

Springfield Ballet Company

Volunteer Sign – Up

The Nutcracker ~ December 6-9, 2018

Dancer Name: _____

Dancer Role: _____

Volunteer Name(s)		
Address		
City, Zip		
Phone	(home)	(cell)
Best Time To Call		
E-mail Address		
Send Information (circle preference)	E-mail	Home Address

*The Nutcracker is approaching, and performance preparations will soon be getting into full swing. There are a lot of volunteer opportunities in the weeks preceding the show as well as during Tech Week. We encourage you to get involved. NOTE: No additional family members should be with you while working during Tech Week. **Please mark your areas of interest and dates when you are able to help. If you cannot help the entire evening, please note your availability.***

Return form to Gina DeCroix Russell, Ballet Mistress, by October 14, 2018. Thanks for your help!

These tasks start prior to Tech Week and may be done at your convenience. Please mark here if you are willing to be called to help.	
<input type="checkbox"/>	Sewing – Work during rehearsals - tasks include help with costume fitting and altering of costumes. Basic sewing talent needed.
<input type="checkbox"/>	Moving and Set Construction – Move sets from warehouse, design and plan building of sets during Tech week.
<input type="checkbox"/>	Props – Creative work from home. TBD
<input type="checkbox"/>	Merchandising – Assist with pricing Nutcracker merchandise as it arrives at HCFTA. Help at pre-sale merchandise table at HCFTA.

Needs	Tech 12/6 and 12/7		Performances 12/8 and 12/9		
	Thursday 12/6	Friday 12/7	Saturday Matinee	Saturday Evening	Sunday Matinee
<input type="checkbox"/> Merchandise Table – Assist with sales before show and during intermission.			12-4 pm	6-9 pm	12-4 pm
<input type="checkbox"/> Sewing/Presser – Help with costumes and last minute repairs during show.	5-9 pm	5-9 pm	12-4 pm	5-9 pm	12-4 pm
<input type="checkbox"/> Launder Costumes					After Show
<input type="checkbox"/> Costumes to Starcrest Cleaners					After Show
<input type="checkbox"/> Security- Check dancers in at stage door or monitor lower level back door	4:30-9 pm	4:30-9 pm	12-4 pm	5-9 pm	12-4 pm

***All non-Company dancers must be accompanied by chaperones during all rehearsals & performances at Sangamon Auditorium. If you have a child performing, please help by chaperoning a group. Circle the group you prefer:
Party Boys/Drummer/Color Guard, Baby Mice, Soldiers/Cavalry, Angels, Bon Bons***

Needs		Performances 12/8 and 12/9				
		Thursday 12/6	Friday 12/7	Saturday Matinee	Saturday Evening	Sunday Matinee
<input type="checkbox"/>	Chaperones – Obtain costumes from wardrobe. Help dancers make stage cues and oversee them when they are not performing. Clean up dressing room and return costumes to wardrobe after each show.	5-9 pm	5-9 pm	12-4 pm	5-9 pm	12-4 pm
<input type="checkbox"/>	Runners – Help cue dancers for their stage times. Not all dressing rooms have speakers to hear musical cues.	5-9 pm	5-9 pm	12-4 pm	6-9 pm	12-4 pm
<input type="checkbox"/>	Makeup – Instruction will be provided during Tech week.		5-9 pm	12-4 pm	6-9 pm	12-4 pm
<input type="checkbox"/>	Sets – construction at UIS	5-9 pm	5-9 pm	12-4 pm	6-9 pm	12-4 pm
<input type="checkbox"/>	Sets -- Move to/from show and setup/strike (trucks are helpful).					Tear down after last show
<input type="checkbox"/>	Props/Assist Backstage – Must work either Thurs or Fri of Tech Week in order to help during the show.	5-9 pm	5-9 pm	12-4 pm	6-9 pm	12-4 pm

Please return this form to Gina DeCroix Russell by October 14, 2018. If possible, we would like to communicate via e-mail -- julie@springfieldballetco.org, decroix@springfieldballetco.org, hamilton@springfieldballetco.org, or website www.springfieldballetco.org. If you do not use e-mail, please call us at 217-544-1967. Specific times for some jobs (like moving) are still uncertain, so please look to the assignment letter for more specific information. As always, many thanks for your energy and willingness to help. See you backstage!

If you have questions about helping in a particular area, please contact us at the SBC office, 544-1967.