

**Watertown Children's Theatre Committee Information**

<b>Archives</b>	Responsible for taking photographs during dress rehearsal, (if necessary during photo day and performances as well) and printing them for display.
<b>Cast Party</b>	Provides and sets up cake and drinks, and supervises the cast party.
<b>Cast Photos</b>	Coordinates and oversees cast photo day including order forms, contact with photographer and assisting on photo day.
<b>Concessions</b>	Obtains and sells food and drinks before the show and during the intermission of each performance.
<b>Costumes</b>	Works closely with the Costume Designer, who provides materials, patterns, and directions for costumes that are needed for the show. Alter costumes from existing stock and construct costumes using sewing and crafting skills. Also, provides backstage help during rehearsals and performances.
<b>Fan Mail</b>	Set up Fan Mail collection and coordinate notices to cast and collection of money for Fan Mail. Provide Fan Mail info to Program Associate.
<b>Flowers/T-Shirts</b>	Secures and sells bouquets of flowers and WCT t-shirts before each performance and at intermission. Purchases flowers for presentation to show staff.
<b>Lighting</b>	This committee works closely with the Technical Director. This committee will assist with the marking, moving, hanging, focusing and striking of lighting instruments for the production.
<b>Make Up</b>	Act as make up artists for the cast for dress rehearsals, all performances, and Photo Day.
<b>Production Assistant- Littles</b>	Supervise Littles (1 <sup>st</sup> and 2 <sup>nd</sup> graders) while not on stage during dress rehearsals and performances in order to <b>help ensure a safe, structured and enjoyable environment for all.</b>
<b>Production Assistant- Main Cast</b>	Supervise all children while not on stage during dress rehearsals and performances in order to <b>help ensure a safe, structured and enjoyable environment for all.</b>
<b>Publicity</b>	Work with Publicity Manager to generate publicity through all media forms about the upcoming production of the WCT.
<b>Raffle</b>	Solicits donations for the raffle as well as setting up and organizing the raffle table at each performance.
<b>Sets/Props</b>	This committee works closely with the Sets/Props Designer/Builder/Painter. This committee can include helping with building or painting sets, sewing, finding/gathering/creating props, and/or transporting borrowed items.
<b>Snack</b>	Provides <b>and supervises</b> snack for the cast (main cast and littles) during the last 4 tech/dress rehearsals and the four shows.
<b>Strike/Load In</b>	Under the supervision of the Set Designer, Production Manager, and Tech Director, loads and installs set and props items in to the theatre and takes down/apart and returns all tech equipment & sets to Arsenal storage space.
<b>Tickets</b>	Generates notices about the sale of tickets for the cast member families, show staff, and WCT Board of Trustees; liaises with Brown Paper Tickets to organize online ticket sales; conducts the ticket lottery for cast and board, and runs the box office at each show.