



V I L A R  
P E R F O R M I N G  
A R T S C E N T E R

## WINTER 2009-10 SIGN-UP INSTRUCTIONS

Hello Volunteers,

The 2009-10 VPAC winter sign up is here! Please read these instructions carefully. Fill the form out completely. If you do not we will promptly return your form to you, thus delaying the process. PLEASE DO NOT FORGET YOUR NAME AND EMAIL ADDRESS. Please select only one time/day for shows with multiple dates. Note that we have assigned a number to each show; this number is very important. You will be confirmed **only** by that number. So be very careful when filling out your form. **In order to select a show you must fill in all appropriate boxes.** There are four boxes for each selection; you must fill out four items for each of your chosen shows. They are as follows:

1. Show Number
2. Day & Date
3. Event Name (you may abbreviate this)
4. Time (this is especially critical when there are two shows on the same date)

Attached are two documents. The first document is the show selection form; please fill out completely. The second document is an example of how to fill out the show selection form. If you would like an in-depth show description you may visit our web site at [www.vilarpac.org](http://www.vilarpac.org).

If you can not open the attached documents please contact me ASAP and we will arrange another mode of delivery for you.

Please have your completed show selection form returned to the Vilar PAC no later than Monday, October 12. The sooner the better however! If this is impossible please do the best you can. There are 3 ways for you to deliver your show selection form to us:

1. EMAIL - [volunteer@vfv.org](mailto:volunteer@vfv.org)
2. FAX - 970.748.1396 attn: Amy
3. DROP OFF - You may always leave your form with the box office (Hours: Monday thru Friday, 11am to 5pm).

**YOU WILL RECEIVE YOUR WINTER 2009-10 ASSIGNMENT CONFIRMATION  
NO LATER THAN FRIDAY, OCT 16.  
ALL CONFIRMATIONS WILL BE SENT VIA EMAIL.**

If you have any questions PLEASE ask. You may always contact VPAC house management via email at [volunteer@vfv.org](mailto:volunteer@vfv.org) or by calling Gena Buhler (Theatre Manager) at 970.748.6651.

We look forward to a great summer season at VPAC.

Thank you all for volunteering, we couldn't do it without you!

Many thanks,

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Amy Cochran, John Merritt and the VPAC House Management Team