

BUS GREETER – Adult or Mature Student

Be waiting at bus drop-off area

Duties-

- ✓ Meet bus immediately
- ✓ Find the director, greet and welcome, and thank them for being a part of Festivals of Music
- ✓ Introduce guide
- ✓ Go on the bus and welcome the students
- ✓ Have the students wait for the director to return
- ✓ Tell the bus driver where to park



GUIDES – Students or Adults **Be waiting with bus greeter**

Duties –

- ✓ Go with the bus greeter. Greeter will introduce you to the director.
- ✓ Escort director or representative to check in. Director must pay balance (if any) and count park tickets (if any), pins, etc. Drop off conductor's scores and performance selection sheet to registration table.
- ✓ Go with the director back to the bus to get the students.
- ✓ Escort group to case storage area, warm up, performance, photo, and back to the bus
- ✓ Congratulate and thank them

Alternative:

- 1st Student – Bus to Case Rm & Warm-Up
- 2nd Student – Warm-Up to Stage
- 3rd Student – From Stage to Case Rm

T-SHIRT SELLER (If no one from Festivals of Music is there.)

Duties-

- ✓ Have t-shirt table ready. All sizes should be separated
- ✓ T-shirts sell for \$10.00 each
- ✓ Please keep a count of how many you sell because your organization receives 10% of what is sold
- ✓ Know where the restrooms are, you also act as an information station
- ✓ At the end of the night/day, turn in money and shirt count
- ✓ Put remaining t-shirts away

ANNOUNCER – Adult

Duties-

- ✓ Introduce yourself to the director and get performance selection sheet from tape/score runner.
- ✓ Open with "Welcome to the Festivals of Music Festival here at _____. Before you is the _____ band/choir/etc. from _____."
- ✓ Introduce the judges and read bio's prior to each performing group.
- ✓ If you cannot pronounce the title OR the composer, please consult with the judges.
- ✓ THANK THEM FOR JOINING US

TAPE/SCORE RUNNER – Student

Duties-

- ✓ Pick up packets of conductor's scores and performance selection sheet from registration table
- ✓ Give score packets to judges and performance selection sheet to announcer
- ✓ After the performance, take the packets back to the director – this will probably be at the photo shoot. **Make sure you do not pick-up score sheets from judges.**
- ✓ NO PACKETS should be left



STAGE CREW 3-4 Students

Duties –

- ✓ Have group set-up ready when the performing group comes into the room
- ✓ Make any corrections for the director or students.

REGISTRATION - Adult

Duties-

- ✓ Check all groups in
- ✓ Double check ticket/meal ticket counts (if any), pin count, etc.
- ✓ Collect balance if applicable – **Staple check or cash to form!**
- ✓ Make sure the director signs and agrees with all counts – read additional sheet for registration
- ✓ Collect conductor's scores and performance selection sheet from director

