ICE SHOW VOLUNTEER INFORMATION 2026

- Each family is required to contribute 11-12 hours to help run the ice show. This is calculated yearly by the amount of tasks and participating families.
- First year families are required to volunteer for 12 hours. Part of those hours are room monitoring during a show or dress rehearsal (helping in the dressing room with their child). Adults working with skaters are required to be SafeSport certified.
- Families should volunteer during at least one show as this is our greatest need. First year families that room monitor are fulfilling that requirement while also earning their hours.
- Each family should be allowed to sit and watch at least one show with the current hour requirements. If you sign up for all of your hours under pre ice show opportunities, or you choose not to fulfill your time and pay for your hours, you are making the viewing of the ice show difficult for other families.
- A parent can designate someone to help fulfill their hours, a grandparent, friend, or sibling. Please ask the Coordinator if you have a question about this.
- Any hours not fulfilled are charged at $35/hour
- Sign up will be done online. Some positions are filled because these positions start right after the previous show finishes, have previous volunteer experience on that committee, or there is a person with specific professional experience. If you are interested in one of these positions, please inquire with the volunteer coordinator. You can shadow the person currently in the role to take it over when they choose to give it up.

COORDINATOR/COMMITTEE POSITIONS

Committee Positions are usually recurring volunteers experienced in the area or those with professional experience. If you are interested in one of these positions, please inquire with the volunteer coordinator. You can shadow the person currently in the role to take it over when they choose to give it up.

Props & Setup Coordinator - Ice Show Director with the help of other members (Rachel/Gary)

Works with the Director, prop committee, and set up volunteers to coordinate the creation, transportation, and setup of ice show props, decorations, curtains, lighting & sound, etc. Create props for on-ice and off-ice, stay on budget, coordinator will charge back skaters for individual props along with bookkeeper, create a detailed plan for set-up crew so they don't have to look for direction.

Costume Coordinator (10 hours) - Jennifer Konakowitz - Amanda Lang shadow

Works with the Director to curate a list of costumes from available vendors and assign them to songs/show numbers. Handles measuring, ordering, distribution, and returns/exchanges of costumes. This process starts mid-October with the goal to have all costumes ordered early November. Final costume decisions are made by the director and costume coordinator. Order ice show T-shirts with the final art file from the Design coordinator and distribute them to members. Get show boxes and distribute them to members during costume pick up. Goal to hand out costumes by the first week in January at the latest. Submit billing to accounts email.

Budget Management - Camille Wyffels

Works with the Director, ice show committee, and Board of Directors to establish a budget for the ice show. Maintains financial records and reports.

Volunteer Coordinator (Full Hours) - Lindsay Berdan

Manages and coordinates volunteer sign-up and volunteer information document. Serves as a primary point of contact for questions regarding volunteering. Maintains records of hours. Monitors the sign-up to ensure that all essential volunteer positions are filled. Volunteer hours should be available by early January at the latest.

New Family Liaison - Rashelle Weicherding
(This is a club position not just specific to the ice show)

Serves as a primary point of contact for families new to NUFSC. Ensures that new families feel welcomed, supported, and informed. Make sure new families are paired up with a big sister if interested in the program. Have the ice show guide sent to all these families around ice show ice up time and one month prior to ice show.

Publicity Coordinator - Ice Show Director - Katrina

Works with the ice show committee to promote the community awareness of the ice show event and ticket sales. This may include social media posting, press releases, videos, or coordinating promotional events. Contact KEYC, KNUJ, The Journal, NUCAT and other area media. Ensures flyers are put on bulletin boards around town and local communities.

Ice Show Design/Brand Coordinator (Full Hours) - Tracy Davies

Creates Ice Show logo, flyers, ticket design, t-shirt design, official show name, happy ads, Ice Show program book and social media ads, banners and flyers. Confirms logo with the show director. The logo and name shall be confirmed by June. This allows for advertising throughout the year. Flyers, tickets to be printed by mid-January. Create happy ad options for Happy Ad volunteer who will create the order form and submit for layout by the first week in February. Create the ice show program while working with the photographer, picture day coordinator, ad sales coordinator and happy ad volunteer. Work with Senior Parent Coordinator to ensure their bio is done with pictures submitted by deadline. Deadline for the book to be submitted and printed is about the second week in Feb. Discusses final cost of book with board to ensure it is within budget. Design and get tickets printed to give to Ticket coordinator. Track all expenses.

Ad Sales Coordinator (Full Hours) - Angela Novotny

This person asks local businesses for sponsorships that are placed in our show program and advertised on our FB page. Our sponsorships are what helps pay for our program and ice show. This is a critical task. This person will manage and update the spreadsheet of businesses that have been asked, type of ad they would like placed, if they have paid or want to be billed. Ensure the design submitted by sponsor or one created by our ice show design coordinator is sent to the person in charge of the show book. This task should start in November and final submissions sent to design coordinator by the beginning of January.

Picture Day Coordinator (Full Hours) - Cassandra Rasmussen

Responsible for arranging the photographer, date, times and backdrop ideas for individual and group photos with Adam at Foresee Studios in New Ulm and collaborate with the design coordinator on what is needed for show programs. Will compose correspondence email to be sent out to participants along with the picture day schedule (will have previous year's info for reference). Due to limited time, it is best to have pictures about the second week in January to make sure there is enough time for pictures to be returned and the program to be made. Dates should be set by the time the registration handout becomes available (usually the end of October, early November). All assigned costumes should be photographed on each skater. This person also confirms with the photographer that it is okay for pictures to be used for hallway decorating (our agreement with Adam is participants will purchase photos from him in exchange for this "extra usage"). Coordinator is also responsible for working the picture day to help things run smoothly and answers any questions. This coordinator can also be available to answer questions or requests for posters for hallway decorating. Coordinate with Adam Towels at Foresee studios who comes to Friday night dress rehearsal to make a promotional video.

Senior Parent Coordinator (2 hours) - Jennifer K.

Seniors to submit a senior picture to coordinator by October 1st. Coordinator will send this reminder. Senior posters will be hung at the rink with help from Design Coordinator and upon approval from their location at the rink. In addition to the flowers during the Sunday senior recognition, the seniors can take their poster after the Sunday show. Any other gift ideas will need to be approved by the Board and Ice Show Committee. Coordinator sends out information to senior families about their bios to be placed in the show program and sends those to the Design Coordinator.

Concessions Coordinator (Full Hours) - Heidi Rewitzer

Manages inventory, equipment (if any), pricing, signage, and cash handling procedures for food and non-food concessions. Coordinates with any outside vendors. Maintains a record of concession sales and inventory. Coordinates the cotton candy machines. Shari and Scott Robinson have volunteered in the past for cotton candy. Tash Sandmann also owns an industrial cotton candy machine. If shows are over mealtimes the coordinator is also responsible for ordering pizza and offering other food options.

Hallway/photo backdrop Coordinator - Kassidi Gomez

Decorates the upper hallway and makes photo backdrops. Limited budget for this. Works with props coordinator on ideas, budget and what supplies the club already has. Uses pipe and drape from the civic center if needed. Prints photos if decorating with photos in the hallway. Makes name tags and places them on doors by first dress rehearsal. Skating Director will create room assignments. Will work with seniors and senior parents on where they would like their senior boards to be hung or ideas they may have.

Attendee Experience Coordinator - Kassidi Gomez

This person plans and coordinates the experience we want for our attendees. This could include a "Card My Yard" to welcome guests, planning promotions/giveaways, decorating the lower concourse window area, and organizing a "meet the cast". All ideas should be presented in an Ice Show meeting for discussion and approval.

Administrative Coordinator - **Camille Wyffels**
This person labels programs to be distributed to pre-order customers (Show Director will provide list), prints show order and room information to be hung in locker rooms, make sure Venmo sheets are printed and available for all sales tables. Make and print any other sheets needed for displays at sales tables. Will work with the Director, Concessions, Non-Food Concessions, Ticket Sale Coordinator, and Volunteer Coordinator to make sure all things needed are covered.

Non-Food Concession (9 hours divided) - Jennifer Paulson, Jennifer Konakowitz
Purchases non food concessions, marks items with price for gift table. Sets up gift table before the show. Coordinate and organize either donation or purchase of the flowers from a local vendor, pickup the flowers and price bundles if necessary. In charge of pricing and setting up tables for the show.

Sweet Treat Coordinator (5 hours) - Jennifer Konakowitz
Creates sign up to purchase sweet treats, collect payments, place orders, organize pick-up, sort delivery and make sure treats are picked up.

Ticket Sale Coordinator (10 hours) - Megan Grams

Works with the Design Coordinator on tickets and ensures Hy-Vee has pre-sale tickets available (usually by February 1st). Check in with Hy-Vee throughout the sale time and make sure there are still enough available. Organizes ticket orders from spreadsheet (from DSP Administrator) to distribute them to families on designated dates and collect any unpaid balances for tickets. After the last show, pick up remaining tickets from Hy Vee and money. Set up ticket/program sale tables upstairs and downstairs before each show and train volunteers including Eventbrite ticket taking with the Eventbrite Organizer app; count tickets and money sold after each show; Collect money from presale location (Hy-Vee). Money and orders can be placed in the safe.

Skater Food Coordinator (10 hours) - Amanda Jensen

Set up, clean up and serve Skater Meals before dress rehearsals on Monday, Tuesday and Friday and skater snacks during break. Request food donations from the community, coordinate food pickup, collect and track payments from skaters (1 volunteer per meal, 3 meals) Creates sign up through DSP where families can sign up for their meal and pay on the app. Be available to prepare meals and serve them before the three dress rehearsals.

Grant Writer (2 hours) - (no for 2026)

Writes grant for ice show. Our show is not a profitable event. To keep our shows successful grants are a must. In the past we have been granted grants from Prairie Lakes Regional Arts Council. This is due to the legislative appropriation from the Arts and Cultural Heritage Fund.

Guest Skater Coordinator (2 hours) - (no for 2026)

Discusses with the Board and ice show committee if a guest skater is wanted. If so, determine the budget. Will need arrangements for transportation, hotel accommodations, hospitality area at rink, warm up times and ensures our show has the appropriate show credentials through ISI and USFS if needed.

Props Committee (30 hours divided)

Those helping build the props for the ice show, helping put together the props, and are doing the hands on pieces of building various props for the show. Will need to be able to make sure they are at the rink for the set up day so they can get placed on the ice during the set up. Must connect with the budget coordinator before purchasing various supplies to make sure they are in the budget and accounted for.

Professional Photographer (5 hours): Rachel Hoffmann

Rent lens, take pictures during ice shows of all skaters during different times of the program, process photos and make them available to the entire club in a timely manner.

High Window Plastic Coordinator: (5 Hours): Dana McCabe

Responsible for hanging high window plastic in the rink. Harness and lift is required. One other volunteer will help hang and take down. In charge of lining up, set-up and take-down with the other volunteers.

PRE ICE SHOW Opportunities

The following is a list with descriptions of pre ice show volunteer opportunities.

Ad Sales - Angel Schaffer and Shawn Andrews
Works with ad sales coordinator to sell ads.

Happy Ads Preparation (5 Hours) - Kelsey Kober
Prepare Happy Ad forms, collect happy ads, type and scan or export. Deliver to the Design Coordinator for placement in the program.

Set-up (8 hours per person/10 people total)
Pull items from storage, hang curtains using lift, set up spotlights, set up tunnel(metal frame and plastic), set up on ice decorations, set up marque, set up hallway decorating - includes heavy lifting and power tools

Set-up/Take-down Attendee Experience
Will work the Thursday and Friday before the Ice Show decorating the lobby and front window area that will provide attendees photo opportunities and unique visual experience for the show. Works with the Attendee Experience coordinator.

Window Plastic Hanging
Hang window plastic on doors and windows between the concourse and the rink.

Window Plastic Hanging - high windows
Lift and Harness involved

During Ice Show Opportunities

Room Monitors Two in the middle/older girl room, and two in each of the the young kids room. Your job is to help kids change as needed, ensure their costumes and accessories are on and fastened correctly, tie skates if needed, touch up hair if needed and make sure they are ready to go on the ice when their number is coming up. Please also help keep the kids quiet, and just be of assistance wherever needed in the room. Being SafeSport certified, you will also oversee

interactions of parents needing to help their younger children. The coaches will not be coming into the locker rooms, so please help get the kids lined up and ready for the coach when they come to get them for their number. Show order is posted in the rooms. Bodysuits are required for all skaters and cell phone use is prohibited

Quick Change Assistant
Assist skaters with quick costume changes during the show.

Spotlights
Run the spotlights during the show.

Ticket/Program sales Help with Concessions and Gift Table
Sell tickets and program before shows, help with gift table and concessions during intermission.

Usher/Collect Tickets/Help with Concessions and Gift Table
Collect tickets before the show, sell tickets and help with gift table and concessions during intermission.

Concession Stand Worker
Work concession stand 45 minutes before the show through 30 minutes after the show.

Mid-Show Food Concessions Worker
You will help at the small side concession stand. You will help with set up, serving during intermission, and take down right after. This stand will have limited items for sale but is meant to help alleviate the long lines during the intermission time of the show.

Non-Food Concessions Worker
Sell and Deliver flowers and gift items

Post Ice Show Opportunities

Hallway Decoration Clean Up
Clean up hallway, put all decor in storage, walk through dressing rooms and make sure they are clean

Tear Down
Take down all decor; lift operators needed, involves heavy lifting and the use of tools.

Window Plastic
Take down window plastic, fold and organize for next year.

Window Plastic-upper windows
remove plastic from upper windows, fold and organize for next year, lift and harness needed