



# **The Academy of Performing Arts School**

## **Parent/Student Handbook**

**2012-13**

**508-255-5510  
5 Giddiah Hill Rd.  
Orleans, Ma. 02653  
[www.apacape.org](http://www.apacape.org)**

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# **Academy of Performing Arts Parent/Student Handbook 2012-2013**

Welcome to the Academy of Performing Arts!

The Academy of Performing Arts Parent/Student Handbook has been created for our students and their families. It is intended to serve as a companion to our brochure and to provide information on our policies and expectations from our students. Arts education requires commitment and hard work; and, for 37 years, the APA has provided a nurturing and challenging environment for students to achieve their individual goals.

## **HISTORY/MISSION**

The Academy is a not-for-profit, tax exempt, cultural and educational organization whose mission is to provide year round opportunities for the Cape Cod community to enjoy, experience, and become proficient in drama, music, dance and production. We accomplish this mission through the Playhouse, the School, as well as thru our Outreach Programs, and School Scholarship Fund. Established in 1975, the Academy offers year-round instruction in dance, music, and theatre arts for all ages and ability levels. We embrace and mentor those students who wish to pursue careers in the arts, as well as those students who take class for fitness or fun... with all of our students reaping the many benefits and rewards of an Arts Education. Our goal is to instill a life-long love of and appreciation for the Performing Arts. And, for those students who demonstrate an aptitude and desire to pursue a professional career in the arts, we strive to provide them with the tools needed to do so.

## **HOW TO CONTACT US**

Our main office is located at 5 Giddiah Hill Rd, Orleans. Any questions regarding schedules, classes, etc. should be directed to the School office at 508-255-5510. Billing questions should be directed to our Business office at 508-255-5177.

If we do not already have your email address, please send it to us so that we may contact you directly with information, notices, school news, etc.

APA Website: [www.apacape.org](http://www.apacape.org)

School Office: 508-255-5510

APA Business Office: 508-255-5177

School Email Address: [academyschool@apacape.org](mailto:academyschool@apacape.org)

Playhouse: 508-255-3075

Playhouse Box Office: 508-255-1963

## **GENERAL GUIDELINES**

The Academy welcomes all students and faculty regardless of race, color, creed, gender, sexual orientation, disability, ethnic or national origin, and does not discriminate in its hiring practices or in the administration of its work study or scholarship programs.

### **Dates:**

Our classes run from September 17<sup>th</sup>, 2012 - June 1<sup>st</sup>, 2013. Makeup classes due to any school closings will be scheduled June 3<sup>rd</sup> – June 8<sup>th</sup>, unless arranged earlier in the year.

### **Zero Tolerance Policy:**

The Academy of Performing Arts maintains a strict “Zero Tolerance” policy in regards to physical and verbal abuse, bullying, cyber bullying, harassment, discrimination, theft, vandalism, and the use of any and all illegal substances. The Academy of Performing Arts is committed to protecting its students, faculty, and employees; as well as, providing a safe and secure environment in which respect, tolerance and teamwork are the standards. Any student found to be in violation of this Zero Tolerance Policy, will be suspended and/or terminated. If a student is suspended and/or terminated as a result any violating this policy, tuition refunds will not be considered.

### **Holiday/Inclement Weather Cancellations:**

A holiday schedule is listed in the brochure. The APA will announce any cancellations due to the weather on 99.9 WQRC, on the APA website and our Academy of Performing Arts facebook page. There will also be an announcement on the school’s answering machine at 508-255-5510.

### **Class size:**

The Academy reserves the right to cancel any class or program that does not meet minimum enrollment requirements. Class sizes are limited. In the event that a class becomes full, students will be placed on a waiting list and will be called as soon as space or another class becomes available.

### **Substitutions:**

The Academy reserves the right to make faculty and programming substitutions. Schedules may be subject to change.

### **Attendance:**

All students are expected to attend all classes and rehearsals. If for any reason a student is unable to attend, the student or parent should call the office prior to the scheduled time of the class or rehearsal. Parents will be notified of unexcused absences. The Academy will not reimburse students for missed classes.

\*(All Performance Dance Classes – please read Performance Policy Section.)

**Video Recording and Photographs:**

The Academy reserves the right to use any photographs or video reproduction taken during the course of any of our programs, classes, rehearsals, or productions for promotional purposes. There is a photographic waiver form to be filled out with our registration material. If you object to the use of photographs of your child, please make sure that you have marked so on the waiver form.

**STUDENT BEHAVIOR**

Students are not allowed in the office. They may use the phone upon request. Students are not allowed to leave the premises unattended or with other students without written permission from a parent or guardian. Children waiting for parents to pick them up should be advised to wait inside the building, and to let their teacher or an adult in the office know if their parents have not arrived by the expected time.

**Studio Etiquette:**

Students must always attend class properly dressed. Students must arrive with enough time before the beginning of class to change and warm up. Students are not allowed to hang on the barres, talk to other students while a class is in session, use cell phones, chew gum, drink, or eat in class. Students are expected to be respectful and courteous to faculty, staff, and other students. Visitors are not permitted in the classroom except by permission of the instructor, or during our Observation Week classes.

**Dressing room etiquette:**

Students need to use and maintain the dressing area in a responsible manner. The use of improper language is inappropriate at all times. Students are expected to clean up after themselves and not leave food, water bottles, wrappers, bandages or clothing in the dressing area, bathrooms or studios. Snacks may be eaten in the dressing room or at the picnic tables outside. All bags and personal items should be placed in the storage cubbies at the rear of the dressing room.

**PARENT INVOLVEMENT**

The support of Academy parents is crucial to the success of students and programs. We encourage parents to become involved in the progress of their children's education; and, make an effort to provide a number of opportunities for parents to meet our instructors and staff. We always welcome any questions or requests for a one on one meeting with faculty or staff. It is important for parents to recognize the importance of picking students up promptly at the end of class, especially the last class of the day, to avoid staff or instructors having to wait until all students are picked up or watching an anxious child waiting to be picked up. Parents are requested to accompany students younger than 10 years old in to and out of the building to and from classes.

**Open House/Observation Days:**

Parents and friends are welcome to attend the Academy's Open Houses, where they will be able to visit our facility and meet key faculty and staff members. They are also invited to follow their children's progress by attending classes on Observation Days held in December and June.

**Student Placement:**

Students in all tracked level performance dance classes will receive placement reports & recommendations from their instructors, at the end of each school year. All parents are encouraged to stay in touch with their children's progress and become informed about expectations and goals.

**Friends of the Academy School/Volunteering:**

The Academy School offers many opportunities for parents to volunteer during the school year: fundraising events, production work (costumes/backstage supervision/technical support/marketing); or, for office help with mailings or poster distribution. All parents are welcomed and encouraged to join the "Friends of the Academy School," which is solely dedicated to providing support for our educational programs, events, productions, and scholarship needs. The Friends are once again selling dancewear, T-shirts, sweat shirts, gift items, etc., in the APA Friends Boutique. All proceeds will benefit our student scholarship fund. "Friends" meeting dates will be listed on our website and facebook page, as well as on our bulletin boards and through our email chain. If you would like more information, please contact APA Friends at [apafriends@comcast.net](mailto:apafriends@comcast.net). You will also find a volunteer sheet at the end of this booklet and on our website.

**Communication:**

We email and post rehearsal and performance schedules, class schedules and important announcements on our website at [www.apacape.org](http://www.apacape.org), our bulletin boards in the lobby, studios, dressing room, and on the Academy of Performing Arts facebook page. Please make sure that the school office has your current email address; so we may include you on our school e-mailing list. And, please be sure to check the school bulletin boards and studios for notices of messages that may not have made it home.

**Fundraising:**

The Academy is a registered 501(c) 3 nonprofit arts organization. Each year, in order to raise funds to support our programs and scholarships, we hold fundraising events, sell T-shirts, concessions, and gift items at student concerts, as well as solicit funds for specific programs, such as our Outreach Programs in the local community and schools. Parents are instrumental in making our fundraising events possible by making phone calls to help solicit raffle or auction items, by identifying possible sponsors or donors, by sitting on committees, by selling tickets or ads in our program books, etc. We would not be

able run events without your support. The Friends of the Academy School sell dancewear and gift items to benefit our Scholarship Fund and programs. Please contact the office if you would like to become involved. We encourage all parents to participate on some level and truly appreciate any assistance you are willing to give us.

## **PERFORMANCE POLICIES**

Academy students are offered a variety of formal and informal performing opportunities throughout the year. Along with technical training, performance experience is crucial to the development of all performing artists. It is critical that once a student makes a commitment to participate in a production that all rehearsal and performance schedules are understood and adhered to. A production is a team effort and it is difficult for the instructor to rehearse without all members present. Absences without prior approval may result in the student being asked to withdraw from the production.

Regular attendance at classes is one of the criteria we use when casting roles for performances or participating in outreach events.

When students are in the theatre or other performance venues, they are expected to treat the space with respect to ensure that it remains safe, usable, and orderly. All areas of the theatre (stage, dressing area, auditorium, lobby etc.) must be kept tidy and all rules applicable to the stage and backstage areas must be strictly adhered to. Students must make sure that all costumes are properly hung up or returned to their instructor for storage.

**\*Attendance Policy for All Dance Performance Classes:** Regular class attendance is extremely important; especially when preparing for a performance. Dance is not only an art form, but also an athletic venture. Besides the necessity for the choreographer and teacher to be able to see what works on the students both technically and spatially; the students need to maintain the strength and the agility necessary, to be able to perform without injuring themselves or others. Excessive absence will hinder progress and may result in a change of level or removal from a performance, out of respect for others in the class. (More than 3 absences within a single semester will be considered excessive.) This attendance policy has been in place for 37 years, is discussed with the students inside the classroom, listed in school brochures, and signed off on with every registration form for a dance performance class. We ask that each parent with a child in a dance performance class, please sign the "Attendance Policy Contract for Performance," as well, if they would like their child to participate in the School's two annual student productions. Students will not be able to participate in annual school productions, without a copy of this signed contract on file in the school office.

Each year, the Academy produces 2 Annual Student Dance Concerts. One is held in December and one is held in May/June.; both at Nauset Middle School. We will be holding mandatory tech rehearsals, the week preceding the show. Please check with

your child's teacher regarding the actual dates and call times for those specific tech rehearsals.

The master "tech week" rehearsal schedule will be handed out to all of the dance performance students, at least one month prior to each production. It will also be posted on the school callboards by the office and in the dressing room; as well as being posted in the 3 dance studios. This tech week rehearsal schedule will also be posted onto the APA website and Academy of Performing Arts facebook page.

**IMPORTANT: Reminders for all participating students & parents in student concerts:**

**-NO FOOD IS ALLOWED INTO NAUSET MIDDLE SCHOOL!** (This is Nauset Middle School's rule, not ours... *please be respectful to our hosts, so we're invited to come back!*)

-Only BOTTLED WATER IS ALLOWED INTO THE MIDDLE SCHOOL.

-PERFORMERS SHOULD **ARRIVE AT THEIR OFFICIAL CALL TIME. PLEASE BE ON TIME!!!** THE MIDDLE SCHOOL WILL NOT BE OPEN FOR US TO GET INTO, UNTIL 6PM ON THOSE THURSDAY & FRIDAY REHEARSALS, & NOT UNTIL 10AM ON SATURDAYS OR SUNDAYS.

-ONCE IN COSTUME, PERFORMERS MUST STAY INSIDE THEIR DRESSING ROOM, PLEASE!

-UNLESS SOMEONE HAS SIGNED UP AND BEEN ASSIGNED TO WORK BACKSTAGE, THERE WILL BE **NO NON-PERFORMERS ALLOWED INTO THE DRESSING ROOMS OR THE BACKSTAGE AREA.** FOR MORE INFORMATION ABOUT \*VOLUNTEERING, PLEASE CONTACT THE OFFICE AT 508-255-5510, and read "volunteering" paragraph below...

-PICTURES AND VIDEO WILL BE TAKEN OF EACH SHOW. **NO PHOTOGRAPHY OR VIDEOGRAPHY BACKSTAGE, OR OF THE SHOW ITSELF, IS PERMITTED.**

**-TICKETS WILL BE AVAILABLE FOR ADVANCED PURCHASE AT THE SCHOOL OFFICE.**

We've sold out our student productions, for the past several years in a row; so, advanced purchase is an excellent idea!

**-VOLUNTEERING:** \*WE ARE ALWAYS IN NEED OF COSTUME HELPERS, TICKET SELLERS, USHERS, BACSTAGE SUPERVISION, AND HELP AT THE FRIENDS BOUTIQUE TABLE. TO VOLUNTEER TO HELP OUT WITH THE SHOWS, PLEASE SIGN UP ON THE "VOLUNTEER SIGN-UP SHEET" WHICH CAN BE FOUND ON PAGE 15 OF THIS HANDBOOK, AND IS ALSO POSTED ON THE MAIN BULLETIN BOARD, NEAR THE SCHOOL OFFICE.

**FINANCIAL POLICIES**

**Payment Policies:** Students may register by mail, email, by phone with Visa or MasterCard, or in person, using the Registration Form in this booklet. Registration



includes an annual, non-refundable \$25 registration fee for each student not to exceed \$50 for any one family. Registration also includes an annual \$10 Costume Rental Fee, for each student registered in a performance class/per each performance class. All tuition is due at the time of registration, unless the student is signed up for a payment plan. Students having an outstanding balance from a prior semester will not be permitted to enroll in classes until the previous obligation is satisfied or until arrangements have been made with the billing office. Questions and/or payment arrangements regarding past due balances should be directed to the billing office, 508-255-5177.

**Refunds:** Will be issued for classes cancelled by the Academy. No refunds will be made for continuing classes after the second week of class, except in the case of medical emergency for which a written note from an attending physician is required. Students changing classes after the second week may be subject to a \$50 drop/change administrative fee. The Academy reserves the right to make faculty and programming substitutions. Schedule may be subject to change.

**Class Changes:**

Any class changes must be submitted to the office on a Class Add/Drop Form. Tuition credit (not a refund) minus a \$50 drop fee will be given for class changes after the second week. Admittance into ongoing classes will be at the discretion of the instructor and subject to placement criteria.

**Returned Check Fee:**

There will be a \$30 returned check fee for any checks returned by the bank or for deposit difficulties caused by canceled or over-extended credit cards.

**Late Fee:**

A monthly \$10 late fee will be automatically added to your bill after the 15<sup>th</sup> of the month for outstanding balances.

**Make Up Policy for Private Music, Voice, and Dance Lessons:**

The office must be notified of all cancellations at least 24 hours in advance. Make-ups will be scheduled at the discretion of the instructor. All lessons missed because of weather closings or teacher cancelations will be made up on a mutually agreed date, or not charged if a make up time is not available. Same day cancellations will be billed and cannot be made up.

**Financial Aid/Scholarships:**

Full and partial need-based and merit scholarships are available on a limited basis. Our Scholarship Program benefits talented and motivated students who lack the financial resources to pursue classes without assistance. Our need-based scholarships are awarded on student commitment and potential, faculty recommendation, and a financial statement. Our merit-based scholarships are judged and awarded by a panel

of APA faculty and community members in a scholarship audition. No financial statement is required. Our scholarship winners are expected to set an example of excellence, respect the Academy's policies, and commit to performances and fundraisers. Scholarship awards will be re-evaluated if a student does not comply with Academy guidelines **and may be withdrawn**. Applications will be available at the beginning of each session.

**Work Study:**

Work Study opportunities **may be** available to high school students and adults. Work Study may not be applied to guest classes. Please contact the office if you would like information on either Scholarship or Work-study opportunities.

**PROGRAMS**

**DANCE:**

The Academy has achieved a reputation for excellence in its Dance program. It is our goal to provide a diverse program to encourage those students wishing recreational dance opportunities, as well as those who wish the technical training needed to pursue a possible career in dance. Ballet is the foundation of a student's dance technique and we strive to provide the strongest instruction available for our students. Training in ballet will strengthen dancers who pursue other dance forms as well such as modern, jazz, tap, Irish, or hip hop. Dance training requires a commitment and dedication in order to achieve technical and artistic success. It is a mental as well as physical effort that calls for regular attendance in class, a positive attitude, and strong self-discipline. The rewards are many, but it is hard work. Although a student's goal may not be to become a dance professional, good training will never be wasted. Students will develop skills that will last a lifetime (strength, discipline, grace, confidence) and will learn to enjoy and appreciate the performing arts. A small number of ballet students will become professional dancers in major companies; many more will find opportunities in regional companies, modern companies, musical theatre, choreography, arts education, etc. Our Ballet program is divided into levels from Creative Movement to Level 5 Ballet & Pointe. The progression from each level does not necessarily follow that of an academic school. Physical development varies from student to student and sometimes it is better if a student is kept in a level for more than one or two academic years. Placement is at the discretion of the School Director and Dance Faculty.

**Dress Code:**

Students are expected to obey the dress code for the dance program. Students are not permitted to wear oversized T-shirts, sweaters, sweatshirts, large jewelry, or sweatpants. Skirts, ballet sweaters, knitted shorts, etc. are permitted only at the discretion of each teacher. **Please label all clothing with the student's name or initials inside dance shoes.**

**Ballet:**

*Girls: Pink tights, pink ballet slippers, hair pulled back, neatly off of face in a bun, no large hanging jewelry*

*Boys: Black tights, white T-shirt, black ballet shoes.*

**Leotard Uniform Colors for Ballet:**

*Creative Movement/Pre Ballet - Lavender Leotard\* Pink split sole ballet slippers, pink tights*

*Level I & II - Light Blue Leotard\* Pink split sole ballet slippers, pink tights*

*Level III - Royal Leotard & Skirt\* Pink split sole ballet slippers, pink convertible tights*

*Level IV - Navy Leotard & Skirt\* Pink split sole ballet slippers, pink convertible tights, & pointe shoes*

*Level V - Black Leotard & Skirt\* Pink split sole ballet slippers, pink convertible tights, & pointe shoes*

**Jazz/Tap/Musical Theatre/KidsDance:** Black tap shoes, and/or jazz shoes, black jazz pants, leotard or fitted top, hair neatly pulled back off of face, and no large hanging jewelry

**Modern:** Black jazz pants or tights, leotard, bare feet, hair neatly pulled back off of face, no large hanging jewelry

**Hip Hop:** T-shirt, \*uniform sweatshirt and sweatpants, sneakers

**Irish:** Above knee height shorts, fitted tank top or tee shirt, calf height poodle socks & gillies, hair pulled back, & no jewelry. Beginners may start with socks or ballet slippers. Hard shoes may be worn only after discussion with teacher.

**Yoga:** Black capri leggings, leotard or fitted top, bare feet, hair pulled back off of face, and a yoga mat

*\*Our required class uniforms should be purchased from the APA Friends Boutique and are often part of a costume, in our yearly presentations. Please try and purchase your required class uniforms, as well as any T-shirts or gift items, at the APA Friends Boutique... as all proceeds support our Student Scholarship Fund. Thank you!*

**APA FRIENDS BOUTIQUE:**

\*All proceeds from your purchases at the APA Friends Boutique, whether of class uniforms, T-shirts, or gift items, benefit our student scholarship fund! The Friends were started by group of our APA parents. They not only help in raising money for the scholarship fund; but are also the school's biggest production support. The APA Friends organize and maintain the school's costume inventory, design both costumes and props, as well as supervise the backstage area, during rehearsals and performances.

**FEE SCHEDULE & TUITION PACKAGES FOR 2012-13:**

**DROP IN PRICES FOR DANCE & FITNESS CLASSES:**

45 min - 1 hour	\$15.00
1.25 hours	\$16.00
1.5 hours	\$18.00

**TUITION PACKAGES:**

**Or, 9 payments of:**

45 min - 1 hour	\$404.00	\$47.00
1.25 hours	\$467.00	\$54.00
1.5 hours	\$517.00	\$60.00
2 hours	\$657.00	\$75.00
2.25 hours	\$737.00	\$84.00
2.5 hours	\$801.00	\$91.00
3 hours	\$957.00	\$109.00
3.5 hours	\$1,115.00	\$126.00
4 hours	\$1,267.00	\$143.00
4.5 hours	\$1,385.00	\$157.00
5 hours	\$1,497.00	\$170.00
5.5 hours	\$1,645.00	\$185.00
6 hours	\$1,793.00	\$201.00
6.5 hours	\$1,889.00	\$213.00
7 hours	\$2,033.00	\$229.00
7.5 hours	\$2,177.00	\$244.00
8 hours	\$2,321.00	\$260.00
8.5 hours	\$2,397.00	\$269.00
9 hours	\$2,465.00	\$276.00
9.5 hours	\$2,601.00	\$291.00
10 hours	\$2,737.00	\$308.00

**Music Fees:**

**4 weeks Music:**

1/2 hour	\$23.00	\$92.00
3/4 hour	\$34.00	\$136.00
1 hour	\$46.00	\$184.00

**Four week classes:** \$55.00

**Eight week classes:** \$110.00

**PLEASE CONTACT THE OFFICE REGARDING PRIVATE COACHING RATES & SCHEDULING**

**MUSIC**

The Academy offers private and group instruction for all ages and levels of ability. Private lessons are required to be paid in 4 lesson increments in advance. No refunds

will be given for missed lessons. No make-ups will be given for lessons missed without 24 hour notice. Make-ups or refunds will be issued for lessons canceled because of inclement weather or faculty cancellation. No lessons will be given to students with overdue balances unless special arrangements have been made with the billing office. Please come to your lesson prepared and with the appropriate material. Regular practice at home is key to your progress and the success of your training!

**THEATRE**

Theatre classes require respect for other students as well as the instructor and are a discipline like the art forms of dance or music. Concentration, improvisation, memorization, verbal skills, creative thinking, self-confidence, etc. will all be achieved with practice and commitment. Performance is a team effort and students will have the opportunity to learn to depend on and support their fellow students while working together on goals. Students are expected to arrive punctually for class, to maintain consistent attendance, to dress appropriately for physical activity, and to be attentive and respectful in class.

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**PHOTOGRAPHIC WAIVER**

I consent to and authorize the use by The Academy of Performing Arts of any and all photographs, recordings, videotapes, and/or other material taken in APA classes, programs, rehearsals, and performances, for promotional use in brochures, fliers, or any marketing of programs without compensation. All reproductions will be the property of the Academy of Performing Arts. I assign and release all rights to said reproductions and authorize The Academy of Performing Arts to exhibit, broadcast, and/or distribute or otherwise further reproduce said newspapers, fliers, website, film, or cable, with or without compensation in perpetuity. I also release, discharge, and agree to hold harmless the producers or any persons or entities acting under their permission or authority from and liability arising from the use of said reproductions.

I/we agree to the above stated waiver \_\_\_\_\_

I/we do not agree to the above stated waiver \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Student Name \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT WAIVER**

Name of Student \_\_\_\_\_

I, guardian of the above named student have read and understood all the information and requirements in the Student Handbook and the registration materials. I consent to the participation of the student in Academy of Performing Art's programs.

I am aware that performing arts programs and the rigorous exercises associated with them can carry the possible risk of physical injury. I assume this risk and agree that the Academy and its staff shall not be liable for injuries sustained during attendance in any of the Academy's classes or productions.

List any physical Limitations:

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\*Student's Signature (over 18 yrs. of age)

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Parent or Guardian's Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Volunteer Sheet

We are always looking for parents and other supporters who are interested in joining the Academy's Friends' Group or helping with particular events. If you would like to volunteer, please fill out the questionnaire below to let us know which areas are your particular interests. There are also opportunities to volunteer at the Theater. If you are interested, please ask for details. And... Thank you very much!

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email address \_\_\_\_\_

*Please check all that apply:* I would like to help with:

### **Productions:**

Backstage \_\_\_\_\_

Costumes \_\_\_\_\_

Set construction \_\_\_\_\_

Load in/load out \_\_\_\_\_

Lights/sound \_\_\_\_\_

Concessions \_\_\_\_\_

Ushering \_\_\_\_\_

### **Fundraising/ outreach events:**

Sit on a committee to help organize an event \_\_\_\_\_

Help during the event \_\_\_\_\_

Field Trips \_\_\_\_\_

### **General Office Help:**

Mailings

Poster or flier distribution \_\_\_\_\_

Email/phone chain \_\_\_\_\_

### **Boutique**

Help with our dancewear 'shop' \_\_\_\_\_

Help with our Friends' Table at School Productions \_\_\_\_\_

\*Do you have any **special skills** you would like to share? For example: grant writing, graphic design, costume construction, marketing, landscaping? \_\_\_\_\_