

## Mandatory Support Activities (revised 7/31/24)

A typical Amherst Community Theater production requires many hundreds of hours of labor. Much of this time is donated by the production team and non-cast volunteers in our community, but our extraordinary shows would not be possible without the work of cast members and their families. In order to coordinate our efforts and ensure a high level of support, we expect a minimum of 8 hours of donated time per cast member in November and December. The pre-show time may be spent in the costume shop or the set shop, and may be performed by the cast member, a family member, or a friend. We also ask that a family member or friend provide support work during two performances in January. **We understand that these requirements may prove to be difficult for some. If this is the case for you, please contact the Volunteer Coordinator at [volunteer@amherstfacts.org](mailto:volunteer@amherstfacts.org) as early as possible to discuss possible alternatives.**

\*Pre-Show: a minimum of **8 hours of work per cast member** at the Set Shop and/or Costume Shop. Please plan accordingly and complete a minimum of 4 hours prior to December. These hours can be worked by the cast member, a family member, or a friend.

- Set & Scenery – assist with building and/or painting sets. No experience or special skills are necessary. The set shop typically operates Saturdays 8:00 am-5:00 pm, Sunday afternoons 12:00-5:00 pm, and Tuesday and Thursday evenings 7:00-10:00 pm.
- Costuming – assist with finding, building, or altering costumes. Bring your sewing machine if you have one! The costume shop operates on Sunday afternoons during rehearsals (1:00-5:00 pm), and some work can be taken home. Volunteers able to lift heavy items will be needed every Sunday to help set up and break down the costume shop.

\*During show: **work a minimum of 2 shows (per cast member's family)** This work can be completed by a family member or friend.

- Cast Supervision – \*required of parents of children/teens (age 18 and younger) in the cast\*. Supervising children and teens in cast during dress rehearsals and performances when they're not on stage.
- Backstage Crew and Props – working backstage during dress rehearsals and performances.
- Wardrobe – ironing, repairs, dressing room duties during dress rehearsals and performances.
- Make-up – helping cast members with make-up at dress rehearsal and performances.
- Hair - helping cast members with hair at dress rehearsal and performances.
- Ushering – collecting tickets, handing out programs, seating patrons, and selling concessions during intermission (must be 18 years old per UMass rules).
- Telegrams – organizing telegrams for cast and crew during performances. Siblings or children of cast members age 9 and up are encouraged to participate as telegram runners.
- Company Party – assisting with set up, decorating, and clean-up.

\*Strike – every cast member and/or family member is expected to help with striking the set & costumes and/or cleaning the lobby, greenrooms, hallway & dressing rooms in Bowker Auditorium after the last performance.

\_\_\_\_\_ Tear here \_\_\_\_\_

I have read the Mandatory Support Activities listed above and I agree to fulfill my obligation for these support activities. If a cast member is in High School or younger, their parent/guardian must sign.

Cast Member's Name \_\_\_\_\_ Signature \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Signature \_\_\_\_\_

Please indicate which support activities interest you the most and any experience you may have in these areas.

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Set & Scenery | <input type="checkbox"/> Backstage Crew and Props | <input type="checkbox"/> Hair      |
| <input type="checkbox"/> Costuming     | <input type="checkbox"/> Ushering                 | <input type="checkbox"/> Wardrobe  |
| <input type="checkbox"/> Make-up       | <input type="checkbox"/> Company Party            | <input type="checkbox"/> Telegrams |