

**Due on audition day**

# Nutcracker 2017 Volunteer Sign-Up Form

Dancer name(s): \_\_\_\_\_

Volunteer name: \_\_\_\_\_

Email address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

I would like to (choose one):

Pay the opt out fee of \$125. I understand this payment is due on September 2nd

Fill a volunteer position\*

\*If you are choosing to fill a volunteer position, please carefully read the about the committees on the attached page and then rank your choices from 1-7 in order of preference. You will only be assigned one choice. Every effort will be made to give you your first choice. Priority is given to Ballet Brazos families with the most years of service. Most committees have multiple jobs. Your committee chair will contact you to discuss which position best fits your schedule and abilities. All positions require a minimum of 8 hours of service.

- \_\_\_\_\_ Publicity Committee
- \_\_\_\_\_ Backstage Committee
- \_\_\_\_\_ Nutcracker Market Committee
- \_\_\_\_\_ Costumes Committee
- \_\_\_\_\_ Sets and Props Committee
- \_\_\_\_\_ Performance Committee
- \_\_\_\_\_ Hospitality Committee
- \_\_\_\_\_ Nutcracker Tea Committee

Are you interested in being a Committee Chair/Vice-chair OR receiving more information about those roles? If you are already a Committee Chair/Vice-chair please indicate which one on the line below.

**YES**

**NO**

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# Committee Descriptions

“Ballet Brazos relies on parent/guardian involvement. The Nutcracker is a large-scale production requiring the help of many volunteers. For dancers under the age of 18, at least one parent/adult from each family must volunteer in some aspect of the production. Each volunteer position requires a minimum of 8 hours total. An opt-out fee of \$125 will be accepted in place of volunteer hours. “ - from The Ballet Brazos Dancer’s Handbook, page 4

**Publicity Committee** - Flyer and Poster Distribution throughout BCS/surrounding areas.

**Backstage Committee** - Backstage Manager. Activity Coordinator: coordinate activities for room hostesses to do with young children. Room hostess. Runners. Dressing room clean-up

**Nutcracker Market Committee** –Purchase and coordinate sale of flowers at Nutcracker Market. Clerks for Nutcracker Market during an entire performance and/or at Nutcracker Tea. Market during performance. Market Set-up/Take-down.

**Costume Committee** - Costume fittings and adjustments. Sewing new costumes as needed. Transportation of costumes, distribution, and collection at dress rehearsal and performance. Assist committee chairs in ensuring costume continuity on stage. Organize and work costume sale at Pure Energy to be held in early October.

**Sets and Props Committee** – Build/modify set and props as needed. Transportation of Props: assist unloading/loading truck - need muscle. Stage Right props manager during performances. Stage Left props manager during performances. Set-up & Take-down - decorating a Christmas tree, organize props.

**Performance Committee** – Organize ushers and distribute programs to auditorium doors. Direct ushers in escorting Principal Dancers during intermission and post-performance for photos with patrons. Work with videographer in arranging DVD orders. Work with photographers for individual and group photos. Photographer for photos of dress rehearsal on stage. Arrange purchase of flowers for principal dancers. Photographer for studio rehearsal shots and cast photos.

**Hospitality Committee** – Dress Rehearsal and Performance Food Arrangements. Thank you notes for sponsors: Coordination, collection, and delivery.

**Nutcracker Tea Committee** – Plan and organize tea food, decorations, and schedule. Work with artistic directors in planning and vision for this event.