

Watertown Children's Theatre Committee Information

Archives	Responsible for taking photographs during dress rehearsal, (if necessary during photo day and performances as well) and printing them. Composing a photo show board for the lobby display.
Cast Party/Flowers/T-Shirts	Order cake and organize supplies for cast party, procure flowers to sell at performances, sell t-shirts at performances
Cast Photos	Handle the details of photo day including generating and collecting order forms and money, maintain contact with photographer and assisting on photo day
Costumes	Assist Costume Designer with procuring costume pieces, sewing and/or organizing costumes. Requires availability for photo day and some afternoon rehearsals. Each member must work backstage for one or two rehearsals/shows.
Fan Mail	Generate notices, collect monies and fan mail orders. Transcribe fan mail messages into word doc to submit to Program Asst..
Make Up	Apply make-up to cast members for photo day, dress rehearsals and performances.
Production Assistant- Main Cast	2 teams of 5 help backstage with main cast for run-throughs, photo day, dress rehearsals and one or two performances. Also helps with crowd control and supervision.
Production Assistant- Littles	Helps with the younger cast (1 st and 2 nd graders) during run-throughs, photo day, dress rehearsals and one or two performances.
Publicity	Distribute flyers to schools, libraries and businesses. Write press release. Mail flyers to WCT membership. Hang posters.
Raffle	Solicit donations to be raffled at performances and work the raffle table before shows and during intermission of shows.

Sets/Props	Help the Set Designer paint and build sets - anyone can work on this committee! (no experience necessary, but those with skills encouraged). Some members of this committee will be asked to make or gather and organize the props.
Snack	Purchase snack in bulk for entire cast (Bigs and Littles) and crew for final run-throughs, dress rehearsals and all 3 shows. Serve and clean-up after snack. Must inventory after each time and replenish for next.
Tickets	Handle details for cast ticket lottery. Order tickets, work ticket booth one hour before performances
Strike/Load In	Assist in moving set into theatre prior to performance and breaking down sets and moving back to storage after final performance. Set is housed in WCT work space in building next to theatre.