



Lake Superior Big Top Chautauqua Volunteer Application



As a partial Thank You we offer these benefits to our volunteers:

- ~ Early email notification of performances ~ Purchase ticket booklets (5 for \$50-save \$22) through entire season ~
- At Orientation (First time you volunteer) receive a pass good for one regular priced show ~
- Discount on Big Top Apparel ~ Invitation to special end of the year "thank you party" ~
- All active volunteers are listed in our annual report.

1. CONTACT INFORMATION:

Name: _____ Student: YES NO

Mailing Address: _____ City/State/Zip _____

Phone: _____ Work: _____ Cell Phone: _____

Email: _____

2. CHECK ALL AREAS WHERE YOU WOULD LIKE TO SUPPORT BIG TOP CHAUTAUQUA BY VOLUNTEERING:

Big Top Entertaining / Special Events

- Entertain VIP's / Supporters
- Work with Events Team

Office and Miscellaneous

- Mailings/Phoning/Apparel
- Computer Graphic Art
- Props and Costumes

Show and Tent Opportunities

- Sell Tickets Booth & Gate
- Usher Patrons
- Big Top Gift Shop
- Sell Friends Raffle Tickets
- Park Cars
- Greet & Meet Bus Tours
- Take Tickets Tent & Gate
- Emergency Medical Tech

Stage and Performer

- Security
- Runner to and from Tent
- Local Transportation
- Stage Hand
- Duluth Airport Transportation
- Van or Vehicle Size?
- Assist Caterer w/hospitality

3. List any limitations (i.e – difficult walking on uneven ground, hearing challenges, no night driving etc.)

4. Have a skill or idea that will help support Big Top?

Each year we make changes to our volunteer system to work on our goal of improving the musical experience for our audience. Orientations will take place for each volunteer the first evening you volunteer this year.

GENERAL VOLUNTEER INFORMATION

1. Volunteer Application: Fill out and return to the office along with Orientation and Show Form.
2. Orientation and Show Schedule form (available on-line): Volunteer orientation will be held each evening when you come to volunteer. Make show selections and return with Volunteer Sign Up to the BTC office.
3. Email: tickets@bigtop.org or Mail to: PO Box 455, Washburn WI 54891 or Fax: 715-373-5320.

VOLUNTEER SCHEDULING AND CONFIRMATION FOR TENT SHOWS

We greatly appreciate all our volunteers and try to schedule each by balancing selections with house shows, headliner requests, and other shows among all volunteers.

Historical Musicals: Please consider volunteering for one or more of BTC's Historical Musicals. These Performances are Big Top's foundation and an inspiration to visitors. We understand volunteers have seen some of the house shows multiple times but each night we need help to share our community with a new audience.

We start confirming **individual schedules** by email or phone mid-May until June 13th. You will be notified of what show and the volunteer start time for all shows you are scheduled to work. Your name will be added to an **alternate list** for any selected shows which you are not scheduled to work. We can also add your name to a **call list** if you are interested in a certain performance but are unable to make a commitment at this time. Any cancellations we receive for an evening's performance either pre-season or during the season we recruit volunteers from one of these lists. **Complete Individual Volunteer Calendars** will be available at the tent or Big Top Chautauqua office.

Should you need to make a change **in your schedule before June 13th** please call 715-373-5552 or email to tickets@bigtop.org. If you need to change a date you are scheduled to work please call Kathy Moore at 715-373-5829.

We confirm all volunteer schedules at the beginning of each week to remind you of scheduled day and time or notify you of any changes that may have occurred. If you intend to be **out of town** please call Kathy or the Big Top Box Office so we know you still plan to be at the tent when you are scheduled for that week. Please try to avoid any "last minute" cancellations; however if this should occur please call Kathy or the Big Top Chautauqua Box Office.

Please bring any errors in the schedule to our attention immediately.

CHECK IN WITH THE HOUSE MANAGER as soon as you are on the tent grounds. General meeting place for volunteers and house manager is the picnic table at the end of the T-shirt booth. Each night the house manager will go through a brief orientation for volunteers so they will know what their duties are.

SHOW TIME

All Evening Shows: 7:30 PM
Afternoon Matinees: 2:00 PM

TENT OPENS

6:45 PM
1:15 PM

VOLUNTEER START TIMES

6:30 PM (all volunteers)
1:00 PM (all volunteers)

Headliner Shows: Show time and volunteer start times vary. Normally the lower gate opens at 5:30 PM earlier when necessary. Headliner gate opens at 5:30 volunteer start time is 5:15. Tent opens at 6:45 volunteer start time is 6:30. Please consult individual volunteer calendars, which are available at the tent or BTC Box Office. Big Top Shop times are different—check Big Top Shop schedules.

PLEASE BE ON TIME!!!

House Manger can not open the tent doors or the lower gate until he has adequate staff.

Your time commitment is for 5-10 minutes before time scheduled until the end of the show.