

Kaukauna Recreation Department 2018 Dance Recital Volunteer Request Form

Volunteer's Name: _____

Phone: _____ E-mail: _____

Dancer's Name(s): _____ Class Day/Time/Type _____

Please rank your choices: 1st, 2nd, 3rd, etc. Please leave the item blank if not available.

Rank	Days Options	Dates	Full Shift Times*
	Monday (Rehearsal)	April 9	4:45 – 7:15 pm
	Wednesday (Rehearsal)	April 11	4:45 – 7:15 pm
	Saturday (Recital)	April 14	5:30 – 8:30 pm
	Sunday (Recital)	April 15	12:30 – 3:30 pm
	Both Rehearsal Dates	April 9 & 11	4:30 – 7:15 pm
	Both Recital Dates	April 14 & 15	

Please rank your choices: 1st, 2nd, 3rd, etc. Please leave blank if not interested in doing job.

Rank	Job	Time Commitment	Spots	Days Needed
	Aisle Runners	Approx 5 Hrs	4	M / W
	Costume Runner	Approx 5 Hrs	10	M / W / Sa / Su
	Hall By Stage Helper	Approx 5 Hours	8	
	Volunteer Check In /Out (must arrive 15 min early)	Approx 5 Hours	4	Circle day(s): Saturday
	Room Monitors Circle one or both. Split Shifts: 1 st Half or 2 nd Half	Approx 2 ½ Hours	64	
	Door Monitors	Approx 5 Hours	4	
	Room Runners	Approx 5 Hours	4	AND/OR
	Ticket Takers/Door Monitor	Approx 5 Hours	4	Sunday
	Ushers / Auditorium Seating	Approx 5 Hours	2	
	Clean-up Crew (\$10.00 rebate)	Approx 1 Hour	4	

I am willing to work more than one assignment if needed.

Benefits for Volunteers
All volunteers receive a \$25.00 rebate per shift worked at either rehearsal or the Recital.

Volunteers are able to purchase their families' tickets early during the **Volunteer Pre Sale, February 26-Mar 6. (Limit 8 Tickets)**

Volunteers enjoy a reduced price of \$6.00/ ticket for their Recital tickets.

Volunteers are recognized with a Thank You in the Dance Recital Program.

Dance Recital Volunteer Meetings
Tuesday, March 27; 7:00pm, KHS Choir Room

OR

Saturday, March 31; 10:00am; Council Chambers, New City Hall

Attendance at one of the two meetings is mandatory to be eligible for a rebate

Job Descriptions:

- | | |
|-----------------------------|---|
| Aisle Runner: | - helps students from their seats to the backstage staging area during rehearsals. |
| Room Runner: | - runs kids from classrooms to the backstage staging area prior to performances and back to their room after their performance. |
| Staging Area Helper: | - helps get the kids prepared to go on stage. |
| Volunteer Check In/Out: | - checks volunteers in and out throughout the night (must arrive 15 minutes early!) |
| Room Monitor: | - supervises the children in the classrooms during the performances. |
| Door Monitor: | - monitors side exit doors inside the auditorium. |
| Ticket Taker/Door Monitor: | - takes tickets and monitors exit/entry outside front doors of the auditorium. |
| Ushers/ Auditorium Seating: | - assists in helping ticket holders locate their seats as necessary. |
| Clean-up Crew: | - assists staff with clean-up of auditorium, commons & classrooms after the Recital |

Please return this form to the Recreation Office by Friday, February 23!