

Subject: News from Calgary Fringe Festival

# FRINGE FESTIVAL

Uncensored - Unexpected - Unforgettable

Volunteer Newsletter

February 2008

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Dear Michele,

We are very excited to be heading into Inglewood for this year's Fringe Festival. All of our venues are lined up and theatre artists scheduled. For a complete listing of our artists, please log into our website at [www.calgaryfringe.ca](http://www.calgaryfringe.ca).

The Calgary Fringe Festival will be hitting the streets of Inglewood from August 1 to 10, 2008.

Get your Fringe on!

Smiling,

Tanya Dixon  
Volunteer Coordinator  
Calgary Fringe Festival

## Theme Days!!

We want to make each and every day at the Fringe a fun and unique day! We're thinking of creating Theme Days for each day of the Fringe. So, for example, one theme day could be Seniors Day: all the seniors receive a free coffee voucher or Family Day: all kids receive a free bag of popcorn at our main ticketing booth

...whatever ideas you have, we wanna hear 'em! What kind of theme days would YOU like to see? Drop us a line and let us know! You never know - your idea could be among those selected!!

## Write Me Up!

Are you a budding writer who's just itching to show off their writing prowess and see their name and what they wrote about in print? We are currently on the lookout for writers: to write interesting, funfilled, thought-provoking stories about the Fringe, interview our Fringe artists and see what makes them tick, come up with fun news or media quips for our local media, dream up unique marketing messages that'll drive people in droves to come and see the Fringe theatre shows, create special little community pieces for the local community newsletters like soliciting for Fringe Billeters for our traveling artists...the only limit is your imagination!

If you are a writer (or have a passion for it!) and are willing to volunteer your time to whip up some of these things for the Calgary Fringe, we'd love to hear from you! Please contact Michele Gallant, Festival Director, at [michele@calgaryfringe.ca](mailto:michele@calgaryfringe.ca).

A unique way for you to support the Arts in Calgary!

## Wanna Host a Fringe Artist?

Some of our Fringe artists will be traveling from distances far and wide to come to our Festival this year and will be looking for a place to call home while they are in our wonderful city. They don't require much: just a floor space with a mattress and a friendly smile from their Host to make their stay in Calgary even more enjoyable! If you have room to spare, please consider become a Fringe Artist Host. As a host, you would receive a free All Access Pass to any and all Fringe Festival shows throughout the duration of the Festival. Let's show our Fringe guests our famous Calgary Western Hospitality! Open up your home and hearts and you'll receive much more than just a free Pass. You will develop a special friendship and earn the undying gratitude of a poor, starving Fringe Artist!

If you are interested in becoming a Fringe Artist Host, please contact Bill Torrie at [artist@calgaryfringe.ca](mailto:artist@calgaryfringe.ca).

Box Office Co-ordinator/Box Office Supervisors/Venue Supervisors Wanted!

We are on the lookout for key Box Office positions for this year's Fringe Festival.

**Box Office Coordinator:**

- \* Keeper of the cash float and ensuring balancing of same
- \* Prepare reconciliation reports and artist payouts
- \* Handing out of artist reports and related artist payments
- \* Locating, training and supervision of Box Office Supervisors
- \* Responsible for scheduling and co-ordination of Box Office volunteers
- \* Responsible for all Box Office related messages/missives and ensuring effective communication between you and the Box Office is established
- \* Onhand throughout the duration of the Festival.
- \* One to two Box Office Co-ordinators required for the entire Festival, for Volunteer Orientation one week before the Festival, and prep work prior to the Festival starting as soon as possible (eg establishing communication lines, location and training of Box Office Supervisors, orientating themselves with the Fringe Box Office Policies and Procedures). This can be a shared position between two people but must be the SAME two people for the 2008 Calgary Fringe Festival.
- \* Box Office Co-ordinator Shifts (during Festival):

Weekdays from 3 pm to 11:30 pm.

Weekends from 1 pm to 11:30 pm.

NOTE: You wouldn't be required for the entire time as you would initially be helping to set up at the beginning of each day for ½ hour and striking at the end of each day for a ½ hour. All the other time you would be 'on call' for just in case!

**Box Office Supervisors:**

- \* Assists the Box Office Co-ordinator in his/her duties and is typically onhand at the Central Box Office Location throughout the duration of the Festival.
- \* One Box Office Supervisor required per each Festival Day at the Central Box Office Location. Ideally, we would like a maximum of 4 Box Office Supervisors to cover for the duration of the Festival.
- \* Box Office Supervisor Shifts:

Weekdays 3:30 pm to 10 pm.

Weekends 1:30 pm to 10 pm.

**Venue Supervisors:**

- \* To be on hand at each venue location throughout the duration of the Festival to handle crowd control, provide onsite supervision, distribution and sale of beverages, and assist in ushering duties as required.
- \* 5 Venue Supervisors required per each Festival Day, with the exception of the final Sunday which only required 3 Venue Supervisors. Ideally we would like a maximum of 10 Venue Supervisors to cover for the duration of the Festival.
- \* Venue Supervisor Shifts:

Weekdays 4 pm to 11 pm.  
Weekends 2 pm to 11 pm.

Of course, we will have the other Box Office volunteer positions available, such as ushering, selling tickets, and Box Office runners who would act as a go between the Central Box Office Location and the Venues.

Special perks and rewards!

If you are interested and want to find out more information, please contact Michele at [michele@calgaryfringe.ca](mailto:michele@calgaryfringe.ca) or via telephone at 451-9726.