

Dear TCA Volunteer,

Over 20,000 patrons visit Tecumseh Center for the Arts (TCA) every season. With 5 National Touring Performances and over 75 TCA Special Events and Renter Performances, the theater is busy year-round. In order to continue providing high quality entertainment to the Tecumseh area as well as a home for local arts organizations, we rely on the City of Tecumseh, TCA staff, the support of individuals and businesses, and our amazing group of volunteers. These volunteers play a vital role in helping to create a relaxing environment for patrons to enjoy the amenities offered in the lobby and prepare for the exciting performance that awaits them. TCA Volunteer opportunities include Box Office Support, Ticket Scanning Attendants, Concessions Attendants, TCA Tavern Attendants, and Ushers. If you are a returning TCA Volunteer, thank you for your continued support of the Arts in Lenawee County! If you are a new TCA Volunteer, welcome!

Our 40th Anniversary Season has kicked off the way we anticipated. However, theatre and the arts are nothing if not adaptable. Theaters like the TCA remain closed until our region enters Phase 5 of the MI Safe Start Plan. Once in Phase 5, we can begin to reopen at 25% capacity. This will allow us to sell 140 seats per event. We are currently scheduling events each month of 2021 with the hopes that we can reopen in the coming year or stream events online. With that and disinfecting and social distancing requirements in mind, volunteering at the theater may look a little different this year. Thank you for your cooperation and understanding as we move forward.

Volunteers should report to the TCA lobby 1 hour and 15 minutes prior to each show you volunteer for (15 minutes before doors open). For all National Touring performances, please wear black and white business casual or business formal clothing. For all TCA special events, please wear dressy casual clothing (no jeans, t-shirts, sweatshirts, or tennis shoes) unless otherwise encouraged.

Cheryl Stout is our Volunteer Usher Coordinator and she does an outstanding job all year long. She will be in touch with you before each show you will be working. If you have been notified to work and find that your availability changes, please give Cheryl a one day (24 hour) notice if at all possible so that she can find a replacement. If you have any questions, please contact Cheryl by phone 517.423.2709 or by email at stevestout5351@comcast.net.

Are you on social media? Please consider liking and following the TCA on our social media platforms, including Facebook, Twitter, Pinterest, YouTube, LinkedIn, and Instagram. It is a great way to easily share TCA content with friends and family.

Thank you for your interest in the theater and we look forward to meeting and working with you during the upcoming 2020-21 Season! Please return the enclosed Volunteer Form to Tecumseh Center for the Arts, located at 400 North Maumee Street, Tecumseh, MI 49286, or email the form to Joanna Gall at jgall@tecumseh.mi.us. If you have any questions, please call the TCA Box Office at 517.423.6617.

Sincerely,

Joanna Gall

Box Office Manager | Tecumseh Center for the Arts | jgall@tecumseh.mi.us

Volunteer Form | 2020 – 2021 Season

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Please check one of the following:

I am a new TCA Volunteer

I am a returning TCA Volunteer

Volunteer Roles that interest you (please check all that apply):

Box Office Support

Ticket Scanning Attendant

Concessions Attendant

TCA Tavern Attendant (21 and older)

Usher

Available Dates/Times:

Saturday Afternoons

Saturday Evenings

Sunday Afternoons

Please return completed Volunteer Form in person or by mail to Tecumseh Center for the Arts 400 N. Maumee St. Tecumseh, MI 49286, or email it to jgall@tecumseh.mi.us. Please feel free to contact the Box Office at 517.423.6617.