

Shade Tree Summer 2025

Welcome to Shade Tree Summer 2025. We are so grateful you and your children are here with us!

This summer, we are requesting each family complete a minimum of 3 hours of volunteer work per student in one production and 5 total hours for families with multiple children in the same production. These hours are to be done by the parents or responsible adult connected to a registered student. For our 16-year-old or older registered students, they can sign up to volunteer if it doesn't interfere or not asked of them with their required production stage time/responsibilities. These qualifying volunteers are welcome to sign up for any production slot within their production or corresponding production level (ex. Academy Play A to Academy Play B or Conservatory Musical to Conservatory Play). To show our appreciation STP will give each volunteer who completes their requested 3 hours of volunteering 2 complimentary tickets to see any of the remaining shows. For families that complete their requested 5 hours of volunteering, they will receive 3 complimentary tickets. Families may choose to volunteer for additional hours over the requested hours listed above. For every additional 2 hours of volunteering, they will receive 1 comp ticket. There will be no cap on the amount of volunteer comp tickets a family can earn based on the number of volunteer hours worked. These tickets can be used to watch any of our remaining 2025 Shade Tree shows and are completely transferrable. There will be a volunteer sign-up available on the shared Dakota Stage/Shade Tree website. The link will be sent out with the times and dates of all volunteer opportunities immediately following this email.

Shade Tree Players wants to thank all families for their support and service this season! Our program would not be possible without your generous support and help! If you have any questions, feel free to contact Jessica Hanson at jesjulia07@gmail.com

Academy Level: Charolette's Web session A & B, Imagine a Dragon session A & B

Conservatory Level: Alice in Wonderland, The Addams Family Musical

Please review the options available for adult volunteer hours

Parent Liaison

Help provide parents with off-stage communication from the Director(s)/Stage Manager. Help manage production volunteer positions and ensure all positions for your production are filled. Track production families volunteer hours. Answer parents' questions or direct them to whom they can answer their question. Help coordinate each performance's volunteers, so they know where to be and what to do. Plan activities for after-shows parties. Collect money from parents and purchase gifts for Director(s) and Stage Manager. *A binder will be made available to this individual to use as a guide* (=8+ hours and 6 total complimentary tickets and complimentary production t-shirt)

Workday Opportunities:

• Flat/Set Assembler

Academy - Haul flats (large pieces of wood used to create the background) and other items used to create the set from the Dakota Stage building and bring to the High Prairie Arts Complex. At least 2 pickup trucks are required, but more may be beneficial. Assemble flats at High Prairie Arts Complex. Please bring tools with you (drill and a variety of bits). Crew/staff will be available to help you know what is needed. **Heavy lifting, ladder use, and stairs will be required.** (=3 hours)

Conservatory - Haul flats (large pieces of wood used to create the background) and other items used to create the set from the ballroom of Dakota Stage and bring down to the stage. Assemble flats as directed. Please bring tools with you (drill and a variety of bits). Crew/staff will be there to help you know what is needed. **Heavy lifting, ladder use, and stairs will be required.** (=3 hours)

- **Flat/Set Re-Assembler** (Academy Only)

Disassemble and reassemble flats (large pieces of wood used to create the stage background) at High Prairie Arts Complex. Haul set pieces and/or furniture from Dakota Stage to High Prairie to complete the set. Requires 2 pickup trucks. Please bring tools with you (drill and variety of bits). Crew/staff will be there to help you get what you need. **Heavy lifting, ladder use, and stairs will be required.** (=2 hours)

- **Prop Volunteers** (Academy only)

Get a prop list provided by the Director. Get said props from the prop room at Dakota Stage. Transport props to High Prairie Arts Complex. **Heavy lifting and stairs will be required.** (=1½ hours)

Academy Parents: Workday for your child/ren will consist of going to Dakota Stage and getting your child/ren assigned a costume. Every actor will need to be signed up for a 15–30-minute costume appointment with Amanda Perry, DSL Artistic Director, unless otherwise specified in specific production information. A sign-up sheet will be sent out to stagger the actors throughout the Workday.

Paint Day Volunteer Opportunity:

- **Painter**

Academy - Paint flats, set pieces, etc. at High Prairie Arts Complex according to the Director's vision and directions. Paint and supplies will be available and ready for use. **Ladder use and heavy lifting will be required.** (=2 hours)

Conservatory - Paint flats, set pieces, etc. at Dakota Stage with actors according to the Director's vision and directions. Paint and supplies will be available and ready for use. **Ladder use and heavy lifting will be required.** (=2 hours)

Pre-show Volunteer Opportunity:

- **Costume Assistant**

Work directly with Amanda Perry, DSL Artistic Director and Costume Manager ensuring that all costumes are ready to be used throughout the production. Possible duties include helping to pull costumes during costume fitting of cast. This will be done in either the DSL Ballroom or High Prairie building, more details will come as the date nears. This assistant will also be responsible for doing simple hems and fixes of costumes throughout the production start to end dates. This person may be responsible for taking home costumes if more time on the costume is needed. This individual will be required to check-in with Amanda and the production's Director during the week of dress rehearsals and performances to help guarantee that each costume is fitting correctly and production ready. This volunteer opportunity may require more or less time than stated above depending on unseen circumstances. *Amanda will be this volunteer's go-to and will provide a short training course on stage sewing tips and tricks. The Parent Liaison will provide Amanda's contact information to the volunteer.* **Heavy lifting and stairs will be required. Experience sewer preferred, but not required.** (=5+ hours, 3 comp tickets)

- **Costuming Labeler**

Meet with Amanda Perry, DSL Artistic Director, and Costume Manager at Dakota Stage. The job will be performed in the upstairs Ballroom of DSL building. Academy B productions may be at High Prairie instead of DSL, details will be decided and communicated before the costume fitting commences. Help grab, hang, fold, label etc. any costumes during and after fitting of an actor. Help manage keeping an eye on actors while they are in the designated space. Box up decided costumes and transport to High Prairie greenroom (Academy). Hang up costumes in greenroom with labels showing. **Heavy lifting and stairs will be required.** (=1½-2+ hours – varies per show)

- **Sound Board Operator**

Work directly with the crew of the production to help run sound, lights, spotlight, and/or house lights for each performance. This will most likely be a high energy and more intense job due to requiring and investing more direct

hours in the show to be successful. All sounds and light cues will be preloaded so programming will not be a direct responsibility. This volunteer will need to be at all tech days, dress rehearsals, and performances for the production. **Stairs will be required.** (=8+ hours, 6 comp tickets and a complimentary production t-shirt)

- **Bio Board Decorator**

Academy - Decorate the bio board outside of the Imagination Theater on the last day of rehearsal during performance week (**must be available during your child's rehearsal time to decorate**). The board decorators will need at least one staple gun and staples. STP will provide decoration supplies unless donated by cast parents to make it more elaborate), cast pictures and bios (director will provide), etc. Directors may have ideas for projects for the actors to create, that can be used to decorate the board or hallway. (=2 hours for Academy session A's) and (=1 hour for Academy session B's)

Conservatory – Develop and implement a creative way to display cast pictures and bios (director may help formulate ideas) in DSL lobby the last day of rehearsal during performance week (**must be available during your child's rehearsal time to decorate**). The board decorators will need at least one staple gun and staples, supplies for board (STP will provide, unless supplies are donated by cast parents to make it more elaborate), cast pictures and bios (director will provide), etc. Directors may have ideas for projects for the actors to create, that can be used to decorate the board or hallway. Conservatory parents use chalk art to advertise the show on the sidewalk outside of Dakota Stage (supplied). (=3 hours)

- **Dress Rehearsal Assistant** (Academy Only)

Supervise and assist actors, especially those not on stage. Possibly follow along with the script and help with costume changes. This position will run one dress rehearsal day only. The options will be either Monday, Tuesday, or Wednesday of show week. (=3 hours)

Performance Volunteer Opportunities (Need the following volunteers for each performance)

- **Call Time Greenroom Assistant** (Academy only)

Supervise and assist actors in the greenroom for an hour before the performance. (=1 hour)

- **Performance Greenroom Assistant** (Conservatory Only)

Supervise and assist actors in the greenroom or room behind the stage during the performance. (=2 hours)

- **Backstage Assistant** (Academy Only)

Supervise actors backstage during the performance. Make sure the actors are quiet, calm, and away from curtains. Help actors possibly during scene and wardrobe changes. May be asked to follow along with script to help actors know where the stage is at in the performance. **Look for any garbage and extra/lost scripts left behind backstage and give them to the Stage Manager after the performance.** (=1½ hour)

- **50/50 Sales Volunteer**

Explain the 50/50 raffle and supervise actors as they sell 50/50 tickets. Hold and collect the money involved. Separate individual tickets to be drawn from immediately, so the winning ticket can be picked. Turn in the money to a Shade Tree staff member in the box office. **Academy parents after the performance, straighten the audience chairs in the auditorium. Conservatory parents after performance, clean front of house (lobby) by sweeping, vacuuming, and mopping as needed. Also, empty trash from the 3 public bathrooms and add to the large trash in the front of house. Take the large trash bag out to the back ally dumpster.** (=1 hour Academy) (=1½ hours Conservatory)

- **Basket Raffle Sales Volunteer** (Conservatory Only)

Manage the basket table before performance and at intermission by selling and explaining how the basket raffle will work. Collect and hold any money sold for raffle and give to STP staff member (Morgan Nelson/Kirsten Dickhut/Lex Belile) after each sale time. Will be required to walk around the lobby area to encourage sales. A clipboard and other supplies will be provided to help accomplish the raffle activities. (=1½ hours)

- **Usher**

Collect (Academy) or scan (Conservatory) tickets from patrons and hand out programs. **Academy parents after the performance, pick up any garbage left behind in the auditorium. Conservatory parents clean the house**

when the audience has exited by collecting trash, vacuuming, sweeping, and mopping as needed. Also, stock bathrooms with toilet paper and paper towels for the next performance. (=1 hour Academy) (=1½ hour Conservatory)

- **Concessions Volunteer**

Sell cookies, candy, and any other specialty concession item(s) before the show and during the 10-minute intermission. Help the Ticket Booth Attendant/STP Staff Member if needed with ticket sales. Give money to STP staff after each sale time. (=1 hour Academy) (=1½ hours Conservatory)

Strike Volunteer Opportunity:

- **Flat/Set Disassembler**

Academy - Disassemble flats (large pieces of wood used to create the stage background). Please bring tools with you (drill and various bits). Haul flats, set pieces and furniture from High Prairie to Dakota Stage. At least two pickup trucks are needed. Crew/staff will direct where to put the pieces. **Heavy lifting, ladder use, and stairs will be required.** (=3 hours)

Conservatory - Disassemble flats (large pieces of wood used to create the stage background) at DSL. Please bring tools with you (drill and various bits). Bring flats, set pieces and furniture to the DSL ballroom. Crew/staff will direct where to put the pieces. **Heavy lifting, ladder use, and stairs will be required.** (=3 hours)

- **Set Piece/Furniture Mover (Academy Only)**

Move and deliver any set pieces, furniture, and props from High Prairie to Dakota Stage. Two pickup trucks are needed. Crew/staff will direct where to put the pieces. **Heavy lifting and stairs will be required.** (=2 hours)

- **Strike Supervisor (Conservatory Only)**

Direct students on needed housekeeping activities and chores in the house and lobby or downstairs. Crew will help Strike Supervisor get setup and locate necessary supplies. The Supervisor will help guide actors to do the bulk of the chores required at strike. **Heavy lifting and stairs will be required.** (=1½ hours first ran production and 3 hours second ran production)