

# MONTOUR FOUNDATION FOR THE PERFORMING ARTS

SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

---

## \*\*\*CAST PARTY COMMITTEE\*\*\*

**Purpose:** *This committee plans, coordinates, and runs the Cast Party held after the final performance. Set up and clean up is the responsibility of this committee.*

**Membership:** *One chairperson, or a chair and co-chair, plus 6 to 10 others to help with set up, running, and clean up. Sign up at the first MFPA Meeting.*

**Time frame:** *Some planning has to occur early on, but the bulk of the work is the day of the Cast Party – which is generally the Sunday after the closing night of the musical.*

**Budget:** *Any expenditure over the budgeted amount for your committee must be approved by the MFPA Board.*

### **Duties:**

1. Some early planning needs to take place, generally in December to January, to check into various locations to hold the Cast Party and to book one. (Note: Check with the MFPA Board for past locations, costs, and thoughts on how well they worked out). Get approval from the MFPA Board for your proposed location and arrange to get the deposit paid by the MFPA Treasurer.
2. Work with the Committee (and consult with the MFPA Board) on potential caterers and menus. Get agreement on which caterer to use and on the menu, and book the caterer. As with any catered event, find out the caterer's deadline for a final head count, and be sure to get back to them with this when needed.
3. Work with the Committee to identify and book a DJ for the event. (Note: Check with the MFPA Board for past DJs used and how they worked out.) Book this fairly early to make sure you can get the DJ you want.
4. Work with the Committee to develop a theme, decorations, etc. Arrange for the purchase of whatever is needed to carry out your theme. Arrange reimbursement through the MFPA Treasurer.
5. Plan out any additional items (e.g. snacks, beverages, cookies, etc.) that the caterer does not cover. Arrange for these items.
6. One of the "standard" events at the Cast Party has always been for the students to watch a video of their performance. To accommodate this, a VCR and large screen TV are usually needed, as well as a copy of the video, which often is not completed by this time. (We've had to rely on "home videos" of the musical some years.) Check with the MFPA Board ahead of time to make sure someone is arranging to have a video available.
7. You are responsible for scheduling workers (the committee members) to set up ahead of the party, to be there during the party to make sure everything is going as planned, and to clean up after the party. (Note: The MFPA Board is not responsible for cleaning up after this party – they often have other matters to take care of at this time).