

POST PLAYHOUSE INC.

Established 1967

FRIENDS OF THE POST PLAYHOUSE MEMBERSHIP FORM

Before completing this form, please review full details on the back

Member Information:

Full Name: _____

Address: _____ City: _____ ZIP Code: _____

E-mail: _____ Phone: _____

Areas of Interest:

Please review the full details on the back of this form and indicate below any areas of interest, special skills/talents, and/or volunteer roles you feel would best suit you.

Membership Fee:

Members will contribute a \$100 membership fee annually, used to support Post Playhouse daily operations as well as fund FPP's purchase of necessary materials needed for volunteer work.

Please indicate payment selection below:



Cash Check: (please indicate check number) _____



Please list co-chair person that membership form and payment have been submitted to:

Signature

Date

Friends of the Post Playhouse Co-Chair Contact Information:

Loni Watson:  loni.watson@chadronschools.net  (402) 616-2450

Brooke Smith:  bsmith@ncap.info  (970) 412-2046

FRIENDS OF POST PLAYHOUSE CHARTER

Description: The Friends of Post Playhouse is a volunteer group with a mission to support the Post Playhouse through volunteer efforts and philanthropy. This group of individuals works to support the board of directors in various capacities from assisting in the scene or costume shop, providing food for events or concessions, preparing the theatre for opening and closing each season, ushering, and other activities that the board and staff of Post Playhouse identify as necessary to the daily operations of the organization. Serving on the Friends of Post Playhouse is a rewarding experience that provides opportunities for theatre lovers from all our Northwest Nebraska communities alongside talented theatre professionals from all across the country.

Expectations:

- Members are expected to identify at least 2 areas of need where they are interested in volunteering
- Regularly attend FPP meetings and Post Playhouse functions
- Contribute \$100 annual membership fee, used to support Post Playhouse daily operations as well as fund FPP's purchase of necessary materials needed for volunteer work
- Work with staff and board liaison to identify areas of need in volunteer sector

Volunteer Roles

1. Theatre Preparation and Season Ending - Help to clean theater and various housing units first weekend in May and second/third weekend in August). Load In Weekend - Transport any equipment from CSC at the beginning of the season (not expected to install anything, just need equipment transported from CSC to Post. Load Out Weekend - Assist staff with strike and/or load out any equipment from CSC after the end of the season.
2. Food - Help with providing meals to 40+ staff members for 3 show Saturdays, Strike, Opening Night Receptions, Tech Weeks, baked goods for concessions, etc.
3. Scene and Costume Building - Assist in the scene shop and/or costume shop to build sets and costumes under the direction of artistic staff.
4. Usher and Box Office - Usher for performances, volunteer in box office under supervision of and training by box office manager, assist box office in managing usher volunteer program to ensure ushers are available for all performances, etc.
5. End of Season Cabaret - Organize and execute the reception at the end of each season Cabaret (usually last Monday of season in August). Provide refreshments, tables, and utensils for the reception. Assist in fundraising. Develop informal volunteer appreciation aspect of this fundraising event.
6. Miscellaneous - Run any errands that might be needed during rehearsal period and assist board members in volunteer needs identified by the board or managing director.

Group Structure:

The FPP will be led by two co-chairs. There is no limit to the number of individuals who can participate, but the Board of Directors of the Post Playhouse can determine maximum capacity.

Membership is determined through a one time application process and then renewal each January with an annual contribution of \$100. Funds will be donated directly to Post Playhouse. The board will propose interested individuals and the managing director will approve them. The managing director will keep a list of active members to share with the board liaison.

FPP co-chairs will report to the managing director of Post Playhouse and board liaison to the FPP.

Managing director and board liaison will work with the FPP co-chairs to ensure that the group is supported and celebrated in an important role while serving the direct volunteer needs of the organization.

The FPP will have meetings no less than two times annually.