

## Madrigal Volunteers

This is a fun working experience for Eliot Chapel's benefit. Volunteering is a great way to get to know other Eliot members. You can see what happens behind the scenes of the Madrigal.

VOLUNTEER POSITION	NEED PER NIGHT	TOTAL POSITIONS TO FILL
Food/Salad Prep	2	6
Wine Stewards & Maids	6	18
Hosts & Hostesses	3	9
Plate Servers	6 (2 men minimum per night)	18
Table Setters	4	12
Serving Wenches & Pages (main floor & balcony)	13	39
Clean Up Crew	8 x 2 + 12	28
Dishwashers	6	18
Tech Support	1	1 to work willingly all 3 nights

TOTAL = 149 positions to fill.

### Food/Salad Prep:

Arrive 4:30pm; Finish 6:30pm. Check in with Victoria Heisler soon as you arrive.

Food prep staff sets out plates, cups and utensils as well as all items that will be used during dinner. They mix salads, prepare cheese plates, and generally organize the upcoming meal.

We must be REALLY organized to serve 150 people in 10 minutes!!!

1. Food prep staff should arrive by 4:30pm. Wash hands, put on gloves, and proceed to kitchen.
2. Lettuces will need to be rinsed and dried. Follow recipe on salad table to make salad. Beware—we only have so much ingredients each night.
3. Fruit will need to be washed and the cheese cubed, then assembled for each table.
4. Balcony – Need to assemble 36 individual small paper plates with 5 cubes each of two types of cheese, small bunch of grapes, 4 slices baguette, and 4 slices of sausage. Fill replenish plate/bowl. Wine Stewards will take this to the balcony.
5. Baguette bread may need to be sliced and plated. Make sure there are ample supplies of condiments such as butter and cream.
6. Put as many dinner plates as possible in dishwasher to warm for service.

7. Make sure the volunteer/staff meal is put out and that there are ample supplies for them (soda, plates, napkins, condiments, etc.)

This is a relatively low stress job that will not require much muscle. You will need good organizational skills.

## Plate Servers:

Arrive 7:00pm; Finish 9:00pm. Check in with Victoria Heisler as soon as you arrive.

Servers will plate food assembly-line style for guest delivery by the serving wenches. This is a fast paced, high energy position that requires a few strong bodies. Must work well under high pressure.

1. Plate Servers can arrive no later than 7:00pm. Wash hands, put on gloves, and proceed to kitchen.
2. Make a count and be sure every table has their allotted salad bowls, cheese plate, baguettes, fruit, etc. These will all go to one table for easy serving by wenches.
3. Make sure all serving utensils are available and clean. We will need 20+ Wassail cups for the Court. We will need knives to cut hens, slotted spoons for green beans, etc.
4. Make sure all plates are clean and out of dishwasher where they are being held to keep warm just before service.

The Caterer arrives about 7:00.

1. The caterer will put all food in hot carts. Make sure these are adequately HOT!
2. We will have a head count and should than halve hens for Court, singers, 4 recorder players. We need to make sure we have the right amount of vegetarian meals.
3. An assembly line is formed. Plates will have been counted out.
  - a. Two strong people will unload one tray of hens as others plate them at the head of the table.
  - b. The plates will then be passed down the line and servings of starch/vegetable/relish placed on each.
  - c. Plates need to wiped and ready for waiting wenches at the end of the table.

This whole process must go very quickly as everyone must served at once and everything gets cold FAST!

Servers will be clearing as they go along. We must turn our salad plates into our dessert plates, so dishwashing is also part of the job.

This is a really fast paced, high energy job that will require at least a few strong bodies. Must work well under pressure.

## Clean Up:

Arrive 10:00pm; Finish 12:00 midnight (Finish times will vary depending on night. Saturday can be pretty late, but then we get to go to a staff PARTY!!!) Check in with Victoria Heisler as soon as you arrive.

You will be doing some grunt work. But washing dishes, taking out trash, vacuuming the sanctuary and wrapping leftovers has never been so much fun when doing it with new friends!

The servers have just put out 150 meals under enormous time constraints and now someone has to clean it all up.

1. Please come ready to work, come early if you'd like to eat, visit, etc.
2. All plates, dishes, etc. must be cleared from all table washing surfaces,
3. Washtubs under table need to be filled with hot water from the utility room (use the cart). Soap added to first tub, bleach to second, clean water to third and then the drying station. Water must be changed often.
4. Everything must be put away in the proper place so a whole new crew can find it the next day.
5. All table surfaces must be sanitized.
6. Trash must be compiled and taken out. It gets heavy fast so take it out before you think you need to.
7. Staff area must be sanitized. All leftovers put away.
8. Wenches will be clearing the linens from their tables, but they have been working hard for hours now. Please help and put all dirty linens in storage closet for laundering.

This is a low pressure job. Do it with a friend and time will fly.

## Dishwashers:

Arrive 8:00pm; Finish 10:00pm (Finish times will vary depending on night, Saturday can be pretty late, but then we get to go to a staff PARTY!!!) Check in with Victoria Heisler as soon as you arrive.

You will be doing some grunt work. But washing dishes, taking out trash, vacuuming the sanctuary and wrapping leftovers has never been so much fun when doing it with new friends!

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1. Please come ready to work, come early if you'd like to eat, visit, etc.
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added to first tub, bleach to second, clean water to third and then the drying station. Water must be changed often.

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### Wine Steward and Maids:

Arrive 6:00pm; Finish 11:00pm. Report to Roz Marks or Cara Sanning upon arrival.

This is costumed position with vests provided if you don't have your own costume. If you will be wearing one of our vests, then please wear black pants or skirt and a black or white shirt to go under the vest.

You are responsible for opening and serving wine and cider directly to the guests. You may also help serve the balcony guests. This is a great opportunity to do a little fun role playing. Bring a wine opener if you have one.

1. Open wine bottles and serve guests from bottle (wrap napkin around wine bottle and pour for guests). Leave one bottle each of white and red on table for guests. Check tables/balcony periodically for refilling.
2. Pour cider into carafes and serve (same as above).
3. Balcony – at 6:45 take trays of individually plated appetizers to balcony wench for serving. Also take up replenish bowls of cheese, sausage, crackers, bread and fruit.
4. Balcony – Wassail – Get trays of previously poured wassail cups from kitchen and take to Balcony in time to be distributed while wassail glasses are poured on Main Floor.
5. Balcony – Coffee – During dinner takes up 4 carafes of coffee.
6. Balcony – Dessert – Get trays of precut dessert from kitchen and take to Balcony in time to be distributed right before after Greenleaf bring out Yule logs on Main Floor.
7. Wine stewards help serving wenches with cleanup by taking filled trays of washable glass and silverware items from the dining hall and balcony to the kitchen.

NOTE: Periodically check with balcony wenches to see if they need anything. They appreciate and really need the help!

This is a low pressure job. Do it with a friend and time will fly.

## Serving Wenches and Pages:

Arrive 5:45pm, Finish 11:00pm (Leaving time will vary depending on night. Saturday can be pretty late, but then we get to go PARTY!!!) Check in with Roz Marks or Cara Sanning as soon as you arrive.

This is a costumed position. You may come in costume or dress when you arrive. We have some costumes for you to use during the evening, along with vests like the wine stewards. If you will be wearing one of our vests, then please wear black pants or skirt and a black or white shirt to go under the vest.

As schedule allows and space permits, you will be able to view parts of the play from the foyer and from the balcony.

Wenches serve the meal based on a schedule coordinated with the play. There is no advance duty but it is a long night (wear comfortable shoes!) from serving the appetizers through clearing tables and stripping table linens. Everything that happens at the tables is done by the serving wenches (except wine provided by wine stewards).

1. 6:00pm – Orientation starts for Serving Wenches with Roz Marks or Cara Sanning.
2. 6:15pm – After orientation find your assigned table and become familiar with the table setup.
3. Fill water glasses on table, make sure plastic wassail glasses are stacked ready to be filled, and make sure salt, pepper, sugar and butter is on the table. Take creamer to table.
4. Check name list for your table at Orientation location to locate any guest that ordered a vegetarian meal at your table.
5. APPETIZERS Take out right away.
6. WASSAIL – Line up with wassail bowl and ladle. (Queue: Start to gather at Fanfare, line up with bowls. After actors say “Bring on the wassail” and Greenleaf begins singing “Wassail,” Wenches walk to assigned table and ladle 1-1/2 of wassail per cup. Have guests pass cups around table. Let them know to wait to drink until after the toast is made to the Queen. After all guests have their wassail glass, return with bowl to kitchen.

WASSAIL NOTE: Line into Hall begins with someone (may be an actor) taking a tray of mugs to the Queen and Greenleaf on far end of stage (out of the way of oncoming wenches) and ends with another person taking a tray of mugs to Greenleaf on the close end of the stage.

7. SALAD – Line up with salad bowl. NOTE: Stage wenches last in line (Queue: Gather for line up

at Boars Head. When Greenleaf stand and sing “grace” line up with salad. On queue (Lord High Chamberlain says “Bring on the First Remove.”) Ask guests if they would like to serve themselves, or if they want you to plate the salad. If any salad is left in serving bowl, make sure all guests have enough before taking it back to kitchen.

8. MAIN COURSE – All wenches serve one table until it is complete and then move to next table. The head wench will help direct this activity. Pick up filled plates from Plate Server take and line up. Once food service is complete replenish water at your table. Remove salad plates and wassail cups as soon as possible.

9. CLEARING DURING DINNER– Start removing plates when people seem finished. Make sure guests keep their fork as we do not have extra for the dessert. (Tell guests to keep their fork or they will “have to eat dessert with their fingers!”) Must remove ALL salad plates at this time as they have to be washed for dessert. Finish clearing tables of plates, cheese plate, bread board, butter plates.

8. INTERMISSION – Clear final plates, wassail cups, cheese plate, bread board. Bring out one coffee carafe per table right.

9. DESSERT – Greenleaf brings out dessert during song. Wenches take dessert plates and serving knife to assigned table after toast. Ask table if they want to self serve or have you serve. Bring empty or finished dessert platter to kitchen. If any dessert left over, leave on table for a while in case a guest wants seconds.

NOTE: No serving or removing during performances.

NOTE: You are free to watch rest of performance. Be ready to quickly go on stage when Queen calls to bless the castle workers.

Some guests may ask for things we do not provide. Try to have fun with this. For example: If they want ice: “I’m sorry, but the pond has not yet frozen over, thus there is no ice available.” If they want bread before we’re ready to serve bread: “I’m sorry, the bread is still in the oven.” If they want coffee before we’re ready to serve: “I would love to, but they are still grinding the beans in the kitchen.” Etc.

This is a high pressure job but can be quite fun and is interactive with the guests.

## Balcony Serving Wenches / Pages:

Arrive 5:45pm; Leave 11:00pm (Leaving time will vary depending on night. Saturday can be pretty late, but then we get to go PARTY!!!) Check in with Roz Marks or Cam Sanning as soon as you arrive.

This is a costumed position. You may come in costume or dress when you arrive. We have some costumes for you to use during the evening, along with vests like the wine stewards. If you will be wearing one of our vests, then please wear black pants or skirt and a black or white shirt to go under the vest.

This is also a fun position as you get to interact with the guests and you can view most of the performance since you will be in the balcony. You will have to run back and forth to the kitchen

periodically so be prepared with comfortable shoes!

Balcony wenches serve based on a schedule coordinated with the play. There is no advance duty but it is a long night from serving the appetizers through picking up paper trays, empty glasses, etc. in the balcony. Everything that happens in the balcony is done by the balcony wenches (wine stewards will bring you wine/cider/water, pre-poured glasses of wassail, and pre-cut pieces of dessert).

1. Orientation starts at 6:00. Volunteer for balcony wench.
2. 6:05pm –Go to balcony and make sure you have everything you need. Red and white wine on each serving table. Main Table has supply of serving trays, plastic cups, pitchers of water, napkins, cream, and sugar.
3. Notify wine stewards (they'll check on you periodically) if you need wine and which type, white or red. They can also bring you carafes of cider and pitchers of water.
4. APPETIZERS - Trays of filled individual plates come up at 6:50. Pass plates to all guests after they are settled in their seats. You will have replenish bowls of everything at the main serving table.
5. WASSAIL – (Wine steward will bring up tray of pre-poured cups at Fanfare) Start handing out cups when Fool runs off yelling “Bring on the Wassail” and Greenleaf starts singing “Wassail.” Let guests know they should wait to drink until the Queen is toasted.
6. DINNER – This is a long break for balcony guests, as they have pretty much snacked a lot already by this time, but there will be some continued snacking. Place cream & sugar, a cup full of teaspoons, and stack of coffee cups on main serving tables at this time. A good time to take a “real” break and go down to the kitchen, etc. Wine stewards will bring up coffee after intermission.
7. DESSERT – Wine stewards will bring up pre-plated slices of Yule log right before Greenleaf brings out dessert. After Greenleaf has finished their song and lights come up, pass out plates. Allow guests to get their own coffee as much as possible.
8. CLEAN UP – Throw away all plastic ware, do a general clean up of balcony. Take all serving bowls, creamers to kitchen for washing. Remove soiled table linens.

NOTE: During performances, please try to encourage guests to keep conversations to a minimum and as the sound travels throughout the castle from the balcony (not necessary while guests are eating dinner).

This is a medium pressure job. Do it with a friend and time will fly.

## Table Setters:

Arrive 10:00am; Leave 12:00pm to 1:00pm. Report to Carolyn Burke upon arrival.

This is not a costumed position. You are responsible for setting up the dining tables/room, which includes putting out linens, folding napkins, setting place cards, programs, utensils, centerpiece and candles. Also prepare main serving table in balcony with plasticware etc. as well as setting head tables

for singers and Queen.

Like to chat while working? This job is for you! Lots of fun when you come with friends.

This is a low pressure job. Do it with a friend and time will fly.

### Host/Hostess:

Arrive 6:15pm; Leave 7:15pm. Check in with Jeannie Olson upon arrival.

This position is encouraged to come in costume though not required. If not costumed, come dressy. Check in guests as they arrive, hang coats as requested, and escort to table if necessary.

You have the first opportunity to interact with guests and get them geared up for an evening of fun. A pleasant, outgoing attitude is a plus!

This is a low pressure job.

### Tech Support – Several Positions:

All positions check in with Ethan Mead (Stage Manager) upon arrival.

Sound Board Operator: You will be required to attend evening rehearsals and performance during the entire performance week, beginning Sunday through the final performance on Saturday. Generally arrive 6:00pm to 7:00pm as agreed at the beginning of that week. After Saturday performance, assist in striking the set.

You will be trained on the operation of the sound board. You will be part of the tech team and will be coached by the Stage Manager about when and what to do.

Stage Lights Set Up: Sunday afternoon/evening and/or Monday before the performances. This position requires climbing up and around scaffolding to hang and aim stage lights.

Tech Support / Laying Cable: Thursday before performance, approximately 3:00pm to 5:00pm. Assist Stage Manager in setting up video monitoring between Great Hall and kitchen (Adams Hall). Requires crawling on floor laying cable.