

VOLUNTEER FORM – FAMILY PARTICIPATION PROGRAM

Families with children in On Broadway or Teens on Stage
are asked to provide 4 hours of volunteer service!

NAME: _____

CHILD'S NAME: _____

TEL: _____ EMAIL: _____

Availability

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 or boxes. We will try to accommodate your wishes/interests!

General/Camp Season and Prior to Camp Season:

- 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
- Photography Assistant: Assist with promotional photo sessions
- 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. (Arrive 1.5 hours prior to show time)
- Box Office, Ushering and House Management: Help sell concessions at performances, take tickets and assist patrons in finding their seats. (Arrive 1.5 hours prior to show time)
- Backstage Monitor: Assist with supervision of cast member as they prepare for shows, including in meeting cues at the proper time. (Arrive 2 hours prior to show time)
- Make-Up/Hair Crew: Attend training session and assist cast members backstage prior to the show and/or during the performance. (Arrive 2 hours prior to show time)
- Props Running Crew: From the wings, manage the prop table by assisting cast members in dealing with their props. (Arrive 2 hours prior to show time)
- Deck Crew: Work in the wings to assist cast members and move set pieces and scenery. (Arrive 2 hours prior to show time)
- Actor Refreshments Team: Purchase and provide water to actors at technical rehearsals and performances at the theatre. (Arrive 2 hours prior to show time)
- Spotlight Operator: Operate spotlights during tech and dress rehearsals and performances. (Arrive 2 hours prior to show time)
- Lighting or Sound Board Operator: Operate the lighting or sound board during tech and dress rehearsals and performances. (Arrive 2 hours prior to show time)
- Wardrobe Crew: Organize costumes before and after performances, assist cast members with quick changes, and deal with daily ironing/laundry issues. (Arrive 2 hours prior to show time)
- Video Assistant: Assist videographers with camera set-ups, taping and lobby sales. (Arrive 1.5 hours prior to show time)
- Costume Repairs: Be present at dress rehearsals and performances to help deal with costume emergencies. Basic sewing and repair skills required. (Arrive 2 hours prior to show time)
- Cast Party Coordination: Help with coordination of Sunday cast party, including coordination of donations of food from participating families and/or assisting with actual party
- Strike Crew: Help break down and remove the set, props and costume pieces from the theater at the conclusion of the run. (Arrive 2 hours prior to show time)
- FINAL STRIKE CREW on MONDAY August 1 and 15: Help return all camp equipment and materials from the theater at the conclusion of the run to Stage Door Conservatory's storage site. (Monday morning/afternoon)

Which shows do you wish to help with?

CHICAGO

- () Friday, July 30 - (7:30 PM Showtime)
- () Saturday, July 31 - (7:30 PM Showtime)
- () Sunday, August 1 - (2:00 PM Showtime)
- () Monday, August 2 (POST-STRIKE)

BYE BYE BIRDIE

- () Friday, August 13- (7:30 PM Showtime)
- () Saturday, August 14 - (7:30 PM Showtime)
- () Sunday, August 15 - (2:00 PM Showtime)
- () Monday, August 16 (POST-STRIKE)

We need help acquiring donations of the following items.

- Rental or use of sound equipment (wireless mics)
- Printing services for posters and programs
- Photo reproduction
- Frames
- Paint – acrylic and house paint
- Wood
- Delivery services/truck rental
- Flowers
- Make-up
- Food for annual benefit (ice cream, desserts, drinks)
- Food for cast party (entrees, drinks, desserts)
- Large raffle prize

Please note if you can provide:

- A truck or van for load-out of items to the Epworth Community Church on June 9 or 10 or from the Julia Morgan Center to Stage Door's storage unit on August 16
- An entrée, salad or desserts for the cast party
- Desserts for our concession stand

THANKS for completing and returning this form!

Please return to Rawna Romero at stagedoor2005@yahoo.com or by mailing to 909 Marina Village Parkway, #501, Alameda, CA 94501. You can also fax it to 509-472-8487.