

Band Registration Table

Bands will typically arrive by bus in the school's north parking lot. Volunteers will check-in each band just inside Entrance SS, provide the director with an information packet and hand them off to a **GBS Student Guide** who'll escort the band to their homeroom and throughout the school on their entire warm-up/performance/clinic/photo circuit.

GETTING READY, ARRIVAL & PREPARATION

- So attendees will know you're part of the Jazz Fest team, please wear a band polo or, upon arrival at GBS, be prepared to change into a Jazz Fest t-shirt that all volunteers receive. You'll be seated near an entry door that may be open for long periods. Dress warmly -- extra layers are recommended.
- Arrive at GBS 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 Band Registration table outside Room 199.
- If you are working the first shift, pick up a walkie-talkie. NEVER let the walkie-talkie out of your possession until handing them off to your replacement at the shift change.
- DO NOT LEAVE THE REGISTRATION TABLE UNATTENDED.

SHIFT RESPONSIBILITIES

- Band Arrival
 - Ideally, an adult or student volunteer will meet each school's bus in the parking lot. Ask that the students remain on the bus while the director handles the checks-in. That's presuming...
 - there's adequate staffing at the Registration Table
 - the weather permits
 - the band's not running so late that their performance time is at risk. (The Jazz Festival is on a tight schedule, so don't hold up any bands.)
 - Update the Band Arrival sheet as each school checks in.
 - Give the school's Director Packet to the band director. There will only be one packet per school no matter the number of ensembles they have. Some schools will arrive in separate groups, depending on their performance schedules.
- Wristband Assignments
 - Wristbands provide access to see all performances throughout the day. The Director's Packet includes wristbands for:
 - all of the school's band students
 - 3 Chaperones
 - 1 bus driver
 - Band Directors will receive a name tag on a lanyard.
 - As needed, provide wristbands for additional bus drivers or students.
 - If more chaperone wristbands are requested, explain politely that more can be purchased outside of any performance room. (Admission fees are \$12 for adults, \$8 for students and seniors, and \$30 for a family package.) If a band director continues to push, contact Mrs. Wojcik or Boron for assistance.
- Band Hand-Off
 - Each school will be assigned to a single classroom that will function as their homeroom for storing coats and instrument cases. Bands can enter GBS through the doorway closest to

their homeroom (Entrance SS or TT).

- A **GBS Student Guide** will have been assigned to stay with each band throughout all of its scheduled events . They'll gather in Room 199 prior to beginning their shift. Work with the **Student Guide Captain** if a school arrives earlier than their Student Guide. An alternate Guide may be needed on an interim basis to escort the band to their homeroom, and the assigned Guide can take over afterward.
- Some Student Guides may require assistance when interacting with a particular band director. If you encounter such a situation, please intercede and offer your assistance. A resolution to the immediate problem may be to simply send for a different Student Guide. Please notify the Information Table or Jazz Fest Chair should an incident occur.
- GBS security staff will be on hand throughout the day. Incident forms will be at your location. 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.

POST-SHIFT

- When your shift is completed, please take a few minutes to pass along updates to your replacement. Discuss any adjustments or special situations that may've been made throughout the day. **DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!**
- If you are working the last shift, please stay until the end to answer questions. Bring the walkie-talkie and all remaining material to the Volunteer Information Table. **It is critical that the walkie-talkie is checked in and never left unattended.**
- 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!