

Many Moods of Christmas

Parent Volunteer Job Descriptions

Please remember to wear Black Dress Pants and a white shirt to wear under our Many Moods Volunteer Shirts.

Sign in and pick up your shirt outside kitchen when you arrive. Return the shirt at the end of the shift.

Thanks!!!!

Kitchen/ Coffee: This team will be working with caterers to prep dessert platters. Keep coffee carafes filled. Assist with kitchen clean up at end of the evening.

Crowd Control: As guests arrive for their showing they need to be directed to our queue line up the hallway for orderly entrance once we are ready to begin seating. We have a line for General Admission and a line for Friends Of The Choir seating. We have seats at the bottom of the ramp for elderly and handicap patrons. Our controllers need to keep the hall outside of the cafe clear. Arrive a minimum of 1 hour before the first showing. Please keep the bottom of the ramp area clear.

Backstage Supervision: We have 180 high school students in a small backstage space for over 4 hours (is more needed to be said?). Our back stage parents will keep moving throughout the backstage areas to make sure students are safe, orderly and quiet. Be prepared for any assistance with health issues.

Break Room Supervision: We will have 1 parent assigned to each of our 3 break rooms to monitor student conduct and security of their belongings. These parents must stay in their assigned room during the night. You can bring something to do! Please prevent any non-performers from entering break rooms.

Student Meal Supervision: Pizzas will be arriving by 7:30p Friday and Saturday night. Spread pizza boxes down long tables for students to pick up. Salad will be provided and a large cooler for water. Please assist with clean up at the end of the meal before the 2nd show.

Thur/Fri Tear Down/Clean Up: Table cloths pulled and set on 1 table. Centerpieces put back in storage bins. Tables crashed. Chairs stacked. Kitchen cleaned. Supplies re-stored in back storage room.

Tablecloths Washed: We have approximately 50 tablecloths that need to be taken home after each night to be cleaned. If white tablecloths are stained, please use bleach, that works really good and does not harm our white tablecloths. **Please make sure that the tablecloths are dropped off at the HS prior to 3p.** We have to have the tablecloths in time to set up! The tablecloths should be folded carefully and brought back in bags. Friday night table cloths will need to be dropped off at OMS between 4:00 and 5:00 on Saturday for Sat show set up. Saturday night tablecloths should be turned in at the HS office by 3p on Monday.

Final Clean Up/Tear Down: Everything goes!!!! Kitchen gets a thorough cleaning. All decorations taken down and returned to crates. Both trees taken apart and bagged. All supplies and equipment loaded in vehicles to be taken back to OHS. Target goal: all items in OHS Choir room by midnight!