

Virginia Regional Ballet



Parent Volunteer Information

The successes of any performance are directly related to the amount of parent cooperation (bringing your dancers to rehearsals on time, etc.) and volunteer support. It is mandatory for every family to volunteer for a minimum of two duties.. Two jobs will be assigned to you if a volunteer form is not received with your two job preference and sign-up for time slots. Some jobs need to get underway well before the shows, so if you would like to sign up for one of these jobs, please let us know quickly. These jobs are notated with ******.

Peggy Ely, a parent volunteer, will be the Volunteer Coordinator. She can answer any questions you have about the different jobs and what they entail. Peggy will send out an email around mid-October with a link to Signup Genius. This is a wonderful tool that makes signing up for jobs very easy. This tool is where you would sign up for specific time slots and shows for the relevant jobs. Jobs are reserved on a first come first serve basis when the Signup Genius e-mail is sent out. To ensure you receive emails from Peggy, please add her email address to your contacts. Her contact information is:

Peggy Ely- VRBpeggy@cox.net and 757-303-6995 (Volunteer Coordinator)

Please look over the attached Volunteer Form and pick a minimum of two jobs for your family, preferably 3 with all the jobs to be filled.. Also, please fill out the top portion of the form, as this will go to Peggy and this is where she will compile her email list for Signup Genius. Please write neatly so email addresses are recorded correctly. **Please return the form with your parent/dancer contract by September 23rd, 2017.**

Thank you in advance for your assistance and commitment to your dancer(s) and Virginia Regional Ballet. With your help, this will be one of the greatest productions Williamsburg and its neighboring communities have ever seen.

Thank You,

Ms. Heidi and Ms. Adelle

Parent Volunteer Form



Dancer name _____ Home phone _____
Parent name _____ Cell phone _____ Parent e-mail _____
Parent name _____ Cell phone _____ Parent e-mail _____

Please add this e-mail address to your contacts so that communication does not go to junk mail.

Peggy Ely VRBpeggy@cox.net Volunteer Coordinator 757-303-6995

The purpose of this form is to provide a general idea of volunteer needs for The Nutcracker. For those volunteering to be a coordinator, please contact us directly right away. All other volunteer positions will require time slots, so you will receive an invitation from Signup Genius, be sure to add e-mail address to contacts.

Program

_____ **Program Coordinator** - counts as 2 jobs We ask that everyone sells ads for the program, if everyone sells and/or
Collects ads, keep track of payment, show businesses their buys an add it helps the show costs a great deal
ad in program after Nutcracker performances, etc. (sale of ad to businesses counts as volunteer slot)

*** _____ **Program Designer**- counts as 2 jobs **Please contact Peggy right away if interested**
Does all design of program getting ready for printer working with Coordinator and Ms. Adelle

School Shows

*** _____ **School Show Coordinator** - counts as 2 jobs **Cille Honig has volunteered**

Coordinates and communicates with schools before shows, prepares seating chart

_____ **Bus Parking Attendants** - 2/show _____ **School Show Ushers** - 3/show **SignupGenius**

Community Awareness

_____ **Media Coordinator** Send continuous announcements to local papers, **Brad Pittman has volunteered**
online community calendars, visit local businesses to hang up posters and hand out postcards, etc

*** _____ **Tea with Klara** - counts as 2 jobs **Kristina Rivera has volunteered, with advertising help by Tracy Luck**

Organize & plan event December 4th, lead set-up and clean-up after teas, assist with crafts

_____ **Help Dec 10th Tea with Klara** - Help with set-up, crafts & Clean-up **SignupGenius**

_____ **Wrap Gifts (date TBD) Barnes & Noble** - 2-1/2 house shifts 10-12:30 & 12:30-3 **SignupGenius**

Prop Referbishment

Help fix props like trumpets and the sleigh , etc., etc.

Vick Rajpaul has volunteered

Decorative Pointe Shoe Designer

Karen Mainor has volunteered

House/Concessions/Merchandise

House Manager - counts as 2 jobs

Coordinates all lobby and theater activities during shows, coordinate table set-up collect money
collect money from the merchandise/concessions/auction/raffle; arrange alcohol donations to be sold

Kevin Ely has volunteered

_____ **Concessions Manager** - counts as 2 jobs

Collect donations of snacks, soft beverages, ice, coolers for shows

Please contact Peggy right away if interested

Lead set-up of tables, coolers, drinks, food at theater

_____ **Concessions table workers** 5/show - sell before show, intermission & end of shows

SignUpGenius

SignUpGenius

_____ **Champagne/Wine Servers** 2/show to serve 1 to stay with alcohol during show

SignUpGenius

During before show & during intermission serve to adult patrons

Merchandise Coordinator/Purchaser - counts as 2 jobs

Amber Kaczmarczyk has volunteered

Order items, set-up displays, handle proceeds, coordinate with house manager inventory leftover items, etc.

_____ **Merchandise table workers** 4/show

SignUpGenius

Backstage *It is very exciting to volunteer and help backstage with the dancers. Please know that you will not be able to watch the show when you are back stage, so be sure to purchase your tickets for the shows you are not helping backstage*

Dressing Room Assistants - help change costumes, supervise children, keep dressing rooms secure and tidy

_____ **Party Children** 1/show - may include mice quick change

_____ **Mother Gigogne Moms** 4/show

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_____ **Mouse Moms** 2/show - may include mice quick change

_____ **Cherub Moms** 2/show

SignUpGenius

_____ **Quick Changers for int/adv dancers** - 2/show

SignUpGenius

Security/Lobby/Wrap-up

_____ **Security** - Man backstage door allowing only cast members and backstage staff enter (1/show)

SignUpGenius

_____ **Decoration Coordinator** - coordinate decorations and volunteers during dress rehearsal and end of last show

_____ **Lobby Decoration Volunteers** 3 at dress rehearsal and at end of last show

SignUpGenius

_____ **Clean-up** Each evening and end of show be sure all trash is emptied in lobby, dressing rooms and orchestra area. Last show help break down tables and load supplies on trucks

SignUpGenius

Ticket Sales

_____ **Ticket Coordinator** – Work w/ ticketing company to get printed tickets and organize will call ***Please contact Peggy right away if interested***
_____ **Will Call Ticket Table workers – 2 per show**
SignUpGenius

*****Coordinate Saturday Meal for Dancers**

_____ Coordinate meals for dancers between Saturday shows including distributing to dancers

Tracy Luck has volunteered

Orchestra Support

_____ **Leader Food for Orchestra** - Collect and coordinate food for Orchestra

SignUpGenius

_____ **Orchestra Food Helper** Set-up and clean-up food for Orchestra each show (3 total)

SignUpGenius

Raffle or Silent Auction

_____ **Raffle Coordinator** - counts as 2 jobs

Colby Cumber has volunteered

Collect items for raffle, run in proceeds, oversee table workers

_____ **Raffle table workers** 2/show (only if we have a raffle coordinator)

SignUpGenius