

Footlights Foundation Officers and Committees:

- **President** : coordinate Footlights meetings and tasks, communicate with directors, liaison with school on issues, ensure tasks are completed for shows, maintain website and Facebook presence
- **Vice President**: duties as negotiated with President
- **Treasurer** : keep financial reports, track reimbursements and financial obligations, including taxes, pay bills, reimbursements, collect incoming funds
- **Recording Secretary**: keep meeting minutes and action items, post minutes on Website
- **Communications Secretary**: responsible for maintaining email list of Footlights parents and sending email notices for meetings, volunteer opportunities, etc.
- **Box Office Coordinator**: manage box office operations, including responding to voice mail/email before the show, set-up & manage the online sales, manage teachers tickets, pulling tickets, running box office for performances, reconciling box office income and attendance.
- **Concessions Coordinator**: plan and purchase concessions supplies for each show, coordinate set up of concession, reconcile income with purchases and sales
- **Volunteer Coordinator**: Check with committee leads to see how many volunteers are needed, set up volunteer sign up on SignUp Genius, have the volunteer sign up sent out to email list, keep an eye on signup progress.
- **Public Relations (PR)**: write and distribute Press Releases, maintain list of press and event calendar contacts, post to event calendars.
- **Programs**: Gather info (cast/crew lists, director's note, upcoming events, thank yous, acknowledgements), incorporate ads, design, proof and send to printer.
- **Photography**: schedule and take photos for PR early in a rehearsal schedule, take rehearsal shots during tech week, post to Facebook, can include making prints, posting at school
- **Senior Matinee Coordinator**: maintain lists of contacts to distribute senior matinee info, send out flyer over the summer announcing the next year's shows, send out flyer for each show
- **Tech Week Food Coordinator**: Plan food for tech week, purchase or coordinate purchase, manage serving
- **Fall Fundraiser Coordinator**: lead the organizing for the fall fundraiser, make sure tasks are assigned, as decided, tasks could include: silent auction, organization Fund A Need, food, decorations, PR, setup, cleanup, etc, make sure location is reserved
- **Fall Fundraiser Committee**: carries out tasks for Fall Fundraiser
- **Program Ad Sales**: coordinate sales of ads for programs, contact previous advertisers, potential new advertisers, gather art for ads, done only in the fall.
- **ITF Parent Coordinator**: Organize ITF registration forms, manage student accounts and track ticket sales, work with directors for final allotment