

"Twas the Night Before Christmas" Volunteer Assignment Descriptions

****Volunteers need to remain at their designated assignments until the end of the rehearsals and performances****

****If you are unable to attend any of the listed dates, please email natalie@stoughtoncenterarts.com****

Thank you all so very much for volunteering; your time is greatly appreciated, and we couldn't put on this production without your help! The Volunteer Assignment Descriptions are listed below; your volunteer assignment was also sent in this email.

Sewing

Hand and machine sewing takes place every Saturday morning that rehearsal is scheduled at SCA. There may be additional afternoon hours as well. Please check in with Ann Fulton or Natalie.

Load-In

Your duties include:

1. Henry Verden and Natalie Norlin oversee the entire load-in procedure; please report to either of them directly for your assignments throughout the load in.
2. Please arrive at SCA by 10:00am on Sunday December 1st to load truck(s). Follow to theatre to unload the truck(s). Assist with laying marley, hanging backdrops, placing props, etc.
3. Kindly stay until everything is ready for Tech Rehearsal.
4. Please take note that only adult volunteers are to assist with Load In, no children under the age of 13.

Light Crew: Load-In and/or Load-Out

1. Arrive at HS by 11:00am on Sunday December 1st.
2. Assisting the lighting designer with the installing, unpacking, and placing his equipment.
3. Immediately following the evening performance on Saturday December 1st, assist the lighting designer with the removal, packing, and loading of his equipment.

Load-Out (Set, Props, and Costumes)

1. Henry Verden and Natalie Norlin oversee the entire load-out procedure; please report to either of them directly for your assignments throughout the load out.
2. Immediately following the Saturday matinee performance, assist with packing and loading of costumes, set, props, backdrops, costumes, etc.
3. Follow the truck to SCA to help unload everything has been replaced in the proper place at SCA.
4. The ENTIRE cast and crew will help with load out.

Front of House/Ticket Sales

1. Responsible for ticket sales in the box office
2. Please arrive at the High School at 6:00pm for the Friday evening performance and 12:00PM for the Saturday Matinee Performance
3. Some will be responsible for selling tickets, some for directing people to their seats, some for selling flowers, etc.
4. You must arrive at the times listed above and stay at the ticket table for 10-15 minutes after the show has started. Ten minutes before intermission, you will need to go back out to the table to sell flowers and goodies,

and stay at the table 10-15 minutes after the second Act has started.

5. You must work both the Friday evening and the Saturday matinee performance.
6. Monitor lobby area - **NO FOOD, DRINK, CANDY, OR GUM** is allowed in the auditorium.
7. No flash photos or videotaping allowed. If anyone in audience uses a flash or videotape, approach them and remind them of our policies. If they do not put camera away, tell them you will hold their camera at the box office where they can pick it up after the performance.

Costumes/Dressing Rooms (Band room)

Your duties include:

1. You are required to attend a meeting at the High School on Monday December 2nd at 6:00PM to discuss and go over costume specifics.
2. Check in at backstage door upon arrival at the theatre.
3. Matinee Crew - Arrive at the High School by 5:00PM on Tuesday December 3rd and Wednesday December 4th . (Arrive at 10:00AM for matinee performance.)
4. Evening Crew – Arrive at the High School by 5:00PM on Tuesday December 3rd and Wednesday December 4th . (Arrive at 5:00PM for evening performance.)
5. ALL dancers, actors and actresses must report to Natalie Norlin, Makeup Designer Annie Balthazor, and their assistants for make-up. **NO ONE IS ALLOWED TO DO HIS OR HER OWN MAKE-UP UNLESS SPECIFICALLY INSTRUCTED TO DO SO.**
6. You will have full responsibility for their costumes, including:
 - a. Making sure that costumes/headpieces/shoes are all there.
 - b. Assisting cast members dress, checking hair, headpieces, bows and costume based on instructions given at the costume meeting.
 - c. Once your cast members have performed and returned to the dressing room after performance, make sure that all costumes, headpieces, etc. are properly hung up and/or packed in appropriate boxes or bags.
This is very important so that the costumes are not damaged, missing pieces, and are ready for the next show or load out of the theatre.
7. Remain in the dressing room with assigned cast members **at all times, during your assigned performance.**
8. Monitor the dressing room for proper behavior by cast members.
9. **NO VISITORS OR PARENTS** are allowed backstage or in dressing rooms. **NO FOOD, DRINK, CANDY, OR GUM** is allowed backstage, in hallways, or in dressing rooms.
10. The entire cast will help with load out. As Costume Crew you will help box up props, costumes, make-up etc. and bring to scene shop for load out.

Check In/Hall Monitor

Your duties include:

1. Check cast members and crew in at backstage door.
2. You will be responsible for monitoring that only cast and crew enter the theatre. If a name is not on the list they are not allowed backstage.
3. Assist stage managers in keeping cast and crew quiet.
4. It is part of your responsibility to make sure the entire cast is checked in. If you notice that someone is missing, you must notify the Stage Manager immediately.
5. You will also be monitoring the hall door which leads to the lobby area; no cast member can leave the backstage area while in make-up or costume prior or during the show. They are allowed after bows are finished to visit with friends and family in the lobby. Upon returning to the dressing rooms-only cast is allowed backstage; **NO FRIENDS OR FAMILY.**
6. You will also assist the Stage Managers as runners between stage and dressing room, as needed.

Makeup Crew

Your duties include:

1. Make-up crew will be assigned to stay during either the matinee or evening performances to assist with dressing and makeup changes during the shows. **Please DO NOT purchase tickets without getting your show assignments.**
2. Arrive prior to your first scheduled make-up call (make-up calls will be available in November) for Dress Rehearsal (Wednesday December 4th;) and Performances (Friday Evening December 6th and Saturday Matinee December 7th).
3. Make-up performers per your schedule as promptly as possible.

Backstage Crew

Your duties include:

1. (Friday Evening Crew) REHEARSAL: Arrive at the High School by 4:45PM on Monday December 2nd and Tuesday December 3rd
2. (Saturday Matinee Crew) REHEARSAL: Arrive at the High School by 4:45PM on Tuesday December 3rd and Wednesday December 4th
3. PERFORMANCE: Arrive at 6:00pm for the Friday December 6th evening show and 12:00pm for the Saturday December 7th matinee show.
4. Check in at backstage door.
5. Assist stage right and left managers in setting and striking sets and props.
6. Bring cast members to and from dressing rooms to backstage wing areas.
7. Maintain quiet in back and side hallways.
8. Make sure that **ONLY** stage crew and cast members are in the backstage areas. **NO VISITORS OR PARENTS!**
9. All assistant crew must wear ALL BLACK with preferably no white or bright logos
10. Assist stage managers with the above duties