

Springfield Ballet Company

Volunteer Sign – Up

Cinderella ~ April 16 & 17, 2011

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 are getting into full swing. There are many 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 27th. Thanks for your help!

| | |
|--|---|
| <i>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.</i> | |
| <input type="checkbox"/> | Sewing – Work at home. Tasks include fitting, altering & making costumes. |
| <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. TBA |

| | Needs | Tech Week | | | Performances 4/16 and 4/17 | | |
|--------------------------|--|-------------|---------------|-------------|----------------------------|--|----------------|
| | | Wed 4/13 | Thurs 4/14 | Fri 4/15 | Sat Matinee | | Sun Matinee |
| <input type="checkbox"/> | Merchandise Table – Assist with sales before performance and at intermission. | | | | 12-4 pm | | 12-4 pm |
| <input type="checkbox"/> | Sewing/Presser – Help with costumes and last minute repairs. | 5-9 pm | 5-9 pm | 5-9 pm | 12-4 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 | 4-9 pm | 4-9 pm | 4-9 pm | 12-4 pm | | 12-4 pm |

**Young, non-Company dancers must be accompanied by chaperones during all rehearsals & performances at Sangamon Auditorium. If you have a young child performing, please help by chaperoning a group.
Circle the group you prefer: Fireflies, Musician/Dresser Boys, Mice, Pages**

| Needs | | Tech Week | | | Performances 4/16 and 4/17 | | |
|--------------------------|--|-------------|---------------|-------------|----------------------------|--|---------------------------|
| | | Wed 4/13 | Thurs 4/14 | Fri 4/15 | Sat Matinee | | Sun 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 | 5-9 pm | 12-4 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 | 5-9 pm | 12-4 pm | | 12-4 pm |
| <input type="checkbox"/> | Makeup – Instruction will be provided during Tech week. | | 5-9 pm | 5-9 pm | 12-4 pm | | 12-4 pm |
| <input type="checkbox"/> | Sets – construction at UIS | 5-9 pm | 5-9 pm | 5-9 pm | 12-4 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 | 5-9 pm | 12-4 pm | | 12-4 pm |

Please return this form to Gina DeCroix Russell by February 27th. If possible, we would like to communicate via e-mail, julie@springfieldballetco.org, decroix@springfieldballetco.org; or website www.springfieldballetco.org. If you do not use e-mail, you will receive volunteer information/schedules in the mail. 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 one of the following people:

- Set Work -- Jim Finn at #483-5079
- Costumes/Sewing -- Cheryl Sakris at #622-5890, zakrysl@yahoo.com
- Props -- Sylvia Rotroff at #836-8934, srotroff@chathamschools.org
- Volunteers -- Audrey Rhoades at #801-1375