

# Volunteer Participation Form

**\*\* This is a required form if you/your child will be performing with Caston's Ballet Academie\*\***

Please sign up by entering your name in the space next to the job(s) below with which you are able to help. We ask that you sign up for at least one job for each performance in which you/your child are dancing. Every effort will be made to honor your job request, however, preference for each task will be given to the person whose sign-up form is received first.

More information, including rehearsal schedules and costume fees will be provided closer to each performance. At that time, we will request that you provide a check payable to Caston's Ballet Academie for \$50 – when you complete your volunteer task(s) that check will be returned to you. If you are unable to complete your volunteer task(s), we ask that you find a substitute. In the event no substitute is provided, your check will be cashed.

## CONTACT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Please indicate at least one item below that you would be interested in helping with  
(please star your first preference)**

## BEFORE THE PERFORMANCE

**1. Costume Sewing.** Help to sew costumes as needed for alternations. Note that this effort will mainly take place Friday morning/afternoons, or at the studio while classes are taking place. *(costumes can not be taken home)*

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**2. Costume Fittings.** Help assist at the Nutcracker Workshop Rehearsals in August and/or November.

Help fit, label and pin costumes at selected Rehearsals. *(if you would like to try but need to learn, don't worry we can show you how to do this – it is actually pretty easy to learn!)*

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**3. Ticket Sales.** Sell tickets in advance of show. Answer questions received on telephone regarding show. Arrange for "Will Call" to aid ticket sales on the day of the show. Attend dress-rehearsal to sell last minute pre-show tickets. Sell tickets at the door the day of the show.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**4. Program book advertising & congratulatory notes.** Sell ad space to local and dance related merchants. Provide "congratulations" not template for people to fill out for inclusion in program. Collect money for notes. Provide not information to program book volunteers.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**5. Performance advertising.** Place show information in St. Louis arts calendars (Artszipper, RF, KWMU, KDHX, RAC, Post-Dispatch, Kirkwood-Webster Times, Suburban Journal, St. Louis magazine and any others you find!). Send e-mail to ballet students' schools regarding upcoming performance dates. Try to get story written by local St. Louis news organizations.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**6. Print posters and flyers.** Take poster/flyer artwork to print shop. Pick up posters and flyers when they are ready and bring them to the studio for distribution.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**7. Hang posters and flyers.** Put posters and flyers up around town---especially in Webster.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**8. Program Book layout.** Gather information for program; type up into booklet template.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**9. Program Book Printing.** Print copies for performance.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**10. Boutique.** Help gather and/or make items to sell at the boutique open during the performance.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**11. Fundraisers.** Lead or Co-Lead efforts for fundraisers- new or existing ones.. For example the Innisbrook Fundraiser, CBA/CCB Parties, etc..

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**12. Donations.** Help gather major donations –monetary or performance items for performances and/or Fundraisers.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**13. Bake Sale.** Provide items to sell at the bake sale during the performance (*also of interest at the studio throughout the year*)

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

## **DURING THE PERFORMANCE**

**1. Set up.** Unload truck, unpack costumes, unpack props, set up props. Must be done prior to dress rehearsal.

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Spring Performance (Jun 09)

**2. Young performer back-stage helper.** Help younger performers to find their costumes, get dressed, line up for their performance time, hang costume back after performance. Must be able to help in this capacity at both the dress rehearsal and the performance.

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Spring Performance (Jun 09)

**3. Door Ticket Sales.** Help sell tickets at the Door the day of the performance must be there at least 1 ½ hour before the performance begins.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**4. Usher.** Help people to their seats and remind no food/drink/cameras etc....must be willing to be “smiles-nice but tough.” Must be at the performance at least 1 hour before the performance begins.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**5. Boutique Sales.** Sell items at the boutique table during the performance.

Nutcracker for Children (Dec 08)  
Spring Performance (Jun 09)

**5. Videographer.** From the Audience, we need these for CBA records and perhaps to sell at a very low price.

Nutcracker for Children (Dec 08)  
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**6. Photographer.** On Stage and/or Backstage photographs on the day of the performance. We need these for CBA record and perhaps to sell – *When Mr. Bullivant from Bullivant Galleries cannot attend.*

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Spring Performance (Jun 09)