

# Information For Nutcracker Volunteers

Thank you for agreeing to help us! We couldn't manage this production without you!

## Arrive Early

**Dressing room volunteers: You must be at your volunteer post at least one (1) hour and 15 minutes before showtime! We cannot let the skaters check in until you are in place!**

All other volunteers - please arrive at least 30 minutes early.

## Dressing Room Volunteers

Learn the order of appearance and the sequence of music so that you will know when to make sure that the skaters in your charge are ready to be on the ice -- preferably two numbers ahead. Keep the atmosphere fun, but controlled. In the chaos of preparing costumes and make-up, etc., there are bound to be moments of crisis, and we depend on you to keep everyone calm and organized. Note: Siblings or volunteers' children are NOT allowed in the dressing rooms.

## Backstage Volunteers

Keep track of the numbers and the order of appearance, as well as the dressing rooms where skaters are assigned. When one number begins, if the skaters for the next number are not ready to go, notify the appropriate dressing room chaperone. Make sure no one leaves the backstage area in costume, and make sure no food or beverages are brought backstage. Help us keep the skaters safe. Keep people quiet, prevent tripping over/pulling on curtains.

## Stay At Your Assigned Post

You can escort your group of skaters to the ice, but your duties do not end there! Please return to the dressing area as soon as possible and stay there to help with quick costume changes, tidying up, and last minute emergencies. **We cannot have our volunteers standing at rinkside to watch.**

## Glass Doors Check-In; Ticket Collectors

Check skaters in as they arrive, and collect tickets from paid customers. No one gets through the glass doors unless they are a performer, a volunteer with namebadge, a staff member, or someone with a ticket.

## Spotlight Volunteers

Stay alert! Listen for instructions on your headset at all times. Talk as little as possible.

## Usher/Program Sales

Show people to their seats and sell programs. Also walk through the audience area and offer programs 15-30 minutes before showtime. Take money to the cashier periodically so that you are not carrying a lot of cash.

## Make-Up & Hair; Last-Minute Sewing

Help the skaters look their best & match each other's styles where appropriate! Also, please check for underwear showing, straps slipping, tights not covering boots completely, etc. Help with any last-minute pin-ups, basting, buttons, etc. Bring extra safety pins!

## We're All Sanitary Engineers!

Please help us keep the rink clean -- pick up items and place them where they should be, whether it be on chairs, on racks, or in the trash.

## Stay Until Last Skater Has Left

You must stay at your assigned volunteer post until all of the skaters in that area have left for the night. Please hang up all costumes, stand skates up on their ends, and clean up.

## Check-Out

Please help us make sure that everyone checks out and exits through the front entrance. (No exceptions.) Please escort tots to the check-out area in groups of two or three and make sure their parents are there to receive them.

## No-Nos:

No Bags, No Food, No Drink (We will provide water.) No computer games or other valuable items. (We cannot provide security inside the trailers when all the skaters are on the ice.)

## Photography/Events Schedule:

*Tuesday and Wednesday* - you can take still photos after the show, but skaters must stay on the ice. You can videotape the shows yourself on these two days, only. Cameras are NOT allowed at the Friday and Saturday shows.

*Tuesday* - Photos with Santa!

*Wednesday* - Ornament & Sleigh Photos (A-O)

*Thursday* - Ornament & Sleigh Photos (P-Z)  
and Group Cast Photo

*Friday* - Club Awards

*Saturday Night* - Longevity & Seniors