

**Lemon Bay Playhouse Volunteer Application**

(Please Print)  
NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

AVAILABLE: (Mos.) From \_\_\_\_\_ To \_\_\_\_\_

**YES, I'D LIKE TO HELP WITH:**

**BOX OFFICE**

- Ticket Sales
- Group Sales

**SETS/BUILDING**

- Carpentry
- Electrical
- Painting
- Set Decor

**PRODUCTION HELP**

- Acting
- Directing
- Stage Manager
- Props
- Backstage Crew
- Sound & Lights
- Wardrobe/Sewing
- Make-up/Hair
- Photography

**PUBLICATIONS**

- Newsletters
- Playbills
- Computer Input
- Graphics
- Publicity
- Flyers
- Photo Boards

**SOCIAL**

- Volunteer Party
- Annual Meeting
- Cast Parties
- Supply Runner
- House Manager (Host and Hostess)
- 50/50 Raffle

**DEVELOPMENT**

- Ad Sales
- Membership
- Fundraising
- Grants
- Sponsors

Any other skill, talent or resources that would help us:  
\_\_\_\_\_

PLACE  
STAMP  
HERE

Lemon Bay Playhouse  
96 West Dearborn Street  
Englewood, FL 34223

# Volunteering at Lemon Bay Playhouse



*It is the mission of Lemon Bay Playhouse to enrich Englewood and surrounding communities through theatrical productions, volunteer opportunities, education and training in the performing arts, and to provide a venue for other cultural activities.*



Lemon Bay Playhouse, Inc., The Englewood Community Theatre, was formed by a few local amateur actors in April, 1987. The group took over a rented store-front space in July of that year. The floods of the summer of 1995 convinced the players of the desperate need for more adequate space, and the playhouse moved to its current location.

Thanks to careful financial management, profitable shows, generous donations, and welcome grants, the theater has made great improvements in the physical plant, making it more comfortable for actors and audiences.

The season consists of seven plays presented September through June. Between plays there are other weekend entertainments. Classes during the year for adults and students, as well as the summer Children's Theatre Camp are also part of the Playhouse offerings.

The Lemon Bay Playhouse has grown to a successful community theatre largely because of the tireless volunteers.



96 West Dearborn Street  
Englewood, FL 34223  
941-475-6756  
[www.lemonbayplayhouse.com](http://www.lemonbayplayhouse.com)



*It takes a lot of people to create a good community theatre. Nearly every task at Lemon Bay Playhouse is performed by a volunteer.*

### Onstage

The most visible volunteers are the actors on the stage. Many actors enjoy their first stage experience at LBP. Talented



people of all ages perform in productions; no special training or experience is required. Audition times are listed on our website [www.lemonbayplayhouse.com](http://www.lemonbayplayhouse.com). Anyone is welcome to audition for our shows.

### Backstage Technical Crews



Although the tech crews are not seen onstage, they are an essential part of every production. These volunteers build the scenery, paint the set pieces and

backdrops, hang the lights, record the sound effects tapes, sew the costumes, and find the props. In rehearsal, they provide support and assistance to the performers and director. During performances, they move the scenery and props when scenes change, help the actors with costume changes, and insure performances run smoothly.

### Sound and Lights



Volunteers are needed who can assemble sound effects and music for a show. The Internet is a great source. Once the sound is designed, a sound board/light board operator runs the

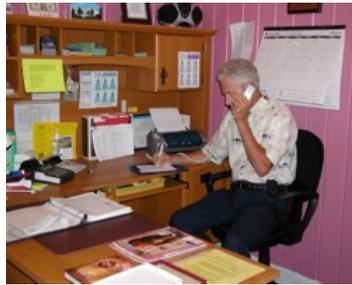
board during the show. We can train you to do this, and you can sign up for as many performances as you can fit into your schedule.

### Host/Hostess

Looking after the comfort and safety of our audiences is the responsibility of these volunteers. The hosts and hostesses act as ushers and concession workers to insure that the audiences enjoy their visit to the theatre.



### General Daily Operation



Volunteers perform many of the daily tasks necessary to keep the Playhouse running smoothly. They help with routine maintenance around the building, assist with office work, and help plan

special events and social functions.

### Box Office

Volunteers work in our box office during regular daily box office hours and on the evenings of performances. They sell tickets and give out information, dealing with customers over the phone and in person.

Volunteers also handle the annual subscription drive and group sales.



### Publicity And Marketing



We are looking for people who can write press releases for local newspapers, coordinate publicity photos and handle newspaper requests from reviewers and feature writers. If you have a flair for writing or editing and are computer savvy, we

also can use help in the preparation of our newsletter and other printed materials.

### Graphics

Volunteers with a talent for graphic design can help create flyers for each production and also assemble the show's picture board. This is a job for someone with computer graphics knowledge and a little time to spend working at home.



### Readers Theater Outreach Program



Readers Theater is a form of theatre where lines are not memorized but read by actors from a script. In addition to our monthly

gatherings, open to all, LBP Readers Theater is available to perform at local libraries, clubs, and other community organizations free of charge. Auditions for roles in the performing casts will be held seasonally and participants must be available for rehearsals and performances during the day and occasional evenings.

### Other Volunteer Opportunities

In addition to all of the previous areas listed which deal with LBP productions, there is always a need for hard-working, dedicated individuals to serve on the Playhouse Board of Trustees and other committees: production, building and grounds, and public relations. Every non-profit organization needs individuals who possess skills in management, finance, development, strategic planning, and public relations.

Volunteers of all ages and backgrounds are welcome. The only requirement is a willingness to roll up your sleeves and get involved. Training is provided and, as with other volunteer areas, you can work as few or as many hours as your schedule allows. It may take a little time to find your niche, but if you are interested, there is a spot here for you.

### To Volunteer at Lemon Bay Playhouse

To volunteer at the Lemon Bay Playhouse, check off your areas of interest on the list on the back of this form and mail it to the Playhouse or drop it off at the Box Office.