



## Volunteer Information

Thank you for your interest in volunteering with the Idaho Shakespeare Festival! Your support is vital to the success of our (already) busy season! By the end of September, we will have utilized the talents of more than **1,400 volunteers!** In order to ensure everyone has a fun and successful experience we have instituted these rules and guidelines to prepare you for volunteering with us this season.

- Each performance will require **15-20** volunteers. (No more. No less.)
- Volunteers must be 14 years of age or older and accompanied by an adult (if under 18) under our safety and insurance policies.
- **IMPORTANT!** Our Volunteer Coordinator relies heavily on the contact person for each group in order to ensure we have the necessary volunteers for an enjoyable experience at the Festival. Based on prior seasons' attendance, the Volunteer Coordinator will be verifying if the agreed upon number of volunteers are in attendance each evening. We understand that situations may arise where a volunteer may not be able to attend. In these circumstances, we ask that you find a replacement(s) and let us know as soon as possible if you need assistance reaching the required number of volunteers. *We may use this information when scheduling volunteer evenings in future seasons.*

### When

Volunteering is generally a six hour time commitment, depending on performance run-time and audience size.

- Volunteers must be in the Amphitheater by **5:15 pm** for performances on **Tuesday – Saturday**
- Volunteers must be in the Amphitheater by **4:45 pm** for performances on **Sunday**
- **IMPORTANT!** In the past we have noticed that volunteers who arrive late are not properly prepared for the evening, and this has a cascading effect on the theater's schedule. Out of respect for our volunteers' time and efforts, House Management reserves the right to turn away **any** volunteer who arrives late. Late arrivals should check in with the Box Office before entering the theater.

### What

Volunteers help the Idaho Shakespeare Festival in a number of ways:

- Cleaning and prepping the theater before and after the performance.
- Greeting patrons and guests – Volunteers are ambassadors for the Festival.
- Assisting with ticket-taking, seating, handing out programs and being stationed at doors for information and assistance.
- Collecting trash and keeping up the theater's general appearance throughout the evening.
- Being available in case of emergency to assist House Managers with evacuation and safety.
- Enjoying the evening and knowing that you are a valuable part of the Festival Team!
- **PLEASE NOTE:** Many of these tasks will require you to stand for extended periods of time, and some may require the ability to lift 45 lbs. or more. If any volunteers signed up are *unable to do so*, it must be noted **at least one week in advance of the volunteer date** with our Volunteer Coordinator for review.

### Wear

We request that you wear appropriate, comfortable clothing. Corporate/group t-shirts are always welcome! You will be provided with half aprons (they have handy pockets!) and custom name tags to help identify you to our patrons. You should also be sure to wear comfortable closed toe shoes and bring a jacket and/or rain gear. Unfortunately, we can't guarantee gorgeous weather every night. Water bottles and mosquito repellent are other items we'd recommend bringing!

## Thank you!

- Volunteers will be able to watch the performance from the Hillside, near the theater entrance. Be prepared to sit on the Hillside; bring blankets, low to the ground and low-back beach chairs, and any food or beverages you would like. Hillside seating can get crowded, so prepare accordingly.
- Corporate/Group volunteers will be recognized from the stage the night of the show.
- Volunteers will be entitled to a 10% discount on food from *Café Shakespeare*, as well as a 10% discount at our Souvenir Boutique on the nights they are volunteering. Food will need to be enjoyed after the performance begins, but can be *pre-ordered after your group finishes training with House Management.*

Please contact our Box Office, at [volunteer@idahoshakespeare.org](mailto:volunteer@idahoshakespeare.org) with any questions. Thank you!