

## **Guide to Friends of Mondavi Center Activities and Programs**

*Friends of Mondavi Center participate in one or more of these activities to fulfill their mission of support to the Mondavi Center presenting program. Please note that all Friends receive program-specific training.*

### **School Matinee Support**

The School Matinee Support Committee has three major functions. Ushers take tickets and seat children at Mondavi Center School Matinees. Docents visit schools to present Pre-Matinee Classroom Talks to students who will be attending selected Mondavi Center School Matinees. Docent Guide Writers research and write the guides provided for classroom visits by the docents.

### **Gift Shop**

The gift shop in the lobby of Mondavi Center is managed and staffed entirely by Friends of Mondavi Center and is open prior to all performances in Jackson Hall as well as other targeted dates (Picnic Day, etc.). Friends volunteering in the Gift Shop will commit to approximately three hours per event, arriving 30 minutes before the Shop opens and staying until it closes after intermission. Specific responsibilities include greeting and assisting customers, wrapping items sold and replenishing displays where needed. (Cashiering is only done by those specifically trained.) Non-event opportunities include assisting in unpacking, pricing new merchandise and assisting with displays. The gift shop provides Mondavi Center audiences with an opportunity to purchase gifts and souvenirs to remember their visit to UC Davis. All revenue is donated to the Arts Education program.

### **Audience Enrichment**

Members of the Audience Enrichment Committee will assist the Mondavi Center Public Relations Coordinator with outreach activities that occur on campus and throughout the greater community. These activities might involve disseminating materials or participating in community events as a representative of the Mondavi Center. Selected members of the committee will be trained by the Mondavi Center staff so that they can support and guide members of the media when covering events at the center.

### **Spotlight Series**

The Spotlight Series is designed to provide a special opportunity for Friends to learn about topics related to performances at Mondavi Center. The committee helps to identify Friends willing to host lectures in their homes and arranges for light refreshments for each program. Mondavi Center provides crew and additional portable seating when needed.

### **Friends Events**

Committees plan and implement annual events such as the December Holiday Luncheon, March Sunday Brunch and the May Garden Party that raise funds for the School Matinee Ticket Program. Additionally, special social events such as the Fall Kick-off the Season Reception and the October Brunch and Browse are planned and organized by committee members. Friends also are asked to provide home settings for three of the events. Fundraising coordinates closely with School Outreach to ensure that funds meet the School Matinee Ticket Program.

### **Membership Committee**

The Membership Committee welcomes new and prospective members into the Friends. New and recent members--and all interested Friends--are encouraged to participate in the planning and implementation of new and prospective member events. These fun and informal gatherings are held throughout the season providing the opportunity to help build connections within the organization and the Mondavi Center.

### **Mondavi Center Tours**

The Mondavi Center Tour Program is managed and staffed entirely by Friends of Mondavi Center. Tour guides are trained in the technical and logistical details of Mondavi Center and are issued a *Tour Guides Handbook*, written by Friends, which contains information needed to lead a tour of Mondavi Center. The training period spans a minimum of 4 hours after the Handbook study is completed. Public tours are scheduled directly through a tours hotline and usually last one hour. Tour Guides are most active during the summer months.

### **School Outreach**

The School Outreach committee manages the Friends School Matinee Ticket Program. Funding for the program comes from special events planned for that purpose and is managed by a different committee. Friends deliver school matinee brochures and other materials to regional schools. Friends drive visiting artists to master classes in regional schools and to other Mondavi Center Arts Education activities.

### **Publicity and Newsletter**

The Friends Newsletter is published four times a year. Friends are encouraged to write articles related to Friends' activities which they then submit to the Newsletter editor. The newsletter is published by Mondavi Center.

### **Ad Hoc Mondavi Center Events Support Committee**

Mondavi Center hosts professional development workshops for K-12 teachers, master classes, conferences, and special events which provide opportunities for Friends to assist with day of event duties. This committee's work is an excellent way for members to meet artists and become more familiar with the Mondavi Center organization. The Ad Hoc committee may also be asked to assist the Mondavi Center staff with clerical tasks, such as mailings and other short notice needs.

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