

UPCOMING WEEKS VOLUNTEER NEEDS AND RUNNING TIMES



BACK TO THE FUTURE

KeyBank State Theatre || 150 min. w/ I
June 11 – July 7

- [SA 6/22 6:00 PM](#)
- [SU 6/23 11:30 AM](#)
- [FR 6/28 6:00 PM](#)
- [SA 6/29 12:00 PM](#)
- [SU 6/30 11:30 AM](#)
- [SU 6/30 5:00 PM](#)



Tri-C JAZZ FEST

June 20 – 22

- [TH 6/20 6:30 PM - Mimi Ohio](#)
- [FR 6/21 5:00 PM - Mimi Ohio](#)
- [FR 6/21 8:30 PM - Mimi Ohio](#)
- [SA 6/22 6:00 PM - Mimi Ohio](#)
- [SA 6/22 7:30 PM - Connor Palace](#)



GUEST EVACUATION TRAINING

- [MO 6/17 5:45 PM](#)
- [SA 7/13 8:15 AM](#)
- [SU 7/21 9:45 AM](#)
- [MO 7/29 5:45 PM](#)

EXTRAS AND THE SCHEDULE

As you know, the weekly schedule is published on Wednesday mornings at 6:00 am, and indicates which performances need extra volunteers.

What you may not know, is it that by 8:00 am, the RedCoat email has approximately **200** messages. The Volunteer Department processes anywhere from 300 to 600 emails every Wednesday.

The schedule will list performances that need additional volunteers (it could be as few as 5 or as many as 25 or just Head Ushers). The schedule does not update in real time – so it may say extras are needed, but the performance has been filled.

Emails are answered on a first-come, first-served basis **IF** the email is received after the 6 am publishing time. Emails requesting performances that are received prior to 6 am are held and responded to at the end of the day.

We do not keep a waiting list for performances. If a performance is FULL – please send an email on the check back date. Most cancellations are recorded within two days of a performance.

THANK YOU!

IMPORTANT REMINDERS

FUTURE SHOWS – Requests to extra can only be taken for shows on the **current 4 week schedule**. Hold on any requests for future shows until the schedule appears in your inbox at 6:00 am on Wednesday. Requests received prior to 6 am are processed last.

PARKING – US Bank Garage – Parking vouchers are only to be used when volunteering. Please park on Level 5 or above.



VOLUNTEER APPRECIATION PARTY



DATE: TUESDAY, AUGUST 20, 2024
TIME: 6:00 – 9:00 PM
LOCATION: KeyBank State Theatre

Embrace your inner rogue as this year's theme is "VILLAINS OF THE STAGE & SCREEN"!

Dress as your favorite anti-hero to participate in the costume contest. If you do not want to come in costume – please wear all black!