

# ENSEMBLE FESTIVAL VOLUNTEER ROLES

## ★ Check-in Table Monitor Job Duties

**This job begins 30 minutes prior to each recital!** You will be stationed at the tables in the lobby. Your main tasks are to check-in groups and collect their original music for the judge.

1. ***Put out recital programs*** for the upcoming recital if they have not already been laid out.
2. On your copy of the recital program, groups will be numbered in performance order.
3. Put a checkmark by the group when they check-in. ***Hand them a performance number card.*** (If another member of their group has already checked in, then there is no need to pass out a performance number card.)
4. Instruct students to ***line up on the west side*** of the lobby 10 minutes before the performance starts according to their performance number. The Performance Monitor will get them seated in performance order and collect their card.
5. **Collect their original music for the judge.** Place it on the table according to their performance number. There will be post-its with numbers and an individual spot on the table for each group's music.
6. Instruct parents to enter from the hall from the east side of the lobby.
7. Give them a recital program if they need one.

## ★ Performance Monitor Job Duties

**This job begins 10 minutes prior to each recital!** You will be stationed on the west side of the lobby. Your main tasks are to seat students in performance order and direct them to go backstage one group before they play.

1. Get a recital program and number the groups by performance order.
2. Students have been instructed to line up in performance order 10 minutes before the recital starts.
3. Groups will be holding a performance number card in their hand, so you can quickly check that they are in the correct order.
4. Lead them into the Theater and ***seat them on the west side of the hall in performance order. Use 4-5 rows*** of chairs and seat ***3-4 groups per row***.
5. ***Confirm their names*** as you seat them and ***collect their performance number card***.
6. ***Direct them to go backstage one group before they are up to play.*** (so that there is always one group backstage waiting to go on)
7. Remind the students to keep quiet during the performance, if needed.
8. Return performance number cards to the check-in table at the front of the lobby.

## ★ MC/Backstage Monitor Job Duties

*\* We will not have use of a microphone, please speak clearly and loudly.*

***Before the recital*** – welcome everyone, introduce judges, announce program changes if there are any, additional information (we will leave a script for you backstage)

***During the recital*** – take a picture of each group while they are backstage waiting to go on (a camera will be provided). Keep students organized and calm backstage.

***After the recital***- invite everyone to exit to the lobby. Books, certificates, and ribbons will be returned to the student at the Music Pick-up table in the lobby. Rating sheets will go directly to the teacher this year.

## ★ Judge's Helper Job Duties

This job takes place during the recital. You will be stationed inside the Theater, next to the judges' table.

1. ***Collect original books*** from the judge.
2. Ensure that the proper rating sheet and certificates are included with the book.
3. ***Remove the rating sheet and file*** according to teacher ID number.

4. Based on rating, **insert the appropriate ribbon** inside the original book:  
*Purple – I+ (Superior with Honors)*  
*Blue – I (Superior)*  
*Red – II (Excellent)*  
*White – III (Satisfactory)*
5. **RECORD ALL RATINGS** on a recital program. If they are a Junior Festival entry, please notate. Turn in the **recital program to the Chairperson**.
6. At the end of the recital, give original books (with certificates and ribbons tucked inside) to the Awards's Presenter.

### ★ Award's Presenter Job Duties

This job begins at the conclusion of a recital. You will be stationed at the Music Pick-up table in the lobby.

1. **Collect original books** from the Judge's Helper table.  
**Certificates and ribbons** will be tucked inside the book.  
Take everything to the Music Pick-up table in the lobby.
2. **Call the students by name** to collect their books, certificates, and ribbon.
3. Only **announce their rating if they received a Superior with Honors** – designated by a purple ribbon and a I+ on their certificate.
4. Rating sheets will go directly to the teacher. *They should not be inside the original books.*