

# MONTOUR FOUNDATION FOR THE PERFORMING ARTS

SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

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## **\*\*\*MAKEUP COMMITTEE\*\*\***

**Purpose:** *This committee is responsible for assisting the cast with all stage makeup for the performances and dress rehearsals.*

**Membership:** *A chairperson is required. A fairly large number of committee members are needed in order to rotate who is scheduled to work each performance and to accommodate a cast of 50 to 60 students.*

**Clearance:** *Members of this committee are required to have clearances because of the contact they have with the students. Please see the MFPA if you need information on this.*

**Time frame:** *Other than a small amount of advance preparations (taking inventory of leftover makeup from the year before, ordering whatever additional makeup is needed for this year, meeting with the Producer and/or Director to determine their thoughts on makeup needs for this show), most of the work does not start until about a week before the show. Then the work is heavy during dress rehearsals and all performances.*

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

### **Duties:**

1. In February to March, review the current status of our makeup supplies.
2. Meet with the Director and Producer to determine what their expectations are for makeup in this year's musical.
3. Determine what additional makeup may be needed and make arrangements to purchase. Work with the MFPA Treasurer to get reimbursed for any expenses or to arrange direct payments.
4. Schedule your committee members so that an adequate number are on hand at all dress rehearsals and each performance. Provide adequate training for them. (Note: every 3 to 4 years we have been having a makeup consultant come in to teach the art of stage makeup to the new committee members. They say it is very different from regular makeup).
5. Work with the Director and/or Producer to have a dry run of making up each cast member so the director can agree on the correct amount of makeup for each person. Take notes.
6. Decisions need to be made on how much (and what) makeup each student is expected to supply on their own (lipstick, etc.), versus what will be supplied by the MFPA. Whatever is decided that each student must supply needs to be communicated in advance, usually by way of a one page flyer sent home with each cast member or via email.
7. The makeup tables are always set up in the Band Hall. This committee is responsible for the setup and cleanup of the tables, chairs, and mirrors needed before and after each dress rehearsal and performance.