

"2017 Nutcracker 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 afternoon hours as well. Please check in with the costume shop.

Load-In

Your duties include:

1. **Coleen and Henry** oversee the entire load-in procedure; please report to either of them directly for your assignments throughout the load in.
2. Please arrive at SCPA by 12:00PM on Sunday, November 26th to load truck(s). Follow to theatre to unload the truck. Assist with laying marley, placing props, etc.
3. Kindly stay until everything is ready for Tech Rehearsal.
4. Please take note that only adult volunteers are to assist with Load In, no children.

Light Crew: Load-In

1. Arrive at HS at 1:00PM on Sunday, November 26th
2. Assisting the lighting designer with the installing, unpacking, and placing his equipment.

Load-Out (Set, Props, and Costumes)

1. **Coleen and Henry** oversee 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 9:00PM Saturday, December 2nd to 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.

Light Crew: Load-Out

1. Immediately following the evening performance on Saturday, December 2nd
2. Assisting the lighting designer with the removal, packing and loading of his equipment.

House Manager

1. Responsible for ticket sales in the box office

Costumes/Dressing Rooms (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 11th **OR** Saturday, November 18th
2. Check in at backstage door upon arrival at the theatre.
3. Arrive at the High School by 5:00PM on Wednesday, November 29th. (Arrive at 10:00AM for matinee performance & 5:30PM for evening performance.)

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

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

5. 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 have 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.
6. Remain in the dressing room with assigned cast members **at all times, during your assigned performance.**
7. Monitor the dressing room for proper behavior by cast members.
8. **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.
9. If working the evening performance, you are **REQUIRED** to help box up props, costumes, make-up etc. and bring to scene shop for load out.

Check In/Hall Monitor

Your duties include:

1. **TECH REHEARSAL (Matinee Crew Only):** Arrive at the High School by 4:30PM on Monday, November 27th
2. **DRESS REHEARSAL (Evening Crew Only):** Arrive at the High School by 4:30PM on Wednesday, November 29th
3. **PERFORMANCE:** Arrive at 9:00AM for Saturday, December 2nd for the matinee; and/or 5:30PM for Saturday, December 2nd for the evening show.
4. Check cast members and crew in at backstage door.
5. 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 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 can 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.

Makeup Crew

Your duties include:

1. Arrive prior to your first scheduled make-up call (make-up calls will be available shortly) for Dress Rehearsal (Wednesday, November 29th;) and Performances (Saturday, December 2nd for the matinee and evening performance.)
2. Make-up performers per your schedule as promptly as possible.
3. Return by 5:00 to re-touch for Evening performance

Backstage Assistants Managers

Your duties include:

1. TECH REHEARSAL: Arrive at the High School by 4:45PM on Monday, November 27th
2. DRESS REHEARSAL: Arrive at the High School by 6:00PM on Wednesday, November 29th
3. PERFORMANCE: Arrive at 12:00PM for Saturday, December 2nd for the matinee; and/or 6:00PM for Saturday, December 2nd for the evening show.
2. Check in at backstage door.
3. Assist stage right and left managers in setting and striking sets and props.
4. Bring cast members to and from dressing rooms to backstage wing areas.
5. Maintain quiet in back and side hallways.
6. Make sure that **ONLY** stage crew and cast members are in the backstage areas. **NO VISITORS OR PARENTS!**
7. All assistant crew must wear ALL BLACK with NO LOGOS
8. Assist stage managers with the above duties

Stage Managers

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

Usher

Your duties include:

1. This is NOT counted as volunteer hours. However, there is an opportunity on the volunteer sheet to help with this at either the matinee or evening shows. You will have other volunteer responsibilities if you have requested to USHER.
2. Check in at backstage door.
3. Arrive at the show that you are assigned to work 45 minutes before the curtain. At that 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