



**VOLUNTEER APPLICATION FORM
2008/2009 SEASON
(Please Print Clearly & Fill in all Blanks)**

Last Name: _____ (Mr/Mrs/Ms/Dr) _____
First Name: _____ Preferred Name: _____
Address: _____ Postal Code: _____
Phone Number Home: _____ Daytime: _____
Cell: _____ Fax: _____ E-mail Address: _____

I am over 16 Years Old: Yes / No
Do you currently volunteer for Theatre Calgary? Yes / No
How long have you been a Theatre Calgary Volunteer? _____ (state year if possible)
For new applicants, how did you hear about Theatre Calgary's Volunteer Program?

**Emergency Contact: _____ Phone: _____
**Medical Concerns: (asthma, heart problems, etc) _____

In order to volunteer for Theatre Calgary's Front of House, you must be physically able to negotiate staircases per emergency evacuation procedures.

Please check the volunteer positions you wish to apply for:

- _____ **Front of House** (includes ticket-taking, ushering, sales, coat check, etc)
- _____ **Special Events** (A Night at the Oscars, Golf Tournament, Big Run, etc.)
- _____ **Office** (labeling & stuffing envelopes, etc.) _____ Days _____ Evenings
- _____ **Bingos** _____ Days _____ Evenings _____ **Casinos** (once every 18 months)

If you are volunteering for Front of House, what is your availability?

_____ Student Matinees (Tues, Wed, Thurs) _____ Weekend Matinees
_____ Weekday Evenings _____ Weekend Evenings

Please circle: Tuesday Wednesday Thursday Friday Saturday Sunday

Is there a group or a volunteer you wish to be placed with? _____

PLEASE COMPLETE THIS FORM AND RETURN TO:
Norm Cook - Volunteer and Guest Services Coordinator
220 9 Ave SE, Calgary, AB T2G 5C4 or FAX to 403-294-7493
Phone: 294-7440 ext 1072 E-mail: ncook@theatrecalgary.com
You may complete this form online at www.theatrecalgary.com

*Theatre Calgary values your privacy and will not distribute your information to any third-party sources.
Your information will be used only for the purposes of your relationship with the theatre.*



**THEATRE CALGARY
VOLUNTEER SERVICES AGREEMENT**

This agreement, between Theatre Calgary ("the Theatre") and _____ ("the Volunteer"), is intended to assure you of our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

THEATRE CALGARY SHALL:

1. **Respect** the Volunteer as a valued, professional member of the organization.
2. **Place** the Volunteer within those areas which are agreed to by the Volunteer and provide reasonable notice of placement whenever possible.
3. **Ensure** adequate job training, assistance and supervision as required, and a letter of reference if requested.
4. **Maintain** open communication between the Theatre and the Volunteer, and be receptive to the Volunteer's comments and concerns.
5. **Recognize** the Volunteer's contributions.

THE VOLUNTEER SHALL:

1. **Accept** his/her role as a valued member of the organization, maintaining professionalism and integrity in all dealings with the Theatre and promoting the Theatre as an important part of the community.
2. **Adhere** to any scheduled time commitment to the best of his/her ability, and make every effort to find a substitute, either friend, co-worker, family member or other person (over 16 yrs of age), should unforeseen circumstances prevent the Volunteer from honouring his/her commitment.
3. **Abide** by all dress codes or other regulatory requirements of the Theatre.
4. **Fulfill** agreed upon duties as required.

NOTE: Front of House Volunteers - Once you are placed on our season schedule, our expectation is that you honour your commitment or find a substitute. Volunteers who miss 2 performances without notice will be dropped from the volunteer schedule.

Theatre Calgary

Volunteer

Date

Date

This agreement may be canceled at any time at the discretion of either party, but will expire automatically on **May 31, 2009** unless renewed by both parties.



VOLUNTEERING AT THEATRE CALGARY - FRONT-OF-HOUSE

Front of House volunteer guidelines:

Standard dress code for **all** Front-of-House volunteers is:

- **Plain white**, long sleeved (to the wrist), buttoned up (to the neck) shirt/blouse that lends to wearing a bow-tie. The shirt/blouse should be tucked in
- **Black** skirt or dress pants (No jeans, cords, leggings or jumpers)
- **Black dress shoes** (No sneakers, hikers, sandals or open-toed shoes)
- If a jacket is worn it is to be a black tailored suit jacket or blazer (No sweaters, outdoor jackets, or fleece or vests)
- **Ties** are supplied by the Theatre and must be worn while volunteering
- **Nametags** are supplied by the Theatre and must be worn on the left side of the shirt/blouse while volunteering

Time is a very important factor for all volunteer scenarios and it is essential that volunteers arrive on time. For performances:

- **6:05 PM** for weekday evening performances (Tuesday, Wednesday, Thursday & Sunday)
- **6:30 PM** for weekend evening performances (Friday & Saturday) except *A Christmas Carol* which is **5:30 PM**.
- **12:30 PM** for matinee performances
- **10:45 AM** for **all** Student Matinees.

Volunteer who cannot make their scheduled time are asked to find a reliable replacement and advise them of the **full dress code and schedule**.