



COLLEYVILLE HERITAGE HIGH SCHOOL THEATRE BOOSTER CLUB
VOLUNTEER POSITION DESCRIPTION

T-Shirt Coordinator

Revised for 2019/2020

The T-shirt Coordinator is responsible for coordinating the design and production of the performance apparel and booster apparel.

The T-Shirt Coordinator reports to the Treasurer.

Essential Functions

- Has firm understanding of the requirements and deadlines for the T-shirt production from the preferred vendor
- Works with Treasurer to understand the budget and quantities required
- Works with Theatre Arts Directors (and students) to design, produce and distribute apparel
- Coordinates the distribution of t-shirts to students with the standard practice that any student who has not paid their production fees for a show will not receive their show t-shirt until the production fees have been paid or waived by the appropriate authority.

Talents Needed for Success

- Good planning and organizational skills

Programs

- T-shirt Program