

In service to Stanford, parent volunteers help welcome families at New Student Orientation in September, Family Weekend in February, and Admit Weekend in April. The Parents' Club also curates the Entertainment Extravaganza!, a revue of spectacular student performances during Family Weekend in February.

Entertainment Extravaganza! Chair

Entertainment Extravaganza! is a showcase of student group performances in Memorial Auditorium at the close of Family Weekend on Saturday afternoon. Ticket sales support the Parents' Club Scholarship Fund and other programs for Stanford students and families. The Extravaganza! Chair oversees the auditions and selection of the student performance groups, serves as the primary liaison with student groups, and prepares the program for Extravaganza! The busy times for this job are November when groups audition and February, right before the performance.

Extravaganza! Chair Responsibilities:

Planning Extravaganza!

- Attend Stanford's Family Weekend organizational meeting to understand expectations and any event changes from prior year and timeline.
- Identify, audition, and select student performance groups.
 - Attend the Activities Fair (September) and the Party on the Edge/Block party (October) to determine which student groups will be invited to audition.
 - Working with Stanford, invite select groups to audition.
 - Schedule and attend all auditions. Invite local volunteers to attend auditions. Gather feedback from audition attendees; with the Stanford Rep, decide which groups will perform in Extravaganza!
- Finalize student group contracts and logistics.
 - Finalize agreements with selected groups: confirm their participation, complete contracts, obtain publicity materials, and understand groups' equipment needs.
 - Review equipment needs with Stanford and obtain Stanford's estimate of their costs for Extravaganza!
- Collaborate with the VP of Student Events and President to advertise Extravaganza!
- Finalize details of Extravaganza! with the Stanford Rep, the VP of Stanford Events, and President. Work with the Stanford student director to determine the order of performances.
- Layout a draft of the program and review with VP of Stanford Events and President. Submit to Stanford to format and print the programs.
- Coordinate with the Parents' Club Treasurer to pay each performing group.

Overseeing Extravaganza!

- Attend the Extravaganza! rehearsal. Select a club leader to give a short two-minute talk to each performing group about the Parents' Club and why we run Extravaganza!
- Attend dress rehearsal on the day of the event.

Event Follow-up

- Thank Extravaganza! volunteers and Stanford support team.
- Prepare an Event Report, noting changes and providing suggestions for next year.