

2023 Volunteer Information Form

“Mary Poppins”

Volunteer Information: News You Can Use

Welcome to the Artists Unlimited fall 2023 musical production of “Mary Poppins”. Thank you for choosing to volunteer your time with us. We hope this packet will help you to feel more informed about the many aspects of our annual production.

What to do

- Look over the attached documents to see what the volunteer opportunities are
- Review the “Volunteer Guidelines” and “Policies & Procedures”
- Please refer to our website at: roartistsunlimited.com for any additional information you would like to know about our organization
- Select the area you are interested in, and we will do our best to accommodate you
- Return Volunteer Info Form by October 9, 2023 by one of the following options:
 - Rehearsal
 - Email: artistsunlimitedinfo@gmail.com
 - Complete Google doc form: the link is in your email
- Contact us at artistsunlimitedinfo@gmail.com or Janice McCutchan, Volunteer Coordinator at bandjmccutchan@hotmail.com with any questions
- As it gets closer to the show, we will finalize and confirm your preferences

On behalf of the Board of Directors of Artists Unlimited, thank you for volunteering. The results of the combined efforts of our cast, crew, sponsors and volunteers are definitely bringing our mission to fruition: “changing lives, one act at a time.” Without you, this would not be possible.



“Mary Poppins”
Volunteer Opportunity Descriptions

Backstage Set Crew:

Description: The backstage set crew has a significant role in the process of a production running smoothly. Depending on the set design, there will be many pieces that need to be moved on and off the stage in a short amount of time and scenic drops to be raised and lowered.

Skills required: Volunteers must be able to follow directions from the stage manager, move quickly and be able to physically move set pieces that may be heavy or bulky.

Time commitment: During 2 tech rehearsals and 2 or more performances

Cast Dinner and Party Volunteers:

Description: Volunteers would help set up, serve, and clean up a meal for cast and volunteers between the two shows on Saturday 11/11. Volunteers will also assemble cast gift bags and distribute bags to cast members.

Skills required: Interact well with other volunteers and cast members.

Time commitment: 2 – 3 hours

Cast Handler (runner):

Description: Volunteers help to assemble cast members throughout the performance, assist with cast movement backstage, help and encourage cast members.

Skills required: Cast handlers are on their feet for most of the show, and need to be able to interact with stage cast coordinators and cast members.

Time commitment: During 2 tech rehearsals and 2 or more performances

Costume construction :

Description: Volunteers assist the costume designer to create costumes for cast members.

Skills required: Volunteers can assist in sewing, gluing, organizing, measuring and other assorted tasks.

Time commitment: Costume construction takes place from August to October, there is a flexible schedule with deadlines. Some of this work can be done at home and returned.

Costume Fast Changes:

Description: Volunteers assist cast members that require a fast costume change during the performance.

Skills required: These volunteers need to be ready on time, work with other volunteers, interact with cast members and need to be able to move quickly.

Time commitment: During 2 tech rehearsals and 2 or more performances

Hair and makeup volunteer:

Description: Volunteers will help to apply makeup and style hair on cast members under the direction of the coordinators.

Skills required: Ability to work well with others, comfortable with makeup application.

Time commitment: 2 performances at the minimum preferred, coordinator will contact volunteers regarding possible tech rehearsal attendance.

Ladies cast area:

Description: During tech week and performances. Help is needed to lend a hand during costume changes. This includes but is not limited to hanging clothing items on assigned costume racks, spending time with cast members while they wait for their turn and keeping the area neat and clean.

Skills required: Ability to work with cast members, work with other volunteers, be willing to help with costume changes.

Time commitment: During 2 tech rehearsals and 2 or more performances

Men's cast area:

Description: During tech week and performances help is needed to lend a hand during costume changes. This includes but is not limited to hanging clothing items on assigned costume racks, spending time with cast members while they wait for their turn and keeping the area neat and clean.

Skills required: Ability to work with cast members, work with other volunteers, be willing to help with costume changes.

Time commitment: During 2 tech rehearsals and 2 or more performances

Merchandise/Food/Flower concessions:

Description: These volunteers need to set up and be at the merchandise concession tables prior to performances. Items will be sold before and after the performance and during intermission.

Skills required: Keeping track of inventory, ability to work with the public and handle monetary transactions.

Time commitment: 1 performance

Nurse:

Description: One nurse is scheduled per performance to be available to assist with medical needs that could arise during the show.

Skills required: Nursing license or EMT certified, willingness to work with cast members when needed.

Time commitment: 1 performance

Props:

Description: Volunteers on the props team help organize and set/pass out props to cast members during final rehearsals and performances.

Skills required: Ability to work with others, be on your feet and work in the backstage area.

Time commitment: During 2 tech rehearsals and 2 or more performances

Set construction:

Description: Volunteers work under the direction of the coordinator to create set pieces that will be used on stage during the performance.

Skills required: Work independently and with others, ability to use tools a plus!

Time commitment: This group meets from August to October; the schedule is communicated ahead of time. Volunteers come when they are able.

Set installation:

Description: The set that has been constructed needs to be moved to the theater. Volunteers will help load and unload the truck and assemble the set in the theater.

Skills required: This is a physically demanding time, lifting, and carrying required.

Time commitment: This is set on one predetermined day, any amount of time on that day is appreciated.

Set tear down:

Description: The set that is on the stage along with any extra supplies needs to be taken apart and moved out. This will be done on Sunday, 11/12., time TBD.

Skills Required: This is physically demanding time, lifting and carrying required.

Time commitment: Any help that you can offer during this time is appreciated.

Usher:

Description: Ushers assist patrons by distributing programs, help to direct them to key areas of the theatre, such as the merchandise table, donation table, restrooms, etc. Volunteers are coordinated and directed by the house manager.

Skills required: Ability to work with the public, and with others on the team.

Time commitment: 1 performance, volunteers generally arrive 1 hour before show time.

Whatever you need:

We appreciate volunteers that are flexible to help wherever needed!

2023 Guidelines for Volunteers for Artists Unlimited Volunteers

Artists Unlimited, Inc. strives to provide a safe, positive, professional, and fun experience for our participants. Below are some general guidelines for all volunteers.

- Promote respect and dignity for all regardless of race, religion, national origin, creed, sex, ethnic background, or disability.
- Be prompt and dependable.
- Be patient with one another, especially cast that may require extra time to listen and respond.
- Speak in a normal tone of voice. Be relaxed! Stay Calm! Everyone appreciates warmth and friendliness.
- Exhibit appropriate behavior, language and professionalism at all times.
- Work cooperatively with cast and fellow volunteers; reporting concerns to Carol Cassara or Janice McCutchan.
- Monitor your volunteer area for the overall health and safety for all participants. Please defer to directives provided by stage managers when backstage.
- Please refrain from moving items from the stage unless directed to do so by the crew.
- Assist with general cleanup of the cast areas (i.e., placing items in the trash, placing items in lost and found, etc.).
- Please adhere to the rules of the house, i.e., the managers of the facility we are performing in. Cooperation by all is essential to maintain good working relationships with our community partners.
- Make sure that there is another adult with you if you need to assist a cast member privately.
- Volunteers are required to always wear a volunteer name badge (excluding backstage volunteers) to ensure the safety of all participants and for ease of cast members to identify you. Please return it when leaving for the evening.
- The Board of Directors of Artists Unlimited will not tolerate harassment or discrimination of any of the participants.
- Notify us with as much notice as possible if you will be late or absent. You can email Janice McCutchan bandjmccutchan@hotmail.com or Carol Cassara artistsunlimitedinfo@gmail.com or call 585-507-6074.



VOLUNTEER POLICIES & PROCEDURES

QUALIFICATIONS:

Volunteers must be at least 14 years old to work without parental supervision and must enjoy working with all types of people. They must show a genuine concern for this organization and a willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is respectful of individuals with disabilities and is mature, sensitive, dependable, and a team player.

REQUIREMENTS:

Complete volunteer information form.

TIME COMMITMENT AND SCHEDULING:

Volunteer hours are flexible. Once you have agreed to be available for a particular shift, we count on you to be there. In the event you are unable to be at your shift, please call Janice McCutchan at 585-507-6074.

DRESS PROTOCOL: (May be required for specific volunteer posts during shows)

- Backstage volunteers are required to wear long black pants, black shirt and quiet, closed-toe black shoes with good traction.
- Ushers will receive direction from Richard and Marie Wright.
- Men's and Ladies cast area volunteers can wear casual clothing.
- Merchandise and Flower concession area volunteers should wear business casual attire (AU show shirts are great!)

PARKING:

Volunteers can park in the back parking lot at the Greece Central Performing Arts Center.

GENERAL SAFETY:

Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves, coworkers, and cast members.

VOLUNTEER FEEDBACK:

Artists Unlimited encourages volunteers to make suggestions, voice concerns and give ideas about how the organization fulfills its mission to the community.

RELEASE AND WAIVER OF LIABILITY.

Volunteer hereby releases and forever discharges and holds harmless Artists Unlimited and its officers, directors, trustees, employees, agents, insurers, representatives, successors and assigns from any liability or claim that volunteer may have against Artists Unlimited, including, but not limited to, any bodily injury, personal injury, illness, death, or property damage that may result from volunteer's activities with Artists Unlimited, whether caused by the negligence or misconduct of Artists Unlimited or its officers, directors, employees, or agents or otherwise. Volunteer hereby covenants not to bring any action against Artists Unlimited for any such injury, illness, death or damage. Volunteer further promises and agrees to defend, indemnify, and hold harmless Artists Unlimited against any and all losses, damages, liabilities, or costs of whatever kind (including but not limited to, court costs and reasonable attorney's fees) arising from any claim of a third party related to Volunteer's activities with Artists Unlimited.



artistsunlimited,inc.
Rochester, NY

Volunteer Information Form 2023

NAME: _____ If Under 18, Date of Birth _____

ADDRESS: _____

CITY, STATE, ZIP: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

In case of emergency please contact: _____

Relationship: _____ Emergency Contact Phone #: _____

Please mark your preferences below and return by October 9:

___ Backstage Set Crew**

___ Cast Handler (runner)**

___ Cast Dinner/Party

___ Costume Construction

___ Costume Fast Changes**

___ Hair & Make-Up team **

___ Ladies Cast Area**

___ Men's Cast Area**

___ Flowers/Concessions

___ Nurse

___ Props Team**

___ Set Construction

___ Set Installation

___ Set Tear Down

___ Usher

___ Whatever you need

Performances are held at: Greece Central Performing Arts Center, 800 Long Pond Road, 14626

➤ Select 2 Tech Rehearsals to attend (time is estimated) for **positions listed above:

☐ 10/29 (1:00-4:00) ☐ 10/30 (5:30-9:00) ☐ 10/31 (TBD tech only, no cast) ☐ 11/1 (5:30 – 9:00)
☐ 11/2 (5:30-9:00)

➤ Select 2 or more performances for ** positions listed above, 1 or more for other options

Date	Show Time	Volunteer time (for **positions listed above)
<input type="checkbox"/> Friday 11/3	7:00	5:00 – 10:00
<input type="checkbox"/> Saturday 11/4	7:00	5:00 – 10:00
<input type="checkbox"/> Sunday 11/5	2:00	12:00 – 5:00
<input type="checkbox"/> Friday 11/10	7:00	5:00 – 10:00
<input type="checkbox"/> Saturday 11/11	2:00	12:00 – 5:00
<input type="checkbox"/> Saturday 11/11	7:00	5:00 – 10:00

Additional questions or comments: _____

○ I have received, read, and agree to the Volunteer Guidelines and Policies & Procedures:

Signature

Date