



A donation of your time is worth a great deal to Montana Shakespeare in the Parks. There are many times throughout the year when we need volunteers and there are a number of ways in which you could help. Please mark your areas of interest listed below and email it back to us. We will follow up with you once we receive your information. Thank you so much for your interest.

Your contact info:

Name: _____

Phone: _____

Email: _____

Volunteer Opportunities: Please put an "X" next to your areas of interest.

Administrative/Stuff Envelopes

- Annual mailer – Mid February
- Toast of the Town invitations – First week in July
- Shakespeare in the Schools mailer – Late August
- Address envelopes for sponsorship letters – Early October
- Christmas mailer – Early December

Publicity

- Hang posters/distribute postcards in area businesses – Early June
- Decorate window/gazebo displays – Early June/Early July
- Hang posters/distribute postcards in area businesses – Mid-October

The Toast of the Town – Summer benefit – Third Friday in July

- Pick up gift certificates and auction items from area businesses
- Set up tents, tables, chairs and decorate – Day before and day of event
- Work the event (valet, pass appetizers and champagne, greet guests, take tickets, tend to auction items, gift bags, raffle)
- Tear down – immediately following the event – approx. 9 to 11 p.m.

The Elise Event – Schools benefit – A Saturday in November

- Set up and decorate – the week preceding the event
- Work the event (greet guests, pass out popcorn/gift bags, assist with dress up trunk or photo booth, sell concessions or tickets)
- Tear down – immediately following the event – approx. 7 to 8:30 p.m.

Production Support –

- Pick up costumes at drycleaners and deliver to storage unit – October
- Clean and repack actor apartment linens and appliances - July & January
- Make lunch for the acting company the day they move outside- Mid- June
- Set up apartments for acting company- End of May