

AoS

ANGELS ON STAGE



Parent Handbook

Founder: DeAnna Pursai

Angels on Stage
1582 Branham Lane #326 • San Jose, CA 95118
(888) 871-3331
info@angelsonstage.org
www.angelsonstage.org

CORPORATE OFFICERS

President – Lorna Drope
Treasurer / CPA – Sharon Hall
Secretary – Chris Duncan

BOARD MEMBERS

Board Member – Lorna Drope
Board Member – Nina Anderson Duncan
Interim Board member – Donna Negranza
Interim Board Member – Jim McGuire
Interim Board Member – Tim English
Interim Board Member – Vicki Tondag

AOS CORE PRODUCTION STAFF

Director – Pam Lindsay
Assistant Director – Matt Tondag
Music Director – Judy Bayse
Production Manager – Nina Anderson Duncan
Assistant Production Mgr – Raquel Anacker
Adaptations Consultant – Melanie Calabrese
Technical Director – Chris Duncan
Student Director – Alex Bemis
Student Director – Ari Heathcote
Student Director – Michael Lott
Student Director – Seth Griffin
Student Director – Srimathi Rangarajan

AOS SUPPORT PROGRAM STAFF

Support Program Manager – DeAnna Pursai
Registration Coordinator – Leslie Vasquez
Volunteer Coordinators – Ayesha Rahim & Antonia Rose
Sound Coordinator – DJ Beck
Safety Coordinator – Amin

AoS OPERATIONS

Marketing Manager – Amy Parham
Communications/PR Manager – Jerri Jensen
Photographer – Nicole Devibless

Angels on Stage Mission:

To provide children with special needs, or as we say, differing abilities, of any type and degree, ages 5-22, an opportunity to participate in an annual professional musical theatre production.

The secondary mission is to become a model for replication to serve children with special needs in surrounding areas and nationwide.

WELCOME

On behalf of the Angels on Stage (AoS) Board of Directors and staff, we want to welcome you to AoS! We're excited to kick off our fourth season. We have many fun things planned for Alice in Wonderland and we're looking forward to spending time with each of your children.

Please take a few moments to read through this handbook. If you are new to AoS, it should answer many of your questions and provide a valuable reference guide for the season. If you are a returning family, we still encourage you to read this handbook as it will serve as a good refresher on AoS and introduce you to any new policies and procedures.

The beginning of the season is always filled with anticipation. Our staff, together with the board, is here to help your child succeed. Please feel free to talk to us and ask questions anytime.

CONTACT INFORMATION

Phone Number (Leave Voicemail)	888-871-3331 – Messages are checked daily
Website	www.angelsonstage.org
Email	General info: info@angelsonstage.org Buddy Coaches: buddyprogram@angelsonstage.org Showcase requests: showcase@angelsonstage.org
Mailing Address	1582 Branham Lane #326 San Jose, CA 95118
Follow us on Facebook	Angels on Stage group https://www.facebook.com/#!/groups/Angelsonstage/
Follow us on Twitter	@angelsonstage

ABOUT US

Vision / Motto: *Perception, not perfection.*

We know that there will be some performers who are going to have a day where they are doing their own thing and would rather chat with the adults in the hallway, dance by the speaker, sit in the other room instead of participate in the group activities during practice time. At AoS it's OK, and as we all get to know each other and become more comfortable with each other, our Angels will rise to the occasion and become comfortable and engaged. Our job is to enhance the public's perception, to illuminate our Angel's abilities over their disabilities.

Background:

Local educator, DeAnna Pursai, founded Angels on Stage (AoS) in 2007. She modeled the troupe after "The Jesters of the University of St. Francis College" in Ft. Wayne, Indiana, where she was a Buddy Coach to her sister, Angel, who happens to have Down syndrome. AoS strives to be an inclusive provider of musical theatre experiences for children with special needs and differing abilities. A program is in place to serve the needs of the participants in a manner that is positive for each angel/actor, buddy coach, volunteer and family of each actor and actress. The AoS program uses theatre as a medium for illuminating abilities.

Why AoS is Unique?

If you are new to AoS, there are three unique reasons our program is different from other typical children's theatre programs.

First, AoS does much more than simply provide a theatrical experience for children. For the children with special needs involved, AoS provides significant benefits, including increased social skills, self confidence, language, expression, movement and theatrical or musical ability. For the community, AoS raises awareness and nurtures positive and constructive experiences through musical theatre.

Second, AoS integrates peer mentoring through our "Buddy Coach" program. Elementary to college age students can volunteer for the program and provide leadership, friendship and coaching for our Angels. Buddy coaches are chosen through an application process. They serve as role models for the Angels and are actively involved in the weekly operation of the program during the season.

Third, AoS has a strong belief in the importance of "setting the Angels up for success." While AoS is a theatre program, the primary emphasis is not on the artistic production itself, but rather on the process, growth and relationships that happen while creating the production. AoS prides itself on the fact that every Angel is a "STAR," and that every role in the production, onstage or off makes our shows special. The culture and atmosphere that exists at AoS enables your children to be themselves, show their abilities and shine in a safe environment.

At AoS, we aim to enter the Angel's world and work at their level so they can achieve the highest level of success.

MEET THE CORPORATE OFFICERS



Lorna Drope, President: Lorna is a tax and estate planning attorney with over 15 years of experience. She holds a Master of Laws in Taxation, which she received cum laude from the University of San Diego in 2002. She is licensed to practice in California, Nevada and Arizona. Her primary focus is special needs planning – estate planning and limited conservatorship for families with loved ones with disabilities. She also works closely with non-profit organizations, assisting organizations with everything from formation to foundation management services. She serves on the Board of Directors of PACE – Pacific Autism Center for Education, and Special Kids Crusade, a non-profit organization serving children with disabilities and their families in the Monterey Bay area. Her legal background and experience in the non-profit community helps to ensure Angels on Stage stays in compliance with all non-profit rules and regulations. During Angels on Stage productions she serves as front house manager.






Sharon Hall, CPA/Treasurer: Since 1992 Sharon has served as a Certified Public Accountant (CPA) and holds a BS in Business Administration with an emphasis in Accounting. Sharon also has an MBA in Taxation. She has worked in public accounting for various firms as a staff accountant she prepared individual tax returns, and has experience with many different industries including hi-tech manufacturing, service and construction, each of which could come in many different types of business entities such as sole-proprietorships, partnerships, corporations, limited liability companies, trusts and estates, as well as non-profits. Sharon’s experience includes all facets of each engagement, from basic accounting all the way through tax planning and tax return preparations, including sales and payroll taxes, if necessary. Sharon has also served as a corporate controller, owning all financial aspects of the organization and human resources, giving her a well-rounded background to help AoS.



Chris Duncan, Secretary: Chris has worked for AMR (American Medical Response) for 11 years as an EMT, Paramedic and logistics manager. He has served as the volunteer AoS Safety Officer ensuring angels, buddies, staff and volunteers operated in a safe environment. He is responsible for implementing and executing a safety plan for AoS. Chris has provided technical booth operations and support during AoS seasons 2 and 3, assisted with set design and construction, volunteered as technical director, called the show and served as a liaison between director staff and the tech crew. He has 20+ years of technical theatre experience serving in various roles. Chris holds a special place in his heart for children with special needs, having a brother with Down syndrome and being a caregiver for his niece and nephew who both have Autism. He describes the AoS experience as “Beyond words, just amazing”.

MEET THE BOARD MEMBERS

	<p>Vicki Tondag, Interim Board Member: Vicki is a Senior Lease Analyst for Jones Lang LaSalle on-site at Yahoo! and is responsible for full scope Lease/ Sublease administration for U.S., Canada and Latin America Real Estate Portfolios. She currently processes the monthly rent run totaling over \$84M annually and collecting over \$12M annually from Sublease revenue. Prior to the Yahoo! account, she was a key member on both the Cisco Systems and Sun Microsystems accounts. During her tenure with JLL, she has accumulated cost savings and avoidance well over \$4M. Vicki has also established the accounting system and managed all aspects of finance, insurance, HR, payroll and tax reporting for All Hands In. Vicki holds her B.S. degree in Business Administration with a concentration in Accounting from San Jose State University and a current Real Estate License for the State of California. Her contributions to the AoS community include costume design committee and managing the lobby design for the Red Carpet event.</p>
<p>Need Photo</p>	<p>Tim English, Interim Board Member Tim has been involved in both the theater and the special needs community for most of his life. Tim’s sister Jennifer was born with Cystic Fibrosis and Cerebral Palsy stemming from a brain aneurism caused by a burst intestine in utero. Unfortunately, Jennifer passed away in May of 2010 from CF complications. Tim was an active participant in Children’s Musical Playhouse, Union Middle School, and Leigh High School theater production during his youth. At the College of Charleston, Tim completed a minor in Theater, concentrating his focus on production and performance. Tim carved out a niche as one of the few capable Flymen in the theater department and culminated his senior year by stage managing a nationally recognized production of Peter Schaffer’s Equus. Tim is currently a second year law student at Santa Clara University School of Law.</p>
	<p>Donna Negranza, Interim Board Member: Donna is a contracts manager for SRI International, a non-profit research company in the Bay area. She holds a bachelor’s degree in Engineering and has worked in the high tech community for more than 20 years. She is also the parent of a teenager with Down syndrome who loves all aspects of theater. She enjoys volunteering and supporting the special needs community and is an advocate for programs and activities that encourage growth, learning, and independence for children, teenagers, and young adults with differing abilities. In 1995 Donna and several parents in conjunction with community leaders formed a non-profit organization, Central California Down Syndrome Foundation, whose original mission was to provide immediate support regardless of what time of day it was for families of newborns with Down syndrome in the hospital. Donna’s personal experience with the birth of her own child and lack of immediate written information about Down syndrome or a personal contact, lead her and several parents who experienced similar situations in the central valley of California to form the organization. Donna served as the Founder and Executive Director from 1995 to 1999.</p>
	<p>Jim McGuire, Interim Board Member Jim has been in commercial aviation for 31 years as a pilot, taking on roles of increasing responsibility both in and out of the cockpit. The past 13 years as Director of Aviation and Chief Pilot for a privately owned firm in the San Francisco Bay Area, and additionally as the San Jose domicile Chief Pilot and Check Airman for Delta Private Jets, a wholly owned subsidiary of Delta Airlines. Jim brings a valued pragmatic business perspective to the administrative end of Angels on Stage, and is additionally engaged from the point of view as a parent of an Angel.</p>
	<p>Lorna Drope, Board Member (see Lorna’s bio above in corporate officer)</p>
	<p>Nina Anderson Duncan, Board Member (see Nina’s bio below in staff)</p>

The board of directors is held to a high standard to ensure they uphold the values, principles, mission and governance of the organization. They all sign a code of conduct when joining the board.

CODE OF CONDUCT FOR BOARD

The AoS board members are elected from different areas and bring different skill sets. In our organization, each member is elected to serve on the board and to fulfill certain functions and responsibilities defined by our bylaws.

The Board:

Individual board members bring unique skills, values and beliefs to the board. In order to govern effectively, board members must work with each other and the entire organization to address the issues necessary to ensure that a high quality and positive theatre experience is provided to each participant in Angels on Stage. The board governs Angels on Stage. While understanding their separate roles, the board, committees and staff work as a team. This team assumes collective responsibility for building unity and creating a positive organizational culture.

The Board's Responsibilities:

The primary responsibilities of the board are established in our bylaws. They are to set a direction for Angels on Stage, to provide a structure by establishing policies, implementing goals and upholding the mission. The board will ensure accountability and provide community leadership on behalf of Angels on Stage.




To be effective, each board member:





- Keeps inclusion and theatrical experience for all Angels as the primary focus
- Values, supports and advocates for inclusion of children with differing abilities into theatrical experiences
- Recognizes & respects different perspectives and styles on the board, staff, Angels, parents & community
- Acts with dignity and understands the implications of demeanor and behavior
- Keeps confidential matters confidential
- Participates in a professional manner, commits time and energy necessary to be an informed and effective participant/leader
- Understands the distinctions between board, committee and staff roles, and refrains from performing management functions that are the responsibility of committees or staff
- Understands that authority rests with the board as a whole and not with individual board members
- Operates openly, with trust and integrity
- Governs in a dignified and professional manner, treating everyone with civility and respect
- Governs with board-adopted bylaws, policies and procedures
- Takes collective responsibility for the board's performance
- Periodically evaluates its own effectiveness
- Ensures opportunities for the diverse range of views in the community to inform the board on topics/ideas

To fulfill these responsibilities, the board must:

- Maintain a cooperative and supportive working relationship with board members, Angels, parents, staff and the community
- Hire, evaluate and support the staff so that the shared vision, goals and policies of AoS can be implemented
- Adopt, evaluate & update bylaws consistent with policies and the board's vision and goals
- Adopt the annual budget and review past season reports of Angels on Stage
- Approve the compensation of staff
- Review financial statements and acquire or dispose of real property as necessary for AoS productions
- Maintain bylaws and policies to ensure a safe and appropriate setting for all participants involved in AoS
- Provide community leadership on giving youth with differing abilities an equal opportunity to participate in a positive theatrical experience regardless of theatrical skill level or experience
- Must have a unity of purpose and communicates a common vision/mission
- FORTify the Angels – Flexible, Organic, Responsible and Transparent
- Provide a wholesome, positive, safe, inclusionary and value-oriented atmosphere in which participants learn expression, inclusion and teamwork
- Offer a broad variety of theater experiences to further develop self-esteem and personal confidence
- Raise awareness of our children's differing abilities, general information about the program and its positive impact to the special needs and larger community
- Become a model for duplication to serve children with differing abilities in surrounding areas
- Expand and secure ongoing general support

MEET THE STAFF

	<p>DeAnna Pursai, Founder: DeAnna founded Angels on Stage: A theatre troupe of children with differing abilities in 2007. She was inspired after being a buddy coach at St. Francis College in Ft. Wayne, IN in 1991 while sister, Angel, was an actress with the theatre troupe “The Jesters”. DeAnna holds a Master’s Degree in Education Policy with an emphasis in special education state reform from the University of Illinois Urbana-Champaign. She has been a special education teacher, general education teacher and a district literacy coach for the past 12 years. She is co-founder of the College of Adaptive Arts, a newly established non-profit arts conservatory for adults with differing abilities.</p>
	<p>Pamela Lindsay, Director: Pam is the Co-founder of The College of Adaptive Arts, a performing arts conservatory for adults with differing abilities. Pam also serves as an Academic Consultant for families of children with special needs. She holds a Master’s Degree from San Jose State University TV/ Radio/Film/ Theatre Department with an emphasis in Theatre Arts. She has published research into connections between learning objectives of acting study and those of speech/language therapy for individuals with social cognitive deficits, and has presented at various conferences. She’s an active member of the theatre community, serving most recently on boards for Silicon Valley Arts Coalition, Theatre Bay Area, and is a proud member of Actors for Autism. Pam served as volunteer at the “Joey Travota Film Camp” for autistic children. She has done professional/international work on both stage and screen. Pam enjoys the role of mother to a talented daughter who happens to have Asperger’s Syndrome, a wonderful Angels “Buddy Coach” named Matt, and a distinguished Air Force veteran named Raymond who lives in Southern California with his wife Yanira and daughter Isabella.</p>
	<p>Matt Tondag, Assistant Director: Matt is a Behavior Specialist and Co-founder of All Hands In. He has been working with children of all ages, in various capacities, for over 19 years. The last 10 years have been committed to the field of Special Education. Matt is currently pursuing his MA in Special Education at San Jose State University and also holds a BA in Creative Arts with a Minor in Drama. He is an avid believer in the power of play and its importance to the developmental process of a child. Therefore, it is safe to say that Matt enjoys having fun on the job. His work is driven by the simple belief that every child should be valued for their capabilities, not rejected for their disabilities. He truly believes that he was given a gift...a knack for engaging children and establishing a connection. It is with this gift that Matt strives to guide children to their maximum potential. Matt is a former member of SJSU’s School Touring Ensemble Program (S.T.E.P.) and current S.T.E.P. Alumni Chairman. He has also taught acting at the SJSU Magic Carpet Theatre Summer Camp.</p>

	<p>Roseanne [Nina] Anderson Duncan, Production Manager: Nina is a Communications & Marketing Manager at Hewlett-Packard and has worked in the field of global education for 15+ years and has over 16 years of musical theatre experience as an actress and director. She holds a BA in Communication Studies and Special Education from San Jose State University. She is an active member of the special needs community and has served on the executive board of the Autism Project PTA for the past 9 years. Additionally, she has served in theatre support staff roles such as costume designer, entertainment coordinator and stage manager for other local special needs events including Day in the Sky, Take Flight for Kids and Magic Makers. Her passion comes from being a caregiver of two children with autism.</p>
	<p>Judy Bayse, Music Director: Judy has been teaching music to children for 15 years and has had lots of training and seminars, as well as serving as Music Director for "Wonderland" by Peninsula Youth Theater. She is also a children's musician, singer/songwriter. Judy is a member of Regional Rep Children's Music Network, the Northern Cal. Chapter ORFF, the National Association for the Education of Young Children (NAEYC), and the Santa Clara County Reading Council. Judy has been a Girl Scout Leader and a presenter at the Asilomar Conference Fine Arts Mini Experience. She has also been a Music for Minors Docent.</p>
	<p>Melanie Calabrese, Special Education Adaptations Consultant: Melanie is a special education post-secondary teacher for the orthopedically-impaired with the Santa Clara County Office of Education. She has worked with her students to create a Workability Fashion Show, guiding them to write speeches through the adaptations of augmentative communication devices. She has her students perform at the Santa Clara County Office of Education's graduation ceremony, and she works with them to enter the annual talent show put on by the county.</p>
	<p>Chris Duncan, Technical Director Chris has worked for AMR (American Medical Response) for 11 years as an EMT, Paramedic and logistics manager. He has served as the volunteer AoS Safety Officer ensuring angels, buddies, staff and volunteers operated in a safe environment. He is responsible for implementing and executing a safety plan for AoS. Chris has provided technical booth operations and support during AoS seasons 2 and 3, assisted with set design and construction, volunteered as technical director, called the show and served as a liaison between director staff and the tech crew. He has 20+ years of technical theatre experience serving in various roles. Chris holds a special place in his heart for children with special needs, having a brother with Down syndrome and being a caregiver for his niece and nephew who both have Autism. He describes the AoS experience as "Beyond words, just amazing".</p>
	<p>Ari Heathcote, Alex Bemis, Michael Lott, Srimathi Rangarajan, Seth Griffin Student Directors This group of student directors range in experience from former AoS participant, buddy coach, volunteer usher, class president, event coordinator, spotlight operator and the list goes on and on.</p>

OUR STAFF'S APPROACH

Our AoS staff, particularly enjoys helping your children discover they are creative people. Many children come to AoS not knowing much about theatre at all, but that quickly changes. Our staff establishes close relationships with them in the rehearsals and beyond, in all aspects of the production and weekly program.

Our staff takes a special approach in that they are serving the Angels and helping one another when working on our productions. There's a true team spirit that allows them to do their best work possible. The staff's goal is to "set everyone up for success," both your children and the overall team.

One of our important functions as AoS staff is to contribute to your children's theatre experience by producing new approaches and creative adaptations that are beneficial in helping the Angels succeed.

We aim to bring in talented staff, work with them, support their efforts and evolve as necessary.

Our AoS staff brings a wealth of theater and special needs experience to the program.

- Years of theatre and special education experience
 - 10-20+ years of experience in respective fields
- Professional theatre and education backgrounds
 - Actors and Actresses
 - Directors and Tech Crew
 - Special Education Aides, Volunteers, Teachers and Behavior Specialists
- Hands on experience and professional training in their discipline
 - Held volunteer or staff position in educational system or theatre
- Big hearts and countless hours committed to your children
 - Although staff receive a nominal salary or small stipend they are looked upon as volunteers who are passionate about their jobs and willing to share their passion with your children

Each staff member believes and follows the AoS Way and lives by the **"10 Rules of the Stage"**

1. Believe you can change the life of a child with special needs.
2. See the ability in each child and illuminate that ability.
3. Share ideas with each other and trust your team.
4. Make a positive contribution every time you are working with the Angels, staff or buddies.
5. Be creative and adaptive; think of different ways to approach people and situations.
6. When the curtain rises opening night, it is the Angel's show.
7. Know when to work alone and when we should work together.
8. Continue to think of ways to positively impact and improve AoS.
9. New ideas, new people and new changes are not bad; they are signs of growth.
10. Believe that together we can make a difference.

THE AOS WAY

We achieve our goals through teamwork and collaboration. TEAMWORK = SUCCESS FOR ALL

We have important goals and recognize that it is only through effective teamwork, collaboration and cooperation within our organization that we can achieve our goals and mission. AoS is committed to working as a team to fulfill the expectations of our Angels, families, staff, donors and supporters who depend on us. We believe that all people on the AoS team want to do a good job, give the Angels the best experience possible, support the staff and volunteers and provide supporters and donors with a professional production and quality program. We attract professional, fun, highly capable, diverse and innovative people. We recognize their efforts and contributions to the organization with various forms of gratitude and compensation. AoS team members contribute enthusiastically and share in the success that they make possible.

We provide an inclusive environment. INCLUSIVE = SENSE OF BELONGING

We approach each season with the belief that AoS is a welcoming, safe and inclusive place for not only the Angels but the staff, volunteers, families and supporters. At AoS we believe offering an inclusive environment allows children with special needs a place where they can freely express themselves and have fun. We also provide proper support and positive encouragement in a world in which they are often asked to conform. AoS provides a safe place where children can enjoy musical theatre with the right accommodations, warm acceptance and positive attention that continues to benefit them. We believe that by having the right model, capable and talented staff, proper tools and support we will create a successful inclusive environment.

We offer support and show respect for individuals. RESPECT = INSPIRATIONAL SEASON

We expect AoS staff, board and volunteers to always show respect when working with Angels, colleagues, community and supporters. AoS team members at every level of the organization are expected to appreciate the worth and excellence of each Angel and team member in the organization. Respectful behavior must be an integral part of the organization, and passed on each season as new members join the team. To achieve this, all AoS team members, particularly board and staff members, must be leaders who demonstrate respect, actively support and respond appropriately to meet the community's needs.

We conduct ourselves professionally. PROFESSIONAL = QUALITY EXPERIENCE

We expect AoS team members to be professional in their dealings so they represent the organization appropriately and earn the respect, trust and loyalty of others in the process. As professionals, we need to take responsibility for ourselves and our work. Being professional is about seeing beyond our immediate needs. We think about the long term perceptions of our organization and ensure it is professional. Our Angels, families, donors and supporters expect the AoS program and people to be the highest quality and provide value. This will be achieved if we adhere to our professional standards.

We encourage creativity. CREATIVITY = CONTINUED GROWTH

We create an environment that supports diversity and creativity. We expect our team members to think creatively and to be flexible as we strive to achieve our overall goals and objectives. We understand we are all working towards agreed upon, goals and objectives that are best for the organization, but we encourage creative paths and thinking to achieve those goals. AoS team members are willing to adapt to change and respond creatively to best support the Angels and each other. This is especially important in an arts and special needs organization.

GENERAL INFORMATION

LOST AND FOUND

Please **label** (write your child's name) all sweatshirts, jackets, sweaters, umbrellas, and any other clothing items that has the potential to be lost. We do our best to find owners of lost items, but can only do so if it's labeled. Lost items are collected after rehearsal and ask during rehearsals.

GO GREEN

Working from the inside out AoS wants to ensure a cleaner, more energy efficient future for the Bay area, starting with our AoS program and production for Season 4. We are dedicated to reducing our carbon footprint and helping our board, staff and patrons practice green practices on a regular basis. We hope to be one of the many performing arts organizations to publicly commit to this change.

Our goals include weekly program, board, staff and production crew:

Program

Encourage carpooling or alternative methods of transportation (walking, biking or public transportation)

Track data and support through survey monkey at end of season

Eliminate use of hard-copy flyers and handouts replace with online environmentally friendly versions

When printing is necessary, use 100% recycled paper

Encourage participants and volunteers to make greener choices

Explore electronic options versus paper for sign in/ sign out during registration

Use electronic data capture during marketing events / booths / expos

Provide online versions of any communications whenever possible

Board

Educate and encourage staff members to implement green practices in their everyday work environment

Provide password protected repository on website to house board documents, reducing the need to print documents

Provide electronic versions for review of staff meetings versus paper

Staff

Educate and encourage staff members to implement green practices in their everyday work environment

Provide staff protected web section for storing staff related info versus handouts

Production

Place recycle cans/bins at performances, encouraging patrons to recycle

Use dishes and wash for events versus paper products (red carpet etc)

Re-use costume pieces or materials, if appropriate, for season 4 costumes

Re-use or adapt props and set pieces, if appropriate, for season 4 props

WISH LIST

Parents have an opportunity to purchase or donate AoS wish list items. Wish lists will be posted in the committee room for parents who choose to participate. There will be a designated area to drop donations.

HEADSHOT PHOTOS

A professional photographer will take a picture of your child in this season. That photo will be used in our playbill and bio board for the show. Purchasing these high quality photos is optional.

POLICIES AND PROCEDURES

REGISTRATION POLICY

The safety of our Angels is our #1 priority. You will need to sign your child in and out at each AoS rehearsal and show. We require that when a child is brought to AoS, or picked up for any reason, a parent or caregiver needs to enter the rehearsal facility and sign them in. In the event of an emergency, this procedure will allow our safety officer to determine which children are on the site at any given time. Once your child is signed in, please ensure they pick up and wear their name badge. We also ask that you check your child's mailbox for any communications.

BADGE/ID POLICY

A safe environment requires the identification of every person who comes to our rehearsal site. Everyone, including parents, visitors, volunteers and participants must first come to registration and sign in. Any person going to areas other than the registration area must sign in and wear a badge. Your cooperation is appreciated.

REFUND POLICY

Prior to Nov 1 – refunds of \$50 are available. Written notice that your child will be withdrawing from the program must be given to the Registration Coordinator by November 1 to be eligible for a refund. All materials, CDs, scripts, etc. must be returned to AoS in good condition in order to receive a refund of any amount. After Nov 1: no refund or reduction is available.

LATE PICK UP POLICY

It is important that you pick up your child promptly at the end of rehearsal. Our staff has important planning and preparations that must be done in a very short period at the end of the rehearsal day. Of course, we understand there will be times when you may be unavoidably late, so we ask that you notify us by calling the AoS phone number 888-871-3331 and contact a family member or friend who is authorized to pick up your child on time.

PROCEDURES FOR PARTICIPANT ILLNESS/SICK POLICY

If an Angel becomes ill at an AoS event, we will contact the parent/guardian. If an Angel is sent home with a temperature of 99.5 degrees or greater, our procedure is to have the Angel remain home until he/she is fever-free for a minimum of 24 hours. If your Angel complains of not feeling well prior to leaving home, we would appreciate your cooperation by taking the time to check the complaint before sending him/her to an AoS event. Inform registration if your child is diagnosed as having any communicable illness/condition (i.e., chicken pox, lice, strep throat, pink eye, measles etc.). We will notify the families of other children in the program about the possible exposure. Should your Angel be running a fever or have symptoms of an illness, please keep him/her home.

TOILETING POLICY: Parents assume responsibility

For children needing toileting assistance, parents are required to handle all bathroom needs. Parents may be asked or reminded to toilet their child at the Saturday morning check-in. If a need were to arise for a diaper change or assisted toileting during an AoS event, we will attempt to notify the parent or guardian to come tend to their child. Staff and buddies can escort your child to the restroom but cannot enter the restroom with your child to assist.

END OF REHEARSAL PROCEDURES

After each rehearsal, parents will have an opportunity to talk with student directors if they have questions or concerns. Our core staff will meet directly after rehearsal and, thus, will not be available for parent questions or issues. Our student directors will have responsibility of relaying questions/concerns to their immediate supervisor.

OPEN DOOR POLICY

Staff, volunteers and parents (with the exception of your own child) should avoid being alone with an Angel. To prevent this occurrence always have two adults or more present with Angels, as well as with any child under the age of 18, during all AoS events. When this is not possible, have activities occur in an open door, well lit, easily accessible setting.

PARENT SUPPORT & INVOLVEMENT

Since both parents and AoS staff are deeply interested in the Angel and his/her well-being and progress, parent support is important and strongly recommended. We are a team and AoS feels our staff and parents are partners in setting your Angel up for success.

WHAT PARENTS CAN DO

You can help set your child up for success by listening to the Alice in Wonderland CD, AoS sing-along CD and help them read the Alice in Wonderland script or watch the movie at home so they can learn the words and music.

Everyone will have a chance to learn and practice different songs and movements during rehearsal. It can be fun to have your Angel show you the moves they learned at rehearsal and practice with them at home.

Please communicate with your child's buddy coach before or after rehearsal so you can build a relationship with them and help the buddy better understand your child and your child's needs.

Rehearsal time gives the staff and buddy coaches a needed opportunity to gain the trust and respect of the Angels. We appreciate your assistance in allowing us this time to help your child become a star.

COMMITTEE ROOM

A committee room will be identified during the season so you can volunteer and collaborate with other parents to assist AoS during rehearsal time. There are a number of areas where AoS can use assistance to support the weekly program and overall production. Please visit the volunteer coordinator table in the committee room to explore options for supporting AoS.

AUDITIONS

No experience or preparation is necessary! AoS auditions take the form of simple, no stress, no pressure opportunities which allow groups of Angels to act, sing, dance and interact. If your Angel chooses, they will have an opportunity to audition individually for the AoS staff as well. Your child may prepare a song, lines or dance to audition. The best thing you can do to set your child up for success is to encourage them to do their best and to enjoy themselves.

CASTING

Our Director staff spend many hours and put much professional and careful thought and effort into placing Angels into their roles for Alice in Wonderland. Our staff members consider a variety of factors as they place your Angel.

SHOWCASE

There will be 30 minutes each week for individual performances; what we like to call Showcase. Angels will have the opportunity to choose one "talent" piece to showcase (dance, characterization or singing) for their peers. We will have limited space each week and will handle on a first come, first serve basis. We ask that each showcase is 3 minutes or less and that an adult preview the music prior to rehearsal. Please be mindful of inappropriate language. If music is inappropriate, it will be faded immediately. Please also refrain from provocative dance moves. We give every child the opportunity to showcase before an Angel who has already performed has a 2nd appearance. To sign your child up for showcase please email showcase@angelsonstage.org and our showcase coordinator will handle your request.

BEHAVIOR EXPECTATIONS

AoS has the following expectations for your child's behavior:

- Everyone is entitled to respect
- Everyone has the right to feel safe
- Everyone will try his/her best as an individual and as a group
- Everyone will behave in a respectful and responsible manner
- Everyone will do his/her part to maintain the rehearsal and theatre space
- Everyone will work together to make AoS a safe place to experience theatre opportunities to grow and learn as individuals and as a group

At AoS, our staff and buddy coaches work together to help model and teach appropriate behavior during our rehearsals and performances.

Our staff aims to promote positive interactions, to be proactive in preventing behaviors and to respond constructively to inappropriate behaviors. Every AoS participant is required to respect the rights of others.

Inappropriate behavior:

If inappropriate behavior occurs, AoS staff and safety will respond in the following manner:

- Your child will be given a fair opportunity to get back on track with reminders and an opportunity to problem-solve with a staff member, if necessary.
- If the behavior continues, your child may be asked to leave the activity and/or rehearsal for the day to "regroup" until he/she is ready to participate appropriately.
- Ongoing communication with parents/caregivers as partners in the process is critical to your child's success at AoS, therefore we will notify you if behavior issues arise.
- If determined necessary by staff, the parent/caregiver will be contacted to discuss an issue and problem solve a solution.
- Our goal is to ensure your child is learning the skills needed to participate successfully.

In the event that the staff find that the needs of an individual child requires more intervention than is manageable given our current staffing, the parent/caregiver will be contacted and continued participation in AoS will be discussed and decided on an individual basis. AoS reserves the right to remove a child from the program if such action is deemed necessary for the safety and well being of the other participants or staff.

COMMUNICATION

The AoS community believes:

- There should be ongoing two-way communication between families, AoS staff and board and our volunteers
- Both formal and informal forms of communication should be used
- Good communication among adults is essential and benefits our children
- Good communication provides a positive atmosphere and will help us improve and succeed
- Families, caregivers, board members and staff are together responsible for good communication.

Communication Guidelines:

To facilitate AoS Season 4 communication the following will be in place:

- Weekly mailboxes for each Angel will be provided at the registration desk. If AoS needs to deliver something to you or your child, we will use the mailboxes. We will not leave flyers on a weekly basis as we want to be green and try to provide online copies for our communications whenever possible
- AoS distribution list for families and buddy coaches will be used to send communication via email
- Social networking sites, including Facebook and Twitter, will be used to communicate on a regular basis
- AoS website and updates will be published throughout the season
- Announcements will be made during rehearsals
- Specific committee leads will hold meetings when necessary
- Season 4 Handbook will be made available online as reference

Ways to Reach AoS

Phone (leave voicemail)	888-871-3331 messages are checked daily
Website	www.angelsonstage.org
Email	info@angelsonstage.org

Follow us on Facebook and Twitter



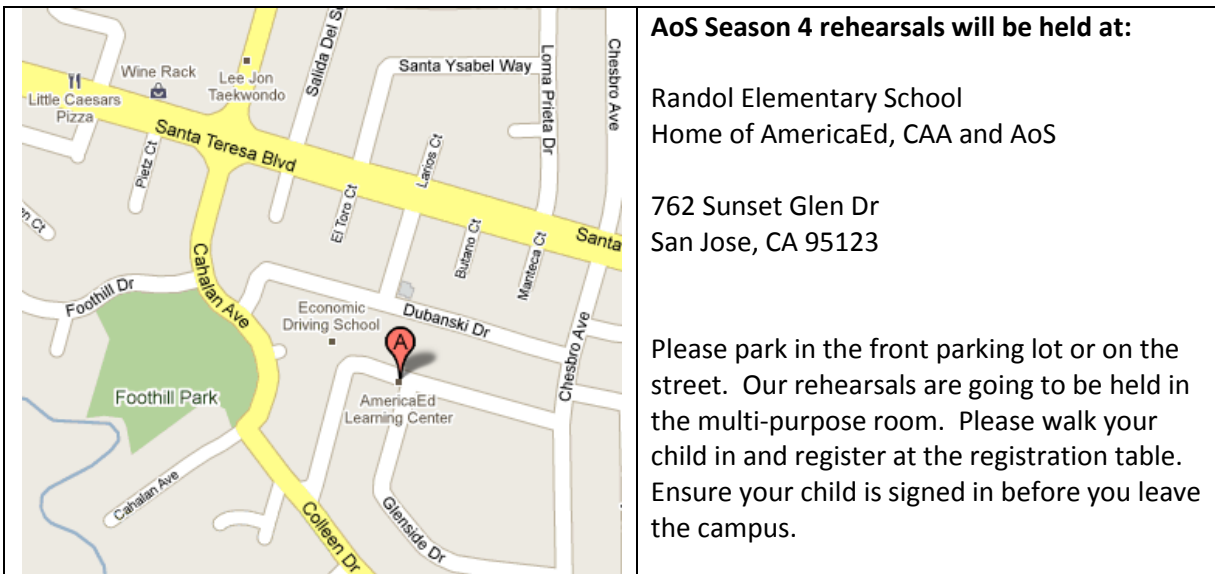
<https://www.facebook.com/#!/groups/Angelsonstage/>



@angelsonstage

FACILITIES

We are located at the former Randol Elementary School building near Santa Teresa Boulevard and Chesbro Avenue in South San Jose. The facility and multi-purpose room are built especially for our purposes. The room is spacious and open and surrounded by classrooms. Children have plenty of room to be active actors. We also have quiet areas for those who need a slower pace and a quiet corner.



PARENT/ GUARDIAN/CARGIVER INFO

- A committee room will be identified during the season, so you can help AoS with various volunteer opportunities and network and collaborate with other parent volunteers during rehearsal time.
- A play structure is available outside for siblings not participating in AoS. This is an unsupervised area so you will need to accompany your child.
- The closest Starbucks is about 1 mile away at: 854 Blossom Hill Road
- If you need to do some shopping while your Angel is at rehearsal, Westfield Oakridge Mall is about 5 minutes away at 925 Blossom Hill Road

THEATRE

Evergreen Valley College Performing Arts Center
3095 Yerba Buena Road San Jose, CA 95135

Tech week and performances are held at the EVC Performing Arts Center. The building is located adjacent to Sequoia and the existing bus turn around circle. There is a designated parking area of AoS parents and supporters.

WHAT TO EXPECT

PROGRAM GUIDE

October:

- Getting to know the Angels
- Meeting board, staff and buddy coaches
- Auditions and group work
- Learn group dance
- Halloween parade

November

- Casting roles for Alice in Wonderland
- Blocking of Alice in Wonderland
- Songs and movement for Alice in Wonderland
- Learn holiday songs
- Take Angel headshots

December

- Blocking of Alice in Wonderland
- Songs and movement for Alice in Wonderland
- Bios of Angels due
- Christmas in the Park decorating and performance
- Visit from Santa and Mrs. Claus

January

- Blocking of Alice in Wonderland
- Songs and movement for Alice in Wonderland
- Scene review of Alice in Wonderland

February

- Blocking of Alice in Wonderland
- Songs and movement for Alice in Wonderland
- Scene review of Alice in Wonderland

March

- Tech Week
- Dress Rehearsal
- Production of Alice in Wonderland
- Final wrap rehearsal

April

- Red Carpet Event (Angel Oscar Night)

REHEARSAL SCHEDULE

October Rehearsals:

- Saturday, 10/8 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 10/15 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 10/22 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 10/29 9:30 – 11am (A) 10:30 – 12pm (B)
(Halloween parade, wear your costume)

November Rehearsals:

- Saturday, 11/5 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 11/12 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 11/19 9:30 – 11am (A) 10:30 – 12pm (B)

****THANKSGIVING BREAK NO REHEARSAL November 26th****

December Rehearsals:

- Saturday, 12/3 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 12/10 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 12/17 9:30 – 11am (A) 10:30 – 12pm (B)

****WINTER BREAK NO REHEARSAL December 24th, 31st or January 1st ****

January Rehearsals:

- Saturday, 1/7 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 1/14 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 1/21 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 1/28 9:30 – 11am (A) 10:30 – 12pm (B)

February Rehearsals:

- Saturday, 2/4 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 2/11 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 2/18 9:30 – 11am (A) 10:30 – 12pm (B)
- Saturday, 2/25 9:30 – 11am (A) 10:30 – 12pm (B)

WHAT THE HECK IS TECH WEEK

Ah, tech week.... If this is your first experience with theater, tech week may seem like a very BIG commitment. You might not know what to expect or have a clear understanding of what is expected of you and your Angel. If you're not aware, the final week of rehearsal before opening night is spent in the actual theatre, and it's called "Tech Week."

Tech week is the week where all the pieces come together. It is the week to run the show as many times as possible while adding in sets, lights, sound, props and costumes. We also practice all the backstage aspects of the show, getting your Angel from the dressing room to the stage, wearing body microphones, etc. It is the time when all the kinks are worked out. One way to think about this week is it is the time where all the artists (set designer, costume designers, technicians, etc.) join the Angels and look at what they've created for the show and figure out if it will work.

The move into the theatre can be quite an adrenaline rush. Everything happens so fast and the theatre is filled with all kinds of cool, new things. It is important that we keep the Angels safe, and that buddies and staff really help with ensuring the Angels are where they need to be during Tech Week. We want to make sure they have proper supervision and are actively participating in all aspects of the show.

Throughout Tech Week, your Angels will be on stage and will practice their entrances and exits, use props, work on blocking, songs and dances. The longest part of Tech Week is the first couple of days: the stop and start process can be a little confusing and boring for the Angels, but it is necessary. It might be helpful for you to explain to your child that this is part of the process of preparing for their Alice in Wonderland show.

Our first Tech Week for Cast A is Monday – Thursday, from 5-8pm. It involves very long hours on behalf of the Angels, and even longer hours on behalf of the technical crew. In an effort to help you prepare, we've listed some helpful tips below.

Tips for prepping your Angel for Tech Week:

- Talk to your Angel's teacher and service providers ahead of time and let them know that your child will be participating in a production and will have rehearsal each night that week request homework early for that week and, if possible, work on it ahead of time
- Try to feed your Angel a meal prior to coming to practice, food is not allowed in the theatre
- Talk with your Angel about the new theatre and what they can expect (practice will be longer, there will be new lights, microphones, some props, costumes and sets they will work around, they may go into new rooms backstage), but also remind them that all the people who have been working with them this season will be there to support them (AoS staff and buddies)
- Try to make sure your Angel attends all the tech days, stay for as long as your Angel can handle
- Be patient and understanding as the team works with your Angel and tries to prepare them for the show; everyone is doing this to set the Angels up for success
- Make sure we all do little things for the Angels so that they are comfortable and happy, if that means bringing ear plugs, having sensory items available etc., so they can make a smooth transition to the theatre, please do so
- After each rehearsal, try to compliment and recognize your Angel for the time commitment they are making
- Ask questions! Don't be afraid to ask about things you don't understand, as this is a learning process and should be fun and educational

During Tech Week, you will finally see many weeks of hard work come together in the form of a show. Take time to congratulate your Angel and yourself for coming out every Saturday for the past five months. That is quite a commitment.

After Thursday night, the last day of tech, the show belongs to the Angels and the rest of the crew. I guarantee the audience will laugh and cry and sit in amazement at how talented and able our Angels are! Just so you know, at AoS we just try to make it as fun, productive and stress-free as possible...so take a deep breath, smile and enjoy the show!

***Side note:** I actually like Tech Week because it's a strong bonding time. It's a time when everything comes together and we actually really see the show we are going to have. We get to experience lots of laughter, spontaneity and fun stuff that keeps us on our toes. The intensity and camaraderie that comes from spending that much time together and working as a team to make something special happen is unforgettable. We have talented Angels, skilled staff, committed board members, supportive families and wonderful volunteers and that will make those days bright. It's hard work, but really bright!*

Cheers to good humor and a successful production. Break a leg!
- Nina, your production manager

TECH WEEK (Evergreen Valley College Performing Arts Center)

Cast A:

- Monday, 2/27 5 – 8 pm Friday, 3/2 7pm Show
- Tuesday, 2/28 5 – 8pm Saturday, 3/3 2pm Show
- Wednesday, 2/29 5 – 8pm Sunday, 3/4 2pm Show
- Thursday, 3/1 5 – 8pm

Cast B:

- Monday, 3/5 5 – 8 pm Friday, 3/9 7pm Show
- Tuesday, 3/6 5 – 8pm Saturday, 3/10 2pm Show
- Wednesday, 3/7 5 – 8pm Sunday, 3/11 2pm Show
- Thursday, 3/8 5 – 8pm

****Subject to change due to theatre availability****

THEATRE ETIQUETTE AND GUIDELINES

Part of AoS is learning appropriate behavior in the theatre. Many of our children become very excited, while some get nervous, on stage so it's best if you can help review these guidelines with them when we are getting ready to use the theatre. Theatre etiquette can be applied to any theatre you attend.

LIGHTS: For actors, the lights will be very bright on stage and you won't be able to see very far into the seating area. You can tell your child they don't need to look for you, other family members or friends, as it will be difficult to see. Reassure them that you will be able to see them. Also, it is good to let your child know that it will be dark backstage and on side stage, but there is no reason to be scared; AoS staff members and buddies will be with them at all times.

FOOD: Remember to let your child know there is no food or drink allowed in the theatre; it is best to eat before or after rehearsals. Pre-planning and snacks in the car will help during Tech Week.

TICKETS: For audience members, please be sure to purchase a ticket for the show you are planning to attend. We cannot permit you to enter the theatre for free if you do not have a ticket. Entering the show without purchasing a ticket is not fair to those audience members who have purchased tickets. Please note: we will provide 1 comp ticket per cast (upon request).

BACKSTAGE ACCESS: For the safety of our Angels, parents will not be permitted backstage unless it has been approved by our safety lead and proper ID has been provided. The backstage crew and staff have been working with your children all season and will provide adequate support during Tech Week and the performances. In the event of an emergency, you will be notified based on the emergency contact information we have on file.

PHOTOGRAPHY/VIDEO: We cannot allow flash photography or videotaping while the performance is in progress. Flash photography can be dangerous because the flash makes it difficult for the actors to see and can cause a dangerous situation. AoS does have a photographer who will document each show and various rehearsals and events throughout the season. Additionally, we will have the show videotaped and available for purchase after the season. We purchase the rights to our shows and Disney's Alice in Wonderland Kids is copyrighted so we must comply with copyright laws. We appreciate your cooperation on this.

BOOSTER CLUB

AoS Booster Club is a parent/community run group comprised of a mixture of parents, relatives, alumni and friends interested in theatre or special needs, and bonded by a common desire to support AoS through physical and monetary support.

Our goals are to enhance the growth and development of the actors and increase appreciation of special needs performing arts in the community through Booster efforts and charitable endeavors. Booster Club membership in this organization will make it possible to achieve those goals. Through membership and participation, AoS is able to produce a quality program and production enjoyed by the larger community.

Booster Club's primary purpose is to provide support to aid and encourage our AoS actors, staff and volunteers while increasing development of the AoS program. Throughout the year, the Booster Club meets regularly, hosts special fundraisers and provides ongoing support to our organization in a variety of activities. Funding support is made possible through Booster memberships, sponsorships, concessions and fundraising. To join the Booster Club it is \$10.

EASY WAYS YOU CAN SUPPORT AOS (DONATING)

Donating to AoS expands the opportunities for children with special needs to celebrate their abilities through theatre. In order to sustain the quality experience found within our program, AoS provides hardship funds to families in need. Donations also go toward helping with annual production-related expenses. Please consider approaching local businesses and corporations who could join us and help with sponsorship, donations or product contributions. All donations are tax-deductible.

AoS donation programs include:

Sponsor an Angel - You can sponsor an Angel on Stage in this season's production of Alice in Wonderland. Make a difference in the life of a child with special needs by giving a donation and reap the benefits of being a sponsor – see our website for details.

Donate through eScrip - Register your debit and credit cards through eScrip or the eScrip mall, and when you use your card or make purchases online, AoS will benefit by a percentage.

Corporate Giving - Please consider Angels on Stage when contributing to your workplace giving programs. AoS is a non-profit 501(c)(3) and often qualifies for matched donations.

General Donation - You can donate by credit card via PayPal, or mail in a check or money order to our mailing address: 1582 Branham Lane #326 San Jose, CA 95118

For more information visit: www.angelsonstage.org/donate.html

SUPPORT OPPORTUNITIES (VOLUNTEERING)

There's great energy in Angels on Stage because of our fantastic volunteers. Every season it takes many active volunteers to be successful. Getting involved also means that AoS will continue to prosper and grow, and the Angels will be the ultimate benefactors.

There is no better way to learn more about an organization and its people than by getting involved. And, given the varied backgrounds and areas of expertise represented by AoS families, you can help us be more successful. Volunteering is the perfect opportunity to share a skill or learn something new.

Through networking, you'll meet new people, expand your skills and learn from some wonderful people in your community – which could open the door to more or new opportunities for you.

This year we have two volunteer coordinators: Ayesha and Antonia. They will be stationed in the committee room each week and will have sign-ups for various volunteer opportunities.

To sign up to volunteer this season online visit: http://www.angelsonstage.org/aos_general_volunteer_form.html

Check out our committees and see where you can help

COMMITTEES

BIO BOARD

- Collect bios and headshots of each Angel
- Design individual bio pages for each Angel
- Print bio pages
- Display bio pages on board at performances

BUDDY COACHES

- Help with buddy coach registration table at weekly rehearsals
- Help check in buddy coaches and log hours
- Plan monthly buddy coach appreciation lunches
- Help buddies understand and learn about diversity of children with special needs
- Put process in place to learn about Angels (keep confidential)
- Help buddies connect with Angel families
- Plan safety training and options for buddies

CLEAN UP

- Put preschool equipment back in place
- Help registration area pack up
- Breakdown and load sound equipment
- Pick up trash inside and outside site

CONCESSIONS

- Inventory concession donations and stock
- Set up concessions in appropriate area
- Set up signage and prices for concession area
- Sell concessions before show, during intermission and after show
- Assist with clean up and hand off money after shows

COSTUME FITTINGS / ALTERATIONS

- Help with trying on costumes on Angels
- Note/record necessary alteration or fitting needs
- Measure hem lengths, arms etc
- Pin or mark costumes to show necessary alterations
- Make alterations to costumes

COSTUME CREATION

- Help with sewing costume pieces
- Assist with embellishing costume pieces
- Create accessories for costumes
- Follow creative vision provided from creative team

COSTUME DRESSING / BACKSTAGE SUPERVISION

- Help dress Angels during dress rehearsal and shows
- Work in backstage dressing rooms and assist with costume pieces
- Oversee all actors in your assigned dressing room
- Provide security for your actors and ensure they are dressed and safe
- Take direction and guidance from backstage manager

COSTUME MAINTENANCE

- Steam costume pieces after rehearsals and shows, clean and repair when necessary
- Organize costumes on hanging racks per dressing room, set for next rehearsal / show

FUNDRAISING

- Understands organizations financial needs
- Support fundraising efforts for organization
- Researches cost effectiveness (ROI - Return on Investment)
- Reviews past fundraisers and proposes new or repeat events
- Proposes fundraisers to board for approval
- Prepares budget proposal, gets board approval and tracks expenses
- Works with committee to plan and implement fundraiser

GALA

- Secure a date and venue
- Secure permits, if necessary (raffle, liquor, sellers permit etc)
- Prepare a budget and track expenses for event
- Obtain food and beverages and decorations
- Work the day of the event; ensure proper coverage
- Arrange for entertainment and music
- Prepare program/event schedule
- Secure equipment: projector, screen, sound system, tables, chairs etc.
- Prepare and implement PR plan including flyer and sponsorship packages
- Solicit/secure donations and raffle prizes
- Arrange photo and video coverage
- Coordinate tickets and registration
- Sell raffle tickets and event tickets

GRANTWRITING

- Understands organizations financial needs
- Seek alternative funding through grants
- Grant writing experience and understanding grant application is a plus
- Strong writing and grammar skills, ability to work independently and meet deadlines
- Pay attention to detail and understand financial and budgetary matters
- Create, design and implement a grant proposal process for AoS
- Identify and target grant programs that AoS could qualify for
- Create a common grant application format
- Explore possibility of outsourcing to professional grant writing consultant
- Reports results to board

LOBBY DECOR

- Provide decorations for front of house / lobby of theatre
- Work with front house manager to discuss ideas
- Ensure design compliments show
- Use space provided, while keeping area safe
- Set up and clean up of decorations

LIGHTS / SPOTLIGHT

- Provide spotlight support during tech and shows
- Follow cues from Technical director
- Mark script with cues and follow show
- Run spotlight during tech and shows

MAKE-UP

- Provide make-up for actors and actresses who require it
- Follow designs provided by creative team
- Handle sensory concerns when necessary
- Touch up make-up when needed

MERCHANDISE INVENTORY CONTROL

- Keep an updated inventory of Angels on Stage merchandise
- Prepare an inventory report for Angels on Stage Board Meetings
- Verify inventory before and after each sale at practices and before and after each show weekend

MERCHANDISE

- Sell merchandise at specified Angels on Stage practices and the show
- For practices, we will have scheduled volunteer times in 1 hour increments

PROP CREATION

- Help with sewing or creating necessary props
- Assist with embellishing props
- Help with purchasing or getting donations for props
- Ensure props compliment set pieces and costumes
- Follow creative vision provided from creative team

PROP CREW

- Volunteer on side stage as prop support
- Ensure props are on prop table, organized in order by scene
- Handle and provide props during show to actors or crew
- Stay with props at table during show

PLAYBILL / PROGRAM

- Collect all content for playbill including: bios, headshots, shoutouts, ad artwork, logos etc.
- Coordinate with team members on various pieces of information
- Create playbill in required format to print
- Edit and proofread playbill for errors
- Send final design to printer
- Proof playbill and sign off on final design

RED CARPET EVENT

- Volunteer as paparazzi at event
- Help plan overall program and agenda for the evening
- Organize refreshments, decorations and other activities (décor, slideshow etc)
- Coordinate with staff on roles and logistics of presenting awards

RAFFLE

- Sell raffle tickets during shows
- Help put together a raffle basket or get donation for great raffle prizes
- Handle money and make change for raffle purchases
- Assist with getting raffle prizes to crew for drawing ticket
- Hand over money at end of shift and provide # of tickets sold and money collected

REGISTRATION

- Receive all registration fees
- Ensure check in and check out at weekly rehearsals
- Handle distribution and collection of badges
- Watch door, provide security for front entrance
- Handle emergency info
- Maintain Angel mailboxes

SAFETY

- Provide security/safety monitoring at doors (exits and entrances)
- Handle safety concerns or incidents onsite
- Collaborate with staff and board on safety policies, procedures and concerns
- Follow safety plan that is in place
- First responders to medical concerns and contact 911 if necessary
- Radio support as needed

SET CREATION

- Help with building set pieces
- Assist with painting basic color on set pieces
- Ensure all pieces are safe and operational
- Follow creative vision provided from creative team

SET DÉCOR

- Decoratively paint the completed set pieces
- Dress the set pieces with material
- Provide texture or other elements to provide more 3D effects
- Follow creative vision provided from creative team

SET CREW

- Work on side stage during tech and show
- Move set pieces on and off stage
- Store pieces on side stage safely
- Wear headset, if necessary
- Follow direction from Technical Director and Production Manager

TICKET SALES

- Work at ticket table
- Check tickets that were pre-purchased
- Sell tickets, if available at door
- Provide will-call tickets when necessary

USHERING

- Open doors to theatre when directed
- Greet and assist ticket holders to their seats
- Distribute programs/playbills

NOTE: Committees will be added or revised based on the needs of the organization

AoS Handbook Acknowledgement

Please read discuss all the above information with your Angel and your family, sign the agreement and return this page to registration by our 2nd rehearsal Oct 15th. If you or your Angel has any questions, please contact us at 888-871-3331.

As a family we have read the above information.

Parent/Guardian Signature

Date