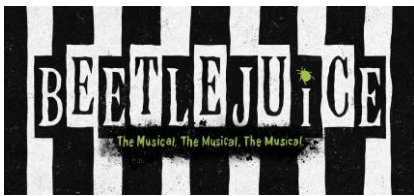


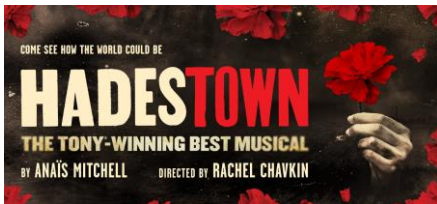
UPCOMING WEEKS VOLUNTEER NEEDS AND RUNNING TIMES



Beetlejuice

Connor Palace Theatre || 165 min. w/ I

- [TH 1/26 6:00 PM](#)



Hadestown

Connor Palace Theatre || 150 min. w/ I

- [TU 1/31 6:00 PM](#)
- [WE 2/1 6:00 PM](#)
- [TH 2/2 6:00 PM](#)
- [SA 2/5 12:00 PM](#)
- [SA 2/5 6:00 PM](#)
- [WE 2/8 6:00 PM](#)
- [TH 2/9 6:00 PM](#)
- [FR 2/10 6:00 PM](#)
- [SU 2/12 5:00 PM](#)



I'm Back Now || CANCELLED

VOLUNTEER ROOM REMINDERS

Thank you for helping us keep the new room beautiful! Here are a few reminders:



1. Please remember to lock your belongings in a locker while volunteering. Take your lock with you and **close** the locker when you leave.
2. Please clean up any spills.
3. Items left in the volunteer room for more than two weeks will be disposed of or donated.
4. Items offered free to RedCoats will be clearly marked. Please leave all other items in the Volunteer Room – including baskets, bowls and other containers.

VOLUNTEER MILESTONES (SERVICE PINS)

We have had some questions about the timing of service pin distribution.

Our database tracks the number of hours for each volunteer as soon as the performance has been reconciled in the system. Reconciliation is normally completed within a week of the performance.

During first week of the month, a report is generated for the service pins to be **AWARDED** that month. In order to appear on the report, the volunteer must be scheduled at a KeyBank Broadway or Huntington Bank series performance when the report is run.

Names of those who have reached a milestone are then added to the Monthly Newsletter and awarded the pin. If you achieve a milestone, but are not scheduled at a Broadway or Huntington Bank performance, you will receive your pin and your name will be listed the following month.

Because the report is run during the first week of the month, volunteers may **ACHIEVE** a pin – but not be **AWARDED** the pin – in that month.



GET (Guest Evacuation Training)

- [SU 2/5 10:00 AM](#)
- [MO 2/13 5:45 PM](#)
- [SU 2/26 10:30 AM](#)
- [TU 3/7 6:00 PM](#)
- [MO 3/13 6:00 PM](#)
- [SA 3/18 10:00 AM](#)
- [SU 3/19 11:00 AM](#)