

12th Annual*A Christmas Carol*

2015 Production

*Merry Elves***VOLUNTEER FORM**

Please fill out completely and submit to Theatre Director Jessica Chace (jessica.chace@artists-exchange.org). Note any and all dates for which you can and will (if scheduled) volunteer backstage, as well as why you would like to participate in the production. Jessica will contact you upon review. Thanks so much in advance for your generous assistance and support!

VOLUNTEER CONTACT INFORMATION

Full Name: _____ Age (must be 18 years old): _____

Cell Number: _____ Do you Text? Yes No

Alternate Phone: _____ Email Address: _____

***NOTE:** To volunteer with Artists' Exchange, adults must provide a current Rhode Island BCI.
BCI Collected? Yes No

Why do you want to volunteer and be part of the magic?

Check any/all applicable to you:

- I love the story and read and/or see *A Christmas Carol* every year!
- I love theatre and want to spread the holiday cheer!
- I want to support and help my child/friend acting in the show.
- I want to help Artists' Exchange in any way I can!

HOW WILL I HELP?

Primary duties of backstage volunteers will be serving as extra hands, eyes, and ears to the cast members, in particular the children and youth actors. You may help maintain calm and order in the green room and dressing rooms, assist actors with costume changes, manage props, offer quiet amusement during long tech rehearsals, give moral support, or help with a number of miscellaneous tasks.

What would you be comfortable doing backstage to help? Please list any backstage experience and/or special skills you have (i.e. painting, set building, sewing, babysitting, etc.). Please also list if you would **not** feel comfortable performing a specific task.

DATES & TIMES FOR BACKSTAGE ASSISTANCE

PLEASE NOTE: By checking “Available Entire Time” or “Available for Time Frame” with time(s), we are considering you as willing and ready to volunteer for that date/time. We will schedule you based on need and will confirm your individual schedule(s) in advance.

TECH REHEARSALS (Theatre 82 shows)

Location: Theatre 82

	Available Entire Time	Available for Time Frame (please specify)
Sat, Dec 5 @ 10:00 AM-5:00 PM	<input type="checkbox"/>	<input type="checkbox"/> _____ time(s)
Sun, Dec 6 @ 10:00 AM-1:00 PM	<input type="checkbox"/>	<input type="checkbox"/> _____ time(s)
Mon, Dec 7 @ 6:00-9:00 PM	<input type="checkbox"/>	<input type="checkbox"/> _____ time(s)
Tues, Dec 8 @ 6:00-9:00 PM	<input type="checkbox"/>	<input type="checkbox"/> _____ time(s)
Wed, Dec 9 @ 6:00-9:00 PM	<input type="checkbox"/>	<input type="checkbox"/> _____ time(s)

TECH REHEARSALS (Park Theatre shows)

Location: Park Theatre

	Available Entire Time	Available for Time Frame (please specify)
Tues, Dec 15 @ 5:30-9:00 PM	<input type="checkbox"/>	<input type="checkbox"/> _____ time(s)
Wed, Dec 16 @ 5:30-9:00 PM	<input type="checkbox"/>	<input type="checkbox"/> _____ time(s)

PERFORMANCE DATES

December 10-13, 2015 @ Theatre 82 (82 Rolfe Square, Cranston, RI 02910)

December 17-19, 2015 @ Historic Park Theatre (848 Park Ave, Cranston, RI 02910)

Theatre 82 Shows

NOTE: Below arrival time reflects the actor and volunteer CALL time, which is one hour prior to the performance start time.

Available Entire Time

Thurs, Dec 10 @ 6:00 PM til Curtain

Fri, Dec 11 @ 6:00 PM til Curtain

Sat, Dec 12 @ 6:00 PM til Curtain

Sun, Dec 13 @ 1:00 PM til Curtain

Park Theatre Shows

NOTE: Below arrival time reflects the actor and volunteer CALL time, which is one hour prior to the performance start time.

Available Entire Time

Thurs, Dec 17 @ 9:30 AM til Curtain

Thurs, Dec 17 @ 6:00 PM til Curtain

Fri, Dec 18 @ 9:30 AM til Curtain

Fri, Dec 18 @ 6:00 PM til Curtain

Sat, Dec 19 @ 1:00 PM til Curtain

Sat, Dec 19 @ 7:00 PM til Curtain

CONTACT PERSON

Jessica Chace, Theatre Director

Email: jessica.chace@artists-exchange.org

Cell: 401-451-8196