

2019 YARMOUTH'S GOT TALENT MANAGERS

Please note, these positions allow for a pre-sale 2-ticket hold for the evening performance of YGT.

CHAIRPERSON or 2 CO-CHAIRPERSONS: Randall Bates and John Coolidge. Check in with all departments to make sure they have everything they need for their jobs following timeline, offering assistance where needed, and oversee unfolding of each performance to make sure everything happens on schedule. Order medals, order big checks, collect 3 gift cards for YPAC manager judges, confirm audition dates with teachers, attend auditions with host, lay out order of acts Monday evening and get info to program designer and web person. This is a very busy job week of performance with last minute details.

SPONSOR MANAGER: OPEN POSITION Solicit 6 Gold Sponsors from local (some will be repeats). Collect logos and ad copy to send to YGT graphics person for program ads, follow up for ad approval, send invoices (and follow up for payment if required), collect sponsor gift cards if applicable. Provide digital logos to YPAC manager. Manage ticket needs for Sponsors. Provide blurbs to Host.

PUBLICITY MANAGER - Jess Smith Update dates for backpack flyer for Rowe and Yes students and print and drop off, update poster dates with graphics person and print/distribute 20 posters at schools and a few businesses, organize school email blasts, starting in January. Old copies of all flyers/emails/posters are available for reference, as well as necessary contact people.

PROGRAM MANAGER(S) or 2 PROGRAM MGRS or ASSISTANT - Jessica Young and OPEN POSITION Small but time-sensitive job week of show. Work with graphics person to update new cover (dates, etc., no new design required) for 2018 show and print covers 10 days before show. Then, must be available Monday night to proof performer layout from graphics person before he sends the file to Yarmouth Printing, and must be available for a few minutes early Tuesday morning to review program proofs at Yarmouth Printing. Job requires stapling voting tickets to 1,000 programs, 150 of which need to be done Tuesday afternoon, the balance on Wednesday or Thursday. Can assemble crew for stapling so it will only take an hour or so. May need to help BPT person sell tickets to performer parents on Tuesday night from 6-7:30.

BROWNPAPERTICKETS.COM and RESERVE TICKET MANAGER: - Kyo Bannai and OPEN POSITION 1 or 2 people to update new dates and info on brownpapertickets.com page a few weeks before performance, and print out ticket distribution lists after BPT ticket sales for dress rehearsal and evening performances, and manage ticket pickup before each performance at 4 tables. Manage reserve ticket list, sell performer tickets on THURSDAY evening before performance, handle last minute ticket requests. Manage ticket pick-up the night of the show; keep 2 Emergency Reserve Tickets on hand. (NOTE FOR future: Reformat site to have only one name for tickets (vs. purchaser AND ticket holder.) Assign 1 (tough) person to be Reserve Ticket Manager to manage the pick-up and ticket problems.

CELEBRITY JUDGE LIASON: OPEN POSITION This person finds 3 celebrity judges, and ideally a back up judge, via networking with other music boosters or community members and is the point person for celebrity judge contact. Organize bios and photos for Host for introduction, maintains contact with judges in months and weeks before performance with reminders and requests for bios and photos. Greet at 6:30 evening performance and take back stage.

VOTING MANAGER: Heidi Miller Set up the voting tables; print out the act names and assemble voting cans, set up voting table in the cafeteria. Oversee the voting cans between shows. Manage the voting counting process with volunteers, report winners to Host.

VOLUNTEER COORDINATOR: Jessie McGrath Update Volunteer Needs spreadsheet for website; solicit volunteers for positions, be Contact Person for volunteers on the day/night of the show, explaining jobs. Send thank-you email to all volunteers after the show.

WEBSITE MANAGER : Jessie McGrath In January: Update website with all new show/audition dates and times. Update Rules & Regulations and Entry Forms. (Note: add email address for every performer to Entry form.

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SEE 2018 YGT SUGGESTIONS/UPDATES.) Update link to brownpapertickets.com. Update Bake Sale googledoc. Update Volunteer Needs googledoc. On Monday before show, post the final acts on-line. Update Order of Acts on Tuesday. After show, post winners (and thank yous?)

BAKE SALE MANAGER: Ina Dressel Provide Google Doc sign up link for bake sale donations to be included with general YGT info mailings and for teachers. Monitor donation sign ups. Purchase paper goods and table cloths and items needed to set up bake sale tables at the YHS cafeteria area. Secure key to Booster Closet from YHS front office to access cooler and other items. Order pizza for delivery for the two performances. Set up tables for bake sale and assist/orient volunteers day of show. Arrange money belts and bank box for seed money from Treasurer. Assist with sales during intermissions. Help breakdown tables and clean up at the end. Return seed money bank box to Treasurer at the end of the evening.

HOST: Randall Bates: *Randy to supply info.*

GRAPHIC DESIGNER: Mat Young? *Mat to supply info.*