**2024 VOLUNTEER INFORMATION FORM**

Understanding that many of you have volunteered at the theatre for several years and have provided your contact information previously, you are probably wondering why we are asking for the info again.

Simple answer, we want to keep our records for you accurate, and to make sure our mailing lists is up-to-date, so that you don’t miss communications.

**If you have already filled out a form for the 2024 season, simply fill in the marked (\*) information, thanks very much.**

**\*Name:** \***Phone Number:**

**\*Email Address:**

**Mailing Address**:

**City**: **Province**: **Postal Code**:

**You are filling out this form for which:**

**\*Show/Committee**:

**\*Role/Position(s)**:

**\*Would you like to be an OLT member**? Yes No

**May we add you to (or keep you on) our email newsletter list**? Yes No

**May we add you to (or keep you on) our volunteer email list?** Yes No

**\*May we provide your contact information to other volunteers**? Yes No

**\*Media Release:** I, the undersigned provide permission to be videotaped and/or photographed while participating at the Ottawa Little Theatre. Photos and video footage are taken for archival and promotional purposes only (i.e., web site, press articles, in-house photo displays, brochures).

**Signature: Date**

**Cont’d pg 2**

## Additional Information

Please indicate (by circling) any “roles” you would like to be considered for in the future:

 Costumes Props Backstage Crew Front of House

 Lighting Sound Hair Makeup

Volunteer Committee Season Planning Committee Administration

***Ottawa Little Theatre could not function without volunteers like you. We thank you for committing your time and investing in the future of our community theatre. Thank you so much for the support!***

*Please note: all information you submit on this form is kept on file in accordance with the OLT’s Privacy Policy. For the well-being and safety of all those who volunteer at Ottawa Little Theatre, we ask all volunteers to follow the OLT “Respectful Workplace Policy And Procedures”, and all OLT policies (available at* [*https://www.ottawalittletheatre.com/production\_resources*](https://www.ottawalittletheatre.com/production_resources)*)*

January 2024