



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

## SUMMER 2010 SIGN-UP INSTRUCTIONS

Hello Volunteers,

The 2010 VPAC summer 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. Note that we have assigned a number to each show which corresponds to the date; 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, remembering to include your name and telephone number. A sample completed form is on the [vilarpac.org](http://vilarpac.org) site.

The second form is the list of performances. If you would like an in-depth show description you may visit our website as well.

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 Wednesday, May 19, 2010. 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@vfvf.org](mailto:volunteer@vfvf.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 SUMMER 2010 ASSIGNMENT CONFIRMATION  
NO LATER THAN MONDAY, JUNE 1, 2010.  
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@vfvf.org](mailto:volunteer@vfvf.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,

Amy and the VPAC House Management Team