

# Lakeville City Ballet's Nutcracker Volunteer sign up sheet 07

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 capacities or another. If you do not or wish not to volunteer a donation of \$100 is an acceptable trade.

Please sign your name, phone number (and e-mail if you wish) in space provided below and clarify where you wish to volunteer.

Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Student's Dance: \_\_\_\_\_

e-mail:

## List of Volunteer/Chair position:

Volunteer/Chair	
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Donation: \_\_\_\_\_

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*Please cut here and send above back*

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

On the next pages you will find a list of volunteer positions available.

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## Costumes

Wardrobe Chair:	Kim Attwell
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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, 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	
Harlequins	
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 ad’s 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 form 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:	Sophie Goerdt and Dianne Bettes
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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 printers, bring them to various places for selling and picking them back up. 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	Robin Kalal
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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.			
Handing out programs/collecting ticket stubs	Barb and Mark Paulsen		
Selling Tickets and Will call before the shows			

### 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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Backstage childcare volunteer for:

Angels	
Mice	
Chinese	
Soldiers	
Mirlitons	
Mother Ginger	
Russian	
Party Scene Girls and Boys	
Snowflakes	
Arabian	
Flowers	
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:	Jim and Robin
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Backstage volunteer for:

Hanging and dismantling of Back drops	
Pick up and Transportation of dance floor to and from the High School	
Laying dance floor down and pulling it up	
Transportation of Props to and from studio	
Mending or making Props	
Props making and checking after each show	
Backstage Helper during shows (To be on the side of stage )	
Stage Managers	Robin Kalal and Jim

### **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:	Sandy Franklin
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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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### **Refreshments for dancers between Saturday show:**

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

Communicating to parents to bring food, drink.	
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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	

### **Photographs and Video:**

Nutcracker Video	Dave Trayers
Nutcracker Photographer	Dave Trayers