



GRETNA THEATRE VOLUNTEER TROUPE

The trees of Mt. Gretna can only go as far as their supportive branches allow, and as a nonprofit organization, Gretna Theatre relies on your help for us to stretch our mission out into the community. We invite you to get involved in the upcoming season today!

Please fill out the attached form. Double check to make sure that all of the information is correct and don't forget to sign it. Your registration will not be valid unless you read and acknowledge the policies and procedures page.

If you would like to usher or volunteer with friends, all of your forms must be returned *together in one envelope* or designated in the appropriate area if filling out online. Please note that all shows are offered on a first come first served basis. The earlier you register, the better your chances will be to receive your first choice of shows.

Please return your completed registration form as soon as possible to guarantee your registration for the season. Thank you again for your interest in the Gretna Theatre Branches. I look forward to meeting you in person this summer at the theatre!

Sincerely,

A handwritten signature in black ink that reads "Michael P O'Brien".

Michael Philip O'Brien
Producing Artistic Director

A handwritten signature in black ink that reads "Megan J. Riggs".

Megan Riggs
Managing Director

**PLEASE DOWNLOAD AND FILL OUT THE FOLLOWING PACKET AND
EMAIL IT BACK TO HOUSEMANAGER@GRETNATHEATRE.ORG**



VOLUNTEER POLICIES AND PROCEDURES

(Please keep this section for your records)

HOW TO REGISTER

- Fill out your personal information the top of the registration and:
 - Mail it to PO Box 578, Mt. Gretna, PA 17064
 - Email it to housemanager@gretnatheatre.org
 - Drop it off at 451 State Route 117 - 2nd Floor (above La Cigale), Mt. Gretna, PA 17064
- Please provide the attached form by **May 15, 2024**.
- Choose the best dates for your involvement. Signing up for a series of dates will allow us to schedule the entire season at one time. The season schedule and performances are all listed.
- Please note that some dates change due to the production schedules in the summer.
- Registrations are taken on a first come first served basis, so please indicate second and third choices. The earlier you register the better chance you can get your desired dates and shows since there are limited spaces available!

FOR USHERS

- Dress Code – Attire on duty shall consist of nice attire; such as blouses, polos, dresses, skirts, shorts/slacks. Please remember the warm weather.
- As a courtesy to others please do not wear perfume or cologne. All volunteers are expected to practice good personal hygiene.
- Time of arrival is **one hour prior to curtain time** (10 am for an 11 am performance; 1 pm for a 2 pm performance; 6:30 pm for a 7:30pm; 7pm for an 8pm) and typically light cleaning up after performance.
- All ushers will be assigned a position by the House Manager (ticket scanner, greeter, merchandise table, playbills/seating, etc.)
- In the event you cannot usher on your schedule time, please call the theatre 717-964-3322 in advance, or email HouseManager@gretnatheatre.org

ADMINISTRATIVE/EVENT VOLUNTEERS

- Work alongside our daytime staff in Marketing, Development, or Education doing data entry or providing general office assistance. Office hours are 10am-6pm but can be flexible.

ADMIN OFFICE

451 St. Route 117, 2nd Floor
Mount Gretna, PA 17064

(717) 964-3322

boxoffice@gretnatheatre.org
www.gretnatheatre.org

MAILING

PO Box 578
Mount Gretna, PA 17064



GRETNA THEATRE VOLUNTEER REGISTRATION FORM

NAME	
ADDRESS	
PHONE	
EMAIL	

Are you able to stand and walk for an extended period of time?

Yes _____ No _____

Are you interested in acting as an Administrative/Event Volunteer?

Yes _____ No _____

Do you have any physical limitations we should be aware of to support your ability to volunteer?

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USHERING MAINSTAGE:

(Please circle)

Chess In Concert	Every Brilliant Thing
July 11 2pm	August 3 8pm
July 18* 2pm 7:30pm	August 10* 3pm 8pm
July 19 7:30pm	
July 20* 3pm	

(Times shown are Show Times, not Arrival Times.)

*Please note some dates have 2 performances in one day; you may select one performance or both.

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USHERING FAMILY SERIES:

(Please circle)

Knuffle Bunny: A Cautionary Musical	Dr. Seuss's The Cat in the Hat
July 20 11am	August 3 11am
July 27 11am	

I have read and understand this document. Gretna Theatre provides a reasonable and safe working location consistent with accepted standards provided by federal and state law for the nature and the process of the work performed as a volunteer. Gretna Theatre defines safe working conditions as both physically, mentally, and emotionally safe conditions. As such, Gretna abides by and enforces an Anti-Harassment Policy and an Anti-Discrimination policy, which can be located at the following link: <https://www.gretnatheatre.org/eeo-hate-policies>. I am aware that not complying with these or abusing any privileges, it may result in my removal from the Gretna Theater Volunteer program.

***Potential exposure to COVID-19, or any illness, is an inherent risk in public locations and gatherings. We have implemented safety protocols relating to COVID-19 but cannot guarantee you will not be exposed during your visit to the Playhouse. By attending Playhouse events, you acknowledge that you may be exposed to COVID-19 and voluntarily choose to accept the risk of such exposure.*

SIGNATURE: _____ DATE: _____