



COMMITTEE CHAIR/COORDINATOR DESCRIPTIONS

Membership Coordinator

- Plan, coordinate and execute activities to recruit membership and support of STA.
 - Membership form: create and distribute (supply school office); supply for the Back to School packets in June, and other events.
 - Man table at Falcoln Fest (school packet pick up day)
 - Back-to-School night
 - SUSD
- Collaboration with other STA Chairperson/s

Fundraising Coordinator

- Plan, coordinate volunteers and execute Fundraising activities as determined by the STA Board and Members
- Collaboration with other STA Chairperson/s

Outreach Coordinator (requires several volunteers to support)

- Collaboration with other STA Chairperson/s as needed

School and Community Outreach

- Coordinate with the Board and Drama Teacher to create a closer relationship with:
 - Los Gatos High School - Drama Department
 - Redwood MS and Elementary Schools (SUSD)
 - Our local community and senior facilities.
- Promote SHS drama events to these groups in collaboration with other respective Chairperson/s

Publicity and Promotions

- Coordinate with the STA Board, Drama Teacher and/or Show Directors, Producers and Students to promote:

- Fall Play (FP)
- Spring Musical (SM)
- Student Productions (SP)
- Improv Shows/Competitions
- FP & SM: Co-ordinate promo materials such as posters/signage/yard signs, etc. with Show Producer(s) and their distribution thru parent and student volunteers while within budget.
- SP & Improv: Assist students responsible for promo materials, publicity and communications.
- Develop and implement Sponsorship and/or Advertising Plan for the FP & SM
- Schedule SHS display case for the Fall Play, Spring Musical, TDC and Drama events at the beginning of school year (Aug.)
- PR: local and school newspapers, PTSO email blast, community blogs, etc.

Social Media

- Maintain STA website with all current drama events, etc.
- Responsible for coordinating renewal of the STA Domain Name (every three years; signed new contract in Spring 2014)

Ticketing

- Co-ordinate ticket sales for Fall Play and Spring Musical, working with SHS administration (now responsible for Vendini Ticketing System)
 - a. Obtain ticket stock; manage assets (SHS and STA ticket printers etc.)
- Plan, coordinate ticket sales and will-call volunteers at each show
- Plan, coordinate ticket sales and volunteers in SHS administration office prior to main stage shows
- Coordinate online ticket sales through Vendini
- Regularly communicate ticket sale status to STA Board and Drama Teacher so that Board and Drama Department can determine if additional steps need to be taken to help drive ticket sales

Volunteers (Fall Play and Spring Musical Coordinator)

1. Recruit and oversee volunteers for various jobs and activities required to support the shows.
2. Collaboration with other STA Chairperson/s

Concessions Coordinator

- Procure concessions – refreshments and flowers for sale at the main stage productions

- Responsible for Cash Box, expenses and credits back to appropriate SHS Drama Fund
- Decorations for the concession table/ stand for the show as budget allows
- Procure “End of Show’ gifts for Fall Play and Spring Musical (FP & SM)
 - Must obtain budget approval prior
- Secure staffing for concessions; coordinate with the Drama Club to have student volunteers staff and manage concession sales for McAfee and the TDC shows and events. Sign the Students “Volunteer” documents.
- Collaboration with other STA Chairperson/s
- Summarize financial results and report back to STA Officers

Workshops Coordinator

- Coordinate with the Board and Drama Teacher to schedule skills workshops for students, as appropriate