

## TCCPA Show Committee

**PURPOSE:** This committee shall be appointed by the Executive Committee for the purpose of assisting with sets, costumes, decorations, ushers and other aspects of production.

**MEMBERSHIP:** The committee shall consist of parents or legal guardians of choral students who are active members of the Association defined as individuals who have paid the current school year's dues and are active in the fund raising efforts of the Association.

**CHAIR:** The Executive Committee as outlined in the By-laws shall appoint the Chair. The Chair shall be responsible for the coordination of the committee's duties including planning and chairing committee meetings, serving as the liaison with the Choral Directors on behalf of the committee and communicating with the Executive Committee to assure timely completion of tasks of the committee.

**DUTIES:** The duties of the committee include:

1. Work with the Choral Directors to plan, coordinate and complete aspects of production.
2. Secure volunteers to complete the tasks associated with production of concerts and shows.
3. Secure props, provide decorations, make sets and/or provide costumes in a cost-effective manner.
4. Maintain an inventory of props, decorations and costumes for budget planning and replacement.
5. Work with students and Choral Directors to maintain costumes, including cleaning and sizing.
6. Secure volunteers to serve as ushers during concerts and shows.
7. Provide support as needed for the sound and/or video taping of concerts and shows.
8. Provide back-stage supervision during performances as needed including assistance with costume changes, noise control or other aspects as deemed necessary by Choral Directors.
9. Work with Choral Directors to facilitate transportation of props, sets, costumes or other aspects of production as needed.
10. Conduct meetings as needed to complete the tasks of the committee.