

# *Cheyenne Youth Symphony*

## *Parent Volunteer Opportunities*

**It takes a lot of work to keep the Cheyenne Youth Symphony going and able to offer the great experiences made available to your students. Many of the jobs and activities can be carried out by parents, no musical experience necessary! Just 8 hours per year from parents can make this happen.**

**Please Circle** which ones you would like to help with: (or, if you would rather, you can buy your hours for \$80)

**Concert Committee** –arrive an hour early set up refreshments, make coffee, refill drinks and refreshments during the after party and help clean up.

**Silent Auction Committee** –solicit / pick up donations from local businesses. Make baskets. On the day help set up Auction, record winning bids, and collect payments. Clean up after Auction, send Thank You cards to donors and sponsors.

**Tea Committee** - Set up and decorate, load trailer night before the tea and help put equipment back in storage after the tea, supervise new members who serve the tea, check in uniforms and music.

**Attendance Committee** - Arrive 15 minutes prior to rehearsals. Students need to be checked in and to show that they have their music and a pencil. Collect money for any fees or other expenses and write receipts.

**Rehearsal Set-up** - Arrive 30 minutes prior to rehearsal to set up chairs and stands for rehearsal.

**Rehearsal Pick-up** – For Concert Symphony Parents. Chairs and stands and any other items need to be put away.

**Fundraisers** - Responsible for organizing, providing information, collecting money, and distributing product.

**Librarians** - Help organize collected music, determine missing parts, and catalog music.

**Publicity Committee** - Distribute posters for concert throughout the community. Inform Newspaper, Traders, and the TV station, radio stations, and any other promotional venues about the concerts. This needs to be done two weeks in advance of the performances.

**Parade Committee** - Assemble the float, walk alongside the float (sometimes run!), decorate float, hand out hats for each performance and supervise students.

**Sound Booth Recording/Video Recording** - make an audio recording of each concert from the Sound Booth. Run recording device (camera/iPad) This person needs to have knowledge of running a basic recording device.

**Photographer** - take photos of all CYS performances and events. A camera will be provided.

**Parent Contact** - contact volunteers to inform or remind them of their responsibilities.

**Uniforms** - measure students and distribute uniforms during rehearsals. Collect uniforms from students who have quit or didn't turn in their uniform at the designated time.

Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Form updated 07/2020 JL