

ANNOUNCER – PERFORMANCE ROOMS

Your role is to serve as the master of ceremonies for your performance room. This includes introducing each performance, recognizing the judges/clinicians, and (time available) informing the audience about other Jazz Fest highlights. Above all, your goal is to **keep your room on schedule**. Below are key steps for performing this role successfully.

1. Dress sharp – you are representing the GBS Band Program and presenting to an audience. A jacket is recommended for the men.
2. Rehearse (out loud) the script before arriving at school, adjusting the language to suit your personal speaking style. Take notes on any changes you want to make.
3. Bring a copy of the script with you to the school along with a pen or pencil. We will have copies in your room also, but having your own copy – with your personal edits – is best.
4. Arrive at the school at least 15 minutes before your scheduled time. Check in at the Information Table located outside the library/IMC to pick up your name tag, then proceed to your assigned room. Band performance times scheduled for your room are listed in the program book and copies will be in the performance room.
5. At the beginning of your shift, introduce yourself to the judges and clinicians for your room. You will announce their names, titles, and current positions before each band's performance. Find out if they have a preference as to how they wish to be introduced (for example as Mr./Dr./Ms., one or two career comments, etc.).
6. If you have a parent volunteer Room Assistant (Auditorium only), work with him/her as a team to welcome the band directors and their bands, keep the room in order, and address any issues that arise. The Room Assistant should make sure the room is set up as requested by each band and to help the band with equipment, if needed. The assigned Student Volunteers should be handling most of this.
7. As each band is setting up, the Announcer should introduce her/himself to the band's director. Ask the director how he/she wishes you to announce the band and the directors – note that band, school, and director names may be somewhat different than what appears in your program. Inform the director that you will be starting your announcements while they are finishing their set-up.
8. The Announcer should begin each session as close to scheduled time or earlier if possible. **The goal is to complete your announcements while the band is setting up, and introducing them when they are ready to play.** The idea is to not have the band sit and listen to announcements once they are ready.

9. Read the script aloud. You are free to use your own words, but make sure that you include the following information:
 - a. The names of the judges and clinicians.
 - b. The name of the band and its director.
 - c. **As time allows**, please make comments for the following (listed in order of priority)
 - i. Our featured performers during lunch (for morning performances only):
John Wojciechowski and the MYA Jazz Combo
 - ii. Our featured performers this evening:
2016 North Shore Jazz Fest Grand Champions from **Champaign Central Jazz Ensemble** and **Bryan Carter and the Young Swangers** featuring GBS alumnus, **Dan Chmielinski**.
 - iii. A plug for our **Jazz Café** in the West Cafeteria
 - iv. A plug for our **T-shirt and poster sales**
 - v. **PJ Photography** will be photographing bands after their clinician sessions
 - vi. **PM Music** is available for repair/supply needs
10. Student Volunteers will be assisting the incoming/outgoing bands, supporting the judges, and monitoring the rooms. If you do not feel the students are providing the room support needed, please alert the Performance Room Captain (a GBS student) and/or let Mr. Wojcik or the Jazz Fest Chair know at your earliest opportunity.
11. When your shift is completed, leave the entire Announcer's room packet for the parent volunteer taking your position and pass any key information to your replacement. **DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!**
12. After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your lanyard & name tag.

Thanks very much for your help at Jazz Fest!

Additional NOTE for East Cafeteria Performance Room:

The Announcer and student volunteers should make sure that no one is near the vending machines. **DO NOT** unplug any of the vending machines as they may have perishable food in them. Please do not disturb any of the cafeteria equipment in this room.