



FashionABLE 2025: All-Ability Threads Community VOLUNTEER Application

DUE: Friday, November 14, 2025

Designers and Volunteers announced: Tuesday, December 2025.

ALL MUST ATTEND: Meet and Greet & Planning Meeting: Saturday, December 6, 2025, 9:00 – 11:00 AM – coffee & donuts

Please mail or email: completed application, Image Release, Liability Waiver, and Ethical Practices Agreement forms to: Flutter Productions Attn: FashionABLE 3603 Range Road Rapid City, SD 57702

Email: hpickering@bhws.com or call 718.8338 for more information or assistance.

If you are volunteering as a couple, or family, please have each member that wishes to participate fill out this form.

I am applying to: (circle) PARTNER WITH A DESIGNER MODEL ASSIST AT EVENT/BEHIND THE SCENES

PLEASE PRINT

Name: _____ Age: (if under 18) _____ Phone Number: _____

Email: _____ (Provide the email of whom ever does your scheduling if you do not.)

Address: _____ City: _____ State: _____ Zip: _____

Phone Number (Primary): _____ Secondary (if applicable): _____

Guardian(s) OR Emergency Contact(s) Name(s) (First, Last): _____

Emergency Contact Phone Number: _____ AND/OR _____

Behind the Scenes: Are you interested in assisting behind the scenes (please circle): YES NO

Building Scenery Greeting Audience Members at the Door/Programs/Popcorn Hair & Makeup Event Set Up

1. Using the DRAFT Schedule at the end of this packet, which GROUP time works best for you? (Circle one)

While we will do our best to accommodate schedules, we cannot guarantee one will get their first pick.

GROUP 1 Monday PM GROUP 2 Tuesday AM GROUP 3 Tuesday PM GROUP 4 Wednesday PM

GROUP 5 Thursday AM GROUP 6 Thursday PM GROUP 7 Saturday AM FLEXIBLE/Any Time

Please write in a 2nd Choice for a GROUP Time: _____

Please write in a 3rd Choice for a GROUP Time: _____

2. List ALL schedule conflicts that will prevent you from working with an artist or a community member. Conflicts won't necessarily exclude one, but will *potentially* affect placement. * PLEASE see/use DRAFT SCHEDULE at the end of this packet FOR DETAILS!

FashionABLE Volunteer Application Continued

If interested in partnering with a designer, please answer the following questions to assist us with properly matching designers with volunteers. Please circle your answer to the following questions. Often many of our projects tend to be more craft oriented rather than sewing. Knowing how to sew is not necessary to partner with a designer.

1. Are you able to use a sewing machine? YES NO If, yes, rate: 1 = high, 2= basic knowledge, 3 = beginner: _____
2. Can you do hand sewing? YES NO
3. Can you use a serger? YES NO
4. Are you comfortable using an iron? YES NO
5. Can you do button holes? YES NO
6. Do you knit? YES NO
7. Do you feel comfortable doing someone's hair? YES NO
8. Do you feel comfortable cutting/gluing? YES NO
9. Can you read or follow a pattern? YES NO
10. Are you comfortable with a hot glue gun? YES NO
11. Do you like to paint? YES NO
12. Can you put in a zipper? YES NO
13. Do you crochet? YES NO
14. Do you feel comfortable doing makeup? YES NO

On a scale of 0 (none) 1 (beginner) 2 (basic) to 3 (advanced) rate your comfortability with the following items:

Sewing: 0 1 2 3

Surging: 0 1 2 3

Hand Tools (hammers/saws/screwdrivers): 0 1 2 3

Painting: 0 1 2 3

Crafting Skills (gluing/cutting): 0 1 2 3 Open to Learning Any of the Above: YES MAYBE NO

9. List any previous design/art/fashion/sewing/crafting experience that you have in your wheelhouse:

10. List any special skill/ hobbies/unique abilities/mediums or styles that you excel in:

Community Models:

IF you are interested in modeling, please fill out the next section:

The following information is being asked to assist us in procuring appropriately sized garments and pattern pieces.

The answers do not affect final decisions in any way. Please be as accurate as possible. Models may be required to contribute appropriate undergarments and hair/makeup products. If this is a fiscal burden, please let us know and we will help.

Please circle one: Youth Sizes Adult Sizes

Height: _____ Shoe Size: _____ Dress/Skirt Size: _____ Pant Size: _____

T-Shirt Size: _____ Blouse or Button Up Shirt Size: _____ Leotard Size(if applicable): _____

Tight Size (if applicable): _____ Are you willing to cut or dye your hair (please circle): YES NO

Allergies to: fabrics, metals, dyes, paints, latex, feathers, detergents, or others: please write: _____



IMAGE RELEASE – ALL PARTICIPANTS FILL OUT

In the event that a photo or video clip is used of me and/or my child/children, I give permission for the photo to be used to help promote Flutter Productions/Black Hills Works/Suzie Cappa Art Center to be used to help promote the organization in print, banners, signs, websites, social media, news media, and/or programs for productions in addition to any promotion.

I (please print) _____,

and my guardian(s) (if applicable – if you are your own guardian you do not need to sign) (please print)

Hereby grant that Flutter Productions, the Suzie Cappa Art Center, or Black Hills Works has the irrevocable and unrestricted right to use and publish and video or photographs of me, or in which I may be included, for any advertising or media purposes and in any manner and medium; and to alter the same without restrictions.

Signature: _____ Date: ____/____/____

Guardian(s) Signature: _____ Date: ____/____/____

Address: _____ City: _____ State: _____

Zip: _____

Phone: (____) _____ - _____ Email: _____



LIABILITY WAIVER (Must be signed prior to participation)

I, (full name – please print) _____,

And/or my guardian(s) (full name – please print): _____

Hereby agree to the following on (Today's Date): ____/____/____

1. That I am participating in the audition process, and potentially the following rehearsal/building process, if cast/selected as a volunteer, that is being offered by Flutter Productions, a division of Black Hills Works, Inc. The activity could include, but not be limited to: theatre, dance, music and or painting, building or sewing. Many of these activities will have a physical component to them. I understand that it is my responsibility to consult with a physician prior to and regarding my participating in any program that has physical requirements. I represent and warrant that I am physically fit and I have no medical condition that would prevent my participation in said activities.
2. I will do my best to regularly attend and participate in all rehearsals and/or performances. The only reason for missing a rehearsal and/or performance should be an emergency situation for which I will notify the director, choreographer and/or stage manager as soon as I am able to do so that I will not be present. I understand that an absence of one member of the group has an effect on the full group.
3. In consideration of being permitted to participate in any physical activity, including both dance, movement, speaking and/or construction work: building, painting or sewing and/or backstage crew work - I agree to assume full responsibility for any risks, injuries or damages, known or unknown, which I might incur as a result of participating in the program.
4. In consideration of being permitted to participate in any aspect of the production, both in front of and behind the scenes, ***I knowingly, voluntarily, and expressly waive any claim I may have*** against Flutter Productions, Black Hills Works, their sponsors, affiliates, advertisers, production team members, instructors, promoters, employees, and any other individuals associated with Flutter Productions at Black Hills Works Inc. for any claim for injuries, losses, or damages that I or my child/children/protected person may sustain as a result of participating in the program including classes, building, crew work, and performances. I, my heirs or legal representatives forever release, waive, discharge, and covenant not to sue Flutter Productions, Black Hills Works, employees, advertisers, instructors, affiliates, and any other individuals associated with Flutter Productions a division of Black Hills Works, Inc.

I have read the above release and waiver of liability and fully understand its contents. I voluntarily agree to the terms and conditions stated above.

SIGNATURE: _____ Birthdate: _____

GUARDIAN(S) SIGNATURE (If you're your own guardian you do not need to have a guardian signature):

In case of Emergency, Contact: _____ Phone: _____



**Black Hills Works
Ethical Practices Agreement**

As a condition of my service with Flutter Productions and BHW, Inc., I agree to abide by the company's Confidentiality Policy, Corporate Computing Policy and the following directives:

- Healthcare communication and practices are an important, even essential role in ensuring prompt and effective healthcare and support. All healthcare information, shared within our agency, whether people we serve, employee, or volunteer related, is Private and Confidential. I will maintain and protect the confidentiality of any healthcare information to which I may have access regardless of the method by which I came into knowledge of it. I will not reveal any healthcare information about people we serve, employees, or volunteers to anyone outside the agency, unless the person and/or guardian have signed a Release of Information or the law requires it. If information is released, I will ensure that the person or organization is an approved HIPAA (Health Insurance Portability and Accountability Act) Entity, or has a Business Associate Contract on file within our agency, or is a Law Enforcement Agency.
- In order to safeguard any healthcare information, I agree to follow all of the specific HIPAA policies/procedures which are defined in the Agency Main HIPAA database, specifically, the Agency Workstation & Printer Security procedures. I also agree not to copy any healthcare information to any magnetic storage media (diskettes, tapes, etc.) and remove that storage media from company premises except as directed by my supervisor. I will follow agency procedures for maintenance of individual records at my work site.
- If I leave the agency (or project) for any reason, I will abide with the agency's privacy policy by returning any agency information in my possession, whether on-site or off-site.
- I have read and understood the above and understand that the above will be enforced by BHW, Inc. and may also be enforced by State and Federal law.

Volunteer for Flutter Productions

Date

DRESS: Always wear clothes that you can move in or potentially paint in. We recommend wearing hair up and out of your face. As there are a variety of ages involved: please dress modestly - avoiding overly revealing clothing. The space fluctuates in temperature so wear/bring layers to adjust as needed.

Please do not wear street shoes on the BLACK dance studio floor. FashionABLE build sessions take place in the winter, the parking lot is often wet, can be icy (when it is – walk slowly like a penguin), and is often covered in sand and salt. Upon entry – please thoroughly dry your shoes on the rugs, and place wet or dirty shoes in the trays provided in the lobby. We recommend bringing a second pair of shoes that have a hard bottom, that you can slip into once you have entered the facility to protect our floors.

CAUTION: The painted gray floor area is slippery in socks – you need to have dry, clean shoes on when working on the grey painted floor – we don't want you to step on a pin, or have a pair of scissors drop on unprotected feet.

2. ONLY BRING COLORLESS/SUGAR-FREE WATER in a closeable bottle to rehearsals. Food, drink, candy and gum are not allowed in the studio, backstage, or when wearing a costume. If you bring a snack, **eat outside** of the rehearsal hall/stage/dressing rooms/audience space and **DO NOT SHARE FOOD ITEMS WITH FELLOW PERFORMERS.** Do not bring snacks with nuts, sauces/dips, or ones that need heating. **This is for medical, allergy, and safety issues. Eating/Drinking in costume is not permitted. Water only in dressing rooms.**

3. CELL PHONES/ Electronic Devices/Valuables: Turn them off when entering a rehearsal/performance space. Leave valuables in the car/at home. There are lockers available, you can supply your own lock and utilize one during the rehearsals. Do not leave electronic devices/valuables unattended and in a visible location. Flutter Productions/BHW is not liable for thefts. If you play music as part of your personal warm up process for performances – bring ear buds (but make sure you can still hear calls from the stage manager) so that you do not share/impose your process on others.

4. Do your best to engage all participants at all times in the process through active hands-on participation, the goal is to work together to create. Have your designer make all choices in regards to the build.

5.PROPS Never play with a prop and always check your props before each show/rehearsal. If it isn't yours don't touch it. We cannot afford to replace and repair many of the items used in this production. Put your props away carefully following a rehearsal or a performance.

6.Tools and supplies. Please ask for assistance when using something you are not familiar with. Please ask when taking an item from our stock to make sure that it is okay to take. When cutting fabric, cut from the end, not from the middle. Make sure you are using the right scissors on the right materials – some scissors are for fabric, while others are for paper. Using fabric scissors on cardboard or paper will ruin them. When using saws – goggles are required. Please put a cover over a table when painting on it or using markers.

7. When in doubt – please ask.

8. All spray painting must be done outside, away from the furnace units, on a drop cloth.

9. Please use paint and hardware in the scene shop, and not in the rehearsal room on the gray floor, or in the sewing room.

10. Do not wash paint brushes out in the bathroom or kitchen sink – only wash them out in the designated sink in the scene shop.

11. The hot glue guns, scissors, seam rippers, etc. often have to be used by many, do not pack any specific tools away in your tub.

12. RESPECT: When given a direction from your stage manager/instructor/director/choreographer repeat it back and say "Thank You." Never talk back, interrupt, or correct a stage manager, director or choreographer.

13. Punctuality. Please arrive a few minutes before so we begin on time. Make sure that your ride picks you up within five minutes of the end time of rehearsals. There are not after care services/ personnel available following rehearsal.

14. Be gracious, humble, patient, empathetic, and encouraging to your fellow performers. They will remember what you do and say offstage as much as you do on stage. Make this a safe space for all to be in. Leave a good impression that others can admire.

15. Models - Do not complain about your costume/prop/set piece. A model is not a designer. However, DO report repairs, physical, safety, movement issues with those items. **Thank the volunteers, technicians and crew** that help us. Without them you would be in the dark, on a blank stage, and have nothing to wear. They help make it all happen **and they are the most important element of every show.**

16. Don't be too hard on yourself if you don't get something the first time. Whenever you learn anything new it will always take time. Everyone learns at different rates and levels. It doesn't make one person smarter or better than another person just because they learn quickly. Have patience and grace with yourself. Rehearsals and classes are places for us to make mistakes, and more often than not, mistakes are good. It is from mistakes that we learn the most.

17. PLEASE CLEAN UP AFTER YOURSELF. If you use it, put it away. If you took it out, put it back. If you sat in it, push/stack it. If you spill, mop it up. If you leave crumbs/dirt/bobby pins/makeup smears or powder, sweep or wipe them up. Throw your trash and water bottles away. We do not have janitorial services and need your help maintaining and preserving our rehearsal, performance and dressing room spaces. Please do not create extra work for the production team by leaving us a mess to clean up. We thank you in advance for all that you do to help make our space, dressing rooms, performance spaces and all of our rehearsals a great experience for all.



PRODUCTION Calendar – DRAFT #1 – 10/07/25 DRAFT SUBJECT TO CHANGE



DESIGNER & VOLUNTEERS WILL NEED TO pick 1 of the 7 group times listed below to meet.

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5 JANUARY GROUP 1 6 – 9 PM	6 GROUP 2 Day Group Time TBD GROUP 3 6 – 9 PM	7 GROUP 4 6 – 9 PM	8 GROUP 5 Day Group Time TBD GROUP 6 6 -9 PM	9	10 GROUP 7 8:30 – 12:00 Bring a snack
12 GROUP 1 6 - 9 PM	13 GROUP 2 Day Group Time TBD GROUP 3 6 – 9 PM	14 GROUP 4 6 – 9 PM	15 GROUP 5 Day Group Time TBD GROUP 6 6 -9 PM	16	17 GROUP 7 8:30 – 12:00 Bring a snack
19 GROUP 1 6 – 9 PM	20 GROUP 2 Day Group Time TBD GROUP 3 6 – 9 PM	21 GROUP 4 6 – 9 PM	22 GROUP 5 Day Group Time TBD GROUP 6 6 -9 PM	23	24 GROUP 7 8:30 – 12:00 Bring a snack
26 GROUP 1 6 – 9 PM	27 GROUP 2 Day Group Time TBD GROUP 3 6 – 9 PM	28 GROUP 4 6 – 9 PM	29 GROUP 5 Day Group Time TBD GROUP 6 6 -9 PM	30	31 GROUP 7 8:30 – 12:00 Bring a snack
2 FEBRUARY GROUP 1 6 – 9 PM	3 GROUP 2 Day Group Time TBD GROUP 3 6 – 9 PM	4 GROUP 4 6 – 9 PM	5 GROUP 5 Day Group Time TBD GROUP 6 6 -9 PM	6	7 GROUP 7 FINAL FITTING 8:30 – 12:00 Bring a snack
9 GROUP 1 FINAL FITTING NIGHT 6 – 9 PM	10 GROUP 2 FINAL FITTING Day Group Time TBD GROUP 3 FINAL FITTING 6 – 9 PM	11 GROUP 4 FINAL FITTING 6 – 9 PM	12 GROUP 5 FINAL FITTING Day Group Time TBD GROUP 6 FINAL FITTING 6 -9 PM LOAD MOVING VAN	13 Move to Jolly Lane Set up space 8 AM – 6 PM	14 12:45 ALL- CALL: Volunteers, Designers, Models, & Performers Those not modeling wear all black. 1:00 PM Run through w/ accessories 2:00 – 2:45 Early Dinner/Pizza 2:45 – 4:00 Dress/Hair & Makeup 4:00 - 5:00 Photos w/ Sage Studios of ALL participants 5:00 – 6:00 SHOW #1 6:15 Light Snack/Water Touchup Hair/Makeup 7:00 - SHOW #2 8:00 STRIKE/CLEANUP–ALL STAY TO HELP