

# *God's Gifts: A Night of Talent & Lip Sync*

## Volunteer Opportunities

Friday, February 28, 2025

Volunteers will be able to watch their student(s) perform.

### **Talent Show Director(s):** Andrea Dillabaugh and Andrea Hubbard

- Meet with the principal to cast a vision for the event
- Assemble talent show committee and schedule planning meetings
- Communicate details with the principal, talent show committee, and PTF
- Create and distribute flyers and emails to inform parents and students about the show
- Gather volunteers for the audition committee and show
- Meet with audition committee to discuss expectations/roles
- Run auditions
- Determine performance order two weeks before show
- Train volunteers and remain available to address issues on the night of the show

### **Artistic Director:** Andrea Dillabaugh

- Attend planning meetings with talent show committee
- Run auditions
- Select songs for grade-level lip syncs
- Choreograph and record video for grade-level lip syncs
- Train and communicate with lip sync coordinators
- Create photo backdrop and stage backdrops (optional)
- Meet with the MC to discuss vision and details for the show

### **Production Director:** Andrea Hubbard

- Attend planning meetings with talent show committee
- Run auditions
- Manage details for the show to ensure a smooth flow
- Train monitors, backstage managers and props manager

### **Audition Committee:** Kyna, Lynaya, Andrea D. and Andrea H.

- Preview potential performers and select acts for the show
- Provide constructive feedback to students to help them improve their act
- Use a clear rating system to discuss which acts will be included in the Talent Show
- Send home acceptance/non-acceptance letters three weeks before show

**Website/Music Technician:** Kyna Ritchie

- Update CVCS online content:
  - Talent Show webpage
  - Registration forms (grade-level lip sync, individual act)
  - Audition sign-up genius
  - Volunteers sign-up genius
- Digitally cut and compile music in order of performances one week before show
- Run proresenter slides from upper room
- Communicate with Soundboard Technician as needed

**Grade-Level Lip Sync Coordinators** (6 volunteers needed)

- Meet with Andrea D. for song assignments and instructions
- Lead 3 rehearsals for your grade-level lip sync during school hours
- Arrive at the Fireside Room one hour before the show and gather your students
- Direct your grade level lip sync at the Talent Show

**Performer Arrival Coordinator** (2 needed)

- Arrive at the Fireside Room one hour before the show
- Check-in performers/volunteers

**Performer Monitors** (6 volunteers needed - great role for M.S. or H.S. students!)

- Arrive at the Fireside Room one hour before the show
- Direct performers to where they will meet their group in the Fireside Room
- Sit with performers in the reserved seating area to monitor students during the show (redirect attention and behavior, help performers know when to go backstage, etc.)

**Backstage Managers** (2 volunteers needed)

- Arrive at the Fireside Room one hour before the show
- One person will help performers lineup backstage with props and costumes
- The other person will usher performers off stage, direct them to leave props in the Fireside Room, and direct them back to their reserved seats

**Props Manager** (1 volunteer needed)

- Arrive at the Fireside Room one hour before the show
- Help manage movement of props/backdrops/instruments on and off the stage

**Greeter** (2 volunteers needed)

- Arrive at the CVCS Elementary lobby 30 minutes before the show
- Greet guests and hand out programs

**Soundboard Technician** (1 volunteer needed)

- Arrive at the sound booth 30 minutes before the show(s)

- Familiarize yourself with the CVCS soundboard ahead of time, if necessary
- Run soundboard at the show

**Master of Ceremony** (1 volunteer needed)

- Meet with coordinators if necessary to discuss details about the talent shows
- Arrive 30 minutes before the show(s)
- Introduce performers, make the show fun, and help things run smoothly