



## Virginia Regional Ballet

### Parent Volunteer Information

The success of any performance is 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 three jobs. The following pages describe the many opportunities for fulfilling your volunteer requirement. A few jobs involve tasks that need to get underway well before the shows and/or have a significantly higher time commitment than others. Those jobs are notated by \*\*, and some count for more than one job toward your volunteer commitment. Let us know as soon as possible if you are interested in one of those jobs.

Lisa Anderson, a parent volunteer, is the Volunteer Coordinator. Peggy Ely is the Production Coordinator. Lisa or Peggy can answer any questions you have about the different jobs and what they entail. Both of them can be reached at [VRBvol@cox.net](mailto:VRBvol@cox.net) or by phone at 757-291-3325 (for Lisa) or 757-303-6995 (for Peggy).

They will send out an email from [VRBvol@cox.net](mailto:VRBvol@cox.net) around mid-October with a link to Signup Genius. Please add this e-mail address to your contacts so you will receive the Signup Genius link. This is a wonderful tool that makes signing up for jobs very easy. This tool is where you will sign up for specific jobs, shows, and time slots. Jobs are reserved on a first come first serve basis when the Signup Genius e-mail is sent out.

Three jobs will be assigned to you if you do not volunteer for a combination of tasks to meet your requirement once the Signup Genius link is e-mailed in mid-October.

The e-mail addresses you provide on the Nutcracker contract will be used to compile an email distribution list for Signup Genius. Please write neatly so email addresses are recorded correctly.

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 Opportunities

### Pre-Show Jobs (no show day responsibilities)

<b>Program/Playbill</b>	
**Advertising Coordinator: Follow up on the 2019 business ads for repeat ads and contact additional businesses to sell ads.	<b>Contact Adelle Carpenter if interested</b>
**Program Designer: Design program working with production coordinator and Ms. Adelle. Prepare program for printing.	<i>GiGi Paddock has volunteered</i>
<b>Community Awareness</b>	
**Media Coordinator: Send continuous announcements to local newspapers and online community calendars. Visit local businesses to hang up posters and hand out postcards, etc.	<i>Jason Betzner has volunteered</i>
**Tea with Klara Organizer (counts for 3 jobs): Organize & plan event November 21st, lead set-up and clean-up after teas, assist with crafts.	<i>Kristina Riviera has volunteered</i>
Tea with Klara Helpers: Assist with setting up for event, crafts and clean-up after event. There will be 2 shifts to choose from (9:30 – 2:00 and 2:00 to 5:30)	<b>SignUpGenius</b>
Wrap Gifts at Barnes & Noble: There will be 2 shifts to choose from (10-12:30 and 12:30-3)	<b>SignUpGenius</b>
<b>Miscellaneous Jobs</b>	
**Prop Refurbishment: Help fix props like trumpets and the sleigh, etc.	<i>Colby Cumber has volunteered to lead</i>

### Pre-Show/Show Day Jobs (responsibilities before and on show days)

**Orchestra Food Coordinator (counts for 3 jobs): Solicit food donations from restaurants and grocery stores. Coordinate collecting food donations and transporting to Ferguson Center. Set-up a light snack for orchestra on Friday and a meal between shows on Saturday.	<b>Contact Lisa Anderson if interested</b>
**Floral Coordinator: Solicit floral donations from vendors, pick-up floral arrangements and bring to Ferguson Center for shows.	<b>Contact Lisa Anderson if interested</b>
**Coordinate Saturday Meal for Dancers (counts for 3 jobs): Work with a local restaurant to plan a menu of box lunches for dancers to eat between the two shows on Saturday. Collect order forms and money for box lunches from dancers. Distribute box lunches to the dancers on show day.	<i>Heather Farr has volunteered.</i>

## Show Day Jobs

<b>School Shows Jobs</b>	
**School Show Coordinator (counts for 3 jobs): Coordinate and communicate with schools before shows, prepare seating chart, greet school groups.	<i>Susan Edquest has volunteered</i>
School Show Bus Parking Attendants (at Kimball only)	<b>SignUpGenius</b>
School Show Ushers (3 per show)	<b>SignUpGenius</b>
<b>Miscellaneous Jobs at Theaters</b>	
Load In: Unload sets and props from trucks into theatre before shows	<b>SignUpGenius</b>
Load Out: Load trucks with sets and props after shows.	<b>SignUpGenius</b>
<b>Security/Lobby</b>	
**Merchandise Lobby Lead (counts for 3 jobs): Set-up displays, handle proceeds, coordinate table workers each show, verify the person staying during show.	<i>Contact Lisa Anderson if interested</i>
Merchandise Table Workers (4 per show)	<b>SignUpGenius</b>
Clean Up Crew: Empty trash in lobby, dressing rooms and orchestra area after show. Help break down tables and load supplies on trucks after last show.	<b>SignUpGenius</b>
**Security Coordinator: Organize and instruct all security volunteers. Create name tags and sign in sheets.	<i>Contact Peggy Ely if interested</i>
Security Assistant: Man backstage door allowing only cast members and backstage staff to enter (1 per show).	<b>SignUpGenius</b>
Security – Dressing Room Runner: Escort dancers from sign in desk to dressing rooms.	<b>SignUpGenius</b>
<b>Additional backstage continued on page 4</b>	

**Backstage Jobs:** It is very exciting to help backstage with the dancers. Please note that you will not be able to watch the show when you are backstage, so be sure to purchase your tickets for a show that you have not committed to help with backstage. The exact slots/roles will depend on the casting of the show each year.

**Must be at tech and dress rehearsals associates with the Signup Genius time slots in addition to show time slots**

<p><b>**Lead Mother Gigogne Mom (counts for 2 jobs):</b> The ideal candidate for this job is the mom of a 2019 Mother G. dancer. Coordinate ordering hair curls. In the past we have used Hana Beauty Supply in Newport News (757-822-7100) to purchase the curls. Take a group photo of the dancers and coordinate purchasing an ad for the show program. Coordinate exchange of names for secret santa gifts. Coordinate with other mothers to make sure show ticket purchases are spread across the 3 shows in such a way that there are 4 mothers available to be in the dressing room for every show. Since this is the first Nutcracker experience for most parents of this group, it is important to provide guidance and instill confidence!</p>	<p><i>Contact Lisa Anderson if interested</i></p>
<p><b>**Lead Mouse Mom (counts for 2 jobs):</b> The ideal candidate for this job is the mom of a 2019 Mouse dancer. Spray mouse heads and shoes with Lysol before they are assigned to dancers. Organize bags with shoes, tights and gloves for every dancer. Refurbish mouse heads (repaint eyes, replace whiskers, etc.) as necessary. Launder fat, tights and gloves after the final show.</p>	<p><i>Contact Lisa Anderson if interested</i></p>
<p>Dressing Room Assistants: Help change costumes, supervise children, keep dressing rooms secure and tidy. The number of volunteers needed per show is approximate at this point in time.</p>	
<p>Party Children Room Mom: May assist with Mouse quick changes. (1 per show)</p>	<p><b>SignUpGenius</b></p>
<p>Mother Gigogne Room Mom (4 per show)</p>	<p><b>SignUpGenius</b></p>
<p>Mouse Room Mom: May assist with Mouse quick changes. (2 per show)</p>	<p><b>SignUpGenius</b></p>
<p>Cherub Room Mom (2 per show)</p>	<p><b>SignUpGenius</b></p>
<p>Quick Change Assistants for Intermediate/Advanced Dancers: The ideal person for this job is a former dancer or someone with multiple years of quick change experience. These teams will be lead by Amber Kaczmarczyk and Sydney Ely.</p>	<p><i>Contact Peggy Ely if interested</i></p>