



A COMMUNITY PERFORMING ARTS
THEATRE MANAGEMENT COMPANY &

P.O. Box 146, BISHOP, CALIFORNIA 92514 • 760 920 3100 • www.PLAYHOUSE395.com

VOLUNTEER DATABASE QUESTIONNAIRE

Playhouse 395 is seeking to develop a private, comprehensive database of the human resources that are growing within the organization. *Playhouse 395* is a volunteer organization that operates with the MANY talents, gifts & energies of MANY people. We need to systematically assess where all those AMAZING gifts and talents rest amidst the extraordinary “family” of people who become affiliated in one way or another with Playhouse.

We will use the information you share here for internal purposes ONLY in order to develop and build programs. You are NOT making any commitment by filling this out; you are simply sharing how your unique talents and gifts. Thank you for taking the time to fill this questionnaire.

NAME: _____

SPOUSE'S NAME: _____

CHILDREN & AGES: _____

ADDRESS: _____

HOME PH: _____

CELL PH: _____

EMAIL: _____

BIRTHDATE: _____

1. FUTURE INVOLVEMENT -

- periodically involved (ex. the run of a show, specific project)
- on-going, monthly (ex. committee member, board member)

2. SKILL AREAS - *Playhouse 395* is only as strong as the talents people have and are willing to volunteer. Please check all of the areas which apply to you:

Computer skills: __word processing __layout __website design __other
Please explain: _____

Clerical: __office work __planning & organizing __ other
Please explain: _____

Writing: __news articles __policies/procedures __advertising
__organizational history __other
Please explain: _____

Management: __office management __public relations(PR) __childcare
__leading small groups __leading large groups __other
Please explain:_____

Finance: __bookkeeping __budgeting __concession management
__financial event planning __other
Please explain:_____

Fine Arts: __design __painting __decorating __floral __photography __other
Please explain:_____

Technical: __lighting design __sound design __other
Please explain:_____

Costumes: __design __pattern sewing __mending __other
please explain:_____

Carpentry: __moderate skills __intermediate skill __advanced
Please explain:_____

Electrical: __moderate skills __intermediate skill __advanced
Please explain:_____

Special skills: (ex. pyrotechnic training, welding, bilingual, etc)
Please explain:_____

3. **DREAM!**....What *could* you picture yourself doing in the *Playhouse 395* organization? (Please check where you have interest, even possible interest.)

ORGANIZATION STAFF:

Working Board Member of *Playhouse 395*: (weekly communication and decision making commitments; 1-3 meetings per month; vision development & planning; policy thinking & writing; work on all Playhouse productions in some capacity; etc.).

Committee Member: (working with a board member(s) and other volunteers to plan & execute *Playhouse 395* events or develop a program, etc).

Possible Areas:

__Fundraising

__High School Theatre Development

__Performing Arts Center Vision Development

__Organizational Development

__Membership & Volunteer Development

Youth Board Liaison: (working with board members(s) to promote the theatre arts in Bishop schools and High School Drama Club).

SHOW/PRODUCTION STAFF:

- Cast Member**
- Producer / Assistant Producer:** For a Show or an Event (like a Broadway Revue Variety show or fundraiser).
- Assistant Producer:** Works with Producer to complete all production responsibilities (Auditions, Playbill, Posters, Concessions, PR, etc.),
- Director of a Show:** (Artistic vision, oversight & leader of show beginning to end).
- Assistant Artistic Director:** (Second in chain of command for artistic vision of show).
- Assistant Administrative Director:** (Collaborates with Director on needs of the production “behind the scenes” - not directly dealing with cast on stage).
- Volunteer Director:** (Development & oversight of all volunteers who join a production).
- Vocal Director:** (Vocal training and support of all vocal music).
- Assistant Vocal Director:** (Assists Vocal Director in vocal training and support).
- Music Director:** (Plan, rehearse and conduct orchestra).
- Choreographer:** (Responsible for all planned “choreographed” dance/blocking in the Production).
- Assistant Choreography:** (Assists Choreographer in dance/blocking).
- Stage Manager:** (Collaborates with the Director on the technical design & map of the production backstage - involving all scenery & props as well as costuming & actors).
- Assistant Stage Manager:** (2nd in chain of command backstage under the Stage Manager).
- Technical Directors:** (__Lighting __Rigging __Sound Design __Special Effects)
- Master Carpenter:** (Design and construction of all stage and/or hand props - in collaboration w/ Director & Stage Manager).

- Properties Coordinator:** (Researching, scouting, hunting for props and creating the VERY detailed schematic for Props during production).
- Sound Engineer:** (Running the sound board during Productions, working with production team to design and coordinate sound).
- Set Designer:** (Artistic Designer for all sets throughout the Production).
- Assistant Set Design & Production:** (Support all set production/design).
- Costume Designer:** (Designer/Producer of show costumes, coordinates with production staff, oversees seamstresses, maintains costumes during show).
- Costume Assistant:** (Assist in all areas of costume design and production).
- Graphic Designer:** (Responsible for Playbill cover, poster art, etc.).
- Marketing & Publicity Director:** (Collaborates with Producer to create complete Marketing of Event).
- Assistant Marketing/PR:** (Assists PR Director in all aspects of marketing).
- House Management Director:** (Responsible for the planning of all front of House Decoration, Ushering/Customer Care & Concessions).
- Assistant House Management:** (Assists HM Director in all aspects of HM.).
- Cast Meals/Party Coordinator:** (Plan cast meals during dress and Saturday performances. Plan cast party).
- Memory DVD Production:** Create Production/Event Memory DVD.

SHOW/PRODUCTION VOLUNTEERS: Please indicate which volunteer tasks you would be interested in participating in on a future production:

- | | |
|--|--|
| <input type="checkbox"/> Stage Crew | <input type="checkbox"/> Meals / Cast party volunteer |
| <input type="checkbox"/> Lighting Crew | <input type="checkbox"/> Website content and maintenance |
| <input type="checkbox"/> Set Painting | <input type="checkbox"/> Props assistant |
| <input type="checkbox"/> House Management: Decorations | <input type="checkbox"/> Photography (photo wall, memory DVD, publicity, etc.) |
| <input type="checkbox"/> Usher | <input type="checkbox"/> Parent volunteer |
| <input type="checkbox"/> Concessions volunteer | <input type="checkbox"/> Cleanup crew |
| <input type="checkbox"/> Seamstress | <input type="checkbox"/> General setup/breakdown |
| <input type="checkbox"/> Hair Design | <input type="checkbox"/> Playbill assistant |
| <input type="checkbox"/> Makeup | <input type="checkbox"/> Childcare/supervision |
| <input type="checkbox"/> Green Room help | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Mics | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Box Office (sales/ticketing) | |

Playhouse 395 thanks you for all you give! You make it all possible!