



MEDFIELD CONCERT 2010 VOLUNTEER FORM

Name (as I would like it to appear in the program): _____

Address: _____

Phone Numbers (Home, Work, Cell): _____

Dancer's Name and Home Ballet Class: _____

1) SEWING

_____ Machine _____ Hand

AVAILABILITY: _____

2) BACKSTAGE HELPING MOTHERS

HOME CLASS TIME: _____

AVAILABILITY: _____

Blocking Act I—Monday _____

Blocking Act II—Tuesday _____

Dress Act I—Wednesday _____

Dress Act II—Thursday _____

Performances—Saturday Matinee _____ Saturday Evening _____ Sunday _____

3) MAKE UP

PREFERENCE: _____ Preparing Face _____ Base, Rouge, Powder _____ Eyes _____ Lips

AVAILABILITY: _____ SAT Matinee _____ SAT Evening

_____ SUN Matinee

4) SECURITY

AVAILABILITY: _____ SAT Matinee _____ SAT Evening

_____ SUN Matinee

5) GRIPS (STAGE HANDS) - Must attend all Rehearsals and Performances

AVAILABILITY: _____

6) USHERS (Medfield dancers ushering for Newton Concert):

_____ SAT Matinee _____ SAT Evening _____ SUN Matinee _____ SUN Evening

7) USHERS (Parents ushering for Medfield Concert):

_____ SAT Matinee _____ SAT Evening _____ SUN Matinee

THANK YOU!!!

(See Reverse For Job Descriptions)



MEDFIELD VOLUNTEERS DANCE CONCERT PARENT VOLUNTEER FORM

Dance concert season is upon us again and we invite you to participate by registering as a volunteer. There are many ways that you can contribute; please read on for further information.

Backstage Moms

This is a big job and those who have done it say that it is crazy, busy and hectic, but ultimately rewarding. You will be assigned to help the children in your daughter or son's ballet class. This means that you are responsible for making sure that they are safe, monitored, and that they are in costume and backstage at the appropriate times.

You will be working cooperatively with a group of moms and will have some scheduling flexibility within your group, but basically you should plan to attend at least one blocking rehearsal, one dress rehearsal and one performance. The time commitment will vary depending upon your child's age. The youngest children are generally in one or two dances, so this would require about 1.5 to 2 hours at each of the blocking and dress rehearsals, and arriving two hours prior to each performance and staying for the duration. If you are working with the older students, who are frequently in 4 or more dances, the time commitment during blocking or dress rehearsal could be longer—4 or more hours. Blocking and Dress Rehearsals are held at BABSON College and generally begin at 2:30PM and run until 9:30PM.

Your schedule will ultimately be determined by the order of the dances in the show and the dances each child in your group performs in. Paulette and Alicia work hard to get this information to you as soon as possible, but we ask for your patience. If you would like to help as a *Backstage Mom*, please let us know your general availability.

Make-Up

No experience required, but it helps! This is a fun way to be a part of the pre-performance frenzy that is the backstage experience. You will be required to show up about 2.5 hours prior to each performance and stay until everyone has their lipstick on.

Security

For the safety of our children, we need some fathers (or older brothers) to help monitor the lobby and areas that lead to the dressing rooms during each performance. Plan to arrive 1 hour prior to curtain time, and stay until 45 minutes after final curtain.

Sewing Help

We need people with all levels of sewing ability to help with costumes. We have everything from simple headpiece assembly to more complex alterations. You will be contacted when jobs are available, or feel free to check at the desk when you come in to see what we have ready to go out. You can take the jobs home and return them to us when complete—ASAP!

Sewing Help At Theatre

We also need people with sewing skills at the dress rehearsals for any last minute emergency alterations. If you have a machine and will travel, please let us know.

Ad Sales

We want to continue producing commemorative programs as we have in the past, but we need to generate enough ad sales to cover our costs. If you enjoy sales and think you can help to get the word out to local businesses, please let us know. We also need help generating a contact list/database that we can build upon from year to year.

Administrative Help

During the final weeks of the season, there is a lot of extra work to do. If you would like to help out with odd jobs as they come up, please let us know your availability. This might include making copies, stuffing envelopes, dropping off advertising packages to local businesses, helping out during costumes sales, covering the phone, running costumes between Medfield and Newton, etc.

Ushers/Ticket Takers

Keep crowd movement running smoothly and make sure all who enter have a ticket.

In General

If you have a skill that you think we should know about, we'd like to hear about it.