

2009-2010 Performances

Please check any shows that you are available to work.

August

- Percy Sledge & The Spontanes, Sat. Aug. 29, 7:30

September

- Grits, Thursday, Sept. 10, 7:30
- Of Mice & Men, Sept. 24, 7:30

October

- Mac Frampton, Thursday, Oct. 8, 7:30
- New Christy Minstrels, Thursday, Oct. 22, 7:30

November

- Hunt Family, Thursday, Nov. 5, 7:30
- Nelson Illusions, Sunday, Nov. 15, 2:30

December

- Rockapella, Thursday, Dec. 17, 7:30

January

- Dearly Departed, Jan. 8, 9, & 15, 16, 17 _____
- Marty Robbins, Friday, Jan. 22, 7:30
- Jim Brickman, Thursday, Jan. 28, 7:30

February

- The Platters, Saturday, Feb. 13, 7:30
- James Rogers, Saturday, Feb. 27, 7:30

March

- Grascals, Saturday, March 6, 7:30
- Club Swing, Thursday, March 18, 7:30

April

- Ray Charles, Saturday, April 10, 7:30
- Laughing with the Legends, Saturday, April 16, 7:30

May

- James Gregory, Saturday, May 15, 7:30

Please fill in the following information for our records.

NON-PROFIT INFORMATION

Name _____

Address _____

City _____ Zip _____

Home Phone _____

Cell _____ E-mail _____

Work Phone (If we may reach you there) _____

Please indicate areas you would be interested in volunteering:

- Usher
- Back Stage
- Parking
- Laundry
- Runner
- Greeter
- Seamstress
- Brochure/poster Delivery

Are there any times that you are typically unavailable or times when you are more available to volunteer? (Days / Evenings / Weekends) If so, please list.

Please list any skills you have that may pertain to any of the volunteer areas.

Emergency Contact _____

Phone Number _____

Policies and Procedures for the Performing Arts Center

Safety and Security

- Smoking and the use of tobacco products in the building is prohibited.
- All State of Tennessee and Town of Greeneville fire and safety regulations will be observed.
- Firearms are prohibited in all state buildings.
- Food or beverages are not allowed in the auditorium.
- Animals, other than Seeing Eye dogs, will not be allowed in the building.
- NPAC has no full time medical personnel on the premises. All NPAC employees and volunteers will be instructed on procedures to follow in case of emergency.
- The facilities are a place of public accommodation and are accessible to disabled persons in compliance with the ADA. No one, including licensee, shall render the facilities inaccessible to the disabled or cause the facility to be out of compliance with the ADA.

House Management

- The NPAC General Manager or a designated House Manager will be on site and will be responsible for the operation of the facility during all public access events.
- The auditorium Management will normally open 30 minutes prior to the scheduled performances. All set-up and sound checks must be completed by this time.
- NPAC assumes no responsibility for valuables left on premises. The Lost and Found is located at the Box Office.
- All event patrons, employees, volunteers and Licensee personnel will be informed that cameras or recording devices of any kind are prohibited during all performances. Exceptions require NPAC management approval.
- All cell phone and pagers must be turned off or put in silent mode.
- Seating of latecomers, curtain delays, intermission times, interruption and cancellation of performance due to emergency conditions will be at the discretion of Management or according to Licensee contract.
- Volunteer, ushers, service personnel and vendors will be under the supervision and direction of the Management during the period when patrons are in the building.
- Children under five and babes in arms will not be seated in the auditorium. The General Manager may make exceptions to this on a per event basis i.e.. children's productions.
- Any patron that is being disruptive during a performance may be asked to leave, by Management, in consideration of the other guests.

Ticketing and Box Office

- All telephone ticket sales will be billed to a credit card. Tickets will not be held on a "reservation only" basis.
- All sales are final. No cancellations or refunds.
- Every patron requires a seat. i.e.. No children in laps.
- The Box Office Manager will resolve all ticketing disputes.
- Only box office personnel, NPAC management and the Licensee's representative will be allowed in the box office.
- NPAC adheres strongly to a no tipping policy for any services it provides.

VOLUNTEER AGREEMENT

We ask you to take a moment to read the following agreement and sign it indicating you agree with the terms listed. Once we have this agreement and a photocopy of a picture ID on file, we will begin relying on you as one of our volunteer team members. Please feel free to ask any questions you may have once you have read the information packet.

I have read the volunteer information packet provided to me. I agree to follow the guidelines and policies that have been set forth by the Niswonger Performing Arts Center. I understand that there may be times when I will not be needed to serve because a show has already been filled. I agree to follow the dress code set forth for my particular area of service and to attend any training seminars in order to maintain eligibility to volunteer.

I understand that by agreeing to usher, in no way guarantees that I will have a seat or be able to watch the show(s) that I am working.

Volunteer Signature_____

Date_____