



DOCENT APPLICATION FORM

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: H: _____

CITY: _____ STATE: _____ ZIP: _____ W: _____

E-MAIL: _____ CELL: _____

Times/ Days I am usually available for volunteer work: _____

My work background is: _____

Organizations I am involved with AND other activities I enjoy:

Please indicate areas in which you wish to volunteer:

USHERS AND FRONT OF HOUSE – Meet & greet guests before the show, take tickets, help seat patrons, assist with concession sales (if you have a food handler’s permit from health department), help clean up auditoriums after films, tidy up the lobby and restrooms while films are running.

ADMINISTRATIVE – Help in office by answering phones, mailing list upkeep, computer entry, copying, making calls, mailing assistance, replenishing brochure rack.

PRODUCTION – Help set up Circle Cinema for speaker programs with moving chairs and tables, help set up and take down screen for outdoor movies such as at Guthrie Green.

SPECIAL EVENTS - Events vary from year to year and might range from fundraising events for Circle Cinema, educational programs for schools or the public, art show openings, or rental events where other groups are using Circle Cinema facilities. Duties might include table set up, food service, clean up, staffing information table

MARKETING/PUBLICITY – Help with poster/flyer/newsletter distributions. If you have graphics skills, help create printed or social media marketing materials.

COMMUNITY ENGAGEMENT. Help us form partnerships with other non-profits in our community that connect with Circle Cinema’s mission and the subjects or themes of films.

AMBASSADORS - Help promote Circle Cinema to your place of business or with organizations with which you are involved.

BUSINESS PARTNERS - Help recruit small business and professional services partners to support Circle Cinema and its programs and education initiatives

Please take this opportunity to tell us about your skills/ qualifications for your work with Circle Cinema:

Please describe your educational background: _____

Do you have any special skills that would be especially useful to us at Circle Cinema? (For example, customer service experience, management experience, public speaking, previous theatre or arts programs experience, etc.)

What interests you about working with Circle Cinema particularly? What about our mission or our work excites you?

Please indicate in the box below the times you would likely be available to volunteer your time:

Day of the Week	Area of Volunteering	Shift 1 11am-2 pm	Shift 2 2-5 pm	Shift 3 5-8 pm	Shift 4 8-11pm	Other (Create a shift time that works for you)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**CIRCLE CINEMA FOUNDATION
8 SOUTH LEWIS AVE, TULSA OK 74104**

918-585-3456 or stephanie@circlecinema.com

Questions? Need more information? Call 918-585-3456