

FDC Tier 1 Committees

CLASSIC

Committee Overview

The Classic team is responsible for overseeing the preparation for the annual Show Choir Classic and be available on the day of the Classic for assistance as needed. They will work with the other committees on event items including: Programs, Ticket Sales, Bus Driver and Volunteer Hospitality, Decorating, Publicity/Advertising and the Volunteer Coordinator. The Classic committee has several sub-teams. The Classic Team Leaders are responsible for leading regular team meetings and keeping sub-teams on the timeline.

I. Duties & Responsibilities Include:

A. This committee is responsible for the following classic sub-committees:

1. Concessions

- a) This sub-committee will organize all aspects of the food sales at classic.
- b) They will work with vendors for pricing and delivery/pickup of product.
- c) They will work with the Square program to input retail food prices and organize I-Pads for the event.
- d) They will assist as needed to prepare food for the event.
- e) They will oversee all concessions workers to ensure they are following the health standards for food preparation.
- f) They will clean up after the event to the standards of the venue.

2. Mementos

- a) This sub-committee will purchase and organize any merchandise for sale for the classic event. They will work with vendors for any online merchandise pre-sales and work to get those items distributed as needed.
- b) They will organize and assist with memento sales throughout the event.
- c) They will pack and organize items for next year after the event.

3. Registration/Info Table (Contest Office)

- a) These persons will organize and ensure they have all of the pertinent information for the event including homeroom lists, parking information, loading/unloading directions etc for the Classic event.
- b) They will serve as the “go to” for any information concerning the event.
- c) They will be responsible for making copies or materials as needed to hand out during the event.

4. Stage Crew

- a) Oversees the loading/unloading of participating school equipment.
- b) They offer guidance on equipment storage for each group for the event.
- c) Help schools to set stage as needed and clear or help as needed.
- d) Oversee FDC student stage crew throughout day.

5. Parking

- a) Assist busses and other event traffic and guides them to the correct parking areas for their vehicle type.

6. Security/Ushering

- a) Ensures all doors are attended throughout the event and monitors those spectators coming and going from the event hall. Make sure spectators are not entering during a performance.
- b) Assist spectators in directions for the facility and guide them as needed.
- c) Usher people to seats if required.

CABARET

Committee Overview

Our committee organizes the event, with the direction of Mr.Graw.

Duties & Responsibilities Include:

We oversee the sub committees, such as decorating, food, hospitality, advertising, ticket sales, and coordinate with any other committees that may be needed.

DECORATING

Committee Overview

The decorating committee decorates for events such as Up With Show in early winter, the dinner theatre in early spring, and our competition, the Mitchell Show Choir Classic in March. We decorate the PAC lobby and stage area. We have a large storage room of decorations that have been used in the past, and we also order new depending on the theme.

Duties & Responsibilities Include:

Planning, budgeting, and ordering decorations for events. Decorating for the events. Late nights are a requirement. Clean up is also needed after the events.

HOSPITALITY

Committee Overview

If you like food, this committee is for you! This committee is responsible for filling the stomachs of the FDC participants. Members of this committee will organize, plan and recruit parents to assist with food preparation for FDC for Up With Show, Classic and Cabaret..

Duties & Responsibilities Include:

(These apply to Up With Show, Show Choir Classic, and Cabaret)

- Determine menu for each day. Typically meals are provided on performance days and some dress rehearsal days depending on schedule.
- Use sign up genius from previous years to establish menu and estimate costs.
- Work to cover as much of the expenses as possible with parent donations.
- Make sure to review menus with medical team to support special dietary needs as much as possible or to address them prior to the events.
- Create and schedule sign up genius volunteers
- “Staff” the food area with volunteer parents during each event
- Ensure that clean up is completed in a timely and detailed manner with the assistance of parent volunteers.

PUBLICITY & ADVERTISING

Committee Overview

This committee is responsible for telling the FDC story. Members of this committee will educate, enlighten and infuse excitement about FDC to the general public.

Duties & Responsibilities Include:

(These apply to Up With Show, Show Choir Classic, and Cabaret)

- Create all digital, print and social media promotional information
- Write press releases to promote each large event.
- Write press releases to promote FDC's awards/success during the competition season
- Identify photos that can be used in partnership with press releases
- Posters will be designed by others but this committee is responsible for delivering posters to businesses and pushing posters out electronically.
- Schedule and create all radio advertisements and public service announcements
- Schedule radio talk show presentations to promote large events
- Schedule newspaper advertising of Up With Show, Show Choir Classic and Cabaret
- Post all FDC events on Mitchell Chamber Calendar, KELO land calendar, Dakota News Now Calendar, Bittner Funeral Home calendar, James Valley Community Center calendar, as well as local media calendars and other community calendars
- Work with fundraising committee to create consistent informational materials

TICKET SALES

Committee Overview

The Ticket Sales Committee organizes all ticket sales for Up With Show, Classic and Cabaret. They coordinate and facilitate ticket sales during the weeks leading up to the events.

Duties & Responsibilities Include:

- Organize the printing and sorting of the tickets.
- Work the ticket sale nights including Early Ticket Sales Night for Friends of Show members.
- Plan meetings to prepare for ticket sales before events.
- Attend committee heads meetings as needed.
- Work with PAC director if necessary for ticket sales.
- Assist with any online ticket sales.
- Add any ticket buttons or links for online payments through square. Work with treasurer on setting up those buttons.
- Help with Ushers for events if needed.
- Assist with brochures or programs for events as needed.
- Coordinate Ipad usage with PAC director.

VOLUNTEER COORDINATION

Committee Overview

Primary Tasks and Goals of Volunteer Coordination Team:

- Recruitment - call ALL FDC parents-new and seasoned parents and explain the volunteer opportunities and "expectations". Encourage all parents to find an opportunity and get involved.
- Sign-Up Genius - consistent communication with Committee Chairs to have the necessary volunteers in place *(someone comfortable with technology)*

Tier 1-ALL parent volunteers are required to be on a Tier 1 committee and are required to work 20 hrs each

Tier 2-Not all parents need to plug in, but are encouraged to do so. These jobs are more "specialized" and may take a shorter, but more concentrated time.

- Volunteer Check-in/Check-out/Identification
- Volunteer Incentive and Motivations/Recognition & Acknowledgement
- Communication/Support during the Events and Outside the Events/Fundraisers
- Tracking Volunteers Hours

FUNDRAISING

Committee Overview

Design and implement corporate and individual fundraising to support the overall efforts of FDC.

Duties & Responsibilities Include:

- Implement any corporate or student level fundraising through the course of the season to help raise funds.
- Help design marketing materials in conjunction with the marketing committee.
- Attend meetings with committee heads or the booster board as needed throughout the season.
- Apply for grants if available
- Assist the Friends of Show Sub-Committee in distributing material for FOS and growing FOS and corporate sponsor database.
- Assists with the delivery of product to school and helps to coordinate student pick up if needed.

FDC Tier 2 Committees

COSTUMES

Committee Overview

This committee assists the costume director with any work relating to costumes throughout the year.

Duties & Responsibilities Include:

- Assist the costume director with any alterations or sewing as needed.
- Take measurements for FDC members as needed
- Help with organizing and cleaning of costumes throughout the season.

SET-BUILDING

Committee Overview

The set-building committee is in charge of helping to design and build the set for the competition show.

Duties & Responsibilities Include:

- Work with director and designer to design the set as needed
- Help to build set for show
- Meet before competitions and help to load set

MEDICAL

Committee Overview

This committee provides medical treatment at home and away competitions. There is a medical bag that we ensure travels with the kids to all competitions. We gather medical forms that are completed by the parents for each student. These forms contain permission to dispense medications and first aid to your child. Lori Nettinga and Mr. McGraw along with medical staff, will have access to dispensing these medications from the medical bag. Medical staff will be on hand at competitions and also available by text to come help if needed in a medical situation.

Duties & Responsibilities Include:

Supply and maintain medical bag with supplies and medications. Ensure that the medical bag is on the bus with designated staff members. The medical bag will be placed in the homeroom at competitions. Medical staff will check in with FDC members at check-in at the homeroom, prior to warm-up and immediately after that day's competition. Some of the items that may be needed; ice packs, knees or ankle wrap, Tylenol and or Ibuprofen may be used or given. If any member needs medical attention, Lori Nettinga or Mr. McGraw will text the medical staff to let us know what is wrong.

The committee also mans a medical station/room during Show Choir Classic held at the PAC.

Finally, the committee gathers, sorts and condenses all student forms into an "at glance" cheat sheet so we know what the kids may or may not be able to take for medications.

Skills needed: EMT, Paramedic, PT, Nurse, Doctor or Physician's Assistant.

TRAVEL/HOTELS

Committee Overview

This committee organizes the hotel reservations for any out of town, overnight trips for FDC.

Duties & Responsibilities Include:

- Reserve rooms as needed for out of town trips for FDC.

- Reserve blocks of parent rooms for overnight stays.
- Work with hotel staff to organize the room keys for each room of FDC members.

PROGRAMS

Committee Overview

The programs are usually done by one person. Look at the previous years programs to understand more. The program is done in Microsoft Publisher and then every year new information is pasted into the program format. Information about the groups is gathered on a Google Sheet by the director and that is shared with the program person. Other information is usually gathered from the Classic Chairperson. Senior Spotlights, you may need to go directly to the source, parents and students.

Duties & Responsibilities Include:

- Collect all necessary items for the program, via FDC Director, Classic Chairperson and committee members, parents and students and arrange them into the program template. Look at past programs to see what that all entails.

RETREAT

Committee Overview

The retreat committee helps organize the end of retreat supper held on Saturday evening. The supper has been semi-formal where the kids dress up.

Duties & Responsibilities Include:

Find a venue, figure out the meal, decorate the venue, plan entertainment, ie, karaoke.

MERCHANDISE

Committee Overview

This committee helps to organize all aspects of merchandise for FDC. This includes but is not limited to: FDC fan gear, FDC themed merchandise, Classic merchandise.

Duties & Responsibilities Include:

- Help to organize and work with companies for ordering fan gear and merchandise
- Organize and sell merchandise at events
- Organize and store all merchandise after sales in storage room.

HISTORIAN

Committee Overview

This committee is responsible for gathering and collecting all information and media (programs, pictures, videos, etc.) throughout the FDC season and organizing it into a binder for historical purposes.

Ideal skills for this committee: technology friendly, media (picture/video) experience, present at most if not all events, knack for secretarial/organizational tasks, detail oriented, etc.

Duties & Responsibilities Include:

- Compile any of the following and organize in a binder:
 - Pictures
 - Programs
 - DVDs or recordings of shows
 - Group or individual pictures of each member
 - Rosters

- Results

ALUMNI

Committee Overview

This committee is designed to keep our FDC alumni informed and involved with FDC after they leave the program. They will also help with the planning of the next FDC Alumni show in 2024.

Duties & Responsibilities Include:

- Begin compiling Alumni contact information to start a database for past members.
- This committee can work with the Friends of Show committee to help exchange information for past members.
- Begin compiling all show choir competition sets for the last 40 years. The hope is to make a video with all 40 shows for the 2024 alumni group.
- Help in planning the 2024 alumni reunion as needed.

SCAN THE FOLLOWING QR CODE TO SIGN-UP FOR COMMITTEES



