



## GRETNA THEATRE BRANCHES

GRETNA THEATRE BRANCHES is our theatre's volunteer troupe. The trees of Mt. Gretna can only go as far as their supportive branches allow, and as a nonprofit organization, Gretna Theatre relies on your help for us to stretch our mission out into the community. We invite you to get involved in the upcoming season today!

**For those of you who have volunteered as a member of the Gretna Theatre Branches, there may be changes this summer in response to the COVID-19 pandemic outbreak this year. There are many new measures we will be taking to protect the safety and health of both our volunteers AND our audience. Please be patient with us as new processes, technologies, and protocols are put into place.**

Please fill out the enclosed form. Double check to make sure that all of the information is correct and don't forget to sign it. Your registration will not be valid unless you read and acknowledge the policies and procedures page.

If you would like to usher or volunteer with friends, all of your forms must be returned together in one envelope. This will ensure you are registered together. Please note that all shows are offered on a first come first served basis. The earlier you register, the better your chances will be to receive your first choice of shows.

Please return your completed registration form as soon as possible to guarantee your registration for the season. Thank you again for your interest in the Gretna Theatre Branches. I look forward to meeting you in person this summer at the theatre!

Sincerely,

Brian Kurtas | Executive Producer

Volunteer Policies and Procedures  
(Please keep this section for your records)

#### HOW TO REGISTER

- Fill out your personal information the top of the registration and mail it / drop it off by June.
- Choose dates and your involvement. Signing up for a series of dates will allow us to schedule the entire season at one time. The season schedule and performances are all listed.
- Please note that some dates change due to the production schedules in the summer.
- Registrations are taken on a first come first served basis, so please indicate second and third choices. The earlier you register the better chance you can get your desired dates and shows since there are limited spaces available!
- When finished, please sign/return completed form.

Email to [HouseManager@gretnatheatre.org](mailto:HouseManager@gretnatheatre.org) OR mail to PO Box 578, Mt. Gretna PA 17064

#### FOR USHERS

- Dress Code – Attire on duty shall consist of a solid white shirt, blouse, or sweater and black pants/shorts, or skirt. Please remember the warm weather.
- As a courtesy to others please do not wear perfume or cologne. All volunteers are expected to practice good personal hygiene.
- Time of arrival is one hour prior to curtain time (6:30pm for a 7:30pm) and typically light cleaning up after performance.
- All ushers will be assigned a position by the House Manager (ticket scanner, greeter, merchandise table, playbills/seating, etc.)
- In the event you cannot usher on your schedule time, please call the theatre 717-964-3322 in advance, or email [HouseManager@gretnatheatre.org](mailto:HouseManager@gretnatheatre.org)

#### ARTIST HOUSING (not as commonly needed)

- Many community members enjoy meeting new people and helping us to provide housing for out of town actors, designers, and directors on an as needed basis.
- They would require a commitment of between 1 to 4 weeks
- Volunteers supply a private bedroom with linens, wifi, air conditioning, and kitchen cooking access and fridge space. Meals and transportation are not required.

#### CAST/CREW DINNER

- Technical Rehearsals are long 12 hour days, and after constructing the set on stage and hanging all of the lights, volunteers have set up hot food/dinner/drinks/snacks for our team. This happens the Tuesday evening before each new production right at the Playhouse. You can meet the whole production team and cast involved in the show!

#### ADMINISTRATIVE/EVENT VOLUNTEERS

- Work alongside our daytime staff in Marketing, Development, or Education doing data entry or providing general office assistance. Office hours are 10am-6pm.

**GRETNA THEATRE BRANCHES  
REGISTRATION FORM**

Name:

Address:

Phone:

Email:

USHERING: (circle)

SHOW 1	SHOW 2	SHOW 3	SHOW 4	SHOW 5	KIDS SERIES
6/11 – 2pm	6/25 – 2pm	7/9 – 2pm	7/30 – 2pm	8/20 – 2pm	6/13 – 11am
6/11 – 7:30	6/25 - 7:30	7/9 - 7:30	7/30 - 7:30	8/20 - 7:30	6/27 – 11am
6/12 – 7:30	6/26 - 7:30	7/10 - 7:30	7/31 - 7:30	8/21 - 7:30	7/11 – 11am
6/13 – 7:30	6/27 - 7:30	7/11 - 7:30	8/1 - 7:30	8/22 - 7:30	7/18 – 11am
6/14 – 2pm	6/28 – 2pm	7/12 – 2pm	8/2 – 2pm	8/23 – 2pm	7/25 - 11am
		7/15 – 2pm			8/1 – 11am
		7/16 – 7:30			
		7/17 – 7:30			
		7/18 – 2pm			

SPECIAL CONCERTS – 5/30 - 7:30 & 9/4 – 7:30

Are you able to stand and walk for extended period of time?      Yes      No  
Do you have any physical limitations we should be aware of?:

**ARTIST HOUSING**

Potential dates available:

**CAST/CREW DINNER**

Available on dates:                      6/9                      6/23                      7/7                      7/28                      8/18

Food able to provide:

**ADMINISTRATIVE/EVENT VOLUNTEERS**

Area of interest/skill:

Time commitment interested:

I have read and understand the enclosed list of policies and procedures. I am aware that not complying with these or abusing privileges may result in my removal from the Gretna Theater Branches program.

SIGNATURE:

DATE: