

2019 Ice Spectacular Volunteer Guide

Dress Rehearsal: Wednesday, April 3

Show Performances: Friday, April 5, Saturday April 6, Sunday April 7

Costume Measuring

Coordinator: Karen Perrino

- Assist in measuring senior club skaters. Measurements will be done in the club room.
- One volunteer needed each day:
 - Monday, October 29 3:30 PM TO 6:00 PM
 - Friday, November 2 3:30 PM to 6:00 PM
 - Sunday, November 4 5:00 PM to 6:30 PM

Picture Day

Coordinator: Karen Perrino

- Photos will be on **Saturday, March 2, 2018** at the Wakefield Elks from 12:00 – 6:00.
- Volunteers needed to help coordinate skaters into their show groups for the photographer.
- 2 volunteers needed from 10:00 – 1:00 to help set up
- 4 volunteers needed from 1:00 – 4:00
- 4 volunteers needed from 4:00 – 6:30

Publicity

Coordinator: TBD

- Responsible for creating advertisements and placing in local papers/Facebook/Instagram

Check-in Monitors for Rehearsals

Coordinator: Sharon Way

- Check in skaters; distribute flyers and information and answer questions of skaters and parents.
- Will be located in front lobby.
- One volunteer needed for each rehearsal on
 - March 3, 10, 17, 24, and 31 from 11:45 am to 5:45 pm
 - April 3 from 5:00 – 9:30 pm

Set Design

Coordinator: Heather Talty

- Two volunteers to assist in designing and creating props and background scenery.

Apparel

Coordinator: Jacqui Driscoll

- Two volunteers needed to package show apparel on March 30th from 1:00 PM to 4:00 pm.
- One volunteer needed to distribute during rehearsal on March 31st.
- One volunteer needed to distribute apparel during dress rehearsal on April 3.

Proctors

Coordinator: Lisa Howie

- Proctors are needed to play music for Senior Club Rehearsals
- One volunteer needed for each rehearsal on
 - March 3, 10, 17, 24, 31 for Senior Club Practice from 1:30 – 6:00
 - March 2, 9, 16, 23, and 30 for Junior Club Practice from 11:50 – 12:50 pm

Hospitality**Coordinators: Nancy DeGregorio
Dana Hartford**

- 3 volunteers needed for each show performance and dress rehearsal to organize, setup and serve food to skaters.

Flowers**Coordinator: Jackie Stanwood**

- 3 volunteers needed for Friday, April 5 at 9:00 am to put together bouquets.
- 1 volunteer needed for each show performance to sell flowers at Boutique.

Dressing Room**Coordinator: Patty Karmelowicz**

- 3 volunteers needed for each show performance and dress rehearsal to organize skaters into groups and make sure they are backstage on time. May need to assist younger skaters with tying skates.
- People volunteering for these positions must be willing to submit to a CORI check.

Set-up and Breakdown**Coordinator: Matt Cioffi**

- 5 volunteers needed for each show performance and dress rehearsal to setup/breakdown scenery, bunting, lights around the rink and other props.

Lighting**Coordinator: Joe Gregorio**

- 4 volunteers needed for each show performance and 2 dress rehearsals (includes Thursday night's soloist practice) to work the spotlights.
- Volunteers need to be available to meet with lighting technician 30 minutes prior to dress
- If possible, it would be helpful if volunteers could do several performances and dress rehearsals to learn best way to manage spotlights

Ticket Sales at the Front Door**Coordinator: Sharon Way**

- 4 volunteers needed for each show performance to collect tickets at front door. Will be located in lobby.
- 1 volunteer needed for dress rehearsal to sell/distribute tickets. Will be located in lobby.

Office Help**Coordinator: Sharon Way**

- 2 volunteers needed on March 31 from 3:00PM to 6:00PM to assist in packaging parent passes and show tickets. Will be located in office.

Boutique**Coordinator: Karym Derboghosian**

- 2 volunteers needed for each show performance to organize and oversee the boutique. Will be located in the rink.

Junior Club Monitors**Coordinator: Grace Crowley**

- 2 volunteers needed for each show and dress rehearsal to sit with and chaperone Junior Club skaters.
- People volunteering for these positions must be willing to submit to a CORI check.