



ENCORE! Volunteer Committee Descriptions 2019-2020

Reminder: members will select either Santa's Bag or Celebrate! as their primary event. Members are encouraged to participate in other volunteer opportunities throughout the season as their schedule allows.

SANTA'S BAG (NOV. – DEC.)

Coordinator 2019: Michele Mangan, Coordinator 2020: (TBD)

Santa's Bag is a holiday tradition at Children's Theatre of Charlotte. This year's event will run **Monday, Dec. 2 – Saturday, Dec. 7**. Set-up: **Friday, Nov. 22**; Take-down: **Saturday, Dec. 7 or Monday Dec. 9**.

ENCORE! BOUTIQUE (Sallie Beason, Laura Walger)

This committee is responsible for securing the items to be sold in the Boutique during the week of Santa's Bag. These items can be either purchased or secured by consignment agreements. This committee operates the Boutique during the week of Santa's Bag. Volunteers are asked to attend one shift in the week prior to Santa's Bag (note: this is the week of Thanksgiving) to unpack, inventory, price, and display merchandise and one shift the last day, Dec. 7, of the Boutique to help with inventory and packing back up any remaining merchandise. During Santa's Bag, members are **asked to work (3) two and a half-hour shifts – 2 evening and 1 morning in the Boutique**. Committee volunteers will get the first opportunity to see and shop the items in the Boutique. **Please do not select this committee if you are unavailable for showing up the week of Dec. 2 – Dec. 7, 2018.**

SANTA'S ELVES (TBD)

This committee makes the magic happen at Santa's Bag. Committee volunteers could help set-up and/or take-down Santa's Bag. Please volunteer for as many shifts as suits your schedule (and bring your friends!). Elves are responsible for assisting children as they shop and visit with Santa, assisting with Daycare children, restocking gift items, and spreading good cheer. Elf shifts are during the week of Santa's Bag and consist of both day and evening hours. **Please do not select this committee if you are unavailable for showing up the week of Dec. 2 – Dec. 7, 2019.**

TRIM-A-TREE DECORATING (Leesa Clardy)

This committee is responsible for transforming the lobby at ImaginOn into a magical holiday wonderland with trees, garland and wreaths. This committee also helps with décor for Santa's Bag, and the decoration of the front display window at ImaginOn during November. This committee will review and refresh the decorations as needed. This is a very concentrated time commitment. Committee volunteers are asked to be available one day before Thanksgiving to decorate and/or one morning after New Year's to take decorations down. If you like decorating for the holidays and want a jump start on getting into the holiday spirit, this committee is for YOU!

WORKSHOPS (Nancy Deel)

Assist the corporate volunteers with wrapping the many gifts needed for Santa's Bag, counting the items and boxing them up and tagging the boxes for storage. This is typically done during a work day and is fun to meet and work with such wonderful volunteers from our community.



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CELEBRATE! (JULY - FEBRUARY)

CTC/Board Liaison - Nichelle Weintraub

Celebrate! is the Theatre's largest annual fundraiser to support programming at Children's Theatre. This season's event is tentatively scheduled for **February 22, 2020**. While the Celebrate! Liaison will have event oversight, work with the theatre to secure corporate and individual sponsorships, assist the Theatre with event marketing, invitations, and live auction entertainment, *all committee volunteers* under Celebrate! will be encouraged to help generate individual ticket sales.

CELEBRATE! AUCTION PROCUREMENT (Courtenay Beyer)

Volunteers for Auction Procurement will help solicit in-kind donations for both the live and silent auction packages. **This process begins in August 2019.**

CELEBRATE! AUCTION ORGANIZATION (Caryn Craige)

Volunteers for Auction Organization will work closely with the Procurement committee to craft silent and live auction packages for the event. This committee will work with the Theatre's Development Department on marketing/showcasing auction items. The committee will produce all the cut-sheets and corresponding bid sheets for silent auction items/packages and execute the silent auction display for and during the event. **(January - February)**

CELEBRATE! PARTY PLANNING (Emily Agnew)

The Planning committee will work with the Theatre to decide on a theme for the event. Volunteers will help plan and execute decorations (and rentals) that showcase the theme. They will have input on the invitation design. This committee will be responsible for menu-planning. The committee will also make decisions regarding any musical entertainment. Communication and coordination with both vendors and the Event Execution committee will be especially important regarding set-up and break-down. **(September - February)**

CELEBRATE! EVENT EXECUTION (Mary-Margaret Kantor)

The Event Execution committee will work closely with the Party Planning committee and be responsible for setting up (decorating), assisting with tickets/check-in, and breaking down at the end of the event. Volunteers under Event Execution must be available during the day and/or during the event and immediately afterward to help fulfill committee expectations. **(Tentative date: Saturday, February 22, 2020)**



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ADDITIONAL OPPORTUNITIES TO BE INVOLVED

CHILDREN'S ART (Mallory Miller)

Committee volunteers contact area schools to collect artwork that supports the themes of the theatre productions. There is typically one meeting in the fall. Volunteers choose a performance that best fits her schedule for the pickup, display, and return of artwork during daytime hours. **Committee volunteers may be responsible for at least one set up and take down or may volunteer to help hang or take down art for several shows depending on her schedule/availability.** The committee chair will coordinate with the Development & Volunteer Coordinator to schedule collecting and displaying artwork. **(August - May)**

MEMBERSHIP (Catinna Sideris)

Responsible for coordinating recruitment of new members to ENCORE! through personal outreach and planning a fall and spring membership recruitment event. **Fall:** Planning and hosting a 'Coffee' at the theatre in conjunction with a tour of our facility, securing any food donations needed (mainly for new members to attend and meet other ENCORE! Members). **SPRING:** Securing a restaurant and planning a recruitment event. Securing door prizes and planning the agenda of the event. Committee volunteers will be responsible for submitting prospect names during the recruitment period. Committee volunteers may be assigned a group of new members to mentor through their first year in ENCORE! by keeping them informed of events and making them feel welcomed. Identify additional event opportunities or recruitment and member engagement in partnership with the Development Staff throughout the year. This committee will work periodically through the year. **(August - May)**

TENNIS TOURNAMENT (TBD)

If tennis is your game, or you just want to have a great morning outdoors, then this committee is for you. This committee plans and executes a women's doubles tournament and luncheon in the spring. The level 3 & 4 tournament is open to area players, ENCORE! members, and friends! Committee volunteers are responsible for collecting door prizes, soliciting in-kind donations for the refreshments, facilitating the catered lunch, and for set-up and clean-up on game day. **(February – May) Tentative date: May 2020**

USHERING OPPORTUNITIES (Mary Ellen McElroy)

One of the many opportunities' members enjoy at the Theatre is volunteering to usher the shows. All ENCORE! members will receive an invite through SignUp Genius to volunteer for either school or public performances. All usher scheduling is done through this online system. Additional information about ushering opportunities:

FOR SCHOOL PERFORMANCES: Time commitment is show dependent but typically about 2 hours. Most school shows will begin in the morning and end in early afternoon.

FOR PUBLIC PERFORMANCES: Shift times may vary but will last approximately 3-5 hours depending on the length of the show – Friday evenings and matinees on Saturday and Sunday.