



Parent(s) Name(s) \_\_\_\_\_

I/we will volunteer for: \_\_\_\_\_

JJ13 Night (circle one if applicable): Friday, May 13 (7pm) | Saturday May 14 (4:30pm)

Notes: \_\_\_\_\_

## JUGHEADS Parents—We Need Your Help!

We are so appreciative—and utterly dependent—of the parental support given during Juggle Jam season, but one of the hardest parts is organizing all the volunteers. To help save time making phone calls, here are two ways to volunteer for JJ13.

- 1) Fill out this sheet and turn it in with your Spring Tuition Payment—or any time.
- 2) Email Wendy ([jugheads@comcast.net](mailto:jugheads@comcast.net)) with how you would like to be involved.

**We also need a few more parents to be on the JJ13 Planning Team.** These parents will head up a specific area during show nights and make sure it is running smoothly. Volunteer assignments/reminders will be posted on [www.jugheads.com](http://www.jugheads.com).

### JJ13 PARENT PLANNING TEAM (Two Saturday meetings: April 9 (Pre-JJ13) & May 21 (Post-JJ13), 9AM – 11AM:

- Backstage Team Leader:** Jennifer Collins
- Merchandise Team Leaders:** Danny & Lai Ying plus trainees for next year \_\_\_\_\_
- Supervision Team Leaders:** Katherine Carney, Donna Foth, \_\_\_\_\_
- Parent Volunteer Check-In Team Leader:** Michele Dunbar & Dawn Rynders
- Concessions Team Leaders:** Debra Behr, Laurie Jost, Brigid Spicola
- Ushering Team Leaders:** \_\_\_\_\_, \_\_\_\_\_
- Tickets Team Leaders:** \_\_\_\_\_, \_\_\_\_\_

### JJ13 SHOW NIGHT ASSISTANCE: Friday, May 13 (Arrive @ 5:45pm) or Saturday, May 14 (Arrive @ 3:15pm)

- Backstage Supervision** Supervise Jugheads in specific club or area assigned. Shadow them backstage, help with costumes, calm nerves, and maintain order and quiet. Help clean up after the show. 8 PARENTS PER NIGHT
- Usher** Keep door closed to auditorium until 6:30 pm. Tear tickets, pass out programs, and usher reserved ticket holders to seats. Do not allow any food or drink in auditorium. One usher must stand outside each door for the entire show, but that can be done in shifts. After show, pick up programs/trash in auditorium. 8 PARENTS PER NIGHT.
- Ticket Selling** Help set up ticket table. Sell tickets before the show and through the first 15 minutes. Help with either ushering or concessions during intermission. Help put things away after the show. 4 PARENTS PER NIGHT.
- Merchandise/Concessions Selling** Help set up tables. Sell merchandise or concessions before show, during intermission and after. Help put things away and clean up area after the show. 8 PARENTS PER NIGHT.
- Stage Hands** Assist Jugheads in wings of stage. Help clear props after routines. Must also be able to attend May 11 dress rehearsal; May 3 is recommended but not required. 1-2 PARENT(S) PER NIGHT.

### JJ13 PRE-SHOW ASSISTANCE

- Dress Rehearsal Information Desk** Sit at an information table in the Hopkins HS lobby on either Tuesday, May 3 or, Wednesday, May 11, and pre-sell JJ13 tickets and sell JJ13 DVDs.
- Transportation /Loading/Unloading Assistance:**
  - Meet at JH on **Monday, May 2** at 5:30pm and load up vehicles. Unload at Hopkins HS on **Tuesday, May 3 at 4:30pm**
  - Load up vehicles after dress rehearsal on **Tuesday, May 3 at 9:30pm**. Unload on **Wednesday, May 4 @ 3:00pm**.
  - Meet at JH on **Tuesday, May 10 at 5:30pm** and load up vehicles. Unload at Hopkins HS on **May 11 at 4:30pm**.
  - Load up vehicles after final show on **Saturday, May 14 at 7:00pm**. Unload at JH on **Monday, May 16 at 3:00pm**.
- T-Shirt Help** on Tuesday, April 26, 9am-11am, gather at a parent's home to sort, label and fold JJ13 T-Shirts. Also, assistance is needed to hand out the shirts at the first dress rehearsal on Tuesday, May 3.
- Assistance Hanging "JUGHEADS" Letters** on Wednesday, May 11 at 4:30pm (2<sup>nd</sup> Dress Rehearsal.) 3 PARENTS.