

Festival Ballet of North Central Texas – The Nutcracker Volunteer/Production Service Form

The Festival Ballet needs your help! Production of a ballet the size and scope of The Nutcracker is a monumental task. Each year, families and friends of the dancers participate in some way and get to share in the excitement of the production.

As part of your involvement in The Nutcracker, you are expected to participate in Production Service.

Please check the box beside the job you are interested in. You will note that some jobs are completed prior to the show, whereas other jobs do not begin until opening weekend. We can use people with only a small amount of time, as well as others who are willing to work long, enjoyable hours. Please indicate your areas of interest and/or talents. Who knows? You may discover talents you never knew you had!

Name _____
Email _____
Phone# _____
Cell# _____
Dancer's Name(s) _____

Volunteer Coordinator: *Hollie Domingue*
Email/holliepdomingue@yahoo.com
Text/940.367.0739

Service

- Boutique ★**
Coordinator: Lisa Glen
Sell gifts during performances and tech week (8 volunteers per performance needed)
Boutique load-in and during tech week.
Boutique teardown and inventory after last performance.
Assist with crafts when needed.
- Company Wear**
Coordinator: Jessica Scott
Sell company wear during photo day.
Sell company wear during tech week and performances.
- House**
Coordinator: Liz Stolt/TBD
Friday Performance - Usher students during Friday performance from and to buses to seats.
Guard doors to ensure no one enters the theater before it is open and take tickets.
Seat people for the performance and handle any minor problems that arise.
Sell refreshments at intermission.

Community

- Ad Sales ★**
Coordinator: Jennifer Adams
Work with Ad Sales Coordinator for supporting activities for sales.
Contact local business to sell ads for the program.
- Sponsors/Community Outreach**
Coordinator: Patti Catino
Assist with identifying sponsors for specific donations.
- Publicity**
Coordinator: Ralph Ortiz
Hang up posters in the community.
Identify locations and distribute flyers (schools, churches, etc.).

Support

- Cast Party**
Coordinator: Laurie Golden
Setup/teardown chairs, tables, and decorations.
Serve drinks and keep food on the tables.
Setup silent auction items.
- Back Stage ★**
Stage Manager:
Assist with Load-In (Sunday prior to Tech Week) and Load-Out (Sunday after last performance).
Hang sets Sunday and Monday of tech week.
Strike sets Sunday after last performance. Sets are carefully folded and stored.
Move costumes/props to and from the studio and TWU theater.
- Photo Day**
Coordinator: Christina Cost
Ensure that dancers sign-in and verify name is spelled accurately.
Guards door to ensure only designated volunteers and dancers called enter the studio.
Assemble dancers at photo time, and report missing dancers to coordinators.
Carries last minute Photo Day ad purchases from Ad Desk to Photo Day Coordinator.
Manage movement of dancers from costume area to photo area.

Cast

- Desk ★**
Coordinator: Rachel Layne
General: Make calls to notify dancers/parents of changes to schedules.
Rehearsals: Check to make sure all dancers have signed in. Call those who haven't arrived.
Update rehearsal schedule board at studio as needed.
- Dressing Rooms ★**
Coordinator: Karen Anderson-Lain
Care for younger cast members during performances and help get them ready for stage.
Assist dressing dancers with costumes and props.
Escort them to and from stage.
Assist with costumes during tech week.
Assist with costumes during photo day.
- Costumes ★**
Coordinator: Marie-Anne Demuynck
Assist with fittings, making notes for repairs/alterations.
Make costumes and accessories from scratch, sewing embellishments, and repairs.
Repair (buttons, snaps, hems, and other general repairs), laundry, and ironing costumes.
Repair and construct props.

Leadership

Are you interested in growing into a leadership role? Let us know which areas that interests you most.

- | | | |
|--|--|--|
| <input type="checkbox"/> Production | <input type="checkbox"/> Cast Party | <input type="checkbox"/> Volunteers |
| <input type="checkbox"/> Boutique | <input type="checkbox"/> Photo Day | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Company Wear | <input type="checkbox"/> Back Stage | <input type="checkbox"/> Ad Sales |
| <input type="checkbox"/> House & Refreshments | <input type="checkbox"/> Desk | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Sponsors | <input type="checkbox"/> Costumes | <input type="checkbox"/> Website |
| <input type="checkbox"/> Publicity Print | <input type="checkbox"/> Ticket Sales | <input type="checkbox"/> Graphic Design |

Do you have skills that you would like to share with us, but aren't sure where you fit the best? Let us know what they are, and we can help you find that perfect way to help.

If you have any questions, please contact: Christina Cost, Production Coordinator at production@festivalballet.net.

★ Key functions that need multiple volunteers.