

# "A Christmas Carol Ballet"

## Volunteer Assignment Descriptions

*\*Please keep in mind there is NO SAVING of seats in the auditorium. Tickets are general admission and we need to give everyone the same opportunity to select seating.\**

*\*Volunteers need to remain at their designated assignments until the end of the rehearsals and performances\**

*\*If you are unable to attend any of the listed dates, please contact Stephanie at 873-0717\**

*Thank you for volunteering.  
Your help is greatly appreciated. Your assignment list is attached.  
Below you will find a detailed description of your job.*

### **Sewing:**

1. Hand and machine sewing takes place every Saturday morning that rehearsal is scheduled at SCPA. There may be additional week day evening hours as well. Please check in with the costume shop.

### **PR:**

1. Assist directors with posters, sandwich boards, etc. prior to show dates.

### **Light Crew - Load In:**

1. Please arrive at the High School Auditorium by 9:00AM on Saturday, November 26<sup>th</sup>
2. Assisting the lighting designer with the loading of his equipment into the theatre.

### **Load In/Set Construction on Saturday, November 26<sup>th</sup>:**

Your duties include:

1. Henry Verden, Scott and Robin Wendt are in charge of the entire load-in/set construction procedure; please report to any of them directly for your assignments throughout the load in/set construction process.
2. Please arrive at SCPA by 8:00AM on Saturday, November 26<sup>th</sup> to load truck. Follow to theatre to unload the truck. Assist with laying marley, placing props, set construction, etc.
5. Please take note that only adult volunteers are to assist with Load-in and Set Construction, no children.
6. **Please bring power driver if you own one**

### **Set Construction on Sunday, November 27<sup>th</sup>:**

Your duties include:

1. Henry Verden, Scott and Robin Wendt are in charge of the entire set construction procedure; please report to any of them directly for your assignments throughout the set construction.
2. Please arrive at Stoughton High School Auditorium by 9:00AM on Sunday, November 27<sup>th</sup> to finish the set construction from the previous day.  
Assist with laying marley, placing props, set construction, etc.
5. Please take note that only adult volunteers are to assist with Set Construction, no children.
6. **Please bring power driver if you own one**

### **Stage Managers:**

1. Work directly with the Director, during rehearsals and manage all aspects of sets, props and backstage crew during performance. Required to attend all tech and dress rehearsals.

### **Back Stage Assistants for Saturday, December 3<sup>rd</sup> Evening Show:**

Your duties include:

1. Assist stage managers with the above duties for tech rehearsals and the evening show. **Required** to attend BOTH TECH rehearsals, the Wednesday, November 30<sup>th</sup> Dress Rehearsal and the evening show on Saturday, December 3<sup>rd</sup>.
2. TECH REHEARSAL: Arrive at the High School by 4:45PM on Monday, November 28<sup>th</sup> and Tuesday, November 29<sup>th</sup>
3. DRESS REHEARSAL: Arrive at the High School at 6:00PM on Wednesday, November 30<sup>th</sup>
4. PERFORMANCE: Arrive at 6:00PM for Saturday, December 3<sup>rd</sup> for the evening show.
5. Check in at backstage door.
6. Assist stage right and left managers in setting and striking sets and props.
7. Bring cast members to and from dressing rooms to backstage wing areas.
8. Maintain quiet in back and side hallways.
9. Make sure that **ONLY** stage crew and cast members are in the backstage areas. **NO VISITORS OR PARENTS!**
10. All assistant crew must wear ALL BLACK with NO LOGOS

### **Back Stage Assistants for Sunday, December 4<sup>th</sup> Matinee Show:**

Your duties include:

1. Assist stage managers with the above duties for the dress rehearsals and the matinee show. **Required** to attend BOTH TECH rehearsals, the Thursday, December 1<sup>st</sup> Dress Rehearsal and the evening show on Saturday, December 3<sup>rd</sup>.
2. DRESS REHEARSAL: Arrive at the High School at 6:00PM on Thursday, December 1<sup>st</sup>
3. PERFORMANCE: Arrive at 12:00PM for Sunday, December 4<sup>th</sup> for the matinee show.
4. Check in at backstage door.
5. Assist stage right and left managers in setting and striking sets and props.
6. Bring cast members to and from dressing rooms to backstage wing areas.
7. Maintain quiet in back and side hallways.
8. Make sure that **ONLY** stage crew and cast members are in the backstage areas. **NO VISITORS OR PARENTS!**
9. All assistant crew must wear ALL BLACK with NO LOGOS

### **Check In/Hall Monitor:**

Your duties include:

1. TECH REHEARSAL: Arrive at the High School by 4:00PM Monday, November 28<sup>th</sup> and Tuesday, November 29<sup>th</sup>
  - Saturday, December 3<sup>rd</sup> PERFORMANCE: Arrive at 5:30PM for Saturday, December 3<sup>rd</sup> for the evening show.
2. DRESS REHEARSAL: Arrive at the High School by 4:00PM on Wednesday, November 30<sup>th</sup>; Thursday, December 1<sup>st</sup> and Friday, December 2<sup>nd</sup>
  - Sunday, December 4<sup>th</sup> PERFORMANCE: Arrive at 9:00AM for Sunday, December 4<sup>th</sup> for the matinee show.
3. Check cast members and crew in at backstage door.
4. You will be responsible for monitoring that only cast and crew enter the theatre. If a name is not on the list they are not allowed backstage.
6. Assist stage managers (Robin & Scott Wendt) in keeping cast and crew quiet.
7. It is part of your responsibility to make sure the entire cast is checked in. If you notice that someone is missing, you must notify the Stage Manager immediately.
8. You will also be monitoring the hall door which leads to the lobby area; no cast member is allowed to leave the backstage area while in make-up or costume prior or during the show. They are allowed after bows are finished to visit with friends and family in the lobby. Upon returning to the dressing rooms-only cast is allowed backstage; **NO FRIENDS OR FAMILY.**
9. You will also assist the Stage Managers as runners from stage to dressing room and dressing room to stage, as needed.

### **Costumes/Dressing Rooms for BOTH SHOWS:** (Chorus or Band room)

Your duties include:

1. You are required to attend a FITTING at SCPA during regular Saturday rehearsals on either **Saturday, November 5<sup>th</sup> or Saturday, November 12<sup>th</sup>.**
2. Check in at backstage door upon arrival at the theatre.
3. **Arrive at the High School by 5:00PM** on Wednesday, November 30<sup>th</sup>; Thursday, December 1<sup>st</sup> and Friday, December 2<sup>nd</sup> for Dress Rehearsal. (Arrive at 5:30PM for evening performance and 10:00AM for the matinee performance.)

**\*\*NOTE:** Performers dancers must report to Mary-Carel Verden and her assistants for make-up.

**NO ONE IS TO DO HIS OR HER OWN MAKE-UP.**

4. You will have full responsibility for their costumes, including:
  - Making sure that costumes/headpieces/shoes are all there
  - Assisting cast members dress, checking hair, headpieces, bows and costume based on instructions given at the costume meeting
  - Once your cast members has performed and returned to the dressing room after performance, make sure that all costumes, headpieces, etc. are properly hung up and/or packed in appropriate boxes or bags.
  - This is very important so that the costumes are not damaged, missing pieces, and are ready for the next show or load out of the theatre.
5. Remain in the dressing room with assigned cast members **at all times.**
6. Monitor the dressing room for proper behavior by cast members.
7. **NO VISITORS OR PARENTS** are allowed backstage or in dressing rooms. **NO FOOD, DRINK, CANDY, OR GUM** is allowed backstage, in hallways, or in dressing rooms.
8. If working the matinee performance you are **REQUIRED** to help box up props, costumes, make-up etc. and bring to scene shop for load out.

### **Makeup Crew:**

Your duties include:

1. Arrive prior to your first scheduled make-up call (make-up call times will be emailed out in November) for Dress Rehearsal (Wednesday, November 30<sup>th</sup>; Thursday, December 1<sup>st</sup> and Friday, December 2<sup>nd</sup>) and Performances (Saturday, December 3<sup>rd</sup> evening show and Sunday, December 4<sup>th</sup> for the matinee show.)
2. Make-up performers per your schedule as promptly as possible.

### **Front of House/Ticket Sales:**

1. Responsible for ticket sales in the box office at both shows

### **Light Crew - Load Out:**

1. Immediately following the matinee performance on Sunday, December 4<sup>th</sup>
2. Assisting the lighting designer with the removal, packing and loading of his equipment.

### **Load Out (Set, Props and Costumes):**

1. Scott and Robin Wendt are in charge of the entire load-out procedure; please report to either of them directly for your assignments throughout the load out.
2. Check in at backstage door by 3:30PM Sunday, December 4<sup>th</sup> to deconstruct set and load the truck
3. Follow the truck to SCPA to help unload everything has been replaced in the proper place at SCPA.
4. Please take note that only adult volunteers are to assist with Load Out, **no children.**
5. Please bring power driver if you own one

**Usher/Back of House/Ticket Takers:**

Your duties include:

1. This is NOT counted as volunteer hours. However there was an opportunity on the volunteer sheet to help out with this at either the matinee or evening shows. You will have other volunteer responsibilities.
2. Check in at backstage door.
3. Arrive at the show that you are assigned to work 45 minutes before the curtain. At this time Coleen will have a brief meeting with you.
4. Monitor lobby area - **NO FOOD, DRINK, CANDY OR GUM** is allowed in the auditorium.
5. Take tickets and/or hand out programs.
6. No flash photos or videotaping allowed. If anyone in audience uses a flash or videotape, approach them and remind them of our policies. If they do not put camera away, tell them you will hold their camera at the box office where they can pick it up after the performance.
7. Required to walk through the house after the performance and pick up playbills and items left by audience members. Lost and found items go to the Stage Managers. Reuse the playbills that are in good condition.
8. Your extra volunteer efforts as an Usher allow you to view the show you are working without purchasing a ticket.
9. NO SAVING SEATS