

MONTOUR FOUNDATION FOR THE PERFORMING ARTS

SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

LOBBY DECORATIONS COMMITTEE

Purpose: *This committee is responsible for developing a theme, designing, and decorating the lobby for the performances.*

Membership: *This committee requires a chairperson and 3 to 4 members to help out. Sign up at the first MFPA Parent Meeting. Creativity is a big plus on this committee.*

Time frame: *Some planning should be started about 4 to 6 weeks before the opening night to come up with a theme and figure out what materials and/or props will be needed to carry out the theme. Most of the work of this committee occurs prior to each performance and after each performance.*

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

Duties:

1. Plan out a theme for the lobby decorations based on the musical for this year. Run your ideas for decorations by the MFPA Board members and the Producer and/or Director for approval.
2. Organize your helpers to purchase materials and props before opening night. Work with the MFPA Treasurer for reimbursement for purchases you make for the decorations.
3. You are responsible for making sure that lobby decorations are put up before the audience starts showing up for each performance.
4. When the day following a performance is not a school day, we are sometimes permitted to leave the decorations up for the next performance. If the next day is a school day, this committee is responsible for taking down the decorations, storing them in a safe place, such as the ticket booth or the back of the auditorium, and putting them back up for the next performance.