

MONTOUR FOUNDATION FOR THE PERFORMING ARTS

SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

*****SOUVENIR/FLOWER COMMITTEE*****

Purpose: *This committee is responsible for the ordering and selling of all flowers, balloons, mugs, souvenirs, etc. that are sold during all performances.*

Membership: *Requires a chairperson and preferably a co-chair as well. Due to the large crowds of people around this table during performances, as many as 6 to 10 committee members to work the table during performances would be ideal. Student helpers have been helpful in the past. A husband/wife team to chair this committee would work well.*

Time frame: *Most of the work of this committee is right before the show opens and during all performances of the musical. However, the chairperson(s) needs to do some advanced planning 6 to 8 weeks before opening night.*

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

Duties:

1. In about the February to March time frame (maybe 6 to 8 weeks before opening night), research where you can get the best deals (and availability as needed) for the various types of souvenirs to be sold.
2. In the past, this committee has been a big money maker for us. It is important to find the lowest cost providers of flowers, balloons, etc. We've had good luck with Sam's Club and Wal-Mart in the past.
3. Plan for whether we should be selling any souvenirs (related to the musical or not). For example, we've sold "Hollywood" movie sign boards in the past on which we write the recipient's name, the show, and the dates. We've experimented with taking orders for cast autographed posters of the musical and with commemorative mugs of the musical.
4. Schedule who will work at each performance, from among the committee members, and any other helpers you can round up.
5. Work with the MFPA Treasurer to get start up money before opening night and to get the appropriate change as needed before or during each performance. Also work with the Treasurer to get reimbursed for your purchases.
6. Count up the night's earnings after the table closes and turn it over to the Treasurer less your start up cash for the next night, along with the count of how much you are turning over to him/her. After the final performance, be sure to also return the start up cash.