

# RED MASQUERS

DUQUESNE THEATER ARTS

## SOCIAL

### Chair Duties:

- Plan Cast Parties
  - Attend all production meetings
  - Arrange the party and find a location
  - Plan a menu and price (typically \$5)
  - Announce to the cast and crew when the money will be due, the rules, and location of the party
  - Collect the money
  - Shop for food
  - Prepare food/host party
- Plan Red Masquers Social Events
  - Plan and host bonding events
    - Group activities related or unrelated to theater but inclusive of the entire organization, not individual productions
  - Plan and organize annual events such as the Christmas Party, Banquet, Laser tag
  - Communicate details of each event to secretary for email blasts, and to the manager of the Facebook page to make an event
- Plan Banquet
  - Find location/menu/cost
  - Confirm price with John Lane
  - Communicate details of the event to secretary, manager of the Facebook page, and website
  - Create honorary cards
    - Ensure who will be receiving honorary cards
  - Create center pieces for tables if not provided
    - Can work with the historian to use pictures from the most current season
  - Recruit sophomores and juniors to assist in creating freshmen and senior skits
  - Create other forms of games and entertainment

### Assistant Duties:

- Assist in the execution of cast parties
  - Assist with shopping, pre and post cleaning, and cooking
- Propose and plan bonding events either with or without the chair as instructed
- Attend production meetings either in place of or in addition to the chair as instructed
- Assist in the planning and execution of banquet and annual events