

IGNITE
THEATRE
PARENT RESPONSIBILITY - 2022/23

We like all our prospective parents to read what would be expected of them if their child were to participate in Ignite Theatre. We desire our families to enter with their eyes wide open, of the work and effort required from them for our production of Beauty and the Beast to be a success for our children. We would love to have you join us! In essence, we see Ignite Theatre as FAMILY project-based learning on a grand scale. Our parents are the backbone of our theatre, and our unsung heroes. Although we have cultivated a strong sense of community within Ignite Theatre - we operate like a family - we are a performance-based theatre, with a call to excellence in all we do to God's glory. We function on the combined talents of our whole parent workforce - one parent per family is required to fulfill their volunteer responsibility hours during the year. We divide our volunteer responsibility requirements into two categories - Year Long Jobs and Theatre Week Jobs.

Year-Long Jobs Expectations: It is expected a minimum of ONE parent per family to commit to the following hours/days of requirements from one of the following Teams below.

Sets Team: From Late December to May, we have parents who attend a total of 14+ Set Build Saturdays [10 am-3 pm] and help with construction, painting, staining, texturing and any artistic work which needs to be completed. Experience is an asset, but not required - just a willing attitude to learn.

Costume Team: From Late October to May, we have parents who commit to sourcing, purchasing, or sewing our costumes. Experience is an asset, but not required - just a willing attitude to learn.

Props Team: From October to May, we have parents assigned an interesting, long list of props to source for purchase/rent, along with creating other pieces from scratch, utilizing their own artistic talents. In past years our team created realistic fake food [ham roast, berry pie, canapé appetizers, etc], Maurice's wood-chopping machine, an inventor's helmet, and torches, to name a few.

Marketing & Hospitality Team: From October to May, we have parents working individually and collaboratively to garner sponsors & advertisers, run our fundraisers [Coupon Books, Krispy Kreme Donuts, Bottle Drives, and Hanging Flower Baskets, etc.], updating our social media [Facebook, Instagram, etc.], along with delivering flyers to principals from schools in Chilliwack & Agassiz and businesses, along with delivering our show posters to businesses throughout the Fraser Valley, and setting up our Billboards around Chilliwack.

In addition, all parents are required to participate in THREE Fundraisers [ex. Big Little Coupon Books, and two Bottle Drives], plus ONE Fundraising Day Event [ex. on a Saturday]. Each family is also asked to attend ONE Set Build on Friday MAY 19, 2023 to help with dismantling our sets and loading them into our transportation trucks and then cleaning our gym floors and/or any extra work which needs to be completed.

Criminal Record Check Clearance: All volunteers having contact with students are required to have a CRC Clearance on file with HCOS. If you do not already have one on file, please proceed with this as soon as possible, as it does take 3-4 weeks for clearance to come back to the office. You can start the process by completing the HCOS CRC letter here. When LG receives this from you, they will forward a code to use with the online Ministry of Justice CRC application which must be used to proceed in the process. CRC Clearance is good for 5 years from the date on the Clearance letter.

Theatre Week Jobs: It is expected a minimum of ONE parent per family commit to attending the WHOLE week of our theatre week - May 20th– 27th [SAT. Move IN - to SAT. Move OUT], and all the rehearsal/performance times in between].

Wednesday, May 17th: All Parent Script Read Through @ Mill Lake Church Gym

Friday, May 19th: Set Dismantle, load into transport vans, and clean floors @ MLC Gym

Saturday, May 20th: 9 am - 6 pm - Unload and move into The HUB Theatre @ CCC

Sunday, May 21st: 1 pm – 8 pm: Lighting Tech Rehearsal & Cue to Cue

Monday, May 22nd to Wednesday, May 24th: 7:00 am – 6 pm: Dress Rehearsals

Thursday, May 25th to Saturday, May 27th: Performances Days [6 shows over three days]

Saturday, May 27th: 9:30 pm – midnight: Strike Set & Load Transport Van and unload @ MLC gym.

*Specific details to follow at the Parent **Information Meeting on Sept 21st, 2022 [7 pm - 9 pm] @ Mill Lake Church Gym.** Each year we have several Dads take the week off work [as vacation time] during our theatre week to serve backstage to run our show via moving the set pieces and flies - and without them, the show would simply not go on. IF you are working on the Sets Team for your YEAR Long Volunteer Responsibility, then we ask that you also work Backstage moving the Set pieces during the show. Having the week open to work backstage is essential. Here is an example of the positions we need to fill during theatre week: Backstage, Flies, Stage Right/Left Headsets, Greenroom, Hair and Makeup, Props, Costumes, Food, Flowers Sales, Sets, Spots, Gophers, etc

Ignite Theatre Parent Volunteer Responsibility Security Deposit: Nothing secures a volunteer responsibility commitment more than writing THREE cheques [TWO Year Long @ \$500 each and postdated to Mar 20, 2023, and May 20, 2023, and ONE Theatre Week Volunteer Responsibility @ \$500 postdated to June 1, 2023], payable to HCOS. Once your commitment is fulfilled the cheques will be shredded. We need workers, more than we need funds. Our volunteer responsibility cheques simply reflect the value we place on what our parents give to our theatre.

Additional Items Which May Need Purchasing: All students are responsible to purchase predetermined footwear [character shoes, jazz shoes, and/or tap shoes], along with a modesty layer [white tank and white jersey knit shorts - Old Navy/Walmart] The modesty layer provides coverage for quick costume changes when doing so in front of their same-sex peers. An email in February will outline footwear and modesty layer colours needed for this year's production. Finally, students are also responsible to purchase their own personal base makeup [foundation, eye shadow, blush, mascara, lipstick, and eyeliner] for their stage makeup needed prior to performing. Our Hair and Makeup Designer will email specific makeup details closer to our show.

Joy in Him,

Allana Lemke

Heritage Christian Online School

Ignite Theatre, Executive Producer

