

The Montford Park Players
North Carolina's Longest Running Shakespeare Festival
2019 Season Technical/Volunteer Information Form

Please print legibly and fill in all information completely
Attach resume if available – if not, we will train you!

NAME: _____ Preferred
Gender _____ DATE: ____/____/2019
MAILING ADDRESS: _____ DATE OF BIRTH ____/____/_____
STREET ADDRESS: _____ (IF DIFFERENT FROM MAILING ADDRESS)
CITY/STATE: _____ ZIP: _____
E-MAIL (Important!): _____
PHONES: Home: _____ Work _____ Cell _____
SCHOOL/WORK: _____
HOBBIES: _____

TECHNICAL VOLUNTEERS AREA OF INTEREST

Pre-Production Phase (From Director Selection through 4 wks before Opening Date)

____ Stage Management ____ DESIGN: ____ Sets ____ Lights ____ Costumes ____ Sound
____ Props ____ Makeup ____ Advertising

Production Phase (From 4 – 6 weeks prior to opening until Tech Week)

BUILD ____ Sets ____ Costumes ____ Painting ____ Props

Run of Show Phase (Tech week through end of run)

____ Ass't SM ____ Run Crew ____ Light Board Ops. ____ Sound Board Ops ____ Props
____ Costume Dressers

FRONT OF HOUSE VOLUNTEERS AREAS OF INTEREST

Pre-Production Phase (From show selection through end of run/end of season as applicable)

____ Marketing ____ Distributing Flyers ____ Concessions & Merchandising Management (ordering & ensuring delivery to the theatre of concessions, T-Shirts, & other merchandise)
____ House Management (Supervising house staff)

Run of Show Phase (Opening Night through end of run)

HOUSE MANAGEMENT STAFF:

____ Parking (Helping ensure even flow of traffic, counting cars)
____ Ushers (Handing out playbills, answering questions)
____ Box Office (Selling tickets, taking money, making change)

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_____ **Concessions/Merchandising (Setting up, selling food & drinks and merchandise, making change)**

_____ **Survey Takers (Assisting audience members to fill out surveys)**

_____ **Hosts (Recognizing frequent patrons & ensuring frequent patrons are seated in reserved sections with their amenities, greeting guests, taking care of needs; overall, increasing the comfort level of our audience and building relationships with future frequent patrons)**

TECHNICAL/VOLUNTEER EXPERIENCE - List your experience, if any:

Technical/Volunteer Staff Contract

By volunteering for the Montford Park Players, I understand that certain things will be expected of me. I agree to the following expectations:

I will show up to rehearsals and/or performances on time and ready to work.

I will be alert & cooperative throughout the rehearsal and/or performance schedule.

Anyone showing up for a rehearsal or performance under the influence of any substance will be asked to leave and may be replaced in the production should the situation become chronic.

I agree to participate in any scheduled publicity events if I am called on to do so.

I hereby grant an unconditional release to Montford Park Players to use my photograph or other likeness for publicity purposes, without compensation.

All volunteers are expected to respect the theatre, the physical properties of the theatre, fellow cast members, crew and employees of MPP.

By signing below, I agree to adhere to the above expectations.

Signature of MPP Participant

If I am under the age of eighteen, I have my parent's permission to participate in this production.

Signature of Parent/Guardian

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