



SHAKESPEARE FESTIVAL ST. LOUIS

Friends of Shakespeare Festival St. Louis 2018 IN THE WORKS Volunteer Guide

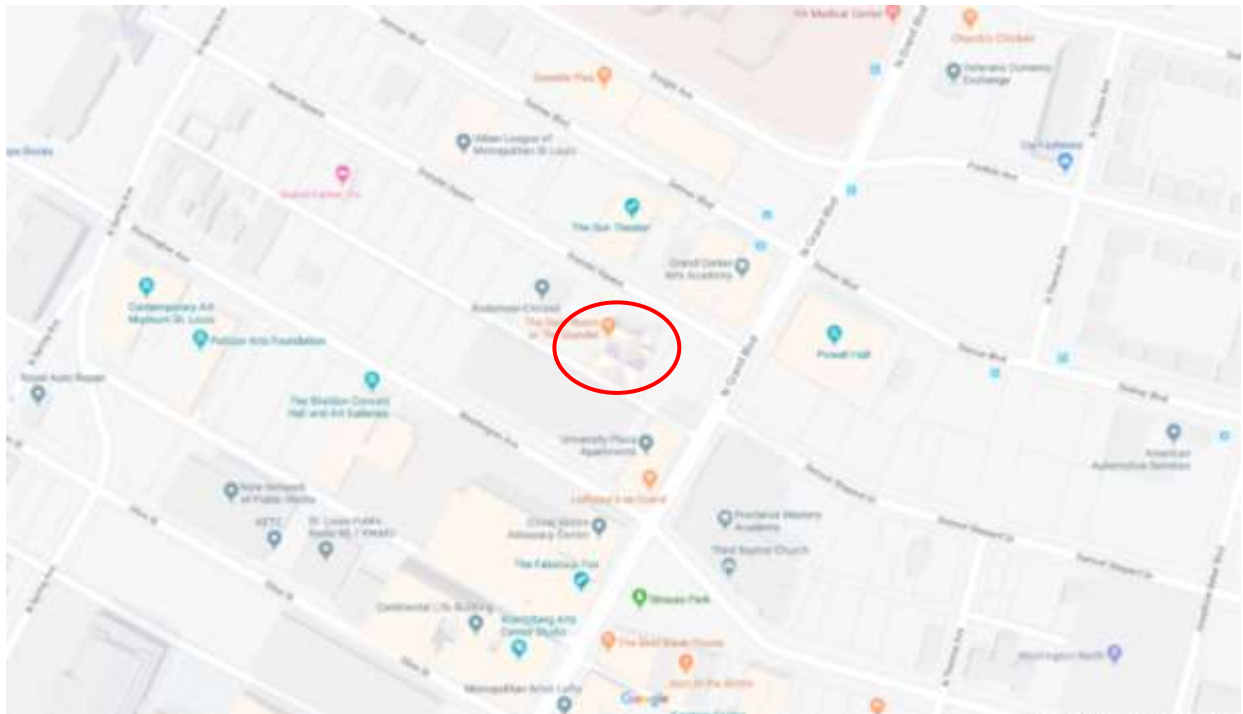
In the Works New Play Festival runs October 28 – November 24 at The Grandel. Visit <https://www.sfstl.com/in-the-works/> for details.

Need for Volunteers: For our first-ever INDOOR Festival, we'll need help from volunteers to act as Ushers, assisting patrons with tickets, seating, playbills, and information. One volunteer is needed nightly to act as Volunteer Coordinator, checking in Ushers and coordinating with Front of House Staff on nightly set-up and volunteer training. Volunteers will stay and enjoy the performance, assisting patrons if needed. A quick sweep of the audience area to pick up litter ends evening.

What to wear:

- Black shirt and slacks, or black slacks with white shirt – standard theatre usher attire.
- Sensible black walking or athletic shoes are recommended.
- Nametags will be provided.

Where to park: The Grandel is located at 3610 Grandel Square, 63103. Plentiful street and lot parking is available.



When to arrive: Volunteer start times are posted for each volunteer opportunity. Volunteer Coordinators, please arrive 5-10 minutes before Ushers to prepare.

Where to check in: Check in will be in The Grandel Lobby.

How long to stay: Volunteers will be asked to stay 15 – 30 minutes after the performance ends.

Brief Timeline

Arrival – 10 minutes: Introductions, brief training

Thru Show Start: Hand out playbills and assist patrons

Show Start thru End of Performance: Enjoy the show! Assist patrons if needed.

End of Evening 15 – 30 minutes: Assist patrons if needed; light clean-up of theatre

Contacts

- Lydia Schultz, Front of House Manager: 314-448-3179
- Roze Wolownik, Director of Operations: rwolownik@sfstl.com
- Linda Schulte, Director of External Affairs: lschulte@sfstl.com

Thank you! The Board of Directors, staff, cast, and crew of Shakespeare Festival St. Louis thank you for your time and effort that you give to us, and to the people of St. Louis!