



# Volunteer Opportunities

Please let us know how you're interested in helping volunteer! Check all that apply.



December 7<sup>th</sup>-10<sup>th</sup> @ Arts Live Theatre

Office: 479-521-4932 info@artslivetheatre.com | Volunteer Coordinator: Hollye Staley 479-295-5932 hastaley@gmail.com

YOUR NAME: \_\_\_\_\_

EMAIL/PHONE: \_\_\_\_\_

## BEHIND THE SCENES

- HOUSE MONITOR** *(at rehearsals)*  
Helps ensure a productive rehearsal atmosphere; will make sure actors are focused (voice, attention, location) and follow the ALT Code of Conduct; assists director as needed
- COSTUMES**  
Work with director to pull costume pieces and assist with fittings; no sewing skills needed; may also help keep costumes organized and maintained in dressing rooms during performances
- SET DESIGN OR ASSEMBLY**  
Assist with set design, construction (e.g., using tools, painting, creative craft work), setting props, load-in and load-out, running errands, etc.
- TECH**  
Works with lighting and sound equipment; helps place and remove microphones from actors; will need to be available for Tech Week rehearsals and Performances
- STRIKE**  
After the last performance, help break down set pieces, load out, and return to prop room
- BACKSTAGE PARENT** *(during performances)*  
A variety of helpers will be needed for areas such as the greenroom, stage sides, costumes, and props; will make sure actors are focused, help with quick changes and props, follow script; etc.

## FRONT OF HOUSE

- BOX OFFICE**  
Greet patrons and mark off advance ticket sales; make new ticket sales
- CONCESSIONS**  
Sell snacks, drinks, and merchandise before and after the show

## OTHER

- PUBLICITY**  
Share through social media, word of mouth, distributing flyers, etc.
- CAST PARTY COORDINATOR**  
Leads planning and communicates with fellow show parents to plan food, drinks, atmosphere, etc. for the cast party (usually held after Friday night's performance)
- PROGRAM AD SALES**  
Ad space is available in each show's Playbill (personal greeting for your actor; business ads; etc.)

## SPONSORSHIPS

We're always happy to accept sponsorships for underwriting shows or other programming in part or in their entirety. In the past sponsors have provided funding for performance space, costumes, printing Playbills and flyers, etc. Business sponsorships are tax deductible.

- My business or employer may be able to help with SPONSORSHIPS**  
(program ad, show sponsor, food donations, etc.)

What is the business name? \_\_\_\_\_

I'd like to offer my help in a different way: