

VOLUNTEER INFORMATION SHEET

Name _____ Date _____

Address _____

Phone _____

Email _____

Season Schedule

During the 2010/11 season, Artists Rep will need ushers for seven (7) of its productions. Please mark (with an "X") the shows you are interested in ushering. If you would like to usher at more than one show, please indicate your preference by ranking the shows from number one (1) (for most interested) through number seven (7) (for least interested).

Ah, Wilderness!	September 7 – October 10, 2010 (Alder Stage)	_____
Hillsboro Story	October 13 – October 24, 2010 (Morrison Stage)	_____
Mars Live!	November 16 – December 19, 2010 (Alder Stage)	_____
Superior Donuts	January 4 – February 6, 2011 (Morrison Stage)	_____
Lt. of Inishmore	February 8 – March 13, 2011 (Alder Stage)	_____
Jack Goes Boating	March 15 – April 17, 2011 (Morrison Stage)	_____
Cherry Orchard	April 19 – May 22, 2011 (Alder Stage)	_____

Show Times and Usher Arrival Times

Shows times are generally Tuesday through Sunday at 7:30 pm, with matinees on Wednesday at 11:00 am and Sundays at 2:00 pm. Ushers must arrive at least one hour before scheduled show times.

The times listed in the chart below are usher arrival times. Please mark with a “yes” and a “no,” all of the days of the week and time slots when you are generally available and also when you are not generally available:

	Tuesday
6:30pm	
	Wednesday
10:00am	
6:30pm	
	Thursday
6:30pm	
	Friday
6:30pm	
	Saturday
6:30pm	
	Sunday
1:00pm	
6:30pm	

Dates You Will Not Be Available

Please list any dates when you know you will not be available to usher a show(s) you have requested:

Requests to Usher With Another Person

Do you want to usher with another person? If so, please name that person(s). (Please note that the largest groups we can accommodate are four people.)

Replacement List

For each show in the 2010/11 season, there will be a Replacement List. This is an opportunity for volunteer ushers to be able to usher at more shows than they are originally assigned.

Would you like to be placed on the Replacement List?

If so, are there any productions you are not interested in working?

Last Minute Scheduling

Are you available for last minute scheduling?

If you answer yes, please indicate how long it will take you to travel to the theatre:

Please indicate the best way to contact you:

Ushering Experience

Do you have ushering experience?

Where?

How many years?

Have you ushered for Artists Rep previously?

If yes, how many seasons?

Other Volunteer Opportunities

Occasionally, there are opportunities to volunteer in other capacities at Artists Rep in exchange for tickets. Below, please mark (with an "X") areas where you are interested in volunteering. Times listed are the times these duties generally take place. You need not be available the entire time period listed.

_____ Office Work (Monday – Friday, 9:00 am to 5:00 pm)

_____ Summer Mailing (Tuesday – Sunday, noon to 5:00 pm)

_____ Special Events and Hospitality (provide food and refreshments at rehearsals, between shows and at other events)

_____ Mailings

_____ Set assistance (building and striking sets; may require physical capability to lift heavy objects.)

_____ Costume Assistance

Please do not hesitate to let us know if you have specific talents that you believe would be useful at Artists Rep.

Please include any other details you feel we should know about you or your schedule.

We anticipate getting back to you July 15, 2010. If you have not heard from us by then, please contact me.

Thank you very much for volunteering at Artists Rep. Your service makes an enormous difference to Artists Rep and to its patrons.

Best regards,

Karen E. Rathje

krathje@artistsrep.org

Volunteer Coordinator for Artists Repertory Theatre