

BTAA Volunteer Sign Up Sheet Show:

In order to put on a quality production we need all parents to volunteer. Our volunteers play a crucial role in the quality of the performance, as well as affecting every performer's and patron's theatre experience. By becoming a volunteer, you not only take away from it a great experience, but you also become part of the team that enables us to continue our ongoing efforts to provide quality children's theatre in your community. There are many things you can do on and behind the scenes to help. Please fill out the volunteer sheet and turn it in today.

Name as you wish it to appear in the program: _____

Phone number: _____ e-mail: _____

Child performer's name: _____

Please Check Box	Volunteer Job Description
	Stage Managing / Assistant Stage Managing / Technical Managers: Lighting, sound and spot light. Notes:
	Crew Chief: manager of the on-stage assistants and the scenes changes. In charge of assigning volunteers to get sets on and off stage and setting up a volunteer schedule.
	On-Stage volunteers: Help move sets and props and assist scene changes on-stage. Must wear black.
	Set Designer: Designs sets, color coordinate sets to costumes and/or arranges to get sets out of storage. Co-ordinates volunteers to help paint and build sets if necessary.
	Set Builders / Painters: Assists set designer in building and paint or touch up needed for the sets.
	Prop Designer / Manager: Obtains prop list from directors and pulls props from storage or arranges to obtain props. Organizes props on stage and tapes prop tables. Assigns prop assistants to shop for or create props and stay within budget constraints.
	Prop Assistants: assists prop manager in organizing, creating and obtaining props. May also assist in loading in props to the theater and assisting in showing kids how to use props and helping prop manager tape tables.
	Program: Type up program, lay out in PDF format for printing.
	Load In: Help load in sets, props and costumes into the theatre during production week and/or set up.
	Strike: Help take down sets and props and load them onto trailers to leave the theatre.
	Clean up: Clean dressing rooms and make sure theatre is clean when we leave.
	Back Stage Manager: In charge of running the dressing rooms and the kids.
	Entrance and Exits: Assists actors and actresses getting on and off stage. Must wear black.
	On-Script: Follow script during production and report to entrance and exit volunteers what scene is next.
	Back-stage Assistants: Help in dressing rooms, with monitoring, costuming, make-up, etc.
	Make Up/Hair: Assist actors with hair and make-up.
	Costume Manager: Co-ordinate costume sewers and assign jobs to sew necessary costumes, label costumes and organize load into dressing rooms. Makes sure we stay on budget.
	Costume Sewers: Works with costume manager to sew and/or organize costumes. Also pulls costumes from storage, thrift store shops and/or locates necessary costumes.
	Microphones: Helps get mics on and off performers ~ on stage job.
	Flower / Chocolate Coordinator: Orders and organizes delivery and pick-up of orders.
	T-shirt Coordinator: Count orders, order shirts and deliver them.
	Trophies Coordinator: Count orders, order trophies and deliver them.
	Video Coordinator: Count orders, order videos and deliver them.
	Cast Party Coordinator: Organizes and sets up cast party.
	Promotion and Fundraising: Notes:
	Ticket Manager: Orders tickets from the venue and distributes them to the parents.
	I am not able to volunteer at this time but can make a donation or in-kind donation.
	I can volunteer where ever you need me to help!