

UPCOMING WEEKS VOLUNTEER NEEDS AND RUNNING TIMES

Double Hours!

There is a critical need for ushers at performances from **Dec. 20th – Jan. 2nd**

ALL ushers who volunteer at ANY show during the last two weeks of the year will receive **DOUBLE HOURS!**

Wicked

KeyBank State Theatre

- TH 12/23 6:00 pm
- SU 12/26 11:30 am
- SU 12/26 5:00 pm
- MO 12/27 6:00 pm
- WE 12/29 12:00 pm
- WE 12/29 6:00 pm
- FR 12/31 12:00 pm

A Christmas Carol

Mimi Ohio Theatre

- WE 12/22 1:30 pm
- WE 12/22 6:00 pm
- TH 12/23 1:30 pm

January GET

There are several opportunities to complete GET in January. If you have not yet attended a GET session, please sign up!

- SA 1/8 9:45 am
- SU 1/9 2:45 pm
- WE 1/12 5:15 pm
- MO 1/17 5:15 pm
- TH 1/20 5:15 pm



From all of us in the
Volunteer and Front of House
Departments

Show Cancellations

With the recent down-to-the-wire cancellations of Light It Up and Wicked performances, it is important to remember to check your email, the RedCoat Facebook page, the PSQ website, and news outlets before heading downtown to volunteer.

We do our best to notify everyone as soon as possible so that you aren't making an unnecessary trip. Thank you for your understanding and patience.

LOST & FOUND



Top Tips

When doing the sweep at the end of the night and you locate a lost item, use your smart phone to take a picture of the seat and row where it was located. When you turn it in to the house manager's office you will have the needed information and can then delete the photo.

Patrons (or RedCoats) who have lost an item in the theaters should call Central Security the day after the performance.

Central Security telephone number: 216-640-8777.

Weekday Matinee Parking

Parking for weekday matinees will be in the Playhouse Square Garage. Please park on level 4 or above. If you do not already have a PSQ Garage pass, **please pull a ticket and bring it with you.** Validation stickers will be provided at sign-in.

FREE



PARKING

FULL – Check Back

The January performances are filling up fast! If you see **FULL check back** on the schedule (example below), we have reached the maximum number of volunteers for that performance. Due to capacity and safety issues, we cannot add additional volunteers to the schedule.

If your team is assigned, or if you have already received confirmation that you have been added to the schedule, you are expected to attend.

Please send an email to redcoats@playhousesquare.org on the check back date to see if there have been cancellations. Please DO NOT volunteer for the performance without a confirmation from the Volunteer office. Thank you!

		1/10	5:30 PM	P	Annual Friends Reception/Movie
		1/12	5:15 PM	A	Guest Evacuation Training
FR E	3,4,6,11,16	1/14	6:00 PM	H	THAT GOLDEN GIRLS SHOW
FR E	1,5,7,8,9,12,13,14,17,19	1/14	6:30 PM	S	KATHLEEN MADIGAN - COMEDY - FULL check back 1/12
		1/15	8:45 AM	200	Head Usher Training
SA M	4,6,10,14,19	1/15	12:00 PM	H	THAT GOLDEN GIRLS SHOW
SA E	1,3,6,10,18	1/15	6:00 PM	H	THAT GOLDEN GIRLS SHOW - FULL check back 1/13
SUM	1,5,9,12	1/16	12:00 PM	H	THAT GOLDEN GIRLS SHOW - FULL check back 1/14

REMINDER:

The Volunteer Office is closed December 24th and 25th. Please expect delayed responses to your email and phone communications during this time.

