

MACLAB CENTRE for the PERFORMING ARTS
LEDUC ALBERTA
VOLUNTEER APPLICATION FORM
FRONT-OF-HOUSE

First Name: Last Name:

Address:

City: Province: Postal Code:

Telephone (home): ()

Telephone (work): ()

E-Mail:

AVAILABILITY

Days Available

Hours Available

- | | |
|------------------------------------|----------------------|
| <input type="checkbox"/> Monday | <input type="text"/> |
| <input type="checkbox"/> Tuesday | <input type="text"/> |
| <input type="checkbox"/> Wednesday | <input type="text"/> |
| <input type="checkbox"/> Thursday | <input type="text"/> |
| <input type="checkbox"/> Friday | <input type="text"/> |
| <input type="checkbox"/> Saturday | <input type="text"/> |
| <input type="checkbox"/> Sunday | <input type="text"/> |

PERSONAL INFORMATION

My skills and interests are: _____

My previous volunteer experience:

I want to volunteer because: _____

I am under age 18
(Parental Consent Form is required for volunteers under 18 years of age)

EMPLOYMENT INFORMATION

Employed Not Currently Employed Retired Student

Employers Name/School: _____

MEDICAL INFORMATION

Do you have any medical conditions The Maclab Centre should be aware of?
YES NO

If yes, please explain:

EMERGENCY CONTACT

In the event of an emergency situation please notify:

Name: _____ Relationship: _____

Home Telephone: _____ Work Telephone: _____

Cell: _____

**** **PLEASE NOTE******

A **RCMP Information Check** will be required for all volunteers.

All personal information is confidential and will be used for correspondence regarding the Maclab Centre for the Performing Arts Only.

I agree to be contacted by telephone I agree to be contacted by e-mail

Signature: _____

Date: _____

MACLAB CENTRE for the PERFORMING ARTS Volunteer Front-of House Team

Front –of-House is required for all events held in the Maclab Centre for the Performing Arts. A volunteer FOH team is being established to ensure a safe and hospitable environment is provided for every community event.

All Front-of – House volunteers will alternate between the following positions:

Ticket Taker – Will take tickets at the entrance of the theatre and assist with patron questions.

Usher – Will be knowledgeable of the MPAC seating plan and will assist patrons to their seats. May also handout programs and seat latecomers

Coatcheck Attendant – Will assist with the hanging of patron’s coats and distribution of claim tags

Concession – Will assist with the sale of snacks and pop to patrons before and during intermission of a performance. Handling money is required.

Bar –Must be 18 years of age for this position. Serve alcoholic beverages to patrons before and during intermission of a performance. Handling money is required.

Please fill out this form and send it to:

**Maclab Centre for the Performing Arts
4308 – 50th Street
Leduc, AB T9E 6K8**

FAX: 780.986.5503

e-mail: maclab@blackgold.ca

Contact: Andrea Martinuk, Theatre Manager 780.980.1866