

# California Community Theatre

Top Ten (or More) List

## Tips for Volunteer Recognition at Your Theatre

This is a list of successful tips and advice for  
Volunteer Recognition at Your Theatre

**California**  
**Community**  **heatre**

# Tips for Volunteer Recognition at Your Community Theatre

- Parties
- Award for the top volunteer
- Making sure to say thank you.
- Allow volunteers to participate - by either planning, providing ideas, or speaking/performing at a recognition event
- Be specific. When/however you are recognizing someone, be sure you are providing specific examples of how that individual contributes to your theatre
- Take pictures of volunteer participation throughout the year and compile the images in a simple slideshow. This can be shared at a volunteer recognition event, in your lobby, or in an electronic newsletter
- If you plan a formal volunteer recognition event, include a standout business or organization (not just volunteers) who have supported the theatre in some way.
- Have people the volunteer has impacted tell their story. Send out a survey to your staff, board, patrons, actors, and find out if there is/was a volunteer who made an impact on them during their experience at the theatre. Surprise the volunteer with this personal and specific story.
- Purchase a small gift just for volunteers, ie: a key chain, pin, book mark, magnet, or shopping bag. Buy in bulk in keep them on hand for all your volunteers who reach a certain mark of involvement. Make it just for them.
- Schedule a special performance of your biggest show of the year, and invite only volunteers to watch. Provide refreshments, or plan a potluck. Incorporate an awards ceremony or recognition activity at intermission or after.
- Include volunteer recognition (either overall or specifically, ie: naming the ushers) during each curtain speech for each performance