

2018 Volunteer Information Form

“The Little Mermaid”

Volunteer Information: News You Can Use

Welcome to the Artists Unlimited fall 2018 musical production and thank you for choosing to volunteer

your time with us. We hope this packet will help you to feel more informed about the many aspects of our annual production.

**What to do**

* Look over the attached documents to see what the volunteer opportunities are
* Review the “Volunteer Guidelines” and “Policies & Procedures”
* Please refer to our website at: rocartistsunlimited.com for any additional

information you would like to know about our organization

* Select what you are interested in
* Save the date of Monday, October 15 for our Volunteer Details Information Night
* Return Volunteer Info Form by October 27, 2018 to Marsha King at:
	+ Rehearsal
	+ Email: artistsunlimitedinfo@gmail.com
	+ Snail mail: 3563 Culver Road, Rochester, NY 14622
* Contact us at artistsunlimitedinfo@gmail.com with any questions
* As it gets closer to the show, we will finalize and confirm your preferences

*On behalf of the Board of Directors of Artists Unlimited, thank you for volunteering. The results of the combined efforts of our cast, crew, sponsors and volunteers is definitely bringing our mission to fruition: “changing lives, one act at a time.” Without you this would not be possible.*



**(over)**

**Volunteer Opportunity Descriptions**

**Backstage Set Crew:** During performances (2 nights + commitment preferred).

Depending on the set design there will be many pieces needing placement and scenic drops to be raised and lowered. Your participation in tech week rehearsals will be essential for the show to run effectively. Coordinated by Mike Zeigler.

**Cast Handler (runner):** During performances (2 nights + commitment preferred).

Help assemble cast members throughout the performance, assist with cast movement backstage, help and encourage cast members.

**Cast Party** (Saturday, November 17, from the end of the show until approximately 8:00).

Help is needed to set up, serve and clean up for the cast party. Also assist in assembling cast gift bags.

Coordinated by Suzanne Eberhardt.

**Cast Snacks:** During performances (1 night commitment). Help to set up and serve snacks to cast members during the show. Coordinated by Janet VandenBerg

**Cast Dinner:** Saturday, November 10 at 5:00. We will be serving dinner to cast and crew between our shows. Volunteers are needed to set up, serve and clean up. Coordinated by Janet VandenBerg.

**Costume construction:**  August – November (flexible schedule but with deadlines).

Coordinated by Stephanie Schmidt.

**Hair and Make-up Team:** During performances (2 nights + commitment preferred).

Help apply make-up and style hair for cast members prior to and during performances. Coordinated by Rebecca Pfohl.

**Flying team:** Tech week and performances (multi-night commitment).

This team is responsible for working ropes to help actors fly. Coordinated by Tony Juliano.

**Food concessions:** During performances (one show commitment)

 Set up and be available to sell concessions during intermission and clean up afterward.

Ability to work with the public, handle monetary transactions necessary.

**Ladies cast area:** During Tech week and performances (2 nights + commitment preferred) Help is needed to lend a hand during costume changes. This includes but is not limited to hanging clothing items on assigned costume rack, spending time with cast members while they wait for their turn, keeping the area neat.

**Men’s cast area:** (2 nights + commitment preferred).

 Same as for the ladies, see above.

**Merchandise/Flower concessions:** During performances(one show commitment)

Set up and be at the merchandise concession tables prior to performances and during the intermission. Keeping track of inventory, ability to work with the public and handle monetary transactions necessary

**Nurse:** During performances,

One nurse per performance to assist with medical needs that arise during the show.

**Props**: During tech week and performances (2 nights + commitment preferred).

Help organize and set/pass out props to cast members during final rehearsals and performances. Coordinated by Mary Kay Fulkerson.

**Set construction**: August – October, Tuesday & Thursday evenings and Saturday’s, located at 111 Ling Road, coordinated by Mike Zeigler. All help is appreciated!

**Set installation**: 10/28 – 10/31, at the theater (single or nightly commitment), hours can vary with afternoon and evening work, coordinated by Mike Zeigler.

**Sound Director Assistants**: Assists sound director by managing cast mic's, and perform required misc tasks as needed.  Coordinated by Steve King.

**Usher:** During performances (one show commitment).

Volunteers assist patrons to their seats and help to direct them to key areas of the theatre, such as the merchandise table, donation table, concessions, restrooms, etc. Coordinated by House Manager Richard Wright.

**Whatever you need**

We appreciate volunteers that are flexible to help out wherever needed!

**2018 Guidelines for Volunteers for Artists Unlimited Volunteers**

Artists Unlimited, Inc. strives to provide a safe, positive, professional and fun experience for our participants. Below are some general guidelines for all volunteers.

* Promote respect and dignity for all regardless of race, religion, national origin, creed, sex, ethnic background or disability.
* Be prompt and dependable.
* Be patient with one another, especially cast that may require extra time to listen and respond.
* Speak in a normal tone of voice.  Be relaxed! Everyone appreciates warmth and friendliness. Exhibit appropriate behavior, language and professionalism at all times.
* Work cooperatively with cast and fellow volunteers; reporting concerns to Carol Cassara, Kathy Miller, or Mike Zeigler.
* Monitor your volunteer area for the overall health and safety for all participants. Please defer to directives provided by stage managers when back stage.
* Please refrain from moving items from the stage unless directed to do so by the crew.
* Assist with general clean up of the cast areas (i.e., placing items in the trash, placing items in lost and found, etc.).
* Please adhere to the rules of the house, i.e., the facility managers of the facility we are performing in. Cooperation by all is essential in order to maintain good working relationships with our community “partners.”
* Make sure that there is another adult with you if you need to assist a cast member privately.
* Volunteers are required to wear a volunteer name badge at all times (excluding backstage volunteers) to ensure the safety of all participants. The name tag table is located just inside the large cast gathering area. Please return it when leaving for the evening.
* The Board of Directors of Artists Unlimited will not tolerate harassment or discrimination of any of the participants.
* Notify us with as much notice as possible if you will be late or absent. You can email Carol Cassara artistsunlimitedinfo@gmail.com or call 585-261-4419.

**(over)**

**Artists Unlimited**

**VOLUNTEER POLICIES & PROCEDURES**

QUALIFICATIONS:

Volunteers must be at least 14 years old to work without parental supervision, and must enjoy working with all types of people. They must show a genuine concern for this organization and a willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is respectful of individuals with disabilities and is mature, sensitive, dependable, and a team player.

REQUIREMENTS:

Complete volunteer information form and attend the Volunteer Detail Information Session on October 15.

TIME COMMITMENT AND SCHEDULING:

Volunteer hours are flexible. Once you have agreed to be available for a particular shift, we count on you to be there. In the event you are unable to be at your shift, please call Carol Cassara (volunteers in rehearsals, the theatre, backstage) at 261-4419 or Mike Zeigler (set construction) at 750-7461.

DRESS PROTOCOL: (May be required for specific volunteer posts during shows)

* Backstage volunteers are required to wear long black pants, black shirt and quiet, closed-toe black shoes with good traction.
* Ushers will receive direction from Richard and Marie Wright.
* Men’s and Ladies cast area volunteers can wear casual clothing.
* Concession area volunteers should wear business casual attire (AU show shirts are great!)

PARKING:

Volunteers should park in the parking lot on the south side of West Ridge Road (across from the theater). The lot to the west of the building is reserved for handicapped parking and for our patrons. Kodak may levy a $5.00 parking fee, volunteers will be issued a parking pass to avoid fee.

GENERAL SAFETY:

Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves, coworkers, and cast members.

VOLUNTEER FEEDBACK:

Artists Unlimited encourages volunteers to make suggestions, voice concerns and give ideas about how the organization fulfills its mission to the community.

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RELEASE AND WAIVER OF LIABILITY.

Volunteer hereby releases and forever discharges and holds harmless Artists Unlimited and its officers, directors, trustees, employees, agents, insurers, representatives, successors and assigns from any liability or claim that volunteer may have against Artists Unlimited, including, but not limited to, any bodily injury, personal injury, illness, death, or property damage that may result from volunteer’s activities with Artists Unlimited, whether caused by the negligence or misconduct of Artists Unlimited or its officers, directors, employees, or agents or otherwise. Volunteer hereby covenants not to bring any action against Artists Unlimited for any such injury, illness, death or damage. Volunteer further promises and agrees to defend, indemnify, and hold harmless Artists Unlimited against any and all losses, damages, liabilities, or costs of whatever kind (including but not limited to, court costs and reasonable attorney’s fees) arising from any claim of a third party related to Volunteer’s activities with Artists Unlimited.

NGS ANALYSIS



**Volunteer Information Form 2018**

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If Under 18, Date of Birth\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of emergency please contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Contact Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please mark your preferences below and return by October 27:**

\_\_ Backstage Set Crew \_\_ Ladies Cast Area

\_\_ Cast Handler (runner) \_\_ Men’s Cast Area

\_\_ Cast Party \_\_ Merchandise/Flower Concessions

\_\_ Cast Snacks \_\_ Nurse

\_\_ Cast Dinner \_\_ Props Team

\_\_ Costume Construction \_\_ Set Construction \_\_ Hair & Make-Up team \_\_ Set Installation

\_\_ Flying Team \_\_ Sound Director Assistants

\_\_ Food Concessions \_\_Usher

 \_\_ Whatever you need

Performances are held at: Kodak Center Theater, 200 West Ridge Road, Rochester, NY

Connection to Artists Unlimited: (write your response below)

Attendance at 2 Tech Rehearsals Required:

\_\_\_\_11/4 (1:00 – 4:00) \_\_\_\_11/5 (5:30-9:00) \_\_\_\_11/6 (5:30 – 9:00) \_\_\_\_11/7 (5:30-9:00) \_\_\_11/8 (5:30-9:00)

Please indicate performances you are available for: (12:00 – 5:00 for 2:00 shows, 5:30 – 10:30 for 7:30 shows)

\_\_\_\_\_Saturday 11/10 @ 2:00 \_\_\_\_\_Sat. 11/10 @ 7:30 \_\_\_\_\_Sunday 11/11 @2:00

 \_\_\_\_\_Thurs. 11/15@ 7:30 \_\_\_\_\_Friday 11/16 @ 7:30 \_\_\_\_\_Sat. 11/17@ 2:00

* I am able to attend the Volunteer Details Information Night on October 15 @6:30pm
* I have received, read and agree to the Volunteer Guidelines and Policies & Procedures:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Signature Date*