IHSA Organizational Contest Volunteer Duties
April 16, 2011

Stage Crew (Bands in the auditorium)
Once each band is finished with their performances:

- Look at the set-up chart in the notebook for the next band.
- Begin setting up the correct number of chairs and stands in each row.
- Get the percussion equipment close to what the stage plot says.
- Then get the percussion section from the band room and let them fine tune the set up.
- Once everything is set, go to get the band in the band room. This should be about five minutes before the bands scheduled performance time.
- When the band is finished, compare the previous band's set up to the next band's and adjust the number of chairs and stands. You might want to help the percussion students pack up to speed up the process.

Door Monitors (Auditorium and Library)

- Please close the doors at the beginning of every performance.
- People **may not** enter these venues while the performance is in progress.
- Please make sure that programs are available at the library and the Auditorium.
- When the programs are gone, they are gone.
- Open the doors once the performance is over.
- Please police the students outside the venues to make sure that they are not being too noisy and that traffic in the hallway is not being obstructed.
- Monitors inside the performance venues may introduce the choirs/bands before they perform.
- Please remember no food or drink in either the auditorium or library!

Homeroom Monitors in the Gymnasium

- Please be moving and very visible throughout your shift.
- Please watch for horseplay or other disruptive or dangerous behavior in the gym.
- Report any disruptive behavior to the chaperones from each school. If that is not possible, then report any problems in the gym to the contest office immediately. The contest office is Room 151 (Mrs. Palmer's) across from the band room.
- Please make sure that no food or drink is taken into the gym. Ask the students to consume food and beverages in the Commons.
- Students are not to play their instruments in the home room area.

Greeter (Circle Drive entrance)

- Meet each school as they arrive; direct them through Entrance N.
- Connect each school with HS guide, direct group to the homeroom (gym)
- Only schools and chaperones enter through this entrance. All others are directed to Fellheimer entrance on the east side of the building.

Ratings Runner

- Take judge's forms and music for each group to the contest at completion of performance
- Periodically check in with judges to see if they need supplies replenished (food/drink, pencils sharpened etc.)

Concession

- Sell available food items
- Cleanup at end of contest

Thank You for helping with this event!