

Lakeville City Ballet's Nutcracker Volunteer Positions 09

LCB is a non-profit organization and relies on volunteers to help make the production a success. Each parent is expected to volunteer in one capacity or another. If you do not or wish not to volunteer a donation of \$100 is an acceptable trade and your volunteer deposit check will be cashed.

Please select a volunteer position from the list below and write it on your dancer's registration form. If you do not select a position we will put you where we have the greatest need. Due to the young age of the dancers, all parents of angels, mice and Chinese dancers are expected to help with backstage childcare one time in addition to a volunteer position.

Volunteer Positions:

A **Chair** position means you are responsible for coordinating and organizing your volunteers, and making sure they follow through.

A **Volunteer** position means you will be contacted by the chair person delegated a specific responsibility and show up and volunteer

Costumes

Wardrobe Chair:	
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Costume Organizer includes: fitting, distributing, and collecting costumes, (and getting them back to the studio). Any costume that needs repair work, is damaged or not returned, please notify Kim Atwell.

Costume organizer for:

Angels	
Mice	
Chinese	
Soldiers	
Mirlitons	
Mother Ginger	
Russian	
Party Scene Girls and Boys	
Snowflakes	
Arabian	
Flowers	
Spanish	
Party Scene Dolls	
Soldier Dolls	

Public Relations:

This job includes overseeing and organizing volunteers to help market and publicize the “Nutcracker”. It will include hanging up posters in businesses, delivering and distributing postcards to local restaurants and businesses. Fundraising/ Helping raise money and contacting businesses to place ads in our program.

Public Relations Chair:	
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Public Relations volunteer for:

Approaching businesses to hang flyers or postcards	
Fundraising/ Helping raise money	
Picking up posters from our printers	

Flower Shop:

This job includes overseeing and organizing volunteers to pick up, tissue wrap flowers for individual bouquet sales. Bouquets for professional dancers and teachers (Only these people receive bouquets from Lakeville City Ballet.) Organizing the people to set up and put down of shop before and after shows, who will sell the flowers before each performance at the High School. Provide cash box and change and count sales.

Flower Shop Chairs:	
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Flower Shop volunteer for:

Pick up, tissue wrap flowers for individual bouquet sales.	
Bouquets for professional dancers and teachers	
Sell the flowers before each performance at the High School. (Provide cash box and change and count sales.) Set up and put down of Shop	

Ticket Sales and Programs:

This job includes overseeing and organizing volunteers to pick up tickets at the art Center and bring them to the High School. Organizing the will call tickets, the cash for cash box, and organizing the people who will sell the tickets before each performance at the High School. Organize to pick up programs deliver them to the school auditorium and have people to hand out programs and collect tickets at the door.

Ticket Sales and Programs Chair:	
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Ticket Sales and Programs volunteer for:

Mail in ticket sales	
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Collecting programs from printers and tickets from Walgreens, Lakeville Area Art Center, Dance Works both locations and delivering them to the High School or Denise.	
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Handing out programs/collecting ticket stubs			
Selling Tickets and Will call before the shows			

Refreshments for dancers between Saturday shows:

This job includes Communicating to parents to bring food, drink, plates, napkins, plastic cutlery and cups as well as cleaning up.

Communicating to parents to bring food, drink.	
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Backstage child care during shows:

This job includes overseeing the organizing of volunteers who look after the dancers during the shows.

Backstage childcare Chair:	
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This job is to help the teachers keep the dressing room clean and quiet, look after the dancers back stage before, during and after the show until they have been picked up by their parents. If you have other young children at home it is your responsibility to find childcare for them at this time. All other children are not allowed back stage

Backstage childcare volunteer for:

Angels	
Mice	
Chinese	
Soldiers	
Mirlitons	
Mother Ginger	
Russian	
Party Scene Girls and Boys	
Snowflakes	
Flowers/ Arabian	
Spanish/Harlequins	
Soldier Dolls	

Backstage:

This job includes overseeing and organizing volunteers to help backstage before and after the shows. It can include transportation and putting down the dance floor, transportation of props to and from the school, hanging, dismantling and repacking of the backdrops and Xmas tree. Mending and/or making new props.

Backstage Chair:	
Backstage volunteer for:	
Hanging and dismantling of Back drops	
Transportation of Props to and from studio	

Coffee and Cookies Intermission Refreshments:

This job includes overseeing and organizing volunteers to pick up cookies and coffee from area merchants.

Organizing the people to set up and put down tables before and after shows, have all napkins and cups, donation jar and signs and organize the people who will over see the coffee and cookies before each performance at the High School.

Coffee and Cookies Chair:	
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Coffee and Cookies volunteer for:

Pick up cookies and coffee from area merchants	
Set up and put down tables before and after shows, have all napkins and cups, donation jar and signs	
Over see the coffee and cookies before each performance at the High School.	

After Show High School Clean Up:

This job includes overseeing and organizing volunteers to keep High School clean at all times especially after the shows.

Show High School Clean Up volunteer for:

Keep High School clean	
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Ballet and logo Shop:

Ballet and logo Shop Chairs:	
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Ballet and logo Shop volunteer for:

Sell items before and during each performance at the High School. (Provide cash box and change and count sales.)	
Set up and put down of the Shop	

