

## **STAR VOLUNTEER INFORMATION**

***To keep our non-profit organization running smoothly,  
we need your help!***

NOTE: Not all Positions will be required for all productions. Please see show-specific Sign Up Genius for Positions required and descriptions.

### **IMPORTANT!**

1. For accountability purposes, Star Volunteers must sign in and out for each shift. Volunteers will also sign a Volunteer Badge in and out. Sign In/Out Sheets and Badges are located in the Star Theatre Office.
2. Please do not bring other children with you when volunteering.
3. ALL volunteers must arrive 90 minutes before the start of the performance, 12:30 PM and 6:00 PM, respectively.
4. ALL Volunteers must wear close-toed shoes.

**Special Note Regarding the Star Theatre Company Volunteer Dress Code Policy:** Dress for your function! For Backstage / Green Room / Makeup Crew Volunteers please wear all black clothing and closed-toe shoes. For Lobby Volunteers please wear Business or Dressy Casual Attire with closed-toe shoes. No jeans, logo tees or flip flops permitted. \*\*If you are a parent signing your teenager up, please discuss this policy with your child. Volunteers that are not dressed properly may be asked to forfeit their shift or change clothes.

## **Volunteer Descriptions**

### **PRE/POST-PRODUCTION POSITIONS**

#### **Donations/Raffle**

Donation volunteers contact local businesses for goods and services to be used for raffles at the shows. Volunteers will also sell advertisement for the programs. A 501(c) letter will be provided to hand out or email. This starts the on the date of the Company Meeting and ends at Tech Week. Contact April Daliot if interested.

#### **Office Assistance**

This shift will occur during Tech Week. Assistance is needed for cutting tickets, stuffing programs, wrapping flowers, and just basic prep for the lobby and production. You will check in with April Daliot.

#### **Costume Team Member**

Costume volunteers assist the head costumer during the costume fitting, tech week, and during the run of the show. This Volunteer will perform light seamstress duties (fallen hems/buttons), ironing, etc. Volunteers do not need to know how to sew to help with costumes. The costumer will contact you for dates and times you will be needed. The date listed here is arbitrary and required to create the sign-up.

#### **Cast Party Planner**

Volunteers will assist with the set up for the cast party. They will collect the RSVP's and facilitate the party.

#### **Costume Washer**

This volunteer position will assist the Costumer in washing any items that don't have to be dry cleaned. This will be done during the week after the show closes and the Costumer will coordinate this shift. A great shift for someone with little ones at home. This will count for one shift.

## **LOBBY POSITIONS**

### **Asst. House Manager**

This hands-on volunteer assists the House Manager by interfacing with patrons and other volunteers. This person also may need to be a runner and float between the lobby and backstage or the green room. This helps the House Manager be able to multi-task during these high-traffic times during the shows. \*\*Please dress in all black clothing. Age 18+

### **Box Office Controller**

Box Office Volunteers will be trained prior to performance dates on how to use our ticketing software. Box Office Controllers assist patrons in purchasing tickets, choosing seats and collecting money using the online ticketing system. Age 21+

### **Box Office Assistant**

Box Office Assistants help the Box Office Controller by taking money during the purchase transaction and write pertinent seating information down on the newly purchased tickets. They will also assist the Box Office with counting the sales collected. Age 21+

### **Will Call**

Will Call Volunteers distribute pre-purchased tickets to patrons before the show. This function is performed from our Ticket Booth located in the front of the lobby doors. There is no handling of money. Age 18+

### **COVID Status Check-In**

Our COVID Status check-in volunteers will welcome our patrons at a table on the apron and assist them with providing their proof of vaccination or negative covid test result conducted within 72 hours of the performance.

### **Greeter/Programs**

Our Greeters welcome our patrons at the front double doors. They will check tickets to confirm date/time of the performance and hand out programs. They will also insure patrons are wearing masks and offer them a mask if needed.

### **Concessions/Wine Bar Fundraiser**

Concessions Volunteers sell food and drinks before the show and during intermission. They will also handle cash transactions and record the money collected after intermission. Age 16+ preferred. Our Wine Bar is located in the lobby. Wine for purchase is available before the show and at intermission. Age 21+ for wine.

### **Raffle Fundraiser**

Raffle Volunteers set up the raffle table, sell raffle tickets before the show and during intermission. They handle cash transactions and record the money collected after intermission. Age 18+

### **Flower/Candy Grams Fundraiser**

This volunteer sets up the Flower/Candy Gram table for sales before the show and during intermission. They handle cash transactions and record the money collected after intermission. Age 18+

### **Ushers**

Ushers ensure no one enters the theater before the house is open. They direct patrons to their seat and make sure no there is no photography/videotaping during the performances. Ushers also ensure no drinks or food are brought into the house. Age 16+

## **BACKSTAGE POSITIONS**

### **Backstage/Prop Crew**

Backstage Crew Volunteers ensure that costumes and props are staged. Volunteers will move sets and props during the show and must work 1 Tech rehearsal and 3 shows. This is an active position.

### **Makeup Crew**

Makeup Crew volunteers do not need to know how to do pretty/beauty makeup. You will be trained in the style of the production. Please volunteer for 2 Tech rehearsals and 2 shows. If you are able to do more than 4 shifts, that would be greatly appreciated and will help the continuity of the show.

### **Green Room/Classroom Chaperones**

Green Room and Classroom Volunteers help with costume changes, assist with make-up/hair as needed, and ensure the safety of the cast before and during the show. These shifts begin at the call time and end after **all** actors have been picked up. Age 21+.

### **Dance Room Monitor**

Dance Room Monitor will assist by reminding the actors to remain quiet as they transition from the Green Room to the Stage while they make their entrances and exits throughout the performance. The Dance Room is designated as a quick-change area for actors 13+. Volunteer must be Age 21+

## **ANNIE'S SWEET TREAT & HOLIDAY PARTY (ANNIE ONLY)**

### **Silent Auction**

Silent Auction Volunteers monitor the silent auction tables during the gala and intermission. These volunteers will assist April Daliot in closing the auction and announcing the winners at the end of intermission. Saturday, December 13 only. Age 21+

### **Holiday Ticket Sellers/Floaters**

Holiday Ticket volunteers will sell only food/beverage tickets to those patrons who either wish to add-on or purchase additional tickets. Saturday, December 13 only. Age 21+