local businesses, et.

### •Media:

- Will share department specific updates, events, highlights, live streams (when applicable) to the Booster Facebook page

## Meeting Notes and Correspondence Committee

Chair Needed

### •Attends all booster meetings

•Scribes notes during the meetings; sharing them (electronically) with the Director/s & Leadership team

- Director/s or member of leadership team will publish to the Boosters Website

# Home Show Committees

- Admissions
- Parking
- Security
- Concessions
  - Cashiers
  - Cooks
  - Runners
  - Set up / Breakdown
- Lunch & Subs
- Gates & Staging
- Pit Crew
- Volunteer/First Aid Tent
- 50/50 Raffle
- Air/Bear/Candy Grams
  - Runners
- Band Welcome Crew
- Judge Runners
- Judge Hospitality
- Treasurer Activities
- Additional Student Floaters
- Publicity
- Uniforms
- Uniform area chaperones

# Maloney Music Department - Amazon Wishlist

