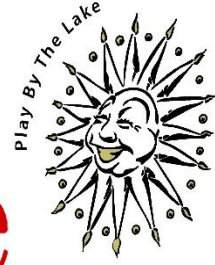


Port Stanley Festival Theatre



Dear Volunteers,

Spring is here and summer is soon to come! With renovations of our new patron lounge and roof-top patio nearly complete we have been busy preparing for our upcoming season and we are excited to have you join us for another great summer.

We invite you to join us for our **Volunteer Sign Up Night on Tuesday May 2nd at 7pm** at the theatre. On the agenda for the evening will be a welcome from our staff and Board of Directors, I will review your volunteer duties and mandatory safety procedures, a walk through of the new spaces we have as well as the chance for you to sign up for the dates you are available to usher.

As per previous years, you must complete this walk through/training before you can sign up for the dates you would like to volunteer for. If you are unable to attend on May 2nd we will be offering an **alternative daytime walk through on Wednesday May 3rd at 11am.** If you would like to attend the alternative date, please contact Parker at the box office as soon as possible to be added to the May 3rd walk through list.

What to bring to Sign Up Night:

- 2-3 date choices for each performance you would like to usher as this will speed up registration if we are unable to meet your first choice requests
- Your summer calendar to record your selected dates
- New address or emergency contact information if this has changed from last year
- **Your patience...generally this evening takes 2 hours to review all mandatory materials, the walk through as well the registration**

Reminder – the doors to the theatre auditorium will not open until 7pm on Sign Up Night. The order of who will sign up first is randomly selected on the night of the event so **please do not show up early** in expectation that you will be able to sign up first. Thank you.

If you know anyone who may be interested in becoming a volunteer, please encourage them to join us for the walk through.

Looking forward to a great season with an amazing group of volunteers!

Kind regards,

Parker Booth

Box Office Manager

519-782-4353