

# TOWN HALL ARTS CENTER

## NEW VOLUNTEER GUIDE (UPDATED JANUARY 2020)

**STEP 1**      **REVIEW THE VOLUNTEER GUIDELINES**  
Review the Volunteer Requirements & Guidelines and Volunteer Positions documents and think about any questions or concerns. Follow the links at:  
<https://townhallartscenter.org/support-us/volunteers/>

**STEP 2**      **SCHEDULE THEATER TOUR + Q&A SESSION**  
Contact the Volunteer Coordinator to schedule a theater tour + Q&A session  
Willa Bograd: [wbograd@townhallartscenter.org](mailto:wbograd@townhallartscenter.org) or 303.794.2787 x216

**STEP 3**      **ATTEND CERTIFICATION TRAINING**  
When you are ready to get started, the Volunteer Manager will offer you dates for training to get you certified and registered for access to our system if needed.

**STEP 4**      **SCHEDULE VOLUNTEER DATES**  
Visit the Volunteer Calendar on our website & set up an account with SignUpGenius.com so you can choose your own volunteer dates:  
<https://townhallartscenter.org/support-us/volunteers/>

**STEP 5**      **VOLUNTEER!**  
Volunteers arrive ONE HOUR prior to show time.  
Check in with the House Manager for assigned positions and duties.  
Please stay for your entire shift or until dismissed by your House Manager.

**QUESTIONS? CONTACT:**  
Willa Bograd, Volunteer Coordinator  
(303)794-2787 x 216 | [wbograd@townhallartscenter.org](mailto:wbograd@townhallartscenter.org)