

VOLUNTEER ACTIVITY DESCRIPTIONS

Thank you so much for your service. Your help is vital to the success of our programs and special events. The students, faculty and staff enjoy collaborating with people who care about the School and appreciate the time you give to this great institution!

Please sign up for ***one activity per child, per instrument***. (Example: if you have 2 students and they each play 2 instruments you should sign up for 4 activities.)

Please indicate your choice on the volunteer cards. Please use **one card for each activity**. Feel free to volunteer for more than the minimum!

OPPORTUNITIES FOR ALL PARENTS

- **Preucil Guild**

Interested in serving on the Preucil School of Music Guild? This creative group of people is a sub-committee of the Board of Trustees and supports the work of the Board and the School. This group is vital to the overall success of our special fundraising and community events by planning and organizing. The Guild meets at 12 noon on the first Tuesday of each month when event planning is under way.

- **Recycling**

We are looking for several parents to collect our recycling (usually paper, plastic, cardboard and returnable cans and bottles) and take it to the recycling center or home to your own recycling bin. We need volunteers for both the Main Campus and the North Campus. Indicate which campus and which month you'd like. About once a week during your scheduled month, stop by the school office and ask if there is recycling that needs to be taken away.

- **Recitals**

Date/Time – check with your teacher for your child's recital date.

You may sign up to host your child's recital. Below are the responsibilities of the host. Two hosts/hostesses are needed for each date.

1. The School is open approximately 30 minutes before the recital. Parents/participants will bring food to the Kitchen Area.
2. Receptions are held in the Assembly Hall (Bogen Hall). Set up table(s); tablecloths are in storage cabinets in Bogen Hall. (Leave dirty tablecloths on the bench outside Tom's Office after reception).
3. All napkins and paper cups are provided by the school and are in the lower kitchen cabinets.
4. Make a simple clear punch with either frozen juice (clear) or fruit flavored canned juice (clear) and 7-up. To calculate the number of servings you will need, count the number of recitalists on the program and triple that number. 7-Up is provided by the school, and will be chilling in the refrigerator.
5. The punch bowl and ladle are in the kitchen cabinets with all other supplies. Arrange cookies/food brought by the parents/students. Some trays for cookies are in the lower left kitchen cabinet. (You may want to take a look prior to your recital to see if they fill your needs.)
6. If there is another reception scheduled after yours, leave the table(s) set up.
7. Wash and dry the punch bowl and trays and **return them to the cabinet**.
8. Take the trash outside to the trash can (which is between the building and the parking lot). Trash bags are under the sink in the kitchen area.
9. Remove all leftovers or place in refrigerator. **DO NOT LEAVE FOOD ON THE TABLE OR**

COUNTER.

10. Vacuum the Assembly Room if necessary. Vacuum is next to the wall by the restroom.

11. Make sure both the Assembly Hall and Kitchen Area are left in top condition.

- **All-School Picnic**

Sunday, September 22, 2019, Lower City Park, Shelter 6, 2-5pm

Volunteers are needed for the following:

- Set up
- Run games
- Clean up

- **Senior Graduation**

Sunday, May 17, 2019, 7pm

Junior Class Reception Coordinator: Traditionally done by parents of Junior students, coordinate volunteers and organize the table, cups, plates, napkins, punch, etc.

Parent Hosts: Work with coordinators and help with food, decorations, flowers, set-up or clean-up.

- **Registration Day**

August 2020

Parents and older students are needed to assist running Registration Day next year, which will be in mid-late August 2020. Jobs include:

- **Greeting and handing out information**
- **Contract Processing – adults only**

OPPORTUNITIES FOR STRING VOLUNTEERS

- **Orchestra/Group Class “Room” Parent**

Parent to help with special events during orchestra/group class. Please specify which orchestra/class.

- **Friday Orchestra/Group Class Parent Monitors**

2-3 parents needed for onsite presence during the School’s busy Friday activities. Options: 4:15-5:15pm or 5:15-6:15pm.

- **PSSO Seamstress/Tailor**

Parents are needed to help measure PSSO (Philharmonia & Sinfonietta) members for their uniforms/dresses. To take place during rehearsals (Mondays, 5:45-7:00) at the North Campus during the month of November.

- **Halloween Decorating at the North Campus**

Assist with decorating Walder Hall and Small Activity Room in preparation for October Halloween play-ins. Decorations supplied. Time commitment: approximately 2 hours, Wednesday or Thursday from 10:00-12:00.

- **Annual String Concert**

Sunday, February 9, 2020 at Hancher Auditorium

This concert is a wonderful event that involves all string students. Since hundreds of students are involved, it takes A LOT of volunteers for everything to run smoothly. Here are the groups that will perform and what half they will perform in so that you can choose your jobs accordingly.

First Half: Espressivo Strings, Pretwinkle cellos, Pretwinkle violins, violas, PSSO (Philharmonia/Sinfonietta).

Second Half: Basses, cellos, violins.

Jobs:

Set-up the Violin Dress Rehearsal, North Campus: Friday, February 7, 10-11:30am: Posting signs and setting up chairs.

Violin Dress Rehearsal, North Campus: Friday, February 22, 4-6pm: Supervise students & reset Walder Hall and studios following rehearsal.

Cello Dress Rehearsal, North Campus: Saturday, February 8: Supervise students, help with tear down.

Prep Rooms on February 9 at 11:00: Putting up signs, clocks and handouts backstage.

Cello Stage Crew: Help with taping of the stage, setting up the chairs during Intermission and tearing down the set when the cellos are done performing.

Cello Line Leaders: At intermission you will go to the cello room and help supervise students and stay with them until they go on stage to perform. You may join the audience when your group goes on stage.

Traffic Control & Runner for First Half or Second Half: This person will be moving through the backstage area letting groups know when it is time for them to head toward the stage. They will receive a schedule ahead of time.

Backstage door monitors: Four people to handle opening and closing of backstage doors during the performance.

Violin Tuners: Will tune during and after Intermission. Help tune students' violins as they arrive. You may be asked to stay and line lead until the students go on stage.

Orchestra Stage Crew: Remove orchestra chairs and stands at Intermission.

Clean-up rooms and stage at the end of the concert: Remove any signs, throw away any trash, remove tape from stage and bring any lost items backstage to Preucil employees.

Violin Line Leaders: At intermission you will go to the room assigned and help supervise students and stay with them until they go on stage to perform. You may join the audience when your group goes on stage.

- **Orchestra Festival**

Tuesday, March 12, 2019, 7pm, (tentative) City High School

Volunteers will be able to see the concert.

PSSO (Philharmonia & Sinfonietta)—Arrive early to set warm-up rooms; crowd control and line lead during sound check and concert.

Concert Orchestra—Arrive early to set warm-up room; crowd control, tuning and line lead during sound check and concert.

Crescendo—Arrive early to set up warm-up room; crowd control, tuning and line lead during sound check and concert.

Vivace—Arrive early to set up warm-up room; crowd control, tuning and line lead during sound check and concert.

All – Strike orchestra set after concert.

OPPORTUNITIES FOR PIANO VOLUNTEERS

- **Piano Concerto Day, Bks. 3-4**

Saturday, November 9, 2019

Pick up cookies at Cookies & More (The school will order and pay for them.)

Pizza - Meet the delivery person, set-up/clean-up the pizza lunch (School will order and pay)

Supervise breaks

Tear down the orchestra at the end of the day.

- **Piano Workshop for Books 1/2**

February 28-March 1, 2020

Transportation – provide transportation for clinician to/from airport.

Hospitality – host clinician in your home.

Food: Friday Night Supper, Saturday Lunch, Sunday Lunch

Main Dish, 2 Side Dishes, Dessert, Beverage, Plates/Cups/Utensils

- **Piano Concerto Day, Bks. 5-Up**

Saturday, April 18, 2020

Pick up cookies at Cookies & More (The school will order and pay for them.)

Pizza - Meet the delivery person, set-up/clean-up the pizza lunch (School will order and pay)

Supervise breaks

Tear down the orchestra at the end of the day.

- **Group Piano Extravaganza**

Sunday, April 26, 2020, 2pm, West Music Piano Showroom

Assist faculty with loading in/out footstools and cushions.