

# Balloon Inflator

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## Location

TBD - Julian Middle School

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## Objective

To use the supplied electric air pump to inflate balloons (300 by end of week), and then tie closed for the Big Show balloon drop.

1. Inflate balloons using electric air pump.
2. Tie closed.
3. Place in large garbage bags for storage.
4. Deliver all filled garbage bags to the designated storage area. The Lobby/Volunteer Manager can indicate location of designated storage area.

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## Materials

- 300 uninflated balloons (supplied)
- electric air pump (supplied)
- backup electric air pump (supplied)
- 10 large garbage bags (from theatre)
- chair (from theatre)

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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
4. Have fun!

# DVD/T-Shirt Table Attendant

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## Location

Front Hallway - Julian Middle School

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## Objective

To accept DVD orders, and be able to answer any associated questions. Also, to handout pre-ordered recital t-shirts to those whom placed an order.

1. If you must leave your post, ask a nearby table attendant to watch your table, so that it is never left unattended.
2. Keep table presentable with supplied table cloth and standing DVD & T-shirt signs.

### DVD's:

1. Safeguard cash and check payments in cash box/bag. Do not leave cash box/bag unattended or visible on top of table. Notify Lobby/Volunteer Manager if you are running low on bills for change.
2. Maintain accurate payment and order records. Ensure all orders are accompanied by payment and appropriate notation is made on order forms. "Cash" should be circled on forms for cash payments. Check number should be written in the blank for check payments. Don't forget to initial form so we know who accepted the order.
3. Supply a receipt for all cash payments. Be sure to include date, customer name, amount paid, what payment was for (DVD), and sign your name at bottom so we know who accepted the order. Leave one copy in the receipt book and give other copy to customer.

### T-shirts:

1. T-shirts are pre-order only. We do not have t-shirts available for purchase at the theatre dress rehearsal. There are no extra t-shirts.
2. T-shirts are labeled with dancer name and size. All shirts were been paid for at time of order, and may be handed out to the appropriate dancer.
3. Have the dancer/parent sign the spreadsheet indicating they received their shirt.

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## Materials

- table cloth (supplied)
- table sign & clear display stand (supplied) - 1 for DVD Orders & 1 for T-shirt Pickup
- cash box/bag & change (supplied)
- receipt book (supplied)
- extra pens and scratch paper for notes
- extra DVD Order Forms

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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
4. Have fun!

# Concession Table Attendant

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## Location

Front Hallway - Julian Middle School

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## Objective

To sell healthy snacks to our dancers and parents.

1. Please donate 2 bags of ice for our supplied drink cooler during your shift. Thank you!
  2. Ensure Price List is displayed in a clear stand.
  3. Have dancers write their names on drinks bottles with the supplied permanent markers.
  4. Safeguard cash payments in cash box/bag. Do not leave cash box/bag unattended or visible on top of table.
  5. Maintain accurate inventory records. Keep a list of how many and which items sold so that we can plan for future days.
  6. Be aware of possible food allergies with specific items (e.g. nut allergies for granola bars)
  7. If you must leave your post, ask a nearby table attendant to watch your table, so that it is never left unattended.
  8. Make sure table is set up with supplied table cloth and standing table-top concession sign. Keep items on table presentable.
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## Materials

- 2 bags of ice (from home)
  - concession display platters
  - napkins
  - permanent marker for writing names on drinks
  - table cloth (supplied)
  - table sign & clear display stand (supplied)
  - price list & clear display stand (supplied)
  - cash box/bag & change (supplied)
  - extra pens and scratch paper for notes
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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
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# Merch./Raffle Table Attendant

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## Location

Front Hallway - Julian Middle School

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## Objective

To sell raffle tickets and merchandise, and supervise raffle and merchandise items.

1. Safeguard cash and check payments in cash box/bag. Do not leave cash box/bag unattended or visible on top of table. Notify Lobby Manager if you are running low on bills for change.
2. The Merchandise & Raffle Table only accepts cash payment - no checks.
3. Ensure raffle ticket purchasers correctly fill out their tickets with name and phone number, and place the correct ticket in the raffle boxes (the one with their contact info). Customers should keep paired ticket for confirmation if they are announced as a winner.
4. Supply a receipt for all cash payments. Be sure to include date, customer name, amount paid, what payment was for (merchandise or raffle), and sign your name at bottom so we know who accepted the order. Leave one copy in the receipt book and give other copy to customer.
5. If you must leave your post, ask a nearby table attendant to watch your table, so that it is never left unattended.
6. Keep table presentable with supplied table cloth and standing Raffle signs.
7. Take raffle jars backstage to Cait after intermission of final show (Company Showcase) for drawing.

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## Materials

- raffle tickets & jars for ticket deposit (supplied)
- table cloth (supplied)
- table sign & clear display stand (supplied)
- price list & clear display stand (supplied)
- cash box/bag & change (supplied)
- receipt book (supplied)
- extra pens and scratch paper for notes

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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
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# Dancer Receptionist

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## Location

At front of theatre doors - Julian Middle School

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## Objective

To check-in dancers at theatre door, direct them to sit with their class in the theatre, and be able to answer any associated questions.

1. Dancers will arrive, visit the “Commons” area where they will get dressed and leave their belongings, and then check in with the Dancer Receptionist at the theatre door.
2. Mark each dancer as present on the “Detailed Recital Schedule” for the rehearsal day and be available to inform teachers if a dancer did not arrive.
3. Serve as theatre “gate-keeper.” The theatre dress rehearsal is closed to everyone who is not a dancer or pre-arranged volunteer. Your post at the theatre doors will serve to keep dancers in and parents out.
4. Once students check-in, they should be seated with their class/teacher/class assistant in the theatre to wait for their turn on stage.
5. Help keep noise levels low among dancers in the audience as they wait.
6. Inform parents of pick-up procedures. “Parents of dancers that will need assistance changing costumes or shoes should remain in the lobby or dressing area. Dancers will return to the dressing area after they have taken their group picture and parents may pick up their dancers from the dressing area.”

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## Materials

- “Detailed Recital Schedule” report for each day of dress rehearsal (supplied)
- printed copy of day’s dress rehearsal schedule (supplied)
- clip board (supplied)

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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
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# Costco Concession Shopper

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## Location

Costco & Concession Table in front hallway at Julian Middle School.

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## Objective

To purchase items on the pre-arranged shopping list in the quantities requested for our Concession Table.

1. Cash and the list of needed items can be obtained from the Theatre Lobby Manager prior to the day items will be needed at the theatre.
2. Please give all receipts and change to the Theatre Lobby Manager.
3. Items should be delivered to the Concession Table at 4:00pm on dress rehearsal days.

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## Materials

- shopping list (supplied)
- cash (supplied)

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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
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# Runner

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## Location

Theatre house, stage, photography station, and dressing rooms.

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## Objective

To escort classes from the audience to the stage wings for their rehearsal, to the photographer for class pictures, and then to the dressing area to be picked up by parents.

1. Post the day's rehearsal schedule inside dressing room near the doors, in staging hallway near backstage doors, and in a visible place in the lobby.
2. Coordinate with the Dancer Receptionist and other Runners, making sure all dancers are present, seated with their class, and in the stage wings one routine before they are supposed to be on stage.
3. Unless choreographed otherwise, dancers will enter and exit from stage right.
4. Correspond with Dancer Receptionist and let Cait know if a dancer is missing from a class as they prepare to go on stage.
5. When not assigned to a specific task, please be seated in the audience near the stage and available to Cait.

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## Materials

- 4 printed copies of the day's dress rehearsal schedule - 1 for you, 1 for dressing room, 1 for staging hallway, 1 for lobby. (supplied)
- printed copy of the Costume Survival Guide (from home, can be found at [www.TranscenDanceStudios.com](http://www.TranscenDanceStudios.com))
- walkie talkie (supplied)

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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
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# Dressing Room Door Security

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## Location

The Commons (lunch room) - Julian Middle School

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## Objective

To keep the dressing room secure while dancers are changing, direct dancers to the Dancer Receptionist, and answer any questions parents may have regarding dressing room and pick up procedure.

1. Make sure “Girls Changing Room” & “Boys Changing Room” signs (supplied) are clearly posted on all doors.
2. Ensure that the Commons doors have been pipped & draped by school staff and external windows have had the shades drawn to provide privacy for changing dancers. See Cait with any issues.
3. Cover small windows to staging hallway with wrapping paper to provide privacy for changing dancers. (needed from home, approximately 3 rolls - thank you!)
4. Confirm that all external building doors leading into changing rooms are locked from the outside (can still open from inside in case of emergency). Keep emergency exits for dressing rooms clear.
5. Garment racks (supplied) should be assembled arranged in dressing rooms.
6. Parents of dancers that will need assistance changing costumes or shoes should remain in the lobby or dressing area. Dancers will return to the dressing area after they have taken their group picture and parents may pick up their dancers from the dressing area. Only moms will be allowed in the girls’ dressing area. Moms or dads will be allowed to assist their male dancers in the boys’ dressing area.
7. Supervise parent pick-up of dancers in dressing room.
8. Stay posted at the Commons door to provide security for changing dancers and direct dancers to theatre doors to check in with the Dancer Receptionist.
9. Remind dancers to clean up after themselves once rehearsal has finished and help clean up any remaining garbage left in the dressing areas.

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## Materials

- “Girls Changing Room” & “Boys Changing Room” signs (supplied)
- Approx. 3 rolls of wrapping paper (needed from home)
- Garment Racks (supplied)
- Scotch Tape or Painters Tape (safe for painted surfaces) for hanging wrapping paper (from home)

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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and your attitude can make all the difference.
4. Have fun!



# Photographer Assistant

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## Location

Photography Station (back side of Commons) - Julian Middle School

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## Objective

To provide a dancer's eye in posing dancers for pictures after they rehearse on stage.

1. Most classes have already staged a group shot in order to keep rehearsals/pictures running on schedule. Refer to the Class Picture Pose Packet (supplied).
  2. **FACES.** Ensure all faces can be seen.
  3. **PRECISION.** Pay special attention to spacing between dancers, torso tilt angles, shoulder/hip facings, arm/leg lines, head tilts, and where eyes are focusing.
  4. **TECHNIQUE.** Fix improper technique - sickled feet, bent knees, drooping elbows, banana backs. If a dancer can not perform the pose correctly, pick a different pose.
  5. **COSTUMES.** Make sure all costume accessories are placed correctly, skirts laying the same, and that no undergarments are showing.
  6. Encourage individual and small group shots (helps photographer make additional sales and provides TDS with promotional image options). If a dancer wants individual or Daddy-Daughter photos, they should have these taken prior to their rehearsal time. Dancers should make sure they are in the correct costume and ready to go on stage for routines as scheduled. There will not be a photographer available for Daddy-Daughter pictures on show day, these must be taken on Theatre Dress Rehearsals days.
  7. Photos will also be posted online for ordering.
  8. Help keep us on schedule. Classes should finish their group picture within 6 minutes.
  9. Serve as photographer's liaison to Cait, passing on any special needs or requests.
  10. Dancers are not released to parents until they have taken the class group photo.
  11. Parents are not allowed in the photography room. Please help to enforce this rule.
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## Materials

- 2 printed copies of the day's dress rehearsal schedule - 1 for you, 1 for photographer (supplied)
  - Class Picture Pose Packet (supplied)
  - Extension Ladder (secure from Theatre/Lobby Manager at the theatre)
  - Backdrop stand weights (secure from Theatre/Lobby Manager at the theatre)
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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
4. Have fun!

# Load-In Volunteer

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## Location

TDS & Julian Middle School

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## Objective

To assist transport items from studio to school by loading van, driving van, and unloading van.

1. Pull into driveway on east side of building and park to the left, out of traffic flow, on north side of Studio 3 garage.
2. Items to be transported will be staged in Studio 3 near the emergency exit door, and should be carried through this door. The large garage doors will not be used due to air conditioning concerns. The emergency exit door may be propped open for short periods of time while moving items. It should not be left open unattended or for long periods of time.
3. Load large items first. Take care to not place heavy items on top of crushable boxes or fragile items.
4. Ensure emergency exit door is closed securely when finished. This door is locked from the outside.
5. Safely drive to Julian Middle School at 416 S. Ridgeland Avenue, Oak Park, IL, 60302
6. Pull into main lot off of Ridgeland Ave. and back into parking space on north side of lot.
7. Make contact with Director/Tech Crew who will open and prop doors to school.
8. Assist in loading items into school.
9. Remember to secure vehicle after load-in is complete.

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## Materials

- Large Vehicle

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## Procedures

1. Please arrive on-time.
2. Check in and check out with the Lobby/Volunteer Manager.
3. Bring a positive, happy attitude. Recital time can be stressful for dancers and parents, and your attitude can make all the difference.
4. Have fun!

# Lobby/Volunteer Manager

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## Location

Lobby - Julian Middle School

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## Objective

Firstly, to act as TDS-Volunteer liaison, and ensure the lobby is arranged and volunteers are provided with needed materials on schedule. Secondly, to act as TDS-Parent liaison handling questions and defusing any matters of crisis. Thirdly, to act as TDS-Julian Janitorial Staff liaison to coordinate facility needs, and to act as a roaming supervisor ensuring operational procedures are being followed.

1. Confirm any changes to Volunteer Descriptions or planned operations for the day upon arrival, and communicate any changes to the appropriate volunteer staff.
2. Coordinate with Julian Janitorial Staff to ensure lobby and dressing room tables/chairs have been placed, and to solve other facility needs.
3. LOBBY ITEMS- Ensure lobby tables are provided and arranged with table clothes, table signs & clear sign display stands, cash boxes/bags, change, and volunteers.
4. VOLUNTEERS ITEMS- Distribute supplied items to non-lobby volunteers: dressing room signs (Dressing Room Door Security), Class Picture Pose Packet (Photographer Assistant), walkie-talkies (Runners), class attendance sheets (Dancer Receptionist), etc.
5. Check in and check out all volunteers positions to confirm hours.
6. Periodically roam lobby, dressing rooms, theatre house, and photography station to ensure that appropriate operational procedures are being followed. Provide any needed direction or support to the volunteer staff.
7. Handle TDS-Parent relations for the event, take the liberty to solve problems, and communicate only urgent matters to Cait while on location.
8. Provide information to parents and staff regarding the following subjects in the Recital Packet: General Information (tickets, pictures, dvds, t-shirts, flowers, dancewear), TDS Show and Rehearsal Rules, and Theatre Dress Rehearsal Drop-off & Pick-up Procedures.
9. Keep records with "Follow-up / Communicate with Cait / Suggestions for Future" forms.
10. Meet with Cait at the end of the day to discuss any immediate needs or changes for the following day.

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## Materials

- List of volunteers and positions and check in/out times (supplied)
- Map of Lobby Arrangement (supplied)
- Printed copy of Recital Packet for reference (supplied)
- Follow-up / Communicate with Cait / Suggestions for Future forms (supplied)
- Lobby supplies & Lobby Supply List

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## Procedures

1. Please arrive on-time.
2. Bring a positive, happy attitude. Recital time can be stressful for dancers and your attitude can make all the difference.
3. Have fun!