

VOLUNTEER SIGN UP SHEET
On Broadway and Teens on Stage

Your Name:		Child's Program: (OB or TOS?)	
Your Child's Name:			
Phone:		Email:	
PLEASE CHECK DESIRED TASK/ROLE, but please do not sign up for more than two assignments!			
NOW UNTIL SHOW WEEKEND		As available – DAYS	Call media to confirm that they've received our publicity materials
		As available – DAYS	Distribute flyers and postcards to community centers/locales
		As available – DAYS	Pick-up and prepare raffle prizes
		As available – DAYS	Help sell raffle tickets , show tickets and ads
		As available – DAYS	Provide general assistance
Friday of show weekend (Show begins at 7:30 p.m.)		Arrival at 5:00 p.m.	Provide pre-show assistance
		Arrival at 5:00 p.m.	Provide video and photography assistance
		Arrival at 5:00 p.m.	Provide backstage assistance to actors (through show)
		Arrival at 6:30 p.m.	Assist with box-office
		Arrival at 6:30 p.m.	Assist with raffle ticket sales prior to show and during intermission
		Arrival at 6:30 p.m.	Usher (You will miss the first 10 minutes of the show, but can reserve seats!)
		After show	Assist with collection of programs
Saturday of show weekend (Show begins at 5:00 p.m.)		Arrival at 3:30 p.m.	Provide pre-show assistance
		Arrival at 3:30 p.m.	Provide video and photography assistance
		Arrival at 3:30 p.m.	Provide backstage assistance to actors (through show)
		Arrival at 4:00 p.m.	Assist with box-office
		Arrival at 4:00 p.m.	Assist with raffle ticket sales prior to the show and during intermission
		Arrival at 4:00 p.m.	Usher (You will miss the first 10 minutes of the show, but can reserve seats!)
		After show	Assist with collection of programs
Sunday of show		Arrival at 3:30 p.m.	Provide pre-show assistance

weekend (Show begins at 5:00 p.m.)		Arrival at 3:30 p.m.	Provide video and photography assistance
		Arrival at 3:30 p.m.	Provide backstage assistance to actors (through show)
		Arrival at 4:00 p.m.	Assist with box-office
		Arrival at 4:00 p.m.	Assist with raffle ticket sales prior to the show and during intermission
		Arrival at 4:00 p.m.	Usher (You will miss the first 10 minutes of the show, but can reserve seats!)
		After show	Assist with CAST PARTY (until 10:00 – 1030 p.m.)
		After show	Assist with strike (VOLUNTEERS ESPECIALLY NEEDED FOR THIS!)
Monday following show		Arrival at 8:30 a.m.	Provide assistance with strike – load out to Epworth Church

Please note if you can provide:

- () Assistance with make-up (as a backstage volunteer)
- () Video or photography equipment/assistance
- () A truck or van for load-out of items from Julia Morgan to Stage Door's storage unit on August 14
- () Entrée, salad or desserts for the cast party
- () OTHER: _____