



July 25, 2011

To all of our wonderful volunteers:

Thank you for contributing to the success of the Niswonger Performing Arts Center.

We have just concluded our sixth complete season of scheduled performances and we are very pleased with all aspects of NPAC operations. We had an extremely successful year and are excited about the growth we have seen in our attendance. Still gratifying is the feedback we have received from our patrons concerning the service and attention they received from you, our volunteer staff. We wish to express our gratitude and compliments as well for the great job you do and for your dedication.

Our seventh season looks to be a great success with a lot of variety, and we hope that you will join in making the NPAC the premier center of regional and national professional entertainment in East Tennessee.

Attached is the 2011-2012 schedule of NPAC-sponsored performances. Please review the schedule and indicate which performances you wish to work. Also, please indicate the top 5 shows you most want to be assigned. Once I receive the sign-up sheets, I will do my best to accommodate your preferences and mail your individual schedule to you by August 22. We will be having our annual mandatory training sessions at 7:00pm at NPAC on Monday, Aug. 22 and Monday, Aug. 29. Please call the Box Office at 638-1679 to let us know which of these sessions you will be attending.

Please send your schedule to:

**Bill Regan
120 Park Place
Greeneville, TN 37743**

If you have any questions please feel free to call me at 798-9887.

Sincerely,

Bill Regan
House Manager

2011-2012 Performances -- check any shows you are available to work.

September

- Riders in the Sky, Thursday, Sept. 8, 7:30
- Melinda Doolittle, Saturday, Sept. 24, 7:30

October

- Nitty Gritty Dirt Band, Tuesday, Oct. 11, 7:30
- Phillips, Craig & Dean-Takoma, Thursday, Oct. 13, 7:00
- Wizard Of Oz, Thursday, Oct. 24, 7:00

November

- Civil War Voices- Barter, Sunday, Nov. 6, 2:30
- Jason Coleman, Sunday, Nov. 13, 3:30
- Appalachian Express Chorus, Sunday, Nov. 27, 2:30

December

- *Kingsport Ballet's Nutcracker, Fri. Dec. 2, 7:00
- *Kingsport Ballet's Nutcracker, Sat. Dec. 3, 7:00
- Mooseltoe, Sunday, Dec. 4, 6:30
- Phil Dirt & The Dozers Christmas Show, Saturday, Dec. 17, 7:30

January

- Knoxville Jazz Orchestra, Sunday, Jan. 15, 2:30
- Fisk Jubilee Singers, Saturday, Jan. 28, 7:00

February

- James Rogers, Saturday, Feb. 4, 7:30
- Barter's Just So, Thursday, Feb. 16. 9:45am
- Let's Hang On!, Saturday, Feb. 25, 7:30
- Barter's Romeo & Juliet, Tuesday, Feb. 28. 9:45am
- Barter's Call of the Wild, Wednesday, Feb. 29. 9:45am

March

- Crystal Gayle, Saturday, March 10, 7:30
- Steel Magnolia, Saturday, March 24, 7:30

April

- Kenya Safari Acrobats, Friday, April 13, 7:30
- Ballroom With A Twist, Sunday, April 22, 3:00

May

- Blood, Sweat and Tears, Saturday, May 19, 7:30

Please fill in the following information for our records.

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:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Usher | <input type="checkbox"/> Runner |
| <input type="checkbox"/> Back Stage | <input type="checkbox"/> Greeter |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Seamstress |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> 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 _____

NO JUNK MAIL INFORMATION

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. (Bottles of water are acceptable.)
- 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.
- There will be some designated children's shows.
- 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. I also acknowledge that in order to volunteer, I am required to attend an annual volunteer training session.

Volunteer Signature _____

Date _____