

## HINTS ON ATTRACTING SAINTS VOLUNTEERS

Give as much lead time as possible. Most good Saints members are fully booked a month or more in advance.

While several Saints have long-term, ongoing relationships with a particular theater on their own, most Saints prefer volunteer duties that require a commitment of only one afternoon or evening.

More than half of our membership work. If possible, be flexible about the time period for your volunteer needs. Many performing arts organizations have been disappointed by the lack of volunteers for mailings during the day, and Saints are just as disappointed that they are unable to help you. Consider not only daytime tasks, but evening and weekends as well.

Be as specific as possible. People are sometimes reluctant to volunteer unless they know what is expected of them, what timeframe is involved, and the location – particularly parking arrangements and/or nearness to public transportation.

Finally, keep the volunteer in mind when you frame your request. What would convince you to spend time doing something for free? Perks, in the form of refreshments and/or complimentary tickets, are always appreciated.

A sincere and warm **thank you** is appreciated.



### CONTACT US:

[liaison@saintschicago.org](mailto:liaison@saintschicago.org)

[www.saintschicago.org](http://www.saintschicago.org)

To inquire regarding services of The Saints, please email our Venue/Coordinator Liaison at [liaison@saintschicago.org](mailto:liaison@saintschicago.org) or submit your volunteer request via our website above by clicking on tab labeled "Request Volunteers"



Like Us on FaceBook:

<https://www.facebook.com/SaintsVolunteersPerformingArts>



## GUIDELINES FOR PERFORMING ARTS ORGANIZATIONS

## WHO ARE THE SAINTS?

*The Saints is a volunteer organization - now more than 2,000 members strong - which serves theaters and other performing arts organizations throughout the Chicago metropolitan area and surrounding communities. We were the first and are the premier organization in the country and have been copied by other cities.*

*Our primary mission is to assist the smaller, not-for-profit performing arts organizations.*

*However, we also help larger theaters, particularly if doing so allows our members access to shows they would not otherwise see.*



*The Saints is a volunteer organization - now more than 2,000 members strong - which serves*

[www.saintschicago.org](http://www.saintschicago.org)

## WHAT WILL THE SAINTS COST MY THEATER?

**FOR USHERS:** As a reward, ushers are to be seated at the performance. For safety reasons, ushers are to be seated before the house lights go down and before the performance starts. Prearranged seating is preferred but may not be possible due to constrictions of the theater arrangement and the number of ushers.

If the house is completely filled and there are no empty seats, ushers may accept a complimentary ticket for a future performance date of their choice for the same show. However, this is not preferred.

If you wish the ushers to pick up other than the aforementioned items from the floor, please provide plastic gloves and boxes or bags for disposal.

**FOR MAILINGS, POSTERING:** Complimentary ticket(s) (or other comps). If you are asking for volunteers for a mailing, or postering, it is imperative that you stipulate in advance that a certain number of hours of work are required to earn any compensation.

**FOR COORDINATOR:** Because your Coordinator is assigning the ushers, they need a full commitment from your staff to keep them informed of each season's productions, changes, extensions, and especially last minute cancellations of performances on a timely basis. They must have time to alert ushers. They must also have time to submit information to our publisher who distributes the Spotlight and CyberLine.

The Coordinator also needs feedback as to the conduct of ushers. The Saints have strict rules and must be informed of violations. These include no shows, late arrivals, improper dress, not picking up after show, etc. **THIS IS IMPERATIVE.**

**FURTHER ASSISTANCE:** A listing publicizing The Saints as volunteers printed in your programs is requested. Another way to assist the Saints is to offer your theater for one or more of our membership meetings and by providing program speakers.

## WHAT WILL THE SAINTS DO FOR YOUR PERFORMING ARTS ORGANIZATION?

### USHERING

The main service we provide is ushering. Our volunteers are well aware of your patrons' needs and how to make them feel welcome. Our ushers provide many services. They will:

- Arrive one hour (or as needed) before the performance or function.
- Be dressed in a professional All Black, Black & White, or less or more formal attire if requested.
- Have a flashlight and badge.
- Stuff programs with inserts.
- Usher, take tickets, work concessions, greet patrons, direct patrons at intermission.
- Watch for patrons entering the house with food, drink and electronics.
- Watch in the house for emergencies and notify house management.
- Pick up programs, tickets and stuffers from the floor after the performance.
- Check for lost items and give them to house management.
- Provide assistance at benefits when requested.
- Provide other skills when requested.
- Assist in mailings and distributing posters.

The ushers provide all the above at no expense to you.

### COORDINATOR

Each venue has a Saints-appointed Coordinator. The Coordinator relieves the theater from usher assignments. They will schedule your required ushers throughout your season. Long running plays, however, may have to be adjusted.

Coordinators will:

- Publicize each show in our monthly newsletter, the Spotlight.
- Alert members on ushering emergencies, last-minute mailings, additions, cancellations, show extensions, free tickets, papering the house, etc. This is done via the CyberLine, a twice weekly email.

### DETERMINING YOUR NEEDS

You will be contacted by our Venue/Coordinator Liaison to help in the selection of a Saints Coordinator for your venue and to determine any special needs in accordance with Saints' rules for theaters.

