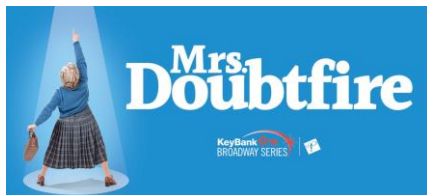


## UPCOMING WEEKS VOLUNTEER NEEDS AND RUNNING TIMES



### MRS. DOUBTFIRE

Connor Palace Theatre || 155 min. w/ I  
January 9 – 28, 2024

- [SU 1/28 5:00 PM](#)



### MAMMA MIA!

Connor Palace Theatre || 165 min. w/ I  
January 30 – February 4, 2024

- [WE 1/31 6:00 PM](#)
- [SU 2/4 11:30 AM](#)



### Murder on the Orient Express

Hanna Theatre || 150 min. w/ I  
February 9 – March 3

- [FR 2/16 6:00 PM](#)
- [WE 2/21 12:00 PM](#)

## RUN TIME

### THE PLAY THAT GOES WRONG

Allen Theatre || 180 min. w/ I  
February 10 – March 3, 2024

## ANNUAL REPORTS



Annual reports have been mailed to all active volunteers.

Please note – you will have 60 days to review your reports and send in any questions you may have. After 60 days, we will be unable to make changes to your volunteer history.

If your report is returned to us due to an insufficient or incorrect mailing address, we will send the report to your next assignment for pick-up.

## NOTIFICATION OF CANCELLED EVENTS

There are times when an event (performance, GET, tour, workshop, etc.) is cancelled.

In these instances, the Volunteer Department will communicate the cancellation through email only.

We advise checking weather reports, school cancellations, and your email if there is ever a question about an event proceeding. Please email [redcoats@playhousesquare.org](mailto:redcoats@playhousesquare.org) if you have questions.



When an event is cancelled by the Production, it will not affect your attendance percentage.

## UNIFORM CARE



We have received many questions on the proper method to care for the RedCoat blazers. The blazers should be dry-cleaned. Vests for the Stars Program participants can be washed in cold water on a delicate cycle.

The Volunteer Department has a small supply of buttons for both the sleeves and the front of the blazers. If you are missing a button, please email the office and a button will be sent to your next assignment. There is a sewing kit in the Volunteer Room in the drawer under the soda machine.

Replacement flashlights and ties are available for purchase for \$5 each.