

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Talent Show
Past Chair/Co- Chairs:	Emily & Tom Scheuermann
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	March
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	January – 1 hour February – 10 hours March – 50-60 hours
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	Committee members Web master for Park Road
Job Description:	Coordinate Talent Show for grades K-5. Two shows are held each night (on a Thursday and Friday)
Outline or Schedule of Duties/Responsibilities:	<p>January –</p> <ul style="list-style-type: none"> • Reserve auditorium for show dates and dress rehearsal. • Put “save the date” article in Particulars (early in the month). <p>February –</p> <ul style="list-style-type: none"> • Continue advertising in the Particulars, E-News, poster in the school, put registration form online. <p>March –</p> <ul style="list-style-type: none"> • Run dress rehearsal. Take pictures of acts at dress rehearsal. • Put program together. • Create certificates and put pictures on them. • Run the shows (need to have committee help decorate the stage, distribute programs, help acts off/on the stage, set up props, play music, lights, curtains, crowd control, hand out certificates)
Supplies Needed:	Poster paper for decorations, advertising poster in lobby.