

2018 Hangar Theatre PROPS Registration Form

* indicates information is required

For office use only:

*Name(s): _____

D: _____

Address: _____

P: _____

Phone(s): _____

*Is this your first time volunteering at the Hangar?

Yes No

*Do you have a SignUp Genius account?

Yes No

If **yes**, please provide the email address(es) associated with your SignUp Genius account below.

If **no**, please provide your preferred email address(es) below.

*Email(s): _____

*Do you have any accessibility needs of which we should be aware?

(For example, if you have difficulty climbing stairs, we can reserve you an accessible seat at the theatre. If you have a latex allergy, we can provide nitrile gloves to use during clean-up.)

*Whom should we contact in case of an emergency?

Contact #1:

Name: _____

Phone: _____

Alt. phone: _____

Relationship: _____

Contact #2:

Name: _____

Phone: _____

Alt. phone: _____

Relationship: _____

PROPS members pay an annual administration fee of \$20 per person:

*\$20.00 x _____ members = \$_____ total

*Which payment method are you using?

Cash

Check — Please make payable to Hangar Theatre and include "PROPS" in the memo line.

Credit Card — Card Number: _____
Expiration Date _____

*Registration forms and payment can be:

Mailed to Hangar Theatre, P.O. Box 205, Ithaca, NY 14851

Faxed to 607-273-4516

Dropped off at the Hangar's business office in Center Ithaca, within the Small Atrium

Please continue on the next page!

PROPS Volunteer Opportunities

***Please indicate which volunteer opportunities interest you:**

- Ushering:** Assisting the House Manager with Front of House needs before, during, and after performances. Shifts begin 75 minutes before curtain (15 minutes before the lobby opens to patrons). Duties can include greeting and assisting patrons, stuffing and distributing playbills, scanning tickets, and supporting Front of House staff in the lobby, concessions, and box office.

If you are interested in ushering, which season(s) are you interested in?

- Summer season (June–September 2018):** Summer ushers commit to staffing at least one performance of every Mainstage production and one KIDDSTUFF production. We ask that you attend one of our scheduled orientation sessions in early June, prior to the start of the season. ***If you are interested in ushering this summer, please complete the attached Summer Usher Scheduling Request Form.***
 - Christmas Carol (December 2018):** Ushers commit to staffing at least two performances of our annual holiday production.
 - Off-season (August–December 2018 and January–May 2019):** There is no specific sign-up commitment for off-season performances, but these spots go fast!
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- Administrative Support:** Assisting with tasks in our business office, located in Center Ithaca.
 - Distribution of marketing materials:** Helping our marketing team by distributing posters, playbills, and other marketing materials to local businesses.
 - Facilities Maintenance:** Assisting the Facilities Task Force with maintaining the theatre building and its grounds.
 - Special Events:** Assisting the Events Task Force with staffing special events. Tasks may include ushering, staffing a registration table, and set up/clean up.