

Job Description



Chairperson: St. Rita School Play

The Chairperson is responsible for managing/producing the annual St. Rita School play production held in late spring. This person researches and recommends director and selection of a play. They will coordinate with volunteers who will assist with costumes, props, program, rehearsal monitors, venue and fundraising.

Annual School Play Timeline

Spring

- Review prior productions, begin selection of play and director

Summer

- Begin budget
- After school calendar is released, book venue and confirm dates

September

- Finalize budget and present to PTO
- Confirm director / play
- Request PTO funding to cover purchase of scripts/royalties
- Finalize event needs and timeline

November

- Announce play and audition date

December / January

- Reserve venue for rehearsals (Parish Center Nursery Room)
- Work with director to put together rehearsal schedule
- Auditions held with cast list released within 2 weeks
- Organize / hold parent information meeting

January - May

- Rehearsals

March

- Recruit stage crew from 7th and 8th Grade
- Solicit advertisers for program

April

- Organize donut sale fundraiser
 - Cannot have during Lent
- Place ads for production
 - Flyers in local businesses
 - Local paper community bulletin boards
- Finalize program for print
- Coordinate transportation to venue

Week prior to Production

- Dress Rehearsals at venue

Manpower requirements

- Costumes
- Advertising
- Program
- Donut Sale
- Concession Stand
- Props Master
- Cast Party
- Rehearsal Monitors
- Homework Monitor (during rehearsals)