

# THE GUILDED NOTES

SEASON 2009-2010 #3

## GENERAL MEMBERSHIP MEETING

**Saturday, March 27, 2010**

9:30 a.m. sign in and sign up

10:00 a.m. Call to Order

Location: Musical Theatre West  
4350 East 7th Street, Long Beach

### DATES TO REMEMBER

#### Performances

April 16-May 2, 2010	<i>THE MARVELOUS WONDERETTES</i>
May 8, 2010	<i>MTW joins the Long Beach Pops Symphony to bring you the masterful music of Leonard Bernstein and Stephen Sondheim</i>
July 9-25, 2010	<i>1776</i>

### Membership Meetings

June 5, 2010

**VOLUNTEER RECOGNITION LUNCHEON—SEPTEMBER (DATE TO BE ADVISED)**

### GENERAL INFORMATION

Signing up is your firm commitment to volunteer. A completed sign up sheet is required. See Page 3.

#### **UNABLE TO ATTEND:**

1. Return completed sheets by mail (see sheet). No exceptions. Please do not telephone and say "same as last time."
2. Mail a self addressed stamped envelope to request a Preview voucher. Also see additional information on page 2

**NEW LOOK FOR THE GUILDED NOTES:** The sign up sheet on page 3 should be detached and returned after completion. Minutes will be available at the meeting for your review. A link to view the Guilded Notes on-line has been sent to each member with a valid e-mail address on file. Until we are sure everyone can easily view the Guilded Notes and print a sign up sheet, we will duplicate the regular mailing. Please help us save money and time by keeping us up to date on your e-mail address and using all on-line functions.

**NEW MEMBER?** If you have any questions about signing up or our meeting, please call any board member for assistance. Some numbers are provided here.

Pat DeRouen (714) 373-0793  
Mary Lou Broyles (562) 429-7182  
Mary Kay Petersen (562) 598-2743

Sara Forster (562) 598-8190  
Wynne Wilson (562) 597-5153  
Carole Brennan (562) 938-9026

**From blood and vengeance to those sweet sounds.** We rock and roll our way into THE MARVELOUS WONDERETTES. This cotton-candy non-stop pop musical is a blast from the past. Featuring your favorite songs from the '50s and '60s including: Lollipop, Dream Lover, Stupid Cupid, Lipstick on Your Collar, It's My Party and many more. A perfect way to shake off winter and burst into spring. Sign up and get rocking.



**Old business:**

There has been some question about insurance covering volunteers at CPAC and who is covered should any of us become injured during the course of our service. Here are the facts. All registered volunteers at CPAC (that means they have completed orientation and have submitted their registration form to CPAC management prior to beginning work) are covered by the workman's compensation insurance of the university. Volunteers are unpaid employees. Should you become injured, the following procedure has been provided to us by CPAC and must be followed.

- 1.) The Volunteer must report the injury to the House Manager on duty at the time of the incident.
- 2) The House Manager will complete the proper report.
- 3) If immediate treatment is necessary the House Manager will call 911 or issue the proper authorization form for the injured volunteer to visit the correct medical facility (location differs from weekend to weekday).
- 4) If the Volunteer needs to file for Workers' compensation, the Volunteer must complete the proper Workers' Compensation Claim Form, on file at the front desk.

**Other activities:**

The **Toyota Grand Prix of Long Beach** is an open-wheel race held on a street circuit in downtown Long Beach. It is the longest running major "street" race held on the North American continent. For the past several years, MTW Guild volunteers have been asked to be part of this exciting event. While pouring Margaritas may not be as thrilling as actually driving an Indy car around the race course, it is a way to be involved. Not only that, we earn some cash! To be part of the noise, speed and excitement, on Sunday, April 18th please contact Rita Michener to sign up. You can reach her at [rjmichener@aol.com](mailto:rjmichener@aol.com) or by calling (562) 436-6040.

**Preview vouchers** will be distributed at the Membership Meeting. If you are unable to attend you can mail a self-addressed stamped envelope as well as your check covering the \$2.50 reservation hold to Barbara Eannarino, 372 Carroll Park East, #206, Long Beach 90814. As always, no telephone orders, pick up or deliveries.

**E-BLASTS AND E-INFORMATION:**

Because we are using electronic communication more and more we can only do so effectively if we have your correct information on file. If you have changed your e-mail address, please make sure you send it to membership or communications. If you have an e-mail service with restrictions, please put us on your OK to receive list.

E-blasts and other communications come to you from [guild@musical.org](mailto:guild@musical.org). You may also receive e-mails from [brennance@pavenet.net](mailto:brennance@pavenet.net) (Carole Brennan, Communications Chair). When you receive an e-blast, MTW GUILD BUSINESS appears in the subject line. The Guided Notes are not sent as an attachment. Instead, you receive a link to [musical.org](http://musical.org), Guild pages. This saves time for you as well as insuring that no virus is hiding in an attachment. You can print the sign up page as many times as you need it.

In an effort to become as **green** an organization as possible, we will be implementing the policy described earlier this season. Beginning with the 2010-2011 season, Guild members who receive electronic communication (e-mail) will be only sent the link to view the Guided Notes on line. Guild members without e-mail will continue to be mailed our newsletter, but we encourage you to become an e-mail subscriber. You might ask a family member or neighbor to help out. You can open a free e-mail account at any library. Questions, please ask us. Additional information will be available at our Meeting.

**REMEMBER:** 50 volunteer service hours secures your place at our Recognition Luncheon no cost to you. You can check your hours when you sign in for the Membership Meeting.

# THE MARVELOUS WONDERETTES

APRIL 16 - MAY 2

## INSTRUCTIONS

- 1 To volunteer for any position, check in the column to the left of the job you wish to work and in the box for the time of the show.
- 2 **Positions will be filled on a first come, first processed basis.** Forms can be mailed, e-mailed, or delivered in person.
- 3 Completed forms are to be received no later than **July 2, 2009.**
- 4 **Signing up is your firm commitment and your promise to appear ready to work.**
- 5 Scheduling can sometimes result in our calling to ask you to change dates/times. Please be flexible.

Date	Gift Booth			Usher		
	✓	Time	Price/Set	✓	Time	Special Info
Tues.		1:00 PM	Theatre			
Thurs		10:00 AM	Theatre			
Friday					3-5 PM	Stuff Programs
Friday		6:30 PM			6:30 PM	
Sat		6:30 PM			6:30 PM	
Sun.		12:30 PM			12:30 PM	
Thurs.**					2-4 PM	Stuff Programs
Thurs.		6:30 PM			6:30 PM	
Fri.		6:30 PM			6:30 PM	
Sat.		12:30 PM			12:30 PM	
Sat.		6:30 PM			6:30 PM	
Sun.		12:30 PM			12:30 PM	
Sun.*		5:30 PM			5:30 PM	
Thurs.**					8:45 AM	Youth Performance
Thurs.		6:30 PM			6:30 PM	
Fri.		6:30 PM			6:30 PM	
Sat.		12:30 PM			12:30 PM	
Sat.		6:30 PM			6:30 PM	
Sun.		12:30 PM			12:30 PM	

✓  I am available on short notice - call me for gift booth or usher

Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

/ /

*Please provide current information*

Check here is you agree to receive future Guided Notes by direct e-mail link.

Mail your completed form to:  
 Sara Forster  
 11211 Mindora St  
 Los Alamitos, CA 90720  
 or sara.mtw.vol@verizon.net

Note:

Forms may be returned in person at the general membership membership meeting, however, selected dates may not be available. No telephone sign ups will be accepted nor can you call someone and say "same as last time."

\*Performance begins at 7:00 PM \*\*Subject to change/confirmation

**A completed form must be given to the volunteer coordinator.**  
 You will be telephoned to confirm your working dates.

Minutes óGeneral Guild Meeting  
Musical Theatre West Rehearsal Hall  
4370 E. 7<sup>th</sup> Street, Long Beach  
January 9, 2010

Pat DeRouen called the meeting to order at 10:04 a.m.

**It was moved, seconded, and passed to approve the minutes as written.**

V t g c u w t g Sharon Jacobsen informed the members of the following:

There is \$9,850 in the various bank accounts.

The Guild donated \$7,000 to MTW on January 4, 2010.

Membership VP: Mary Lou Broyles informed the membership that four new people joined that morning and a few members rejoined by paying their dues. We are now using a new dual format on the green cards that will have a place to check if for 50 hours worked or for sponsoring a new member. The new rosters were handed out at the sign-in table.

Volunteer VP: Sara Forster thanked the volunteers that worked *Rent*.

E j k n f t g Ø ø ù V U j q g ù y k n n " d g Sweeney Todd. k n f t g p ø u " u j q y u " h q t "

T-shirts: There are a few MTW Guild T-shirts available.

Insurance: When we took the orientation at the Carpenter, we signed a paper that the Carpenter would not be liable for any accidents by Guild members. If any Guild member does have an accident, they are to inform the Front of House person so they can fill out the necessary paperwork. MTW needs a copy of this paperwork. Paul will check y k v j " O k e j g n n g " v q " u g g " k h " r c v t q p u " c t g " e q x g t g f " d { " v j g " E be put in the Guilded Notes. **Action: Carole to get this from Paul.**

Stuffing: The Guild is going to try a new process of having people come early to stuff programs. This offers c p " q r r q t v w p k v { " h q t " v j q u g " y j q " e c **Action: Paul to check with Michelle to be sure we can use the lobby. Action: Carole to do an e-blast.**

Telephone Tree: The Telephone Tree will only be calling the ushers. Barbara Bertoldi will call the Gift Booth volunteers.

Gift Booth VP: Mary Kay Petersen thanked those that had volunteered for *Rent*.

Communication Chair: New Cash Register: The new register is ready to go. All the current cashiers and anyone interested in becoming a cashier are to sign up with Carole for a training session.

Board Members: Joan Wells and Marnos Lelesi from the MTW Board were thanked for coming.

Executive Director:

Discussed: The marketing strategies for our production of *Sweeney Todd*. The TV coverage of *Rent* was very effective. They will be doing the same thing for *Sweeney Todd*. Paul asked the ushers to talk to the young people that come to *Sweeney Todd* during the intermission to make them feel more welcome and to encourage them to come to more shows.

Matching Grant: MTW came within \$2,000 of the goal. Donations will still be accepted.

Fundraiser: MTW is going to have a special fundraiser on March 14<sup>th</sup>. It will be a cabaret-style performance with David Engle and Tammy Tappan Damiano. The dinner guests will sit on the stage. Dinner and show will be \$85 and the show only will be \$40.

Travel Club: MTW is planning two trips this year ó New York, June 1 ó7 and London, September 20 ó27 or 28. They will see five West End shows there.

Adjournment: The meeting adjourned at 11:01 a.m.

Respectfully submitted,

Wynne Wilson  
Secretary