

GUILD HANDBOOK

The Guild is an auxiliary component of American Midwest Ballet (AMB). American Midwest Ballet, formerly Ballet Nebraska, brings the beauty, athleticism, and energy of professional ballet to audiences in the Midwest and beyond. Performing at home and on tour, our mission is to provide enrichment through programs of the highest quality: professional dance performances, educational programs, and community outreach.

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AMERICAN MIDWEST *Ballet*

Purpose

The purpose of the Guild includes the following:

- Assist in the activities of AMB at the request of the Artistic Director and Board of Directors.
- Broaden awareness and promote the activities of AMB.
- Fundraise for AMB through events and Boutiques.

Membership

To join, [register and pay online](#) or [download a membership form](#) and mail with payment. Children of guild members are invited to join AMB's Junior Guild which hosts several special social, dance and fundraising events throughout the year specifically for our youngest patrons. Members are recognized on the donor list in the ballet company's programs.

Meetings

Meetings provide an opportunity to enjoy the company of fellow arts-lovers in a fun, engaging and informal environment while planning for upcoming ballet events. Meeting dates may be added as needed. Small group committees may meet more frequently as needed.

- Thursday, September 5, Flagship Commons Food Court, Westroad Malls, 6:00-7:45 PM
- Sunday, October 20, AMB School (2819 S 125th Ave, Suite 256), 4:00-5:30 PM
- Thursday, February 6, Brazen Head (319 N 78th St), 6:00-7:30 PM
- Thursday, April 16, Hoff Center (1001 S 6h St, Council Bluffs), 6:00-7:30 PM

Volunteer Opportunities

There are many production and event related volunteer opportunities within the organization throughout the year. If you are interested in finding out about current volunteer opportunities, please email info@amballet.org.

Executive Committee

AMB Guild Executive Committee positions and related duties are listed below. Each committee member will "cast their understudy" by finding the person who will step into their role for the

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following season or a future season. The replacement will role shadow throughout the year in preparation to taking on the role. Contact a current Executive Committee member or email guild@amballet.org to join a committee. Anyone on the guild is welcome to join a committee!

TITLE	DUTIES
President Barb Wilwerding	<ul style="list-style-type: none"> Plan agenda for each meeting Maintain contact with AMB Liaison & Executive Committee as needed to plan events Solicit people for Executive Committee Guild positions
AMB Liaison Shanna Zordell	<ul style="list-style-type: none"> Representative of AMB Advise on activities from company perspective Liaison for performance venues
Secretary Val Vanderheiden	<ul style="list-style-type: none"> Take minutes at Guild meetings Monitor Guild email account Send emails to members re: meeting reminders, minutes, etc.
Treasurer Renee Reiff	<ul style="list-style-type: none"> Handle and record monthly bank transactions, share with AMB staff Lead cashier at Boutiques (<i>arrange for filled cash box at Boutiques</i>) Prepare sales reports for each Boutique Report monthly sales to AMB staff
Membership Mary Tracek	<ul style="list-style-type: none"> Welcome new members with a call or email including inviting them to help on a committee Promote Guild membership at company events
Junior Guild Denise Kolkman	<ul style="list-style-type: none"> Welcome new members with a call or email including inviting them to participate in volunteer work Organize events for Junior Guild members
Apparel & Merchandise Cheryl Goodwillie	<ul style="list-style-type: none"> Order and prepare merchandise for fall and spring Boutiques Maintain merchandise inventory Lead person for fall and spring Boutiques (see Boutique Guide section/contact AMB Liaison for further questions)
Nutcracker Boutique Cathy Carrico, Diane Miller	<ul style="list-style-type: none"> Order and prepare merchandise for Nutcracker Boutique Maintain merchandise inventory Point person for Boutique setup (See Boutique Guide section/contact AMB Liaison for further questions)
Cast Keepsakes Greta Vaught	<ul style="list-style-type: none"> Point person for order/delivery of cast T-shirts, flowers, and cast photos Point person for onstage raffle announcements for <i>The Nutcracker</i> (contact AMB Liaison for cast member helpers)
Hospitality Sherri Harnish, Kelli Isham	<ul style="list-style-type: none"> Assist with Welcome to the Season donor event Coordinate tech week meals (see Hospitality Guide section/contact AMB Liaison for further questions)
Boutique Shoes Sarah Birdwell	<ul style="list-style-type: none"> Collect and decorate dancer-donated pointe shoes for sale at Boutiques

Vendor Contacts

NAME	CONTACT INFO	SERVICE
Mercantile Ink Contact: Cory	402-306-5374 shop@mercink.com	AMB apparel and cast t-shirts

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Flower Girl LLC Contact: Kyle Robino	kylorobino@aol.com	Cast flowers
UHaul 2552 Leavenworth St	(402) 345-0103	Merchandise transportation (if not donated by Predator Trailer)
Storage Loft 1215 Leavenworth St Contacts: Adam	(402) 807-2537	Merchandise storage and prep
Simply Home Sweet Home Contacts: Stephanie Wolcott	(402) 657-6615	Cookies for Junior Guild members

Raffles

Raffles will be held for *The Nutcracker* only. Prizes include dolls and large signed nutcrackers. A short announcement is made at intermission by Cast Keepsakes person and student dancers (arranged by AMB Liaison) to sell tickets announce raffle winners.

Boutique Guide

The Apparel Merchandise person is responsible for staffing Boutiques for Momentum and full-length shows. AMB will arrange to have cast parents sign up to help with Boutique in addition to Guild members for *The Nutcracker* only. 10 PayPal Logins are provided for Boutique helpers (follows pattern: bnboutique1, Boutique1). Guild members will train parent helpers for the first half hour prior to working the boutique (explain roles, answer questions, etc). Load-out procedures will be reviewed by guild members working the last boutique at a venue.

TRANSPORTATION - The Guild is responsible for the transportation and loading/unloading of merchandise to and from venues and storage. The Guild is responsible for renting a vehicle from Uhaul for transportation needs. Vehicles should be rented for all load-ins and load-outs to ensure proper space.

STORAGE- Space is provided in-kind by *The Storage Loft*. The Guild is responsible for making arrangements with the storage facility and the vendor for semi deliveries. The large dock is available all day on Mondays and after 3:30 on Tuesdays through Saturdays. Access can be granted for individuals as needed and a key may be checked out and returned at the front desk. Boutique inventory and tagging is allowed in the space outside of the unit during their business hours.

The Storage Loft | 1215 Leavenworth St, Omaha, NE 68102 | (402) 807-2537 | Hours: Mon-Sat 8-6 pm

VENUE INFORMATION

- The Guild will provide linens. These are stored at the Storage Loft and must be laundered and ironed before each use.
- Tables will be provided by each venue based on the guide below.
- Devices with PayPal Here app will be needed (one for every cashier processing cards).
- Guild carts for transporting items will be stored with merchandise.

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- Hoff - use Momentum table arrangement (Joslyn or IWCC). Check to see if we are allowed to see cookies & water there.

Joslyn Art Museum - Momentum

- Will call table will be located in the atrium near the stairs to the lobby.
- Boutique sign up: 3-4 people needed for set up, boutique sales, and take down.
- Guild promo table with registration forms and device to sign up.
- Wifi: follow prompts to login as guest
- Tables to be provided by Joslyn: **5 six-foot tables**

IWCC - Momentum