

## YES, I WOULD LIKE TO VOLUNTEER

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

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

HOW DID YOU LEARN ABOUT OUR PROGRAMS? \_\_\_\_\_

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 Monitor:** Attend rehearsals to monitor cast member behavior, keep noise levels down, and make sure everyone gets dropped off and picked up safely after rehearsal ends.
- Costume Assistant:** Assist costume shop staff with taking performer's measurements, record keeping, coordinating fittings, errands, and simple non-sewing projects.
- Seamstress:** Assist in costume sewing or assembly.
- Props Construction:** Help create or gather required props. Sewing skills are helpful, but not required.
- Cast Party Coordinator:** Arrange the date and location, publicize it, gather money, coordinate the event and provide supervision.
- Brochure and Flyer Distribution Team:** Distribution materials promoting the show to area businesses, libraries, rec. 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, poster, makeup kit 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, organize and run daily 50-50 drawing.
- Backstage Monitor:** Assist with supervision of cast member preparations, behavior, noise control and meeting cues at the proper time.

- Make-Up/Hair Crew:** Attend training session; assist cast members backstage prior to the show and/or during the performance.
- Photography Assistant:** Coordinate and supervise 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, & 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.
- Ushering and House Management:** Help sell concessions at performances, take tickets and assist patrons in finding their seats.

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 509-472-8487.

THANKS for your interest!