



Dream Pointe Ballet Company

Nutcracker Volunteer Available Jobs

Sponsorship, Memberships & Program Ad Sellers

- Open to the public to sell – see sponsorships at www.dreampointeballet.org or drop by dance academy
- Receive 10% commission (\$50.00) on \$500 sponsorships or memberships & other rewards (tickets and merchandise) for program ads and memberships under \$500
- Sponsorship Sellers must
 - Voluntarily securing sponsorships, memberships & program ads from local and national businesses
 - Contact dance academy for approval for contacting business & reserve contact
 - Contact business via telephone or in person
 - Follow-up by telephone
 - Obtain contract, camera-ready ad & funds & submit to dance academy
 - Obtain receipt, thank-you card & VIP tickets from dance academy
 - Drop by receipt, thank-you card, VIP tickets, poster & flyers for sponsor to display in business
 - Receive compensation and/or rewards from dance academy
 - Credit to account
 - Check or merchandise

Ticket Volunteer

- Ticket Committee Volunteer
 - Organize & fill in seat numbers on tickets – color coded by performance date
 - Regular performances & Nutcracker Tea performance
 - Place in ticket box
 - Ticket Booth
 - Oversee and sell tickets at all performances
 - Set up ticket booth for performance
 - Train on ticket sales
 - Refer to master lobby & auditorium set up master
 - Community Ticket Sales
 - Arrange ticket sales at Peach Days
 - Arrange ticket sales at entrances – Walmart, Smiths, etc.

Nutcracker Tea Fundraiser

- Nutcracker Tea Committee Volunteer
 - Organize activity rotation volunteers
 - Obtain raffle ticket prize
 - Obtain photographer
 - Arrange help for set up and clean up

Casting

- **Director & Casting Volunteer**
 - **Securing hard-to-obtain roles**
 - **Nutcracker Prince**
 - **Mouse King**
 - **Sugar Plum Cavalier**
 - **Drosselmeyer**
 - **Boys for party girls – follow-up with party girls (should obtain their own partner)**
 - **Parents**
 - **Grandparents**
 - **Nursemaid**
 - **Mother Buffoon**
 - **Paiges**
 - **Large Mice**

Accessories

- **Costume Committee Volunteer**
 - **Gather or order accessories for costumes under director of costume designer**

Hair Specialist

- **Hair Specialist Committee Volunteer**
 - **Demonstrate hair requirements to general ballet students**
 - **Do hair for main roles**

Make-Up Specialist

- **Make-Up Committee Volunteer**
 - **Demonstrate make-up requirements to general ballet students**
 - **Choose make-up colors for each costume**
 - **Apply make-up to main roles**

Costume Distribution & Collection

- **Costume Distribution & Collection Committee Volunteer**
 - **Track, assign and distribute costumes on specific day to all performers**
 - **Collect costumes one week following the production on specific day for check-off**
 - **Check for damage**
 - **Check all accessories are included**
 - **Check for cleanliness**
 - **Check for plastic protective covering**

Cleaning & Storage

- **Costume Cleaning Committee Volunteer**
 - **Clean all costumes in accordance to care instructions**
 - **Cover with protective covering and number**
 - **Organize by scene, class and soloist and store in wardrobe storage**

Auditorium & Stage Décor

- **Scenery Committee Volunteer**
 - Set up decor
 - Repair or embellish scenery where needed
 - Gather poinsettias
 - Make scenery

Backdrops & Stage Sets

- **Scenery Committee Volunteer**
 - Repair and/or embellish existing sets
 - Construct sets where needed

Back Stage Crew

- **Scenery Committee Volunteer**
 - Find and assign stage crew for stage sets
 - Train stage crew
 - Job descriptions and dress rehearsal attendance
 - Wear all black

Lobby Décor

- **Lobby Committee Volunteer**
 - Set up lobby décor
 - Refer to Master Auditorium & Lobby Set-Up

Ticket Booth

- Ticket committee responsible for setting up and staffing ticket booth

Program Tables

- **Lobby Committee Volunteer**
 - Responsible for obtaining staffing for both program tables

Poster & Flyer Distribution – Business, Schools & Churches

- **Business Poster & Flyer Committee Volunteers**
 - Obtain posters from merchandise committee four weeks prior to event
 - Obtain flyer copies with coloring contest from director
 - Obtain master business distribution list
 - Make assignments for each area with additional volunteers
 - Distribute posters & flyers to businesses
- **School Poster & Flyer Committee Volunteers**
 - Organize poster and flyer distribution throughout Box Elder and Weber School Districts and PTAs four weeks prior to event
 - Get donation of flyer cost through PTA if possible – check with academy
 - Get permission letter from academy
 - Distribute in conjunction with assemblies where applicable – see director & assembly schedule

- **Church Poster & Flyer Committee Volunteers**
 - **Make master list of all churches for poster and flyer distribution**
 - **Contact all churches in area to display flyer in foyers, announce in newsletters and verbally announce where approved**

Print Media

- **School Newsletter Committee Volunteer**
 - **Obtain write-up & photo from academy and place in PTA & school November newsletters**

Coloring Contest

- **Coloring Contest Committee Volunteer**
 - **Secure prize for coloring contest winner including two free tickets to the matinee Nutcracker performance and Nutcracker Tea following the matinee performance**
 - **Arrange with schools to collect coloring contest entries**
 - **Arrange with Chamber of Commerce to collect coloring contest entries**
 - **Collect coloring contest entries by due date from schools and Chamber of Commerce**
 - **Select contest winner, contact winner and give prize**

Peach Days Float & Promotion

- **Peach Days Committee Volunteer**
 - **Design Peach Days float – three designs should be made and rotated each year to avoid monotony**
 - **Sugar Plum Land, Snow Land, Party Scene**
 - **Obtain trailer to be decorated**
 - **Obtain decorations and costuming for float**
 - **Arrange for decorating crew of float**
 - **Arrange for dancers and costuming for float**
 - **Prepare flyers and candy to be distributed along route – see director for flyer**
 - **Arrange walkers to distribute candy and flyers**
 - **Production banner with banner holders front of float**

Displays

- **Display Committee Volunteer**
 - **Designs, arranges and puts up ballet production displays in community advertising event and educating community on the art of ballet**
 - **Public library**
 - **City holiday display**
 - **Chamber of Commerce**
 - **Place Nutcracker ticket information on Chamber of Commerce electronic billboard**
 - **Place Nutcracker information on community billboards**
 - **Brigham Floral, Golden Spike Motors, Big O Tires, others**
 - **Large banner across main street**
 - **Commercial highway billboards**
 - **Placement of lawn signs throughout city**

Dance Studio Liaison

- **Liaison Committee Volunteer**
 - Promotes Nutcracker to surrounding dance studios and invite them to participate in the Nutcracker
 - Word of mouth

Merchandise

- **Committee Director**
 - Researches & decides merchandise to be sold prior to and at the Nutcracker
 - Orders & puts together merchandise
 - Keepsake merchandise with annual Nutcracker logo
 - T-shirts
 - Sweatshirts
 - Keychains
 - Photo Calendar
 - Future sales – not allowed at Peery
 - Mugs with home-made chocolate Nutcracker candy
 - Water with Nutcracker logo sticker
 - Nutcracker chocolate suckers
 - Nutcracker wrapped candy bars
 - Standard logo to be used year after year
 - T-shirts
 - Sweatshirts
 - Previous year's merchandise
 - Re-sale previous year's non-dated merchandise
 - Sale clearance merchandise at a discount
 - Arranges merchandise on tables in lobby at event
 - Arranges for sales people at event to sell merchandise
 - Lobby crew responsible for setting up merchandise sales table
 - Turn all receipts along with reimbursement form into accounting office

Flowers

- **Flower Committee Volunteer**
 - Contacts Brigham Floral for donation of flowers for sponsorship
 - Refer to sponsorship packet
 - Notify academy
 - See sponsorship funding procedures
 - Prices each bouquet and receives \$500 worth of bouquets
 - Selects floral combination, special Nutcracker attachment and price
 - Gives count to florist, drops off special addition to florist and arranges drop off of flowers at event
 - Arranges flowers at event on sales table
 - Arranges for sales people at event to sell flowers
 - Separates pre-sold flowers from available flowers and puts names on pre-sold flowers
 - Lobby crew responsible for setting up flower sales table

Participation Awards

- **Award Committee Volunteer**
 - Plan, prepare and hand-out participation awards for all Nutcracker performers
 - Plan, prepare and hand-out thank you gifts for choir and orchestra guest participants if applicable
 - Plan, prepare and hand-out thank you gifts for volunteers

Back-Stage Crew

- **Back-Stage Committee Volunteer**
 - Responsible for signing up and securing back-stage crew to help with the back-stage and holding area during all three performances
 - Dressing room volunteers
 - Quick change volunteers
 - Stage directors
 - Stage escorts
 - Stage crew – see scenery committee
 - Obtain master required personnel volunteer list from academy
 - Sign-ups should start in September

Lobby Crew

- **Lobby Committee Volunteer**
 - Responsible for signing up and securing lobby crew to help with the lobby and auditorium functions during all three performances
 - Program hosts (2)
 - Ticket takers (2)
 - Floor ushers (2)
 - Merchandise tables – see merchandise committee
 - Obtain master required personnel volunteer list from academy
 - Sign-ups should start in September

Rehearsal Assistants

- **Rehearsal Assistant Committee Volunteer**
 - Responsible for signing up and securing rehearsal assistants to help during scheduled rehearsals
 - Back-stage volunteers
 - Auditorium volunteers
 - Escort volunteers
 - Obtain master required personnel volunteer list from academy
 - Sign-ups should start in September