



NUTCRACKER 2018 VOLUNTEER JOBS

We are using "SignUp Genius," an online volunteer organizational tool. Our event could not happen without all of the many dedicated parents who do any number of jobs from altering costumes to moving sets to working backstage at the performances. The volunteer jobs listed below offer a brief description. Click on the link which follows each job to see more detailed information and volunteer online. Please take a moment to see how you can help make our 2017 Nutcracker production become a reality!

Although we need the help of several volunteers for our production, we realize that not everyone has the time to dedicate. In the effort to be fair to everyone, we have the following participation policy:

I agree to pay the mandatory performance fee of \$275.00 which includes a performance DVD. Sibling discount without additional DVD is \$200.00. In addition, I agree to do one of the following:

- Volunteer very little or not at all, and pay an additional fee of \$75.00 per family.
- Volunteer a minimum of 10 hours or 100% online and pay nothing beyond the mandatory fee.
- Make other arrangements in advance with the Director.

To sign up for your volunteer commitment, please login to your dance account to view your student. Click to enroll in a class, and select "Nutcracker" as the season. Please enroll in the participation requirement that best suits your needs: Nutcracker Little or No Volunteering or Volunteer 100%. Your account will be charged accordingly. If you wish to volunteer, please go to the links below to volunteer for your jobs online. They have been given percentages as well as estimated hours for your convenience.

Becky will review our cast list and will make sure that every family is registered for the level of volunteer participation they choose. Anyone not registered for a volunteer commitment or participation fee by November 10 will automatically be put in the "no volunteering" by default with the \$75 participation fee.

2018 DC Nutcracker Volunteer Jobs:

-Costume & Prop Coordinator: Manage all things related to costumes and props for the 2018 Nutcracker production. Ensure that all costumes fit each dancer perfectly, maintain a costume log for costume check-out and returns, and oversee alterations, theater sets and decorations, and large and small props at the studio and at the theater. This is more than a 100% volunteer commitment, and will include performance tickets and/or tuition trade. This job is "Lawan's Job" to reference Lawan Jackson, who held this position for the past 19 years, and recently retired. It may be a shared job. The time and date indicates the deadline to sign up, but training can begin sooner.

<https://www.signupgenius.com/go/30e084ca5ae2daaff2-nutcracker52>

-Hand sewing/altering or ironing costumes at home on your own time: see Cindy or Costume Coordinator for costume jobs. Approximately 1-10 hours available. Deadline 11/5. 25%-100% depending on time. <https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker59>

-Costume Fitting Help: Manage all costume fittings for the October 13-14 and 21-22 rehearsals. 50% participation estimate. <https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker53>

-Nutcracker Advertising/Publicity: Get the word out! Notify newspapers, schools, community groups, daycare centers, school Newsletters---often listing the dancers from that school. Distribute/post flyers, post to email groups, anything you can do to advertise our production. Time is flexible --100% participation estimate. <https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker51>

-Party Scene Adults: Attend Party Scene rehearsals beginning on 10/9 and onward, and all act #1 rehearsals and performances. 30+ hours. 100% participation.
<https://www.signupgenius.com/go/30e084ca5ae2daaff2-party2>

-Photo Help on 10/28 in J2/J3: Assist with distribution of props, accessories, headpieces.... Help with any costume needs. 2:30-6:30, all or part of the time. 50% participation per shift.
<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-photo2>

-Moving rental furniture/props on Wednesday, 11/14 and Wednesday, 12/5: Move sets and props from West Bay Opera in Palo Alto to the studio. Large vehicles needed, or DC will rent moving van or truck. Wear old clothing; may get dirty; some lifting is required. Please indicate type of vehicle you have available. Time flexible between 11:00-3:30; 50% participation each trip.
<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-moving2>

-Theatre Set Up on Monday, 11/27 from 5:30-9:30: Hanging theatre backdrops, lighting help, decorating tree, setting the stage. 50% participation.
<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-theatre2>

-Dress Rehearsal Dancer Escort/Runner on Tuesday, 11/27, Wednesday, 11/28 or Thursday, 11/29: Walk dancers to and from the stage during the dress rehearsal. 25% participation.
<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker56>

-Nutcracker Lobby Decoration/Display: Create a photo display with the DC group and solo photos of each cast. Photos provided. Set up lobby at both performances. 50% participation.
<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker61>

-Nutcracker 2018 Backstage Supervision: Supervise the dancers backstage during the performance for the duration of the show. 3-4 hours. 100%
<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker50>

-Hair and Makeup for Photos, Performances and Dress Rehearsals: Check hair and makeup for all dancers. Draw face cheek circles on Soldiers and Gingerbread. Be equipped with hairspray, bobby pins, etc. Dress rehearsal for working show and attendance backstage 1 hr prior to curtain and into Act I required. 100% participation. <https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker58>

-Donate water and cups backstage for performances: Donate and deliver 4 gallons of water and 100 small cups to backstage for the Friday and Saturday performances. 25% participation.
<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker55>

-Flower Sales for performance: Set and sell flower bouquets at each performance before the performance and during intermission. Sales are 45 minutes prior to the start of performance and during that same performance intermission. Help clean up after the performance. Comp ticket to see working performance for back row provided for ease in working. 10%
<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker57>

-Passing out programs at performances: Pass out programs to guests before each performance. 10% participation. Comp ticket for back row provided for working performance. Monitor the house and

lobby throughout the performance and intermission.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker62>

-Ticket Sales before Performance: Selling tickets in the ticket booth 1 hour prior to each performance. 25% participation. Comp ticket for back row provided for working performance. Monitor the house and lobby throughout the performance and intermission.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker66>

-Performance Usher: Arrive 1 hr prior to curtain and work the duration of the performance. Comp ticket for back row provided for working performance. 10% participation. Monitor the house and lobby throughout the performance and intermission.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker49>

-Theatre Strike/Clean Up on Saturday, 12/1 6:00-9:00: Clean up the theatre, get the scenic drops down and folded. Old clothing needed. 2 -3 hrs. 100% participation.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker65>

-Return Backdrops to Fed Ex/Kinkos on Saturday, 12/2 8:00-9:00 p.m.: Deliver our scenic backdrops to the California Avenue FedEx/Kinkos with our pre-paid shipping labels. Meet at Smithwick Theatre. Large car or truck needed. 50% participation.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-return2>

-Nutcracker Costume Return Check-In on Sunday, 12/3 11:30-1:30: Use the costume log to check in the returned costumes for both casts at the studio, and assemble in groupings for cleaning pick up. 50% participation. <https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker54>

-Bring food on Sunday, 12/3 for our Cast Party: Donate sweets, drinks, munchies, or fruit. Deliver to L5 between 12:00-12:30. 25% participation.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-cast2>

-Nutcracker Hand Wash or Dryelle/Dryer Costume Cleaning: Pick up dirty costumes on 12/2 between 1:00-3:00 pm and hand wash and hang dry. Return costumes to the studio on Saturday, 12/8 between 12:00-2:00. 10 hours or 100% participation.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker60>

-Nutcracker Sorting/Packing Costumes on Saturday, 12/8 from 2:00-6:00: Sort costumes and pack away in L5. 3 hours. 50% participation.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker64>

-Nutcracker Supervise Primary Ballet "Sheep" for performance: Sit with the Nutcracker Primary Ballet "Sheep" in the audience for Act I of the Nutcracker performance, then follow them backstage and stay with them throughout the performance backstage until end of performance parent pick-up. No ticket needed for the performance. Attendance at the theatre dress rehearsal to meet the children and review the theatre and backstage route is mandatory.

<https://www.signupgenius.com/go/30E084CA5AE2DAAFF2-nutcracker63>

Benevity Charity- Corporate Matching Donations: <https://causes.benevity.org/>
PADCYE

-Donate to PADCYE! www.padcye.org

Any special skills, talents, or contributions you wish to share: cg@danceconnectionpaloalto.com