

Royals Committees 2019-2020

DANCE CLINIC COMMITTEE

Time Frame: August/September, November/
December, January/February

Responsibilities:

- *Mini-Royals, Holiday Show, Winter Dance Clinic
- *Clinic promotion-flyers, social media, etc.
- *Keep track of registrations
- *Design graphic/t-shirt-get director approval
- *Arrange snacks
- *Arrange lunch for Holiday Show Clinic
- *Order any materials for crafts
- *Work at the clinics
- *Take Pictures & get developed during clinic
- *Order shirts

***Mini-Royals include Saturday Clinic and Friday night game*

- *Order shirts and poms for Mini's
- *Arrange drop off and pick up at football game
- *Arrange volunteers for game

MEAL COMMITTEE

Time Frame: All Year-
Football Games 3:30-5:00 p.m.

Responsibilities:

- *Decide meals for any other event-middle school night, revue, etc.
- *Decide meals for football season
- *Help serve meals to team
- *Pick up meals, arrange drinks, desserts, etc.
- *Help with clean up

SPIRITWEAR COMMITTEE

Time Frame: All Year

Responsibilities:

- *Create spiritwear
- *Get all designs approved by directors
- *Create order forms
- *Keep track of sales, order & distribute spiritwear
- *Order yearly shirts for parents-holiday show, Revue, contest, etc. (get with director on these orders)

SPIRIT DINING COMMITTEE

Time Frame: All Year

Responsibilities:

- *Decide dates and book at restaurants
- *Follow up with restaurant after event
- *Create flyers for social media and get any flyers printed to distribute if needed

PUBLICITY COMMITTEE

Time Frame: All Year

Responsibilities:

Website Coordinator

Website--make sure everything is up to date on website, make registration forms, etc.

Social Media Coordinator

Social Media--promote Royals on booster social media accounts

Print/LISD Coordinator

Print/LISD--get flyers on peach jar, print any flyers needed, get any newsworthy events in Hill Country News, etc.

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PANCAKE BREAKFAST COMMITTEE

Time Frame: May - August

Responsibilities:

- *Secure location for breakfast (May)
- *Decide date for breakfast (August)
- *Create tickets

- *Keep track of sales & communicate to location
 - *Create shifts for team members to work
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HOMECOMING COMMITTEE

Time Frame: August - September

Responsibilities:

- *Design float (get approved by directors)
- *Mini-Royals ride the float-arrange drop off and pick up

- *Arrange trailer and truck to pull trailer
 - *Order any supplies and build float
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SENIOR NIGHT COMMITTEE - JUNIOR PARENTS

Time Frame: September-November

Responsibilities:

- *Meet with directors to plan senior night
- *Arrange meal, dessert, drinks--dinner happens at 4 p.m. on senior night in the dance room, Directors arrange tables/chairs for the event

- *Decorate tables
 - *Order flowers and have them ready to go at the senior night football game
 - * Social Officers and Directors arrange gifts for the Seniors
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SPONSORSHIP COMMITTEE

Time Frame: All Year

Responsibilities:

- *Create sponsorship package and letters (get approved by director in May)
- *Create list of sponsors in a google doc -share with director/committee members
- *Mail out letters, make calls, go to businesses
- *Make copies

- *Make sure sponsor page stays up to date on website and social media
 - *Keep track of sponsors and make sure they are getting their incentives
 - *Arrange team members to solicit sponsors
 - *Communicate to sponsors about tickets & Revue Ads (Feb/Mar)
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POINSETTIA COMMITTEE

Time Frame: August - December

Responsibilities:

- *Arrange Poinsettia vendor
- *Create flyer and order forms-get copies
- *Come to morning practice to roll out poinsettia sales with the team

- *Keep track of sales
 - *Order poinsettias and arrange delivery date
 - *Work delivery date to make sure we get all poinsettias, organize pick up
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HOSPITALITY COMMITTEE

Time Frame: All Year

Responsibilities:

- *In charge of meals for iDance Academy, December Auditions, April Auditions, and any other events that come up

- *Decide meal, arrange payment, pick up/delivery, and set up at the event
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BANQUET COMMITTEE **(JUNIOR/SOPHOMORE PARENTS)**

Time Frame: Fall & March-May

Responsibilities:

Fall - Reserve and book location

March-April: Create invitations

*Plan decorations

*Decorate location the day of banquet

*Keep track of RSVPs

*Decide meal/dessert

PROGRESSIVE DINNER COMMITTEE

Time Frame: December (Holiday themed)

Responsibilities:

*Must be willing to open your home to the entire team to host an appetizer, dinner, or Dessert. Committee meet in November to plan theme, create invitation with addresses, times each team member needs to be at each house.

CONCESSIONS COMMITTEE

Time Frame: All Year

Responsibilities:

*In charge of concessions at all shows

*Keep inventory of closet

*Keep track of donations - communicate where, how and when to turn in donations

*Send to volunteer coordinator for sign up genius

*Decide what is needed for each event

*Create volunteer list for each event to send to volunteer chairperson for sign up genius

*Get each event set up and ready to go for volunteers

HOLIDAY SHOW COMMITTEE

Time Frame: October-December

Responsibilities:

*Meet with directors to plan for show

*Directors to get designs for logo, posters & tickets

*In charge of lobby decorating and anything booster wants to sell

*Meet with concessions coordinator for any needs for

*Plan Alumni Event

*Communicate to volunteer chair volunteer needs

*Create invitation for Alumni (digital invitation to share on all social media)

*Tear down and Clean up after show

MR. MAROON COMMITTEE

Time Frame: November-February

Responsibilities:

*Meet with directors about Mr. Maroon

*Solicit items for silent auction

*Coordinate Ticket Sales

*Plan silent auction-how to sale, how to pay, how to pick up items, etc

*Call tuxedo stores to get tux's donated

*Prize package for winner

*Prize for Crowd Favorite

*Prize for Most Talented

*Meet with concessions coordinator for any needs for concessions

*Sashes

VOLUNTEER COMMITTEE

Time Frame: All Year

Responsibilities:

*In charge of all sign up genius

*Make sure slots are being filled

*Call parents to help fill slots if needed

*Verify all volunteers are approved LISD volunteers

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REVUE COMMITTEE

Time Frame: January - April

Responsibilities:

*Meet with directors about Revue

**Tickets* --reserve seat yourself, keep track of sales, develop system for selling unsold seats the night of show

**Program* -book printer, put together revue ads, work with directors on rest of book, arrange printing and delivery

**Flowers*- Confirm and Book flowers-decide price, how to sale, arrangements

*Create volunteer list

**Decorating* --meet with directors on decorating, solidify plan and come up with budget, order items needed, arrange help for decorating

**Water* --make sure we have enough water for 5 shows, ice down & deliver water, pick up coolers after show (GUARDS ARE NOT DOING THIS)

*Meet with concessions coordinator for any needs for concessions

SPIRIT COMMITTEE

Time Frame: All Year

Responsibilities:

*Coordinate activities and special treats, at Director's request, to encourage, support, and motivate team

*Decorate Dance Lockers

*Provide Contest season goodies

AUDIT COMMITTEE

Time Frame: July

Responsibilities:

*Perform audit on Royals Booster finances. Must be performed by at least 2 persons without check signing authority.

*Must be complete before the 1st general booster meeting in August
