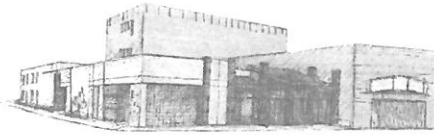


# VOLUNTEER INFORMATION FORM



Cape Fear Regional Theatre

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Time/Days Available: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Hm Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Do you have any particular skill sets you believe would benefit CFRT?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please number areas below (1-10) in order of preference. Pay attention to time requirements and see descriptions of each area on back this form:

<i>Volunteer Area:</i>	<i>When Needed:</i>
_____ <b>Administrative</b>	9am-5pm, Mon-Fri only
_____ <b>Box Office</b>	Weekday afternoons and/or Evening/weekend
_____ <b>Concessions</b>	Evening/weekend
_____ <b>Dressing</b>	Evening/weekend
_____ <b>Fly Rail</b>	Evening/weekend
_____ <b>Lighting</b>	Evening/weekend
_____ <b>Props</b>	Flexible
_____ <b>Set Construction</b>	9am-5pm, Mon-Fri primarily
_____ <b>Soundboard Op</b>	Evening/weekend
_____ <b>Special Events</b>	Special events are occasional – schedule varies
_____ <b>Spotlight</b>	Evening/weekend
_____ <b>Stage Crew</b>	Evening/weekend
_____ <b>Ushering</b>	Evening/weekend
_____ <b>Wardrobe</b>	Evening/weekend

**Please drop off or mail this form to:**

Cape Fear Regional Theatre  
c/o Volunteer Coordinator  
1209 Hay Street  
Fayetteville, NC 28305  
(910) 323-4234

## FOR OFFICE USE ONLY:

Received by: \_\_\_\_\_

Received on: \_\_\_/\_\_\_/\_\_\_

Original – Master Volunteer Binder  
Copy – Preference #1 Staff Member

## DESCRIPTIONS/REQUIREMENTS

- Administrative -** Volunteer assists Office Manager with mailings, copying, data entry and other administrative tasks as needed. Volunteer must have weekday availability.
- Box Office -** Volunteer assists Box Office Manager with ticket sales and distribution of tickets on show nights. Volunteer must have evening/weekend availability.
- Dressing -** Volunteer assists Assistant Stage Manager with actor quick changes and maintaining costumes during each performance. Volunteer must have evening/weekend availability and must commit to 90% of performances and all technical rehearsals.
- Fly Rail -** Volunteer assists with set changes during the production run of each show by “flying” set pieces off and on stage. Volunteer must be able to lift heavy objects and have an eye for safety and timing. Volunteer may also be asked to participate on the stage crew. Volunteer must have evening/weekend availability and must commit to 90% of performances and all technical rehearsals.
- Lighting -** Volunteer assists Technical Director and Lighting Designer with hanging and focusing lighting instruments in the week before show opening. Volunteers must have evening/weekend availability.
- Props -** Volunteer assists Props Master/Mistress with assembly and construction of properties relating to the current show. Availability is flexible. A love of crafts a plus.
- Set Construction -** Volunteer assists Technical Director and Assistant Technical Director with building and maintaining various set pieces as well as soft goods. Volunteers with previous experience in carpentry or related field a plus. Volunteer must have daytime availability.
- Soundboard Op -** Volunteer runs the soundboard during all shows. Previous experience in sound is preferred. Volunteer must have evening/weekend availability and must commit to 90% of shows and all technical rehearsals.
- Special Events -** Volunteer assists the lead event coordinator with setup, decorations, tear down, and possibly logistics. Availability varies based upon the type of special event.
- Spotlight -** Volunteer assists Stage Manager by operating a Spotlight. Volunteer must be able to take directions well and have an eye for aesthetics and timing. Volunteer must have evening/weekend availability and must commit to 90% of performances and all technical rehearsals.
- Stage Crew -** Volunteer assists with set changes during production run of each show and during technical rehearsals. Volunteer must be able to push heavy objects. Must have evening availability and must commit to 90% of performances and all technical rehearsals.
- Ushering -** Ushers must be 18 or older if not accompanied by an adult, unless earning volunteer hours for school. Assists Front House Manager escorting patrons to their seats, distributing programs, and cleaning up the auditorium after performances. Must have evening/weekend availability. Will receive a complimentary ticket the night of the performance they volunteer.
- Wardrobe -** Volunteer assists Costume Shop Manager/Costume Designer with assembly and alteration of costume materials. Volunteers with previous experience in sewing and stitching a plus. Volunteer may either have daytime or evening availability.