**What can you do?**

|  |  |
| --- | --- |
| **Dancer Name**: |  |

Every member is responsible for a minimum of 10 volunteer hours. Please select a minimum of one (1) box. A representative will be in contact with more information on your selection(s).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If someone other than the dancer will be completing volunteer hours, please include their contact information below: | | | | | |
| Name: | |  | | Email: |  |
| Name: | |  | | Email: |  |
| Name: | |  | | Email: |  |
|  | | | | | |
|  | **Role** | | **Description** | | |
|  | **Backstage Crew**  Name:      \_\_\_\_\_ | | * **Crew**: Move set pieces on / off stage. * **Hair or Makeup**: Attend dress rehearsal and scheduled performance night(s) to do hair or makeup, as per requirements set out by the Costume Department. * **Props**: Assist the Props Manager backstage during performances. * **Security**: Check-in all dancers and volunteers at the Capitol Theatre. * **Supervisor**: Supervise dancers backstage during performances.   *\*Schedules are arranged to ensure all volunteers are available to view the performance. Volunteering backstage will* ***not*** *result in missing the performance.* | | |
|  | **Costume Team**  Name:      \_\_\_\_\_ | | * **Costumes**: Assist the Costume Department in creating costumes for the production. This includes hand sewing, gluing, ironing, fabric painting, and machine sewing. Work can be done at home or at the studio during rehearsal. | | |
|  | **Development Committee**  Name:      \_\_\_\_\_ | | * **Assist the Development Director**: Assist with sponsorship letters (mailing letters and / or calling businesses – script provided), research and / or assist with writing grant applications, mail / deliver letters seeking monetary or in-kind donations. Have a business contact? Let the Development Director know! | | |
|  | **Donation**  Name:      \_\_\_\_\_ | | * **$15.00 in donations = 1 volunteer hour**: Check the Store’s white board for items in need (snacks, cleaning supplies, etc.). | | |
|  | **Facility Team**  Name:      \_\_\_\_\_ | | * **Cleaning**: Plan / volunteer for cleaning before / after rehearsal. * **Repairs**: Organize repairs at the studio. For example, internet issues, heating / cooling issues, burned out lights, replacing the banner outside, etc. * **Space Sharing**: Coordinate the locking and unlocking of the facility for studio rentals. | | |

|  |  |
| --- | --- |
| **Dancer Name**: |  |
|  | | | | | |
|  | **Fundraising Committee**  Name:      \_\_\_\_\_ | * **50/50**: Sell 50/50 tickets at the Capitol Theatre. * **Raffle Tickets**: Attend scheduled rehearsal to hand out / collect raffle tickets and / or arrange prize for top seller. * **Supervisor**: Supervise scheduled fundraising events (e.g., Tag Day). | | | |
|  | **Load-In /**  **Tear Down**  Name:      \_\_\_\_\_ | * **Load-In**: Assist with move to Capitol Theatre. Load and move set pieces, costumes, and props. Set up and organize at the theatre. * **Tear Down**: After the production, tear down and move pieces from the theatre back to the studio. | | | |
|  | **Marketing Committee**  Name:      \_\_\_\_\_ | * **Assist the Marketing Director**: Drive and / or supervise for the Poster Run, help at Devonshire Mall events, help at parades *(Summer and Fall sessions)* submit production information to community calendars, research advertising options / prices. Have a media contact? Let the Marketing Director know! | | | |
|  | **Production Team**  Name:      \_\_\_\_\_ | * **Set**: Build and / or paint the set pieces. While knowledge of painting and / or construction is beneficial, it is not required. Set builds are typically scheduled Thursday evenings and Saturday afternoons. * **Props**: Assist the Props Manager with finding and creating props. | | | |
|  | **Social Committee**  Name:      \_\_\_\_\_ | * **Opening Night Cast Party**: Reserve a restaurant that is able to accommodate the cast and their families. * **Closing Night Cast Party**: Plan and / or volunteer to set-up the Studio with tables and chairs immediately following the last performance. Order pizza, organize a potluck, and coordinate clean-up. * **School Show Lunch Order**: Coordinate lunch for School Show performances. * **Christmas Party** *(Fall Session only)*: Plan and / or volunteer for the Christmas Party. Coordinate activity schedule, gifts, set-up, potluck, and clean-up. * **Gala** *(Spring Session only)*: Plan and / or volunteer for the Gala. Book the hall, arrange decorations, and coordinate set-up and clean-up. | | | |
|  | **Store /**  **Front of House**  Name:      \_\_\_\_\_  *\*Training required* | * **Store**: Assist Store Supervisors at scheduled rehearsals. Primary responsibilities include selling food and beverages, maintaining display and inventory, as well as setting-up and closing-down before / after rehearsal. * **Front of House**: Assist Store Supervisors at the Merchandise or Ticket tables at the Capitol Theatre. | | | |
|  | **Volunteer Coordinator**  Name:      \_\_\_\_\_ | * **Track Volunteer Hours**: Enter Department Head volunteer hour submissions into an Excel spreadsheet, ensuring it is updated on a weekly basis. Assist with volunteer recruitment, when needed. | | | |