

MAINSTAGE 2008  
Theatre BC  
Volunteer Application Form

Name: \_\_\_\_\_

Address and Postal Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_ cell \_\_\_\_\_ e-mail \_\_\_\_\_

In case of emergency contact person: \_\_\_\_\_

Volunteer experience: event and role (briefly) \_\_\_\_\_

Skills or special qualifications I can offer (e.g. Computers, telephones, etc.): \_\_\_\_\_

**I consent to a criminal records check as youth may be involved in Theatre BC's MainStage 2008.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Areas of Interest:** (please see second page for job descriptions)

*Please write first, second, and third choice for area of interest to you.*

Hospitality \_\_\_\_\_ Host \_\_\_\_\_ Transportation \_\_\_\_\_

Silent Auction \_\_\_\_\_ Administration/Office \_\_\_\_\_

**Availability:**

Prior to Festival Week Days \_\_\_\_\_

June 27 – July 3, 2008 : Times \_\_\_\_\_

During Festival Week: **(please write the time of day you can volunteer by the applicable day)**

Thursday, July 3 Setup \_\_\_\_\_

Friday, July 4 \_\_\_\_\_

Saturday, July 5 \_\_\_\_\_

Sunday, July 6 \_\_\_\_\_

Monday, July 7 \_\_\_\_\_

Tuesday, July 8 \_\_\_\_\_

Wednesday, July 9 \_\_\_\_\_

Thursday, July 10 \_\_\_\_\_

Friday, July 11 \_\_\_\_\_

Saturday, July 12 \_\_\_\_\_

Sunday, July 13 Cleanup \_\_\_\_\_

T-shirt size: Small Medium Large XLarge XXLarge XXXLarge

**RELEASE**

In consideration of being permitted to participate in Mainstage 2008

I, \_\_\_\_\_  
Print name

of, \_\_\_\_\_  
Address

hereby release Theatre BC and or Mainstage 2008 and their officers, directors, employees, landlords, and any of their contractors, sponsors or contributors from any and all damage claims, damages and actions arising from death, injury, illness or damage incurred or suffered by me or any other person or damage to my property or to the property of any other person as a result of my participation in Mainstage 2008 and incidental activities including pre-event and post-event activities, without regard to whether such claims, damages or actions result from negligence of the party released hereunder.

X \_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**Hospitality**

- Workshops
- Front of house
- Green room
- Coffee critiques
- Backstage
- Food preparation
- Setup/cleanup
- Back stage assistance

**Silent Auction**

- Cashier
- Solicit donations
- Labeling and organizing the auction
- Pick up donations

**Host**

- Registration desk

**Transportation**

- Shuttle driver

**Administration/Office**

- Word processing
- Souvenir program
- Registration processing
- Mail outs
- Sponsor recognition
- Prepare registration packages
- Greet and hand out information and t-shirts to volunteers

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**Mail to:** Mainstage 2008  
PO Box 2031  
Nanaimo, BC V9R6X6      or fax to 250-714-0213

Mainstage 2008 general contact info  
Tel: 250-714-0203 (Theatre BC office)  
Email: m2008@theatrebc.org

# MAINSTAGE 2008

July 4-12, 2008

## Job Description of Volunteer Positions

### Hospitality

1. Workshops, Coffee Critiques: Meet and greet registrants at various venues; ensure proper access if event is restricted or requires special registration; ensure timely provision of coffee, refilling of water jugs, and replacement; serve refreshments where needed; ensure posting of signs to location; at end of event, ensure space is left clean and signs removed.
2. Backstage at Sagebrush Theatre: Meet and greet crews of winning productions and ensure that *only* Festival Registrants are granted access; ensure liaison of Mainstage Technical Director; ensure provision of refreshments in green room during set-up; be prepared to assist crews with locations of stores for any odds and ends they may have forgotten to bring; be ready to help as needed, but also be unobtrusive (these groups are working on a limited time access to the stage and do not want distractions).
3. Strike Assistance Crew: Be available following Port Theatre productions to assist groups with speedy set strike and load out; ensure stage and backstage areas are clean and ready for the next production, under the supervision of the Mainstage Technical Director.
4. Green Rooms: Assist with decorations; assist with planning any special events; take tickets at the door; liaise with venue staff to ensure smooth running of event; take care of cleanup.
5. Food Preparation: Help prepare sandwiches and other refreshments as needed; prepare food for delivery; pick up food supplies from various venues.
6. Front of House (Pavilion): Take cash and check passes; open and close theatre; tidy up, etc.
7. Set-up/Cleanup: July 3-4 and July 12-13. Pick up supplies and take to registration desk and various venues. At end of the festival, help pack up supplies and return them.

### Silent Auction

1. Cashier: Assist with collection of payment and help to ensure items go to winning bidder.
2. Solicit Donations: Assist committee and staff in phoning organizations and businesses that might donate items for the silent auction.
3. Labelling and Organizing the Auction: Assist with display of items, preparation of signs and auction bid sheets, and ensure an accurate list is maintained for those the office is to send a thank you to.
4. Pick Up Donations: Assist committee and staff in picking up donated items from various businesses and organizations, as needed.

## Office

1. Word Processing: Assist with the preparation of letters, forms, and other documents; assist with preparation of program material; ensure accuracy of all written materials.
2. Souvenir Program: Assist with writing, layout, and proofreading the souvenir program.
3. Registration Processing: Assist with checking forms for complete and accurate information; sort and transfer needed information to workshop registration lists, etc.; assist with maintaining master file; assist with preparation of name tags, inserts for registration packages, etc.
4. Mail Outs: Assist with preparation of material; stuff envelopes; apply mailing labels; assist with transport to post office.
5. Sponsor Recognition: Assist with maintaining accurate records of sponsors and sponsored items; monitor levels of recognition and prepare thank you packages; assist with ensuring accurate presentation of sponsors' information (spelling, logos, etc.)
6. Prepare Registration Packages: Assist with assembling registration bags for festival participants.

## Publicity

1. Prepare Information for Media: Assist committee and staff with preparing informational materials, as needed.

## Photography

1. Photograph the Week: Take photos throughout the event of people at work and play.

## Host

1. Registration Desk: Greet visitors and registrants; help with registrations; provide information to registrants as needed; be an ambassador for Mainstage and Kamloops.

## Transportation

1. Shuttle Driver: Drive vans to and from various venues as needed; pick up registrants and deliver them to malls, etc.; deliver food to venues.

## Volunteers

1. Prior to Event: Hand out T-shirts to volunteers; help to ensure that volunteers know where they are supposed to be and when.
2. During Event: Greet volunteers as they begin their shifts; be available at the volunteer hospitality area to provide help if needed.

## Video

1. Make a short video of the week.