

## **Ushers- Coordinator is Dan Arnoth**

Your job as an usher for Nutcracker will be as follows, you will be tasked with helping people to and from their seats. You will be waiting at the back doors during performance to keep doors closed and open if they need to be to make sure that doors are not constantly opening and closing disturbing the performance. Also we will need to have 2 volunteers stationed on the ramps next to the stage to make sure no one uses them. There will also need to be volunteers for the Friday dress rehearsal to help with the buses and getting people on and off.

- **Dan Arnoth (503) 338-0799, is your direct person to ask any questions you will have regarding this position.**
- **There will also be 3 meetings for Ushers prior to the production.**
- **You must make 2 of those 3 meetings.**
- Volunteers are so important to making this production run as smoothly as possible.

## **Dressing room- Coordinators are Laurie Cope, and Brittany Baird**

The dressing room is a busy place where dancers are getting ready between each scene. Duties included will be making sure all dancers are in proper costumes before scenes, and all makeup is neatly on their faces.

- **Also the dressing room will be in charge of making sure all costumes are put away when the final performance is over to be ready for load out.**
- **There needs to be at least 4-5 people helping in the dressing room.**
- **1 parent will need to be with the boys in a separate dressing area, making sure that they are making their cues and getting to the stage on time.**
- In the main dressing area there will need to be at least 3 people to help with the littles making sure they are being quiet and respectful while waiting for their stage time.
- Help will also be needed with hair pieces and making sure that they are secured to the dancers heads.

## **Quick changes- Coordinators are Michelle Kischner-Rogers and Brittany Baird**

- **There will need to be at least 6 people for quick changes.**

What this entails is staying in the wings and backstage areas to help dancers as they are rushing off in between scenes. Dancers will need to have people help getting costumes off and on, and also pointe shoes and ballet slippers off and on. All dancers will have their own areas set up where all their costumes and hair pieces will be.

- **This is super important, quick change people will not be in the dressing room at all unless it is intermission or between shows. All quick change people will have specific dancers they will be assisting.**
- There will be a whiteboard up of all the dancers and whom their helper will be to avoid any confusion.

### **Stage help- Coordinator is Dan Arnoth**

These people will be helping with load in, load out, and moving props on and off the stage.

- **We will need approximately 8-10 people for this, however, the more the better!**
- **Load in and load out, everyone will meet at the props storage unit at Main street storage.**
- **Everyone will help take props out of storage and load onto a truck to take and put into the High School Auditorium.**
- **Also the costumes will need to be brought to the high school and put in the band room. This will be done the Friday of dress rehearsal, costumes do not come over with everything else. Load out will have everyone packing everything back out into the trucks and taken back to storage and put away.**
- **Also we are asking that the weekend after Nutcracker we get at least 10 volunteers to go back to the storage and reorganize to make sure everything is in the unit properly and not scattered into the costume storage.**

### **Concessions and Lobby- Coordinator is Monica Odegard-Feuz**

- **We will need 2-3 people to help with selling cookies, chocolates, and water for each show.**
- You will have chairs behind the tables to sit at, and there will be a cash box for the sales.
- Pricing will be out for you to see on what to charge people for each item.
- All payments will be through cash or the square reader
- All cookies will be individually wrapped for easier handling.

### **Flowers- Coordinator is Casey Litwin**

- **We will need 3-4 people to help with Flowers.**
- **This will entail helping set up all the pre-orders, and setting up to sell flowers during performances.**
- **Setting up pre-orders, helpers should be there about 2-3 hours before the first performance to help get all the pre-orders and arrangements before the first performance starts.**

- **Then there will need to be at least 2 people helping sell flowers during performances.**

**Tickets-** Coordinators are Brandi Helligso and Darcie Hayes

- **We will need about 3-4 people to help with ticket sales and will call pick ups.**
- **There will be 2 tables, one will be located at the front entrance where people come in, and the other will be the will call table in the commons area.**

**Dancer check-in and check-out-** Coordinator is Dan Arnoth

- **We will need 1-2 people for each show to sit at a table at the back entrance where the dancers will be entering before performances to check them in and make sure they get picked up by the proper adults.**
- **Also there need to be 2 people to make sure people are not entering the band corridor and the commons area.**

**Boutique & Raffle -** Coordinator is Gretchen Teevin for Raffle and Monica

**Odegard-Feuz for Boutique**

- **We will need 4-5 helpers for selling items in the boutique during each of the performances.**
- This will entail setting up and taking down of all items before and after the first and last performance.
- Also you will need to take sales and replace items after each performance to make sure the boutique has enough items to sell during each show.
- As raffle coordinator, you are tasked with getting donations for raffle baskets, making sure the dancers get more tickets to sell if they need. All dancers will be sent with 20 tickets.
- You will need at least 2 people to help put raffle baskets if you so desire.