



# Goshen Theatre Project

## Membership

Name \_\_\_\_\_

Address \_\_\_\_\_

City/  
State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Shirt Size: (please circle) AS AM AL AXL AXXL

In the upcoming season, I would like to participate in the following areas:  
(Please read area descriptions)

Costumes                      Hospitality                      Show Director                      Fundraising

Set                                      Usher                                      Stage Manager                      Marketing

Props  
Manager                      Running Crew                      Lights and Sound                      House

Choreographer                      Music Director                      Assistant Director                      Membership

Historian.                      Monthly Custodial                      Play Selection.                      Actor

\_\_\_\_\_ I am interested in serving as an At-Large member on GTP Board of Directors.

I prefer to be contacted by (please circle) Telephone                      Email

Goshen Theatre Project  
114 W.Main St.  
Collinsville, IL. 62234

## **Committee Descriptions and Responsibilities**

1. Costumes:assist with costuming a show, including obtaining sizes, pulling costumes from stick, occasional altering and/or making costumes; help with maintenance of costume inventory, obtaining costumes and materials; assist with cleaning of costumes.
2. Props: help find props needed for a show, maintain prop inventory and keep props organized.
3. Running Crew: help backstage during a production including props, curtain, assisting with costume changes, set changes, etc.
4. Sets: help with or take responsibility for designing/construction and painting of show sets.
5. Lights and sound: help with light design, setting up of lights and/or sound; running of lights and/or sound for a production.
6. Stage Manager: assist at auditions, record blocking during rehearsals, follow script and make line notes during rehearsal; call cues/run production during performances.
7. Music Director: instruct cast in learning music for production; help with rehearsals and rehearsal accompanist if possible.
8. Choreographer: design choreography for musical; instruct cast in said choreography.
9. Usher: seat patrons at performances, distribute playbills, serve in concessions at intermission and help clean theater ( pick up playbills, trash, etc) at conclusion of performance.

10. \*Marketing/Publicity: publicize ALL GTP events, productions, auditions, socials and fundraising events. Help manage website, social media, print media, etc. Responsible for playbills, advertising, posters, press releases.
11. \*Fundraising: solicit playbill ads; brainstorm and facilitate potential fundraising ideas.
12. \*House Manager: coordinate lobby volunteers( will-call, ushers, ticket takers, running concessions; purchase concession supplies; coordinate any special needs for patrons; keep GTP Square for credit sales.
13. \*Hospitality; coordinate opening night and/or cast parties including contacting people/businesses to donate items, scheduling help, setting up and clean up after parties.
14. \*Membership: provide forms and collect dues; track member attendance; plan member parties (eg.holiday, ice cream social); keep membership shirts, order shirts as needed; keep record of member comp tickets (2); keep updated list of active members.
15. \*Historian: store and add (create) GTP scrapbooks; keep copies of newspaper articles, playbills, posters and flyers; arrange for photographer, and DVD recordist for productions.
16. Assistant Director: assist director, as needed, for production. Confer with Director on appropriate aspects of production.
17. Director: responsible for all staging, coordination of music and choreography into musicals; consult with set/light/sound designer on set/light/sound needs and necessary aspects of thereof; submit production budgets to Treasurer; submit necessary paperwork for printed materials (receive and mail back) after productions when needed; handle any issue regarding production or refer to proper individual.

\*Denotes possible Board of Director position in addition to President, Vice President, Secretary and Treasurer.