

# Springfield Ballet Company

## Volunteer Sign – Up

### Cinderella ~ March 21-23, 2019

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

*Cinderella 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 February 24th. Thanks for your help!***

<b>Sewing and alterations start prior to Tech Week. Please mark here if you are willing to be called to help.</b>	
<input type="checkbox"/>	<b>Sewing</b> – We have new tutus for the Cinderella “Stars.” Adornment needs to be added to each of the 12 tutus. Cassie Reiterman, Costume Mistress, is seeking sewers interested in helping on the weekends during rehearsal time. In addition to the tutus, help is needed for altering of costumes. Basic sewing talent needed with instructions given.

Needs	Thursday 3/21	Friday 3/22	Saturday Matinee	Saturday Evening
<input type="checkbox"/> <b>Merchandise Table –</b> Assist with sales before show and during intermission.	N/A	N/A	12-4 pm	6-9 pm
<input type="checkbox"/> <b>Sewing/Presser –</b> Help with costumes and last minute repairs during show.	5-9 pm	5-9 pm	12-4 pm	5-9 pm
<input type="checkbox"/> <b>Launder Costumes</b>				After the show
<input type="checkbox"/> <b>Costumes to Starcrest Cleaners</b>				After the show
<input type="checkbox"/> <b>Security --</b> Check dancers in at stage door	4-8 pm	4-8 pm	12-4 pm	5-9 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:**

**Act I: Mice or Fireflies      Act II: One group – Jesters/Pages/Attendants**

<b>Needs:</b>	<b>Thursday 3/21</b>	<b>Friday 3/22</b>	<b>Saturday Matinee</b>	<b>Saturday Evening</b>
<input type="checkbox"/> <b>Chaperones –</b> 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.  # of Chaperones needed: <b>Act I</b> Mice – 1 chaperone Fireflies – 1 chaperone <b>Act II</b> Jesters/Pages/Attendants – 2 chaperones for group	4-8 pm	4-8 pm	12-4 pm	5-9 pm
<input type="checkbox"/> <b>Makeup –</b> Instruction will be provided during Tech week.	N/A	4-8 pm	12-4 pm	6-9 pm
<input type="checkbox"/> <b>Sets –</b> Move to/from show and setup/strike (trucks are helpful)				Tear down after last show
<input type="checkbox"/> <b>Props –</b> <b>Must work either Thurs or Fri of Tech Week in order to help during the show.</b>	4-8 pm	4-8 pm	12-4 pm	6-9 pm
<input type="checkbox"/> <b>Backstage Crew –</b> Help move scenery on and off stage during production	4-8 pm	4-8 pm	12-4 pm	6-9 pm  Tear down after last show

Please return this form to Gina DeCroix Russell by February 24th. If possible, we would like to communicate via e-mail -- [julie@springfieldballetco.org](mailto:julie@springfieldballetco.org), [decroix@springfieldballetco.org](mailto:decroix@springfieldballetco.org), [hamilton@springfieldballetco.org](mailto:hamilton@springfieldballetco.org), or website [www.springfieldballetco.org](http://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 we will email you more specific information at a later date. 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.**