

HOMEROOM SET-UP

The day before Jazz Fest the rooms that will be used as homerooms by the visiting bands must be checked. Mr. Wojcik will procure master keys for you to enter these designated rooms. Although we will only use rooms that have been pre-approved by teachers for our use, and we presume they have been kid-proofed, we must do the following:

1. Be sure you take the following materials (available in the Jazz Fest Headquarters office in the Library/IMC) when you walk the rooms: Jazz Fest program, paper and pen, room signs, tape, thick black marker (for any changes on room signs), clipboard, and smart phone.
2. Using your smartphone, take pictures and of all contents in the room prior to moving items. Be sure to include furniture as visiting students tend to move desks and chairs. This will be used to assist with room close-down. Also be sure to get pictures of countertops, behind the teacher's desk, etc.
3. On the paper provided, write down each room number noting items which you have moved, where they came from, and where you moved them. A volunteer will have to return all items to their original locations after Jazz Fest and it might not be you, so document thoroughly. It may help to also take pictures of where you put items so you or a team member can find them easily.
4. Hide all markers, scissors, and breakable items in teacher's drawers or cabinets. Cover or put on high shelves all student work, papers, or projects.
5. Clear all desktops and move items to the back of counters.
6. Be aware of items such as TVs, VCRs/DVD players, large electronic equipment, teacher's desks overflowing with papers (in general things that you cannot move). Somehow block them off, cover them, or turn them around to make them inaccessible to the students. There will not be many rooms in this condition.
7. Tape the Jazz Fest band homeroom signs outside the door, on the corridor wall, so they can be seen by the bands from the hallway. Please do this neatly, using rolled pieces of tape on the back of each sign.
8. Shut lights off and RELOCK the doors.
9. Check the Jazz Fest program and inform the Jazz Fest Chair if there seems to be a room problem such as:
 - a. Can't find the room or the room does not exist.
 - b. The room is a special education room—we cannot use these.
 - c. Different schools are assigned the same homeroom.

10. After all the rooms are set up, report back to the Jazz Fest chairperson and RETURN THE MASTER KEY and other materials.

11. Upload your photos to a shared server or email to Jazz Fest Chair if requested.

NOTE: We give a copy of your notes to Mr. Wojcik so that if a teacher calls looking for a lost item, Mr. Wojcik can tell them where you put it.

Thanks very much for your help at Jazz Fest!