



Hello Theatre by the Bay Volunteers!

Thank you all so much for your offer to help us out this year. We (literally) could not do it without you!

Important facts

**Please arrive at the theatre just before one hour before the performance your shift is on.**

**Doors open approximately half an hour before the start of the show.**

**You will be dismissed after the performance (assume around ten minutes after the end of the performance)**

PLEASE dress in formal blacks (black pants, black dress shirt, black shoes) – volunteer tags will be provided for everyone. They clip on so wear a shirt/top with a pocket so that it can clip into place.

As per the requirements of the City, volunteers will be given a tour of the building and shown all emergency procedures before EACH SHIFT. Even if you have volunteered before, it is a requirement to have a refresher.

Each performance will have a minimum of four volunteers. Duties will be divided as follows:

2 ushers

1 ticket taker

1 program distributor

Please note: All seats are assigned seating. Ushers will be required to assist in helping/guiding people to their seats.

Other info

We have seats reserved for our volunteers to watch the show.

Parking downtown is free on weekends and after 5 PM.

If you have any questions in the meantime, do not hesitate to ask us! If there are important ones pertaining to everyone, we will make sure to pass them along.

Thank you again!

Iain Moggach

Artistic Director