

REGISTRATION TABLE

DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!

1. Check in at the Information Table located outside the Library/IMC. Get your name tag and proceed to the Registration Table outside room 199.
2. A walk-talkie will be provided. Do not give the walkie-talkie to anyone. Keep the walkie-talkie at the registration desk and pass it on to the next volunteer. **DO NOT LEAVE THE REGISTRATION TABLE UNATTENDED.**
3. All bands must check-in at a Registration Table. Whenever possible (weather permitting), please meet (or have a student meet) each visiting school's busses and ask that the students remain on the bus as the director checks in, unless the school's first performance time is at risk. This will help us get the visiting schools entering in the doorway closest to their homeroom. The Jazz Festival is on a tight schedule so don't hold any bands, especially if they are running late.
4. The band director will come to your table and identify his group. Give the band director his/her director's packet and **CHECK OFF** their arrival on your schedule sheet (use the highlighter). There is one packet per school, regardless of how many ensembles are performing. Some schools will arrive in groups, depending on their performance schedules.
5. A wristband will be provided to each of the participants so that they can attend performances throughout the day without paying an admission fee. This will include **THREE** chaperones, the band students, and the bus driver. Band directors will be provided with name tags on lanyards. The appropriate number of wristbands is already in the packet for each school. You can provide extra bus driver and student wristbands, if needed. If band directors ask for more chaperone wristbands, tell them politely there are three in their packet and additional wristbands can be purchased outside of any performance room. If the director continues to push, **contact Mr. Wojcik for assistance.**
6. Guests, non-performing students, and additional chaperones are asked to purchase admission at any of the performance rooms. Admission fees are \$10 for adults, \$5 for students and seniors, and \$25 for families (2 adults and 2 children).
7. Ask a GBS Student Volunteer Band Guide to escort the band to their homeroom. If the school arrives early, this Guide might not be the same student who will be with the ensemble as they go through their schedule. If the band is arriving within 15 minutes of their warm-up time, ask that the assigned Guide escort the band to their homeroom.
8. Band Guides are scheduled to start their shifts 15 minutes prior to picking up their band to begin that ensemble's schedule and they report to room 199 behind your station. Once the schedule is complete and the ensemble has been escorted back to

their homerooms, Band Guides report to the Student Captain for reassignment for the rest of their 3-hour shifts.

9. Some Band Guides may require assistance with a particular band director. If it appears that a band director is unwilling to work with the assigned Student Volunteer, please intercede. Offer your assistance for the immediate problem and send for another Student Volunteer. Please notify the Information Table or Jazz Fest Chair should an incident occur.
10. Also, if any problem develops that you cannot handle, contact the Information Table by walkie-talkie. We also have the services of a GBS security staff person in the building for Jazz Fest. Please write a brief description of the problem on the incident form at your station. Note your name and time of the incident. This is extremely important for Mr. Wojcik should an incident occur.
11. If you are working the last shift, please stay your entire shift to monitor the area and answer questions. **Bring all materials and the walkie-talkie** to the Information Table and give them to either the Jazz Fest Chair or the volunteer at the table. It is especially important that the walkie-talkie be checked in and put in a secure location.
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!