

ROOM ASSISTANT – PERFORMANCE ROOMS

Your role is to assist bands as they set-up / tear down, and help resolve any other issues that may arise within your assigned performance room. Above all, your goal is to **keep your room on schedule**. Below are key steps for performing this role successfully.

1. Dress nicely – you are representing the GBS Band Program. Business casual is fine. Note that you may need to do some light physical work – moving chairs, stands, musical equipment, etc. – so dress accordingly.
2. 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.
3. The Announcer and the Room Assistant are to work as a team to welcome the band directors and their bands. 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 Student Volunteers should be handling most of this.
4. The performing director will have copies of the musical scores for the judges. These may have been given to the ensemble's Student Guide. The Room Assistant should take them or have a student take them to the judges.
5. The Announcer and Room Assistant should also work as a team to make sure the room is kept orderly and to resolve any issues that may arise in the room. To the extent possible, audience members should be discouraged from entering or leaving the room during a performance. The Room Assistant should contact the Information Table if any significant problems arise.
6. Each performance room also has a Judges' Runner (a GBS student). At the end of each band's performance, the Judges' Runner will pick up musical scores, and the judge's scoring sheets. These are taken to the contest office, which is in the SAO. There will also be a student assigned to help with equipment and stage set-up. The Performance Room Captain (a GBS student) should make sure that the GBS students are aware of and performing their duties. Any concerns should be brought to Mr. Wojcik's attention at the earliest opportunity.
7. When your shift is completed, wrap up any loose ends and pass any key information to your replacement. **DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!**
8. If your shift is at the end of the day, close down the Performance Room:

- a. Gather up any Jazz Fest related materials and bring them to the Jazz Fest Headquarters in the Library/IMC.
 - b. Inspect the room for personal belongings and turn them in at the Information/Volunteer Table.
9. 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!