

Fall Dance Workshop Parent Duties - October 20th

Ortiz, Coleman, C. Rogers, Johnson, H. Williams, Reed, Lowery:

Each of the above parents should provide **two dozen** wrapped snacks and **12 drinks** (capri sun / cokes / water). They do not have to be homemade. A wrapped snack may consist of 2 oreo cookies or a brownie in a snack bag. These need to be turned in by 10am on October 20th to the Cafeteria.

Shift #1 REGISTRATION (9-11am) - MAIN FOYER (by the main office)

Arrive no later than 9am – please!! - Parking will be an issue so please plan ahead - PSAT...

Each person will be assigned to a specific grade level to perform registration activities, distribute T-shirts, or greet/direct students. The T-shirts were included in their registration fee so everyone that has paid should receive a T-shirt.

1. **Money Collection/Reg. Form** - For ages PreK through 6th grade, the charge is **\$25.00**. You will have a list of who has pre-registered. For 7-12th graders, the charge is **\$15.00**. Cash is acceptable. Checks should be made payable to **CHS** only. PreK-2nd graders MUST HAVE a Cosmetology Permission slip signed so that they may participate in that portion of the workshop. Please make sure to sign in every registrant on the Tabulation form and make sure they have signed a registration form and release. Send the dancers to the Boys' Gym once they have received their t-shirt and their registration is complete. There will be specific moms in charge of this as well as Golden Girls. Please take them in large groups. Balance your money collected and the tabulation form. Once this has occurred, turn in everything (all supplies, etc.) to the Treasurer's table (Marie Moore or Linda Moore).
2. **Name Tags** - Please carefully print a nametag for each dancer. Make sure that it is legible and contains their first & last name, and grade level.
3. **Snack Money** - Money for snacks and such should be placed in an envelope with the child's name and grade on the outside. Please ask each dancer and their parent if they have money for this otherwise they may lose it during the day. Turn these in to Jan and Marie with your money and tabulation form at the end of your shift.
4. **T-shirts** - With a paid registration, every dancer should receive a T-shirt. Make sure that the dancer has paid and then ask them what size they would like. You may have to check with one of the tables close to you once you begin to run low on sizes. If someone wants a specific size and we don't have it, try to accommodate to the best of our ability. If we run out completely, (no sizes left except Adult XL or something) I will have more printed so please take down their name. Orders cannot be taken as it costs extra money to have these run a second time.

Shift #2 LUNCH (11am-1pm) - CAFETERIA/ROTUNDA

Arrive no later than 11am - please!!

There are 3 different jobs that need to be completed at this time: drinks, snacks, and money collection.

1. **Drinks** - Those in charge of drinks need to contact those parents listed above about getting their drinks. Please bring them in an ice chest when you arrive at 11am. Remember, we are only charging \$.50 so keep additional purchases to a minimum. Organize the drinks and be prepared to pass them out for each lunch shift.
2. **Snacks** - organize these when you arrive. Be prepared to pass them out. Each wrapped snack is \$.50.
3. **Money collection** - you will need to pick up petty cash (change) from Marie Moore when you arrive. Make sure there are plenty of quarters and ones at that time. Every drink and snack will be \$.50 each. You might want to have someone marking how many of each were sold so that you may balance the money at the end of the lunch period.
4. **Everyone** will need to assist with clean-up of the cafeteria/rotunda. Times are listed in this packet.

Shift #3 CLEAN-UP / PERFORMANCE (1-3pm) - GIRLS' GYM

Arrive no later than 1pm - please!!

1. **Signs** need to be placed on the outside (105-side) windows/doors directing the parents to the Girls' Gym for the performance. T. Marshall, S. Coleman, and M. Reed will create these and get them to you.
2. **Decorations** - I would like to make this a more festive event! Balloons, streamers, and various decorations will be needed. We have some items in the Anne Frank Room. Please get together and discuss this. I want this performance to be special for all of the girls involved! (hot pink, purple, bright blue/green, etc - BRIGHT!!)
3. **T-shirts and snacks** should be transferred for further sales in the Girls' Gym. Utilize the concession stand for this purpose.
4. **Greeters** - once the parents begin arriving (2:10pm or so), the greeters need to go to the doors and "greet." There is going to be a specific section roped off for the performers. Please inform the parents so they do not sit in this area.

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Please look for your name below or on the previous page...

WHAT TO WEAR

Please come dressed in Golden Girl apparel with your name badge.

TREASURERS

Need a lot of change – 1's, 5's, 10's, and Quarters, calculators, pens, money bag, etc.

Change will be needed for every registration table, lunch/snacks, and additional t-shirt sales during the performance.

INSTRUCTIONAL AREAS

| | | | | | |
|--------|---------|-----|----------|------|-----------|
| PreK-K | Rotunda | 3-4 | Boys Gym | 7-8 | Small Gym |
| 1-2 | Rotunda | 5-6 | Boys Gym | 9-12 | Small Gym |

SHIFT #1

Treasurers - Linda Moore & Carol Stringer

5th - 6th

PreK - Kindergarten

Money Collection / Reg Form - Weaver, Tanton
Name Tags - Frazier
T-shirts - Thompson (Lara), Malouf
Snack \$ Collection - Taylor (Faulkner's)

Money Collection / Reg Form - Ringo, Jasper
Name Tags - Bonnett
T-shirts - Green
Snack \$ Collection - Voss

1st - 2nd

Money Collection / Reg Form - Brown, Rushing
Name Tags - Schluter
T-shirts - Simmons
Snack \$ Collection - King

7th - 8th / 9th - 12th - Master Classes

Money Collection / Reg Form - Marshall
Name Tags - Lucas
T-shirts - Shaw
Snack \$ Collection - Walton

3rd - 4th

Money Collection / Reg Form - P.Taylor, G.Williams
Name Tags - Ray
T-shirts - Stutts
Snack \$ Collection - Allen

SHIFT #2

Drinks - Nixon, Atkinson (Cafeteria)
Walton, Cundiff, Guerrero (Rotunda)

Signs and T-shirt/Snack Transfer & Sales - Walton

Snacks - Krueger, R. Taylor (Cafeteria)
Ruffner (Rotunda)

Decorations - Bess** (in charge), Stringer, Voss, Brown, Davis, Dominey, Idlett, Stanbrough

Money Collection - Perciful, Wheeler (Cafeteria)
Hopper, Bell (Rotunda)

Phone Calls - Pew & Brewer (call each GG family: remind of arrival time and what to bring/wear, verify their "job", answer any questions - then contact Ms. C with a list of who was called and any questions by October 18th)
Fax (936 760-6695)

SHIFT #3

TENTATIVE SCHEDULE - Saturday, October 20th

| | | | |
|----------------|--|-----------|---|
| 10:00 am | ALL - Begin Instruction in specified areas | 1:45-2:15 | ALL - Dress Rehearsal in Small Gym |
| 11:30-11:55 am | PreK-K Lunch | 2:30-3:00 | ALL - Public Performance in Girls' Gym |
| 12-1:30 | 1 st - 2 nd Lunch/PreK-K Cosmetology Time | 10-11:30 | 7 th - 8 th Master Class |
| 11:45-12:15 | 3 rd - 6 th Lunch/1 st - 2 nd Cosmetology Time | 12 - 2 | 9 th - 12 th Master Class |
| 12:15-1:45 | 3 rd - 6 th Continue instruction | | |

If you have any further questions, please feel free to contact me at 760-6695 or via email at fachambers@conroe.isd.tenet.edu. If for some reason you are unable to attend at the last minute, ***you must fill that position with an adult family representative***. We need absolutely everyone to be there!! ***MAKE SURE THAT YOU SIGN IN WHEN YOU ARRIVE FOR YOUR SHIFT TO RECEIVE CREDIT!*** I have already received approximately 25 registrations and I am hoping to see 150+ dancers attend. Please continue to help get the word out to everyone!! They are more than welcome to register at the door!!! Thank you very much for your time and assistance! This is going to be a great workshop for all involved!! Ms. Chambers ☺