

Alberta Theatre Projects Volunteer Registration Form

"Volunteering is not a choice, it's a responsibility." - Ashley E. Hyder

SECTION 1: Personal Information

This information will be used only by the Volunteer Coordinator who will determine the best volunteering placement for you and have a means of contacting you.

Name: (Last) _____ (First) _____

Address: _____ **Postal Code:** _____

Daytime phone: _____ **Evening phone:** _____

Mobile (optional): _____ **Email address:** _____

Age group: Child (under 11) Youth (11-17) Adult (18-65) Senior (+65)

SECTION 2: Availability

Based on what you know of your schedule, please indicate the times you are available to volunteer:

Day	Morning	Afternoon	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3: Area of Interest

Volunteers do a variety of jobs throughout the season. Please indicate only the areas you are interested in.

Volunteer Shifts	Interest
Front of House: Seating patrons, providing safe environment for patrons, etc.	<input type="checkbox"/>
Special Events: see next page for specifics:	<input type="checkbox"/>
1. <i>Receptions and Galas</i> (various positions)	<input type="checkbox"/>
2. <i>Lawson Lundell Celebrity Hors d'Oeuvres</i> (various positions)	<input type="checkbox"/>
3. <i>Lottery</i> (provide ticket sales at ticket booths as various locations)	<input type="checkbox"/>
4. <i>Casino</i> (cashier, GM, count room, chip runner)	<input type="checkbox"/>
Just the Ticket: Alberta Theatre Projects gift shop, completely run by volunteers.	<input type="checkbox"/>
Marketing and Administration: Various marketing and administration duties.	<input type="checkbox"/>

SECTION 4: Skills & Experience

Describe skills that you have that will be helpful to the Alberta Theatre Projects community. Example: Good customer relations skills, patient, etc.

1. What has been your most memorable volunteer experience?

 2. Why do you want to volunteer at Alberta Theatre Projects?

 3. If you have been volunteered with us in the past, how long have you been part of our organization? Please indicate the year (and month) you started.

 4. What are you willing to commit to as a Volunteer of Alberta Theatre Projects? (Please circle one)
 - a. A few times a year.
 - b. A few times a month.
 - c. A few times a week.
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Volunteer Position Details

A) Front of House **Front of House is the most constant volunteer position at Alberta Theatre Projects**

i) Description of position (incl. Duties and Responsibilities):

Seating patrons; managing the coat check; providing a safe environment for patrons; emergency evacuation protocol; customer service relations; assisting with cleanup after the performance; promote sales of lottery tickets in the lobby; selling merchandise; some troubleshooting/problem solving; acting as an ambassador for Alberta Theatre Projects; providing support in the Front of House team.

This is a highly important position to ensure the safety and care of our patrons. This position has the opportunity to be stationed in the theatre during the performance, but under no circumstances may distract or take away from the Front of House duties.

ii) Training:

Training is provided on evacuation protocol, basic emergency procedures, the layout of the house, and Front of House protocol on the volunteer's first shift. Knowledge of evacuation protocol may be "spot checked" and refreshed at any time. An usher orientation will take place every year at the beginning of the season.

iii) Shifts:

Length of shifts depends on the length of the show. Every show begins with a meeting of the Front of House team at precisely one hour before the show start time.

B) Special Events and Galas

1. Lawson Lundell Celebrity Hors d'Oeuvres (2011 event date: February 25th) SIGN UP NOW!

Calgary's cheekiest fundraiser, this no-holds-barred hors d'oeuvres competition encourages outrageous tactics and devious schemes. Teams include one of Calgary's finest restaurants paired up with a local celebrity, who compete against the other restaurant/celebrity teams to sell the most succulent hors d'oeuvres. We need volunteers on hand to do a variety of tasks. The following positions are open. Shifts are from 8:30pm- 12:00am.

- a. Chit sales: 4
- b. Restaurant Wranglers/Chit Count room: 15
- c. Auction Wranglers: 2
- d. Event Wranglers: 3
- e. Private Reception Wranglers: 2
- f. Coat check/Chit Count room: 6

2. Lucky Lotto 7 (Final Draw Date: March 29, 2011)

Alberta Theatre Projects has a fundraising lottery campaign and we need you, your friends and your family to be an ambassador promoting tickets to win a brand new car and various prizes. Volunteers will be posted at various hot spots around Calgary with the car. Shifts are weekday working hours and during the weekend at various locations.

3. Casino

Every 18 months, Alberta Theatre Projects hosts a casino. Gambling regulations dictate that all casino positions to be filled by volunteers. These include General Manager, Banker, cashier, chip runner, and count room. Shifts vary depending on assigned duty.

4. Summertime Festival Booth Operator

Alberta Theatre Projects places marketing booths at Calgary's summer festivals and needs keen volunteers who can well represent Alberta Theatre Projects to operate the booth. A great way to spend a summer day with a friend!

5. Other Events

Throughout the year our company holds a variety of receptions and events for groups ranging from 20-200 patrons that require assistance. (registration and check-in, coat check, serving etc.)

C) Just the Ticket Gift Shop

This shop is completely run by volunteers and shop hours correspond with show times.

D) Miscellaneous

Miscellaneous volunteer openings come up and vary from helping out administratively in the office to helping out with light cues. These come up sporadically and are sent out to Alberta Theatre Projects volunteer list.