



## VOLUNTEER INFORMATION

We're always looking for Raven Performing Arts Theater supporters who are willing to donate their time to help us maintain a home for performing arts in our community. You can help us in ongoing capacities or event-specific activities.

Below is a list of ways you can help out; simply provide your contact information, check the boxes that match your skills or interests, and return the form to a Raven staff member, fax it to (707)431-8385, or mail it to Raven Performing Arts Theater, PO Box 870, Healdsburg CA 95448.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

### Volunteer Activities:

- Historian: keep and organize press and promotional materials
- Data entry: use Microsoft Access database to track volunteers, event attendees, etc.
- Maintain Raven office: put up promotional materials on Windows, ensure the office is clean and ready for meetings
- Public relations administration: mail, fax, and email press releases and other materials
- Public relations representative: write press releases, talk to press contacts both about the organization and its events
- Fundraising assistant: varied duties related to funding program development, implementation, and administration
- Distribute promotional materials: post or deliver flyers and handouts to stores, inns, and other venues
- Graphic designer: design promotional materials including posters, programs, handouts, event logos
- Grant writer
- Public relations writer

### On-Site Event Activities:

- Ticket taker/usher/greeter at events
- Beer/wine sales at events
- House manager: oversee front-of-house activities (tickets, ushers, etc) during events; ensure volunteers & materials (moneybox with change, beverages, brochures, etc.) are in place before event begins

### Technical Activities:

- Set designer
- Set builder
- Lighting designer for events
- Run lights at events
- Run sound equipment at events
- Costume designer
- Costume creator
- Prop manager
- Stage manager
- Stagehand
- Dialog coach
- Event manager
- Choreographer
- Stage production director (musicals, etc)

### Other Activities:

Please let us know other ways you can volunteer in the space below: