

## VOLUNTEER FORM for FINANCIAL AID RECIPIENTS

Please sign up for 3 hours of time for each \$100 of aid you have received and help us defray the costs of our program! Families with children in On Broadway or Teens on Stage will still be asked to provide an additional 8 hours of volunteer service and receive an additional form to complete,

NAME: \_\_\_\_\_

TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Number of hours I am available to help: \_\_\_\_\_

My availability in terms of days/hours: \_\_\_\_\_

When are you available to begin: \_\_\_\_\_

Please indicate the areas you may be interested in helping us with, by checking the appropriate box:

General:

- Team Leader: Head up one of the volunteer teams listed below, coordinating the efforts of team members
- Rehearsal Assistant for Dress Rehearsals: Attend rehearsals and assist as needed
- Costume Assistant: Assist costumer with fittings, errands and simple non-sewing projects
- Seamstress: Assist in costume sewing or assembly
- Props Construction: Help create or gather required props. Sewing, crafts and carpentry skills are helpful, but not required
- Cast Party Coordinator: Coordinate the event (potluck, décor, etc.) and provide supervision during actual party
- Brochure and Flyer Distribution Team: Distribute materials promoting the show to area businesses, libraries, recreation centers, etc.
- Clerical Office Help: Help our office staff by answering the phone, doing data entry, returning calls, preparing mailings, etc.
- Public Relations Team: Attend public events as a Stage Door's representative. Staff the Stage Door "booth" at fairs and festivals or introduce Stage Door to local community groups
- Fundraising/Grants: Research and coordinate general fund-raising and grant-writing efforts
- Cast Merchandise Coordinator: Collect t-shirt, photo and other merchandise orders from cast, place orders, and distribute merchandise to buyers
- School Liaison Team: Prepare and distribute Stage Door registration and show flyers to area schools, and follow-up with staff/teachers to ensure distribution and encourage field trip arrangements

At Performance Time:

- Lobby Sales Team: Place orders for lobby merchandise items, pick up and prepare flowers, set up and staff merchandise tables during show times and organize and staff daily drawing
- Backstage Monitor: Assist with supervision of cast member as they prepare for shows, including in meeting cues at the proper time
- Make-Up/Hair Crew: Attend training session and assist cast members backstage prior to the show and/or during the performance
- Photography Assistant: Assist with actor photo sessions
- Props Running Crew: From the wings, manage the prop table by assisting cast members in dealing with their props
- Deck Crew: Work in the wings to assist cast members and move set pieces and scenery
- Actor Refreshments Team: Purchase and provide water to actors at technical rehearsals and performances at the theatre
- Spotlight Operator: Operate spotlights during tech and dress rehearsals and performances. [Training provided]
- Lighting or Sound Board Operator: Operate the lighting or sound board during tech and dress rehearsals and performances [Training provided]
- Wardrobe Crew: Organize costumes before and after performances, assist cast members with quick changes, and deal with daily ironing/laundry issues
- Video Assistant: Assist videographers with camera set-ups, taping and lobby sales
- Costume Repairs: Be present at dress rehearsals and performances to help deal with costume emergencies. Basic sewing and repair skills required.
- Strike Crew: Help break down and remove the set, props and costume pieces from the theater at the conclusion of the run
- Box Office, Ushering and House Management: Help sell concessions at performances, take tickets and assist patrons in finding their seats

We need help acquiring donations of the following items. If you can help acquire any of these items it can be applied towards your tuition exchange!

- \_\_\_ Rental or use of sound equipment (wireless mics)
- \_\_\_ Printing services
- \_\_\_ Photo reproduction
- \_\_\_ Frames
- \_\_\_ Paint
- \_\_\_ Wood
- \_\_\_ Delivery services/truck rental
- \_\_\_ Flowers

THANKS for completing and returning this form!

Please return to Rawna Romero at [stagedoor2005@yahoo.com](mailto:stagedoor2005@yahoo.com) or by mailing to 909 Marina Village Parkway, #501, Alameda, CA 94501. You can also fax it to 510-217-2253.