

Auditorium Room Assistant

The Auditorium Room Assistant and the Announcer work as a team to coordinate performances with the judges, band directors and student room volunteers, while resolving any issues that may arise.

GETTING READY

- Dress nicely – you are representing the GBS Band Program. Business casual is preferred.

ARRIVAL & ROOM MGMT

- 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 the Auditorium. Text/call Announcer Team Lead when you arrive. Or earlier if you are running late, encounter any issues, etc.
- Unless you have the first shift of the day, do a hand-off with the previous Auditorium Room Asst and Announcer or the Announcer Team Lead. Review the procedures they've been following.
- Introduce yourself to the Judges. (Judges assess the band's performance and assign a score. Clinicians will work directly with the band afterward.)
- Student volunteers will be assigned as:
 - Performance Room Captain & Crew to regularly adjust the chairs and stands needed by each band and keep the stage in order.
 - AV Techs to manage the audio system and microphones.
 - Judge Runners who'll deliver Scoring Sheets to the event office and keep the judges properly supplied.
 - Student Guides, who escort each band through the school on their practice/performance/clinic/photo circuit.
 - If you feel someone's not adequately providing the needed room support, alert the Performance Room Captain (a GBS student), Mr. Wojcik/Boron and/or the Jazz Fest Chair
- The stage lights obstruct the Announcer's ability to see beyond the stage. You'll coordinate with the Judges and notify the Announcer when they're ready for the next band to perform.
- Work with the volunteer at the Auditorium entrance to manage traffic. To the extent possible, audience members should be discouraged from entering or leaving the room during a performance.
- Contact the Volunteer/Information Table if any significant problems arise. As necessary, work with any of the Auditorium volunteers to resolve any issues that may arise.
- GBS security staff will be on hand throughout the day. Follow the same process and notify the Volunteer/Information Table for issues requiring escalation. Incident forms will be at your location. Afterwards, please write a description of the problem, noting the time and names of those involved. This will become extremely important for Mrs. Wojcik and Boron in the aftermath.

END OF SHIFT

- When your shift is completed, please take a few minutes to pass along updates to your replacement, the next Auditorium Announcer or the Announcer Team Lead. Discuss any adjustments or special situations that may've been made throughout the day.
- 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!