

**TENNESSEE VALLEY THEATRE
VOLUNTEER SURVEY**

Name Phone

Address

e-mail Date

I would be interest in the following projects(please check all that apply):

FACILITIES

Building Maintenance

THEATRICAL PRODUCTIONS

painting, plumbing, heating

play selection

off-site facilities

director recruitment

purchase parts & supplies

actor/crew recruitment

Construction

script materials procurement

physical changes to facilities

production budget

set design

HOUSEKEEPING

set construction

schedules contract cleaning

set demolition

cleaning between shows

set decoration

trash removal

costume design

purchase supplies

costume construction

prop procurement

EVENT SET-UP

set, prop, costume storage

Tables/chairs

play program

catering equipment

host scheduling

CONCESSIONS

post event clean-up

personnel scheduling

special event decoration

supplies purchases

visual arts display

budget

curtain speech

working

**PUBLIC RELATIONS/
PUBLICITY**

press releases

newsletters

web site

TVT Ambassadors (speakers)

answering machine

mailing list

BOX OFFICE

reservations

box office staffing

financial/ attendance reports

NON-EARNED INCOME

grants

sponsors

wills, bequeaths

CHILDREN/ YOUTH

Workshops

directing

assisting

snacks/lunch

Productions

play selection

directing

assisting

school performance

Scheduling

SPECIAL EVENTS

Off-site

parades, etc

On-site

outside programs

facility rental

annual meeting

THEATRICAL EQUIPMENT

lighting design

sound set-up

light/ sound operation

light/ sound maintenance

equipment purchase

CATERING

caterer recruitment

menu selection

caterer scheduling

EDUCATION/ TRAINING

theatrical training (acting, directing, makeup, costuming, etc)

visual art training (painting, sculpture, etc)

performing arts training (dance, voice, etc)

MEMBERSHIP

membership list

membership solicitation (annual membership letter)

membership programs

phone committee

volunteers

talent pool

history / archive

Tennessee Valley Theatre 184 West Jackson Ave. Spring City, TN 37381

(423) 365-PLAY tennesseevalleytheatre.com