

## **PCN BOARD DESCRIPTIONS**

### **COSTUMES**

- inventory all costumes for each suite
- in charge of handing out costumes to the cast
- develop a system of distribution
- ensure all costume pieces are made

### **HOSPITALITY**

- in charge of pcn pal week
- provide food for the cast the day of show
- in charge of checking in cast members

### **PROGRAMS**

- get ads together
- layout of program
- pcn cast picture
- organize program with all the information

### **MARKETING**

- develop a marketing plan to promote PCN
  - fliers, montage, website, myspace, etc
- outreach to outside orgs

### **SUITE COORDS**

- choreograph and teach the cast members
- maintain roster for each dance
  - Mountain Suite Coord
  - Muslim Suite Coord
  - Spanish Suite Coord
  - Rural Suite Coord
  - Tinikling Suite Coord

### **PAC MUSIC ENSEMBLE**

- coordinate music for each suite
- maintain equipment/members to play

### **SECRETARY**

- take minutes
- provide reminders to PCN BOARD

### **PROPS/BACKSTAGE**

- build props for skit
- develop a backstage crew to help with unloading/loading the day of show

**SKIT WRITER/DIRECTOR**

- write skit
- direct skit with stage direction/vision
- work with sound/lighting

**TICKETS**

- get tickets in advance
- develop a plan on how to sell tickets

**FUNDRAISING**

- write sponsorships to big corporations/business
- fundraise the set goal for the upcoming year