

**EAST BAY CENTER FOR THE PERFORMING ARTS**  
**Volunteer Information Form**

NAME \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, CA ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DAYS AND TIMES (Morning/ Afternoon/ Evening) AVAILABLE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE CHECK WHICH AREAS YOU ARE INTERESTED IN HELPING WITH**

\_\_\_\_\_ Front Desk/Reception Coverage – Answering Phones, Opening Door

\_\_\_\_\_ Data Entry (Computer Skills Needed)

\_\_\_\_\_ Preparing “Marketing” Materials

\_\_\_\_\_ Distributing “Marketing” Materials in Key Locations in the in the Community

\_\_\_\_\_ Assisting Staff at East Center Events Held in our Theater  
(Setting up Chairs and Tables, Food preparation, Clean-UP etc.)

\_\_\_\_\_ Front of House Staff Positions (Ushers)

\_\_\_\_\_ Backstage Assistance

\_\_\_\_\_ Painting

\_\_\_\_\_ Translations: (From English in to Spanish)

\_\_\_\_\_ Costume Preparation for Performances

\_\_\_\_\_ Desktop Publishing (Computer Skills Needed)

\_\_\_\_\_ Mailings

\_\_\_\_\_ Parents Group