

# Coppélia Parent Volunteer Form

We rely on the help of parent volunteers during the performance weekend. **Parents receive a free ticket for their commitment to volunteer.** Please review volunteer needs below and check off what you can do and at which performance (you can check off 1st & 2nd preferences and we will try to honor them). An FYI: Each year we get more parents offering to usher and do ticket sales than we can use and fewer in makeup, chaperoning and backstage than we need! Melissa Morris will contact you to confirm your assignments via email. **We really, really need chaperone volunteers!! Thank you!!**

**Please check below and return form to Melissa or Lindsay at the office. You can also email us at [administrator@actonschoolofballet.com](mailto:administrator@actonschoolofballet.com) with your choice. Thank you for helping make your child's performance happy and successful.**

Fill in

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your email address: \_\_\_\_\_ Your child's name: \_\_\_\_\_

---

**Student Chaperones:** You arrive to the theatre by 12:30 and stay in the cafeteria with all of the students through the entire show. You will make sure students are comfortable, behaving, and ready to go onstage with their class. **You may leave the room briefly to watch your child perform as long as you have another parent to cover and return immediately after that dance.** You ensure parents properly check out their children and the room is left clean. We need 8 chaperones each day.

Saturday, May 26th Performance

I can \_\_\_\_\_

Sunday, May 27th Performance

I can \_\_\_\_\_

---

**Makeup:** Makeup Staff will start work at 12:00 noon SHARP and work by class, making sure dancers are done in the order of their appearances on stage. We expect to have everyone done by the start of the show, if we get enough help. We need 8-10 volunteers each day.

Saturday, May 26th Performance

I can \_\_\_\_\_

Sunday, May 27th Performance

I can \_\_\_\_\_

---

**Ushers:** You arrive at the theatre by 12:45 p.m. sharp and stand at the theatre doors until they open at 1:30. Then from 1:30 -2:00 you help people enter, take their tickets and hand out programs. After the show begins at 2:00 p.m., we ask that you stay by the doors to let latecomers in in between dances and keep doors closed while the classes are dancing onstage. You can watch the show from this position, but we ask that you man the door until intermission. We need 4 ushers each day.

Saturday, May 26th Performance

I can \_\_\_\_\_

Sunday, May 27th Performance

I can \_\_\_\_\_

(continued other side)

---

**Friendly Door Dragon:** You are in charge of signing students out at the end of the day from the cafeteria and making sure students stay within the confines of the room. This is a job with very focused responsibility and offers two free tickets.

Saturday, May 26th I can \_\_\_\_\_

Sunday, May 27th I can \_\_\_\_\_

---

**Back Stage Crew:** You will assist the Stage Managers in manipulating drops, managing props, and moving stage pieces. This does not require heavy lifting and both men and women are encouraged to help. **This position requires commitment to both performances and one dress rehearsal, and offers three free tickets.** I can \_\_\_\_\_

---

**Strike Crew:** After Sunday's show, you remove the dance floor, set and props from the theatre, load them back into the truck and leave the theatre in a clean state. We need 4-6 crew members to strike on Sunday.

Sunday, May 27th Performance

I can \_\_\_\_\_

---

**Concessions:** You will work before the show setting up two tables in the lobby with food and drink which will be sold at intermission. You arrive to the theatre by 1:00 to set up (takes approx. 1/2 hour) then you come out of the show 5 minutes prior to intermission to be ready to sell. We need 4 people at concessions each performance.

Saturday, May 26th Performance

Sunday, May 27th Performance

I can \_\_\_\_\_

I can \_\_\_\_\_

---

**Logo Wear:** You will sell Acton School of Ballet logo wear in the theatre lobby, such as t-shirts and p.j. pants. You arrive at the theatre by 12:30 to set up, and sell logo wear prior to the performance. Then you come out of the show 5 minutes prior to intermission and sell during intermission. We also ask that you also come out of the show 5 minutes prior to the end and sell for 15 minutes after the show is over. We need 3 people to sell logo wear at each performance.

Saturday, May 26th Performance

Sunday, May 27th Performance

I can \_\_\_\_\_

I can \_\_\_\_\_

---

**Ticket Sales:** You will sell tickets prior to the performance. You arrive by 12:30 p.m. and help sell tickets until the show begins at 2 p.m. We need 2 people each day.

Saturday, May 26th Performance

Sunday, May 27th Performance

I can \_\_\_\_\_

I can \_\_\_\_\_

---

**Thank you!**