



MADISON
MORGAN
CULTURAL
CENTER

Madison-Morgan Cultural Center Volunteer Sign-Up Form

Name _____ Email address _____

Phone # _____ Cell # _____

Times I can help : AM PM Weekdays Weekends Evenings

I am interested in the following areas:

HOSPITALITY

- Assist with refreshments: Set up Serve Clean up
- Assist Performance Director day-of performances
 - Assist by picking up supplies
 - Greet guests
 - Pick up, arrange and / or care for table arrangements
 - Decorate for receptions and events
 - Contribute flowers from garden or solicit contributions from others
 - Contribute food
 - Tidy up kitchen
 - Polish silver
 - Serve as host / hostess for events (gallery openings, etc.)
 - Docents for tour of homes

DOCENTS

- Conduct tour of building
- Cover front desk if needed
- Conduct tour of Visual Arts Exhibits

OFFICE AND STAFF SUPPORT

- Stuff envelopes/sort bulk mail
- Make copies
- Run errands
- Data entry
- Light housekeeping

BOX OFFICE

- Sell tickets
- Issue reserved seat tickets

TICKET TAKER

- Stand at door
- Collect tickets

USHERS

- Assist with seating
- Hand out programs

CONCESSIONS

- Sell refreshments and clean up

TECHNICAL SUPPORT

- Setting up or taking down equipment (chairs, tables, etc.)

EVENTS WITH WHICH I WOULD LIKE TO HELP:

- Mainstage Performances
- Film Series
- Singer Songwriter Concerts
- Night in Vegas
- Antiques Show
- Chamber Music
- Tour of Homes
- Student Series
- Soup & Salad

[SUBMIT](#)