

Greetings, Gentles,*

Last year, 248 volunteers rose to the challenge of assisting over 38,000 patrons who came to Pennsylvania Shakespeare Festival. Thank you to each and every one of you! We depend on our volunteers to create a welcoming and helpful atmosphere and hope we can count on you again this season.

One of the goals of the Festival's Board of Directors is to make Pennsylvania Shakespeare Festival a destination where patrons can enjoy a meal as well as quality entertainment. Last year, the picnic baskets were very well-received and patrons enjoyed the themed dinners under the tent. To expand on these successes, PSF will offer dinners every weekend, and there will be picnic baskets for one or two guests. This growth in PSF's offerings means that volunteers need to be in place to accommodate patrons who arrive early to eat or snack (or even shop) without waiting. Therefore, we have implemented an early and a late shift for all performances but the children's plays. Both concession stands and the souvenir stand will need to open early. In addition, early shift ushers can stuff programs—there will be more inserts this summer. Another change is that volunteers will be asked to indicate their job preferences.

Please read the information on the sign-up sheet carefully before filling it out. You will be asked to indicate job preference as well as select a shift (early or late) and date.

We will again have three dates for Training Sessions: after the Bard's Birthday Party on Monday, April 23 at 6:00pm, and on Wednesday, May 23 at 7:00pm and Thursday, May 24 at 6:30 pm all at the DeSales University Center. **Both new and seasoned volunteers are required to attend one (1) Session before their first scheduled assignment.**

The voucher program remains in effect. After you work two performances, you will receive one voucher for a ticket to a show of your choice. Attending the Training Session counts as working one performance. Box Office Manager, Nicole Moyer, requests that you redeem vouchers at least 24 hours before the performance you wish to see. Vouchers can be redeemed only according to the availability of seats.

Return your completed volunteer schedule forms to Sue Ditterline by April 13, 2018, so PSF's General Management Intern can enter your information into the computer system.

Sue Ditterline
c/o Pennsylvania Shakespeare Festival
2755 Station Avenue
Center Valley, PA 18034

If you prefer, you may also scan and email your completed form to volunteer@pashakespeare.org.

A confirmation letter listing all dates and times you are scheduled to serve will be sent to you in May. We will try to honor your requests, however you may not receive every one of the dates you indicated. Please understand that volunteering for a particular performance does not mean you will get to see the show at that performance.

Thank you again, and we look forward to seeing you at the festival this summer!

Volunteer Guild Membership Committee

* Gentles – ladies and gentlemen, gentlefolk (used in *Henry 5*, *Love's Labour's Lost*, *A Midsummer Night's Dream*)

PSF Volunteer Sign-up 2018

Couples or families who share an address may submit one form, but indicate individual preferences, cell numbers, and emails below. Two forms are also fine. If you want to work with someone, coordinate your schedules before submitting.

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone(s): _____

Email(s): _____

Is email a good way to reach you? Yes No

Employer / Former Employer(s): _____

This information can be beneficial to PSF because some employers are more inclined to make donations/charitable gifts to non-profit organizations where their employees volunteer. PSF will not use your name without contacting you.

Please rank each job with your interest/ability.

3 = love it; happy to be assigned here!

2 = neutral; will do as needed

1 = not preferred; don't put me here unless absolutely necessary!

0 = not able to do; do not assign

Do you prefer: doing the same task each time or a variety ? (Either is fine; we just need to know.)

If more than one person, please write in your names and rank jobs separately.

		Job	Description
			<i>“Early Shift” -- arrive 2.25 hours before show time; leave after intermission</i>
		Concessions indoor	Stand; make coffee; set up food & drinks; serve to guests; restock small fridge/food as needed; may use cash box for guest purchases
		Concessions outdoor	Stand; set up outdoor register; bring coffee/food outdoors and return; serve patrons food & drinks; restock cooler as needed; may use cash box for guest purchases; able to tolerate outdoor conditions
		Register indoor	Sit or stand; use touch screen register to ring up food & drink purchases; count money; reset register to starting amount
		Register outdoor	Sit or stand; use touch screen register to ring up food & drink purchases; count money; reset register to starting amount; able to tolerate outdoor conditions
		Souvenirs	Stand; lift items to set up souvenir display as shown in binder; use credit card machine as needed; assist patrons with purchases; log sales and tally purchases; count money; reset cashbox to starting amount

			<i>“Late Shift” -- arrive 1.5 hours before show time; leave after show ends</i>
		Ticket Taker	Stand; read small print; hear over lobby noise; rip tickets and direct guests; stuff programs as needed
		Mainstage Programs	Sit or stand; greet patrons; distribute programs; stuff programs as needed
		Mainstage Usher	Stand; climb stairs (without rail); read tickets; assist guests to seats as needed; stuff programs as needed
		Schubert Usher	Stand; climb stairs (with rail); read tickets; assist guests to seats as needed; stuff programs as needed
		Schubert Sorter	Stand; climb stairs (with rail); read tickets; direct guests to general area; stuff programs as needed
		Raffle	Sit; use credit card machine as needed to assist patrons with raffle purchases; distribute and collect hearing assistance devices

For a full description about each position, consult the handbook.

We will try to honor preferences as much as possible, but understand that it may not always be possible. Assignments must be made according to the needs of the house for each performance. We plan to schedule tasks as early as possible and email the jobs in advance, so volunteers can plan their arrival time accordingly.

See back to select dates & times for shows. 2018's shows are: *Alice in Wonderland* (Alice), *Ragtime*, *Twelfth Night* (12th) *Richard II* (R2), *Shakespeare in Love* (Love), *All's Well that End's Well* (Well), and *Shakespeare for Kids* (S4K)

Name(s): _____

For how many shows would you like to volunteer? _____ 4 – 6 _____ 7 – 12 _____ 13+

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Indicate the dates and times you are available by checking the boxes and circling the shift times. Times listed are when you are expected to arrive (see reverse for early and late shift details). We will assume the dates are for all names listed above, unless you specify otherwise.</p>					June 1 <input type="checkbox"/> 9 am Alice	June 2 <input type="checkbox"/> 9 am Alice
June 3	June 4	June 5	June 6 <input type="checkbox"/> 9 am Alice	June 7 <input type="checkbox"/> 9 am Alice	June 8 <input type="checkbox"/> 9 am Alice	June 9 <input type="checkbox"/> 9 am Alice
June 10	June 11	June 12	June 13 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Ragtime	June 14 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Ragtime	June 15 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Ragtime	June 16 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Ragtime
June 17 <input type="checkbox"/> 11:45/ 12:30 Ragtime <input type="checkbox"/> 5:15 / 6:00 Ragtime	June 18	June 19 <input type="checkbox"/> 4:45 / 5:30 Ragtime	June 20 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 11:45 / 12:30 Ragtime <input type="checkbox"/> 5:45 / 6:30 Ragtime	June 21 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Ragtime/12 th	June 22 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Ragtime/12 th	June 23 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 11:45/12:30 Ragtime <input type="checkbox"/> 5:45 / 6:30 Ragtime/12 th
June 24 <input type="checkbox"/> 11:45/ 12:30 Ragtime/12 th <input type="checkbox"/> 5:15 / 6:00 12 th	June 25 <input type="checkbox"/> The Great Divorce: 5:15 / 6:00	June 26 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 4:45 / 5:30 Ragtime/12 th	June 27 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 11:45 / 12:30 Ragtime /12 th <input type="checkbox"/> 5:45 / 6:30 Ragtime /12 th	June 28 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Ragtime/12 th	June 29 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Ragtime/12 th	June 30 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 11:45/12:30 Ragtime <input type="checkbox"/> 5:45 / 6:30 Ragtime/12 th
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July 15 <input type="checkbox"/> 11:45/ 12:30 12 th	July 16	July 17 <input type="checkbox"/> 4:45 / 5:30 Love	July 18 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 Love	July 19 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 R2	July 20 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 R2	July 21 <input type="checkbox"/> 9 am Alice <input type="checkbox"/> 5:45 / 6:30 R2
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July 29 <input type="checkbox"/> 11:45/ 12:30 Love/Well <input type="checkbox"/> 5:15 / 6:00 Well	July 30 <input type="checkbox"/> Dan Domenech: 5:15 / 6:00	July 31 <input type="checkbox"/> 9 am Alice / S4K <input type="checkbox"/> 1 pm Alice <input type="checkbox"/> 4:45 / 5:30 Love / Well	August 1 <input type="checkbox"/> 9 am Alice / S4K <input type="checkbox"/> 1 pm S4K <input type="checkbox"/> 5:45 / 6:30 R2 / Well	August 2 <input type="checkbox"/> 9 am Alice / S4K <input type="checkbox"/> 1 pm Alice <input type="checkbox"/> 5:45 / 6:30 Love / Well	August 3 <input type="checkbox"/> 9 am Alice / S4K <input type="checkbox"/> 5:45 / 6:30 R2 / Well	August 4 <input type="checkbox"/> 9 am Alice / S4K <input type="checkbox"/> 11:45/12:30 R2 / Well <input type="checkbox"/> 5:45 / 6:30 Love / Well

Sunday, August 5: _____ 11:45 / 12:30 R2 / Well
 _____ 5:15 / 6:00 Love / Well