



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!

As we all know, pandemic guidelines are fluid, but Gretna Theatre will be following the latest CDC guidelines to protect the safety and health of both our volunteers AND our audience. You can see some of these efforts at www.gretnatheatre.org/safety.

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*. This will ensure you are registered together. 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,

Handwritten signature of Michael Philip O'Brien in black ink.

Michael Philip O'Brien
Producing Artistic Director

Handwritten signature of Megan Riggs in black ink.

Megan Riggs
Managing Director



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 boxoffice@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, 2023**.
- 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 a solid white shirt, blouse, or sweater and black pants/shorts, or skirt. 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) 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.





GRETNA THEATRE VOLUNTEER
REGISTRATION FORM

Name:

Phone:

Address:

Email:

USHERING

MAINSTAGE: (circle)

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

Jekyll & Hyde	Together Off-Broadway: Merman & Martin	Gypsy	Life & Slimes of Marc Summers	Get Happy! Angela Ingersoll Sings Judy Garland
June 8* 2 pm 7:30 pm	June 22* 2 pm 7:30 pm	July 13* 2 pm 7:30 pm	August 3* 2 pm 7:30 pm	August 24* 2 pm 7:30 pm
June 9 7:30 pm	June 23 7:30 pm	July 14 7:30 pm	August 4 7:30 pm	August 25 7:30 pm
June 10 7:30 pm	June 24 7:30 pm	July 15 7:30 pm	August 5 7:30 pm	August 26 7:30 pm
June 11 2 pm	June 25 2 pm	July 16 2 pm	August 6 2 pm	August 27 2 pm
		July 20* 2 pm 7:30 pm		
		July 21 7:30 pm		
		July 22* 2 pm 7:30 pm		



FAMILY SERIES

The Musical Adventures of Flat Stanley	Don't Let the Pigeon Drive the Bus	Marian & Friends	Corduroy
June 10 11 am	July 24 11 am	July 29 11 am	August 5 11 am
	July 1 11 am		

SPECIAL CONCERTS

Great Balls of Fire	Summer Club
July 28 7:30 pm	September 1 7:30 pm

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?

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: _____