

POSITION	CONFIRMED	NAME	ROLE DESCRIPTION
BOARD			
President	x	Kristin Hopper	Lead the club to achieve its goals for the year. Ensure that leadership responsibility is divided among fellow officers and club members.
Treasurer	x	Judi Campbell	Maintains an accurate record of all financial transactions.
Recording Secretary	x	Carolyn McCall	Takes and distributes meeting minutes for all Booster Club and Executive Board meetings.
Box Office	x	Jennifer Bates	Lead for all Box Office duties including ticket sales and Box Office volunteers.
Historian	x	Julie Haralson	Keeps the records/history of the Booster Club's activities and achievements.
Thespian Liaison	x	Sue Bach	Coordinates communications between Booster Club and Thespian Troupe.
Parliamentarian	x	Kathy Goss	Keeps the Booster Club Bylaws, assists in the planning and conduct of meetings.
Vice President Fundraising	x	Cheryl Aven	Lead for all fundraising activities.
Vice President Communications	x	Janet Spann	Lead for all club communications.
COMMUNICATIONS			
Web Site	x	Janet Spann	Works with VP Communications on web site content and updates.
Membership Chair	x	Jane Ivey	member spreadsheet for Booster Club members. Shares member contact
Crew Liaison	x	Kathy Goss	Coordinates communications among Crew and Crew Parents.
Orchestra Liaison	x	Rene Hamilton	Coordinates Big Show deadlines/details with Orchestra Booster Club.
Show Signage-banners & yard signs		Shay Rustam	Prints signage for each show, coordinates artwork with Playbill Chair and printer. Includes 11"x17" posters, 4"x6" postcards, 6"x3' banners, 24"x18" yard signs.
Show Signage-posters	x	Marna Meier	
Publicity Chair	x	Julie Haralson	Coordinates publicity opportunities for each show, includes developing/distributing press releases and photographs to media.
Window "S" Signs & Decals	x	Stewart Krosby	Coordinates with Membership Chair and Thespian Liaison, distributes decals and signs to those members/thespians who've purchased membership and earned their theatre "S" sign.
Booster Club Shirts	x	Staci Krosby	Coordinates with Membership Chair on the list of shirt orders. Works with shirt company to place order.
Season Ticket Brochure	x	Liza Ruff	Designs/produces Season Ticket Brochure. Distribution in early August.
SHS Student Directory & Football Program Ad Coordinator	x	Liza Ruff	Order/design a full page ad for the SHS Directory. Contact is PTA Directory Ad Sales Chair. Artwork/payment due the first week of school.
Volunteer Spot Coordinator	x	Sally Mouton	Sets up Volunteer Spot for Green Room, Cast/Crew Party & Lunches and volunteer opportunities for each show.
Comedy Sportz Liaison	x	Julie Haralson	
SPECIAL EVENTS			
Elementary Matinee/Brat Mat Chair	x	Aissa Painter	Plan, advertise and implement an elementary matinee for the Big Show. Coordinate with directors, thespian troupe and area elementary schools.
Project Playhouse Liaison	x	Laura Ashley	Plan, advertise and implement Project Playhouse with directors, thespian troupe and area schools.
8th Grade Visit Host			Plan, advertise and implement the 8th grade visit with directors, thespian troupe and area schools.
Fall Booster Club Pot Luck Party Host	x	Jane Ivey	Provide venue for fall club dinner party. Coordinate with club executive board.
December Booster Club Party Host	x	Pam Goodson	Provide venue for holiday booster club dinner party. Coordinate with club executive board.
Tommy Tune Judges Host	x	Carolyn McCall	Serve as judges host prior to and following the show the judges attend. Coordinate food and beverage, set up private Green Room.
Tommy Tune Judges Co-Host	x	Alaine Djuvik	Serve as judges host prior to and following the show the judges attend. Coordinate food and beverage, set up private Green Room.
Tommy Tune Awards Show Coordinator			Coordinate tickets, travel and dinner logistics for theatre students who will attend and/or perform at the Tommy Tune Awards show.
GALA			
Chair	x	Katherine Jones	Overall manager of Gala event.
SHOW SUPPORT			
Big Form Chair	x	Thuy Moon	Develop Big Form to collect payment for t-shirts, costumes, DVDs and yard signs for each show. Compile orders in a spreadsheet, distribute information among committee members as needed.

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Bios Chair	x	Laura Spaulding	Collect bio information from cast and crew heads. Write bios, provide final text to Playbill Chair.
Headshots/Picture Scheduling	x	Debbie Dodds	Photographer for all crew head and cast headshots. Helps Photographer schedule publicity and production shots. Prints 5"x7" headshots for theatre lobby display.
Company Dinner Chair	x	Laura Williamson	Manages committee to set-up and collect food and beverage donations for the Saturday lunches for cast/crew.
Company Parties Chair			Manages committee to plan, set-up and provide food and beverage for cast & crew parties.
Show T-Shirts Chair	x	Darlene Parizot	Works with t-shirt company to produce show shirts, coordinates artwork with Playbill Chair.
Concessions Co-Chair			Manages committee to purchase concession items and schedule volunteers for sales at each show.
Concessions Co-Chair	x	Stacye Block	Co-Manages committee to purchase concession items and schedule volunteers for sales at each show.
Costumes Chair	x	Danielle Menard	Works with directors/costumes head to design and acquire costumes for the season's shows.
DVD Donations/Distribution	x	Kandace Shyer	Coordinates with DVD Production Chair and Big Forms Chair to collect donations and distribute show DVDs.
Green Room Chair	x	Susanne Miller	Coordinates food and beverage donations for each evening show, manages volunteers to help with set-up.
Green Room Co-Chair			Coordinates food and beverage donations for each evening show, manages volunteers to help with set-up.
Playbill/Graphics Chair	x	Hallie Keller	Designs/produces Playbills for the season's shows. Develops artwork for show shirts and signage.
Show Logo Design	x	Julie Haralson	Designs all season's show logos. Coordinates with directors for approval.
Theatre Lobby Decorations	x	Susie Harsley	Manages committee to plan/execute lobby decorations for the season's shows. Includes display of crew heads and cast headshots, as well as cast, crew and orchestra group photos.
FUNDRAISING			
Backstage Tours & Walk-Ons	x	Sharon Muschalik	Plan and advertise backstage tours and walk-ons for each show. Coordinate with directors and VP Fundraising.
Barnes & Noble Fair Chair	x	Kari Young	Manages committee to plan the book fair and coordinate details with B&N.
Blue Willow Book Fair	x	Kari Young	Manages committee to plan the book fair and coordinate details with B&N.
Break-A-Legs	x	Susi Hagedorn	Designs and produces Break-A-Leg cards for each show, coordinates volunteers for lobby sales.
Break-A-Legs Co-Chair			Designs and produces Break-A-Leg cards for each show, coordinates volunteers for lobby sales.
Patron Letters	x	Laura Letchford	
Playbill Business Ads Coordinator	x	Amy Delgado	Manages a committee to sell business ads for the show playbills. Works with last year's businesses for repeat sales, and seeks ads from new businesses.
Playbill Personal Ads Coordinator	x	Carrie Harper	Coordinates with Big Form Chair to track personal ad sales for each show. Reviews Playbill to ensure all personal ads are placed in the artwork at the size purchased.
Product Fundraising	x	Patricia Lauderdale	Work with VP Fundraising to develop/implement product sales for theatre students.
Student Fundraising	x	Amy Waltz	Introduce students to item(s) they are to sell, coordinate with fundraising companies
Raffle Coordinator		Alaine Djuvik	
Theatre Student College Scholarships		Jennie Baker	