

The Burke Civic Ballet

Volunteer Sign-Up – Nutcracker 2017

Dear Nutcracker Families,

In order to have a successful group effort and production, each family is required to volunteer in a minimum of 5 hours in the areas listed below. Your participation in pre-performance, during performance and post-performance activities is so appreciated.

Volunteer's Name: _____

Cast Member's Name: _____

E-Mail: _____ Phone: _____

Complete and return this form with your contract to the front desk by September 23rd, 2017. Thank you!!!

Volunteer Areas Listed in Alphabetical Order – form is 2 pages long

_____ **Backstage Volunteers** – Tasks include: Being in charge of a group of dancers backstage, helping with costume changes, taking groups to and from the stage area, collecting lost and found items, working the dressing rooms, and cleaning up assigned children's areas. These are vital and important jobs and your help is most greatly appreciated. We would like the same one or two volunteers for each job for ALL rehearsals/performances, if possible.

Questions about backstage: email the Backstage Managers, Lynn Schab & Janet Smith, at BCBnutcracker@gmail.com.

Please note: If you volunteer for a time slot backstage it is not possible to volunteer in another area at the same time.

Chairs: Lynn Schab, Janet Smith, Tara Kelley

_____ <u>Dress Rehearsal</u>	Theater	Sat, Nov 11th	(1pm-8pm)
_____ <u>Dress Rehearsal</u>	Theater	Sun, Nov 12th	(1pm-8pm)
_____ <u>Dress Rehearsal</u>	Theater	Wed, Nov 15th	(4pm-8pm)
_____ <u>Dress Rehearsal</u>	Theater	Thurs, Nov 16th	(4pm-8pm)
_____ <u>Dress Rehearsal</u>	Theater	Fri, Nov 17th	(4pm-8pm)
_____ <u>Performance (1)</u>	Theater	Sat, Nov 18th	(2pm)
_____ <u>Performance (2)</u>	Theater	Sat, Nov 18th	(6pm)
_____ <u>Performance (3)</u>	Theater	Sun, Nov 19th	(1pm)
_____ <u>Performance (4)</u>	Theater	Sun, Nov 19th	(5pm)

_____ **Candy Grams** – Preparing and delivering notes to the cast during the performance.

Chair: Dyan Schumack

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_____ **Cast Party** – Date: Sunday, Nov 19 (after 1pm show) – Providing a fun celebration event for cast members. Need volunteers to provide food, drink, and help out during the party.

Chairs: _____ (needed)

_____ **Costumes and Seamstresses** – Managing costumes; transporting; inventory, handing out, retrieval from cast, repairing, cleaning and returning to storage.

Chair: Maureen Thompson

_____ **Dance A Thon** – Date: Fri Sept 29th (6-9pm) **All Nutcracker dancers** are required to take part in this fun and successful fundraiser. Help is needed with setting up, collecting sponsor forms, and clean up.

Chair: Margaret Hayek

_____ **Dinner Party** – This “bring your own dinner” party will be after the Saturday 2pm. Help will be needed with set up and with clean up starting at noon.

Chair: Jennifer Koberg

_____ **Fast Changes** – Coordinating and completing fast changes for performers at performances.

Chair: Cathy McGirl

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_____ **Merchandise** – Distributing Nutcracker merchandise at Dress Rehearsal and selling at the Performances.

Chair: Wanda Siddiq

_____ **Refreshments and Gifts** – Providing refreshments and Nutcracker gift items during performances as a fundraiser. Includes purchasing, delivering, set-up, manning of booth and clean-up.

Chair: April Sellers

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_____ **Scrapbook** – Compiling pictures, notes, drawings, etc. into The Nutcracker Scrapbook.

Chair: Jen Holub

_____ **Security** – Monitoring dancer areas to ensure safety of cast and audience and releasing children to the parents at the close of the rehearsal or performance.

Chair: Amy Dutton

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_____ **Stage Crew** – Help before and after performances. Before = transporting sets, drops, and special equipment. After = takedown and returning sets, drops and other items to proper places.

Chair: Mike Thompson

_____ **Ticket Sales** – Ticket sales and manning box office before performances.

Chair: Leeann Yufanyi

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_____ **Ushers** – Arrive early to hand out programs, deliver people to seats, help enforce proper audience conduct, and assist in emergencies.

Chair: Jacki Fee

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