



Greetings,

Thank you for volunteering to serve as a Talent Escort and Production Assist for the 2019 'In the Spirit Entertainment (ITSE) Dallas Lit which is February 16th. 2019. This is a Day of Arts with multiple events from 12noon to 10pm at the MCM Elegante Hotel 2330 W Northwest Hwy, Dallas, TX. Responsibilities you have a lot of responsibility when you are a Talent Escort. Talent Escorts accompany the artist/choirs, throughout the entire event, making sure that the artist/groups remains on schedule and are on stage at their appointed time. The entire production runs on a very strict schedule. One of your many duties include to maintain the artists location and to keep the artist from wandering off. You have to be cordial yet firm in getting the artist/groups to the stage and to rehearsal on time. It is also your responsibility to be flexible should situations call for your assistance.

The production assistant also will have a lot of responsibility, which includes assisting the production crew and everyone on the production team during the event. You may work on the set with cameras, lighting, with a celebrity or as a runner and timekeeper, etc. We are seeking Production volunteers with strong communication and motivational skills. One of your main duties is to be able to take direction with excellent communication skills with the production team. You will be assigned a specific area to assist production team. Talent Escorts will sit with The talent performers for the show. They are seated in the audience until they are called to perform at which time they proceed to the stage to perform. They then exit backstage where they are "led to press" for photos, interviews or seated in the audience. You will remain with the artist the entire time. After the show, when the artist has left the building, you are responsible to go into the dressing room and remove all trash.

Assignment Volunteering for a ITSE event; this provides a tremendous opportunity for enjoyment. Please keep in mind that your assignment is random. You may be assigned with an artist or one of the groups who are participating in the event. The production schedule is constantly changing therefore you will receive your assignment either during training or the day of the show.

If you are assigned an artist our goal is that you will escort the artist during the entire day. If you are assigned to the production team our goal is to give you the contact person and will work with the production team the entire weekend.

This will include Red Carpet event, etc. Relaxed business casual Saturday Event Attire: Escorts MUST wear ALL black (business casual/Sunday best). You will be standing so please wear comfortable black shoes. Ladies, please NO tight, short skirts, sleeveless tops, or low cut clothing. Men, NO tight pants, sagging pants, or muscle shirts. Training It is Mandatory that all Escorts attend a training session. (TBA)

Escort Arrival Time We always need Escorts before the event; therefore, Thursday morning is the best time to arrive. The artist will begin entering into the building on Friday and Saturday for sound checks. The duties may include (but not limited to) escorting, background singer fill-in (no vocals), airport and hotel duty. Please keep in mind, we have no control over the schedule therefore if you volunteer expect to work all day. We cannot provide you with a leave time; your job will be completed when the task is completed. Some assignments may be as short as 2 hours and others as long as 6-10 hours.

We suggest that you eat a full meal and bring snacks. Friday will be the last training day so you must attend the evening training session. EVERYONE MUST BE TRAINED. On the day of the show, it is important that you arrive on time. You will receive a call time for Saturday that is somewhere between 8:00 AM to 10:00 AM. Expect to be here all day because the show may end around 10:00pm. You may NOT leave the building. Please eat a full breakfast. Lunch will be provided. In the past, the production team served lunchmeat sandwiches, chips, and drink. We suggest that you bring additional food items with you to eat during the event. Mock Schedule

- Saturday- If you are volunteering on Saturday, February 16th 2019 between 8 AM-until, so please submit your arrival time and we will assign you accordingly.
- Saturday- 8:00 AM-until show is over. You may not leave the building. Emergency/Sick We are counting on you to help make this event a success. If you are unable to attend the event due to emergency or sickness, please contact Crystal Manning. IMPORTANT: If you fail to show or leave early you will be placed on a "DO NOT CALL LIST" for future shows! We are excited and Thank you for volunteering.