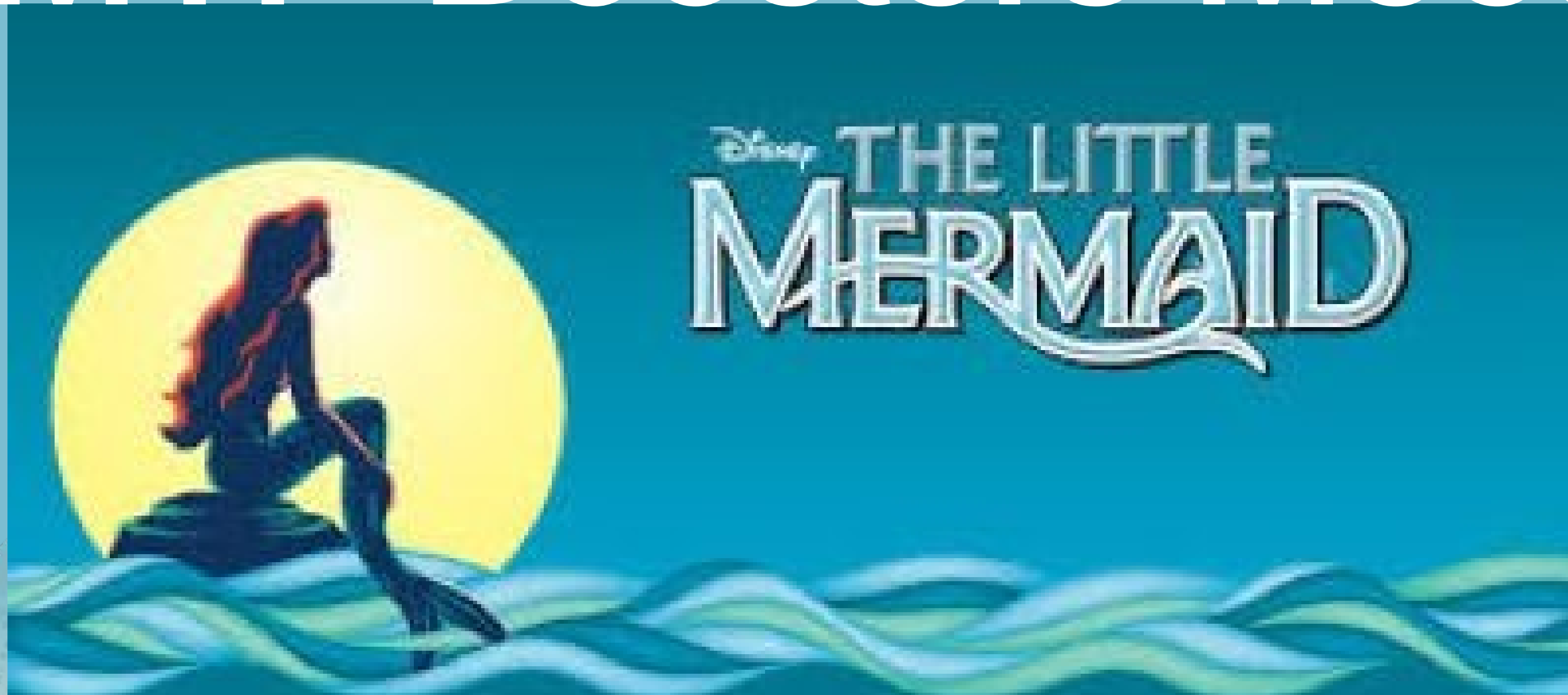


# MTP Boosters Meeting



January 7, 2025





# MTP Boosters Board

**President:** Deena Swank  
**VP Marketing:** Jessie Picciano  
**VP Operations:** Nicole Hinden  
**Secretary:** Kristi DeSomma  
**Treasurer:** Wei Ming Harrer



[mtpboosters@gmail.com](mailto:mtpboosters@gmail.com)



# Communication/Updates

**Email:** Please be sure to fill out our [contact forms](#) and check your spam

**MTP Website:** [Montour Theatre Productions](#)


**Facebook:** [Montour HS Musical Theatre](#)





# General Meeting Overview.

## During meetings we will:

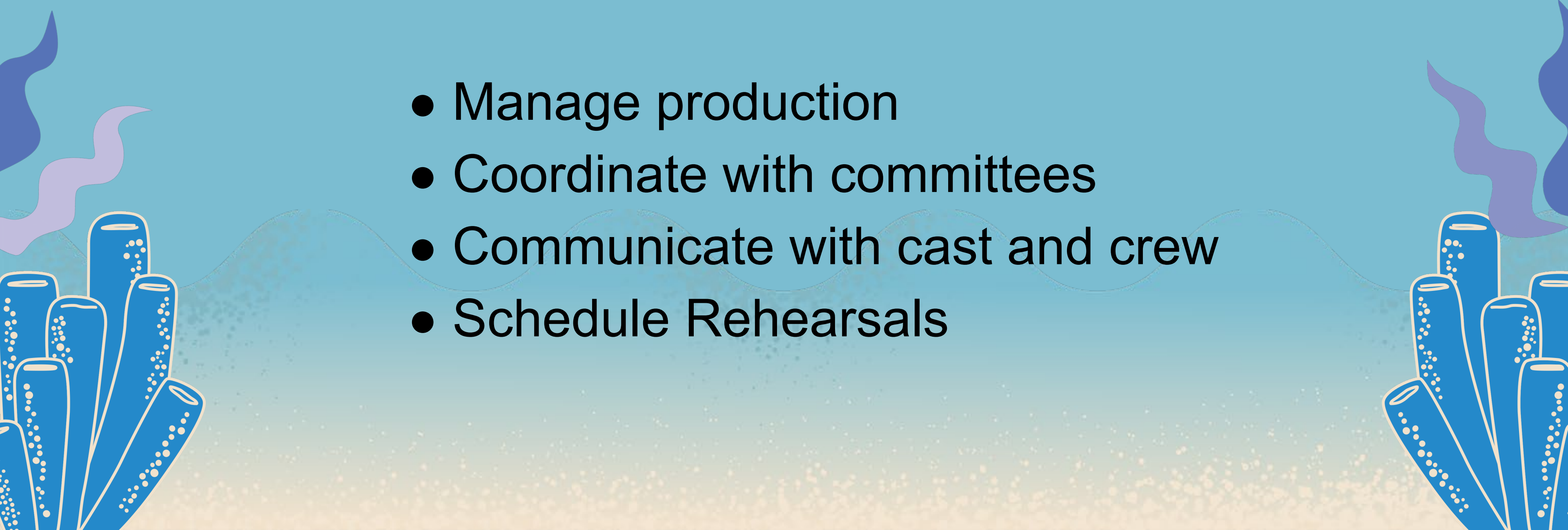
- Report on the progress of the production
  - Report on finances
  - Report of Committee Progress
  - Update on marketing and sales
  - Share misc. updates
  - Give opportunity to ask questions
- 





# Roles and Responsibilities


## Production Staff

- Manage production
  - Coordinate with committees
  - Communicate with cast and crew
  - Schedule Rehearsals
- 



# Roles and Responsibilities

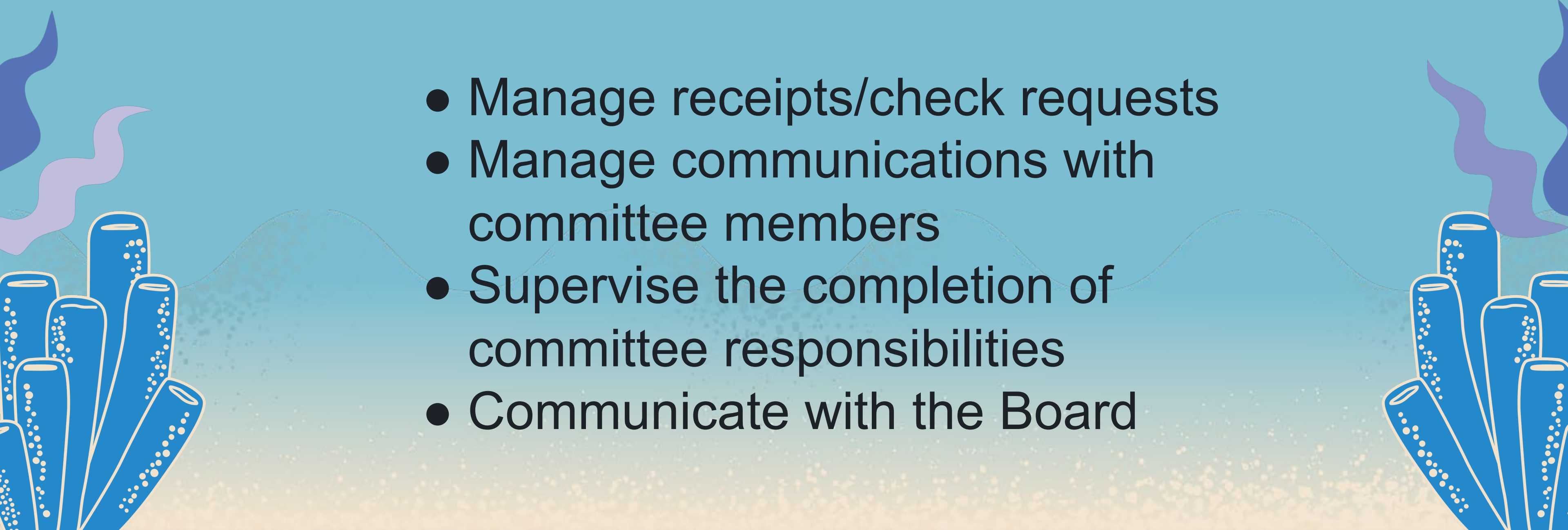
## Board Members:

- Point of contact for parents
  - Support for Production Staff
  - Manage committees
  - Manage finances
- 



# Roles and Responsibilities

## Committee Chairs:

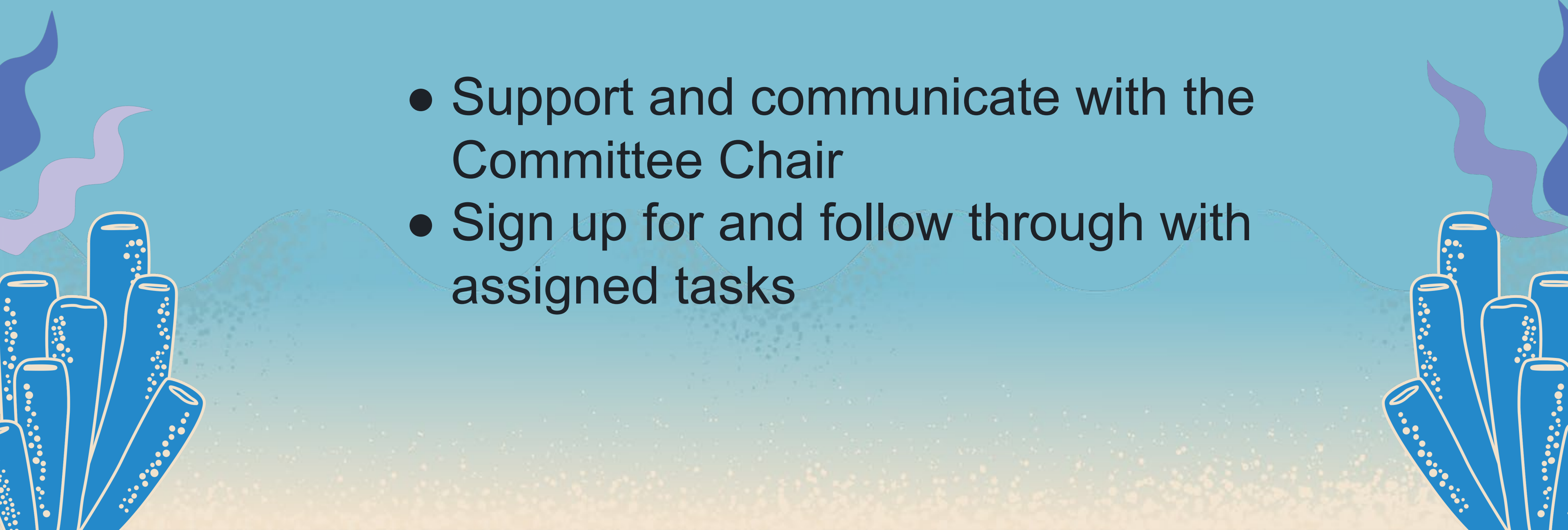
- Manage receipts/check requests
  - Manage communications with committee members
  - Supervise the completion of committee responsibilities
  - Communicate with the Board
- 





# Roles and Responsibilities

## Committee Members:

- Support and communicate with the Committee Chair
  - Sign up for and follow through with assigned tasks
- 



# 2025 Committee Volunteers Needed!

[2025 Committee Descriptions](#)



<b>Committee Info</b>	<b>Responsibilities</b>
<p><b>Hair/Makeup</b>  <b>**Clearances**</b>  <b>Chair Needed</b>  <b>Student Lead: Kat Sparkenbaugh</b>  <b>Volunteers: 3</b></p>	<ul style="list-style-type: none"> <li>• Work with the director, costume designer, and the student hair/makeup leader to execute their vision for the characters in the musical.</li> <li>• Purchase any necessary materials (hairspray, makeup, pins, etc.) and make sure they are available prior to the show.</li> <li>• Assist with hair/makeup looks for dress rehearsals and each performance.</li> </ul>
<p><b>Costumes</b>  <b>**Clearances**</b>  <b>Rebecca Strickland</b>  <b>Volunteers: 3</b></p>	<ul style="list-style-type: none"> <li>• Coordinates with the Production Team to acquire and/or create costumes for the performance.</li> <li>• Does any necessary fitting and repairs.</li> </ul>
<p><b>Set Construction</b>  <b>**Clearances**</b>  <b>TBA: Set Designer</b>  <b>Volunteers: 6</b></p>	<ul style="list-style-type: none"> <li>• Assist in the construction of sets for the performance.</li> <li>• For 2025, most set builds will occur on Sundays (the last in February and all in March).</li> </ul>

Committee Info	Responsibilities
<p><b>Tickets</b>  <b>Nicole Hinden</b>  <b>Volunteers: 4</b></p>	<ul style="list-style-type: none"> <li>• Set up the online site for ticket sales, including any updates to the seating chart, ticket cost, and discount codes.</li> <li>• Coordinate with the Production Team and Boosters to establish a day for ticket sales to open for the Production Team, MTP Board Members, Committee Chairpersons, and the general public.</li> <li>• Sell tickets at the fundraising breakfast and prior to each performance.</li> </ul>
<p><b>Hallway Decorating</b>  <b>**Clearances**</b>  <b>Katie Erwin</b>  <b>Volunteers: 4</b></p>	<ul style="list-style-type: none"> <li>• Coordinate with Production Team and Booster Board to plan layout and purchase supplies</li> <li>• Set up/decorate hallway for performance night</li> <li>• Clean-up of decorations after final performance</li> </ul>
<p><b>Props</b>  <b>Chair Needed</b>  <b>Volunteers 2</b></p>	<ul style="list-style-type: none"> <li>• Coordinates with the Production Team to collect and/or create props needed for the performances.</li> <li>• Manage the inventory of props and work with the stage crew to make sure they are stored appropriately</li> </ul>



## Committee Info

## Responsibilities

### Concessions

**Tara Fisher**

**Volunteers: 10**

- Purchases snacks and drinks to be available for sales at performances
- Establishes prices for all items and manages money for sales
- Coordinates with the other performance-day committees to decide on placement and decoration of the stand.
- Coordinates volunteers to set up and run the concession stand before performances and during intermission.
- Cleans-up the stand after the performances.

### Souvenirs

**Julie Pacholarz**

**Volunteers: 8**

- Coordinates with the Production Team on the selection and purchase of souvenirs to be sold during the performances and at the Princess fundraising event. Items should reflect the theme of the musical.
- Manage pricing, inventory and sales money
- Coordinate with the other performance-day committees to decide on placement and decoration of the stand.
- Set-up and manning of the stand before performances and during intermission.
- Clean-up of the stand after the performances.

Committee Info	Responsibilities
<p><b>50/50 Raffle</b>  <b>Chair Needed</b>  <b>Volunteers: 5</b></p>	<ul style="list-style-type: none"> <li>• Sets ticket prices.</li> <li>• Obtains tickets and a container for the purchased tickets.</li> <li>• Organizes volunteers to sell tickets at each performance.</li> <li>• Coordinates the drawing and announcement of winners at intermission of each performance.</li> <li>• Manages the collection of money and distribution of prize money.</li> </ul>
<p><b>Raffle Basket Organizing</b>  <b>Amy West</b>  <b>Volunteers: 1 per grade level</b></p>	<ul style="list-style-type: none"> <li>• Create at least 5 themed baskets for a ticket auction to be held during the performances.</li> <li>• Coordinate the request for and collection of gift cards/donations/items from the cast and crew for the baskets.</li> <li>• Coordinate the sending of letters to businesses requesting donations for the baskets.</li> <li>• Acquire tickets for the ticket auction.</li> </ul>
<p><b>Raffle Basket Ticket Sales</b>  <b>Amy West</b>  <b>Volunteers: 2</b></p>	<ul style="list-style-type: none"> <li>• Set-up and man the raffle baskets stand before and at intermission of each performance.</li> <li>• Coordinate the clean up after each performance.</li> <li>• Coordinate with the other performance-day committees (raffle baskets, 50/50, souvenirs, tickets, decorating) to decide on placement and decoration of the stand.</li> </ul>

## Committee Info

## Responsibilities

**Senior Recognition  
Chair Needed  
Volunteers: 2**

- Coordinates with the Production Team and Booster Board to choose and purchase gifts for the senior members of the cast and crew.
- Coordinates the selection of an underclassman to present the gift to each senior.
- Set-up/decoration of the stage for photos after the final performance.
- Coordinate the recognition event.
- Purchase flowers for senior parents.
- Coordinates the senior boards (if we are doing them this year).

**Directors' Gifts  
\*This can be split between 2  
people\***

- Coordinates with the Board to select and purchase gifts.
- Coordinates the collection of money for the gifts.
- Selects students to present the gifts.
- Coordinates the presentation of gifts at the final performance.

**Production Party  
\*\*Clearances\*\*  
Angela Platt  
Volunteers: 4**

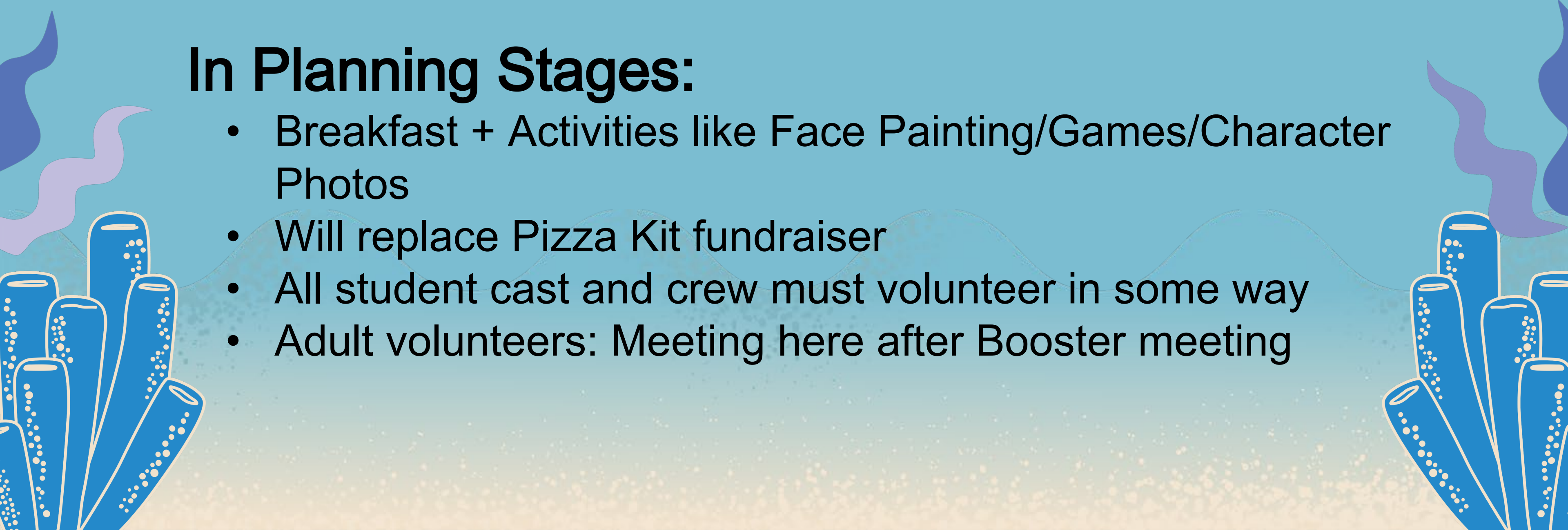
- Coordinate with the Production team and a few cast members to plan the production party (which will likely occur in May).
- Organize all aspects of the party (entertainment, food, decoration, etc.).





# “Under the Sea” Breakfast Fundraiser

## **In Planning Stages:**

- Breakfast + Activities like Face Painting/Games/Character Photos
  - Will replace Pizza Kit fundraiser
  - All student cast and crew must volunteer in some way
  - Adult volunteers: Meeting here after Booster meeting
- 



# Important Dates:

- **Committee Chair Meeting:**
    - Tuesday, January 14 | 6:30 PM | MHS Cafeteria
  
  - **Booster Meeting:**
    - Thursday, February 13 | 6:30 PM | MHS Cafeteria
  
  - **Booster Meeting:**
    - Tuesday, March 11 | 6:30 PM | MHS Cafeteria
- 

# Questions?

**President:** Deena Swank  
**VP Marketing:** Jessie Picciano  
**VP Operations:** Nicole Hinden  
**Secretary:** Kristi DeSomma  
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Thank  
You!

