

Revised: Nov 2, 2025

CAMPBELL RIVER SKATING CLUB

VOLUNTEER ASSISTANCE DESCRIPTION PACKAGE

To volunteer, please complete the [Ice Show Volunteer ASSISTANCE Commitment Form](#)

Set-Up Crew: Prior to the start of the FIRST show (approx. 2hr commitment)

Responsible Committee Member: Prop & Decoration Coordinator

- Minimum of 6 people needed
- Set up black cloth and white lights on boards
- Curtain and backdrop set up (if required)
- Opening number prop placement assistance
- Lobby decorations to be placed with props to be provided

Tear-Down Crew: at the End of the LAST show (approx. 2 hr commitment)

Responsible Committee Member: Prop & Decoration Coordinator

- Minimum of 6 people needed
- Remove and store black cloth and white lights on boards in arena storage locker
- Curtain and backdrop tear down and storage (if required, as above)
- Closing number prop removal and storage assistance (as above)
- Lobby decoration and prop removal and storage (as above)

Prop & Decoration Construction: Ongoing until show day

Responsible Committee Member: Prop & Decoration Coordinator

- General Ice Show prop creation
- Number/solo specific prop creation (info to be provided by Program Liaison)
- Lobby decoration creation

Tickets/Reception: 30 min prior to start of each show & 15 min after show starts

Responsible Committee Member: Ticket Sales & Promotional Director

- Take tickets
- Manage Will Call tickets
- Answer general questions regarding the show
- Guests can be provided with a program if they wish

Flower Sales: 45 min prior to start of each show/during intermission/15 min after show ends

Responsible Committee Member: Flowers, Gifts & Presentations Coordinator

- Stationed at the flower table donation table in the lobby, this person will welcome people to the show and encourage and thank guests for their support (*it is important that the volunteer does not leave the cash box or the flowers unattended at any time!*)
- Answer general questions regarding the show

- Approximately 15 min into the start of the show, the volunteer will place the flowers under the table for safekeeping. They will then take the cash box/square card reader to the music box, where it will be held by the music player until just before the start of the intermission.
- Prior to the start of the intermission, the volunteer is to re-obtain the cash box/square card reader and return to the flower table to engage in more sales. Upon the start of the second half of the show, the cash box/square card reader is to be returned to the music box for safekeeping.

50/50 & Raffle Table: 45 min prior to start of each show/during intermission/15 min after show ends

Responsible Committee Member: Show Fundraising Chair

- Stationed at the raffle table, this person will encourage and thank guests for their support (*It is important that the volunteer does not leave the cash box or the donation items unattended at any time!*)
- Welcome guests to the show and answer general questions regarding the show
- Approximately 15 min into the start of the show, the volunteer will take the cash box/square card reader to the music box, where it will be held by the music player until just before the start of the intermission.
- Prior to the start of intermission, the volunteer is to re-obtain the cash box/square card reader and return to the flower table to engage in more sales. Upon the start of the second half of the show, the cash box/square card reader is to be returned to the music box for safekeeping.
- **Additional instructions and updates to be provided should a 50/50 take place**

Dressing Room Attendant (DRA): 45 min prior to start of each show; during entire show

Responsible Committee Member: Dressing Room Coordinator

- 2 per dressing room
- Different DRA's can be used for each dress rehearsal/performance
- Will assist with skates, costume, make-up, etc as needed
- Will ensure skaters are supervised and attended to in the dressing rooms during the entire show
- Must obtain a criminal record check from the RCMP one month prior to the show.

Runner: 45 min prior to start of each show; during entire show

Responsible Committee Member: Dressing Room Coordinator

- Will assist with ushering CanSkaters to and from check in table as needed
- Will assist ushering skaters to and from washrooms if necessary
- Will assist with ushering skaters to and from their dressing room to the backstage area 2 numbers prior to their performance
- Must obtain a criminal record check from the RCMP one month prior to the show..

Security Attendant: 45 min prior to start of each show & during entire show

Responsible Committee Member: Security Coordinator

- Stationed at both sides of the dressing room hallway entrances
- Ensure that only people with accreditation (name tags) enter the hallway
- *It is important that the volunteer does not leave their station unattended!*
- Must obtain a criminal record check from the RCMP one month prior to the show.

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Photography: 15 min prior to start of each show & during entire show

Responsible Committee Member: Ticket Sales & Promotional Director

- Take photographs of skaters during the show
- Photography experience and a camera are required
- Following the show, the photographer must connect with the Ticket Sales & Promotional Director for instructions on adding photography to the Shared Drive
- Photo editing is appreciated, but not required. If unable to edit, give permission to CRSC to edit as needed.

Spotlight/Lighting Operator: 45 min prior to start of each show & dress rehearsal; during entire show

Responsible Committee Member: Lighting Coordinator

- Final test of spotlights to occur in the 45 min prior to show.
- Operate spotlight during the dress rehearsals and the shows
- Experience an asset but not a requirement

Announcer: 45 min prior to start of each show & dress rehearsal; during entire show

Responsible Committee Member: Director of Programs

- Accurately recite script as provided by the Director of Programs
- May be done in advance of the show, or during the show depending on availability of equipment
- Ensure microphone is available and tested for O Canada Singer

Music Player: 45 min prior to start of each show & dress rehearsal; during entire show

Responsible Committee Member: Director of Programs

- Play music for dress rehearsal and each show (provided with script/cues)
- Music player will be provided with a walkie-talkie (to communicate with Director and other key volunteers)

"O Canada" Singer: 15 min prior to the start of each show and dress rehearsal

Responsible Committee Member: Director of Programs

- Singing experience and knowledge of National Anthem required
- Singer will be provided with a microphone

Stagehand: 45 min prior to start of each show and dress rehearsal; during entire show

Responsible Committee Member: Back Stage Manager

- Skating experience required
- Assist with moving props as presented in the script
- Stagehands will meet the Stage Manager behind the curtain 45 min prior to the show start time

Questions regarding this document may be directed to:

Rory Allen director@skatecampbellriver.ca