

# Performance Room Leader/Announcer

You'll serve as the master of ceremonies for your performance room, introducing the ensembles & judges and informing the audience about Jazz Fest, while keeping the performance schedule on track.

## GETTING READY

- Dress sharp – you are representing the GBS Band Program and presenting to an audience. Semi-professional dress required (jacket, dress pants, no band polos/event T-shirts). A jacket is recommended for the men.
- Rehearse (out loud) the script before arriving at school, adjusting the language to suit your personal speaking style. Take notes on any changes you want to make.
- Bring a copy of the script with you to the school along with a pen or pencil. We'll have a copy in your room but bringing your own – with your personal edits – is best.

## ARRIVAL & ROOM MGMT

- 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 your assigned room. Text/call Announcer Team Lead when you arrive. Or earlier if you are running late, encounter any issues, etc.
- If it's your first time announcing, come earlier and see a performance. You'll get a good feel for announcements and the logistics of getting a band in/out of the room.
- Introduce yourself to the Judges. (Judges assess the band's performance and assign a score. Clinicians will work directly with the band afterward in a separate room.)
  - You'll be announcing names, titles and current positions before each performance, so confirm pronunciations and title preference (Dr/Mr/Mrs/Ms).
  - If the judge bio is too long to read verbatim, discuss with them how to keep the introductions to 1-2 sentences per person.
- A Performance Room Announcer Packet will be at the podium (or on a stand, in the Orchestra Room) containing:
  - Performance schedule for the room
  - Announcement script with judge bios for the room
  - Jazz Fest Program Book
- Feel free to add notes to the Performance Room Announcer Packet with notes. Unless you have the first shift of the day, do a hand-off with the previous Announcer or the Announcer Team Lead. Review the procedures and how they've been introducing the judges.
- Special for the Auditorium Stage: there may be an Auditorium Room Assistant (an adult volunteer) with whom you'll work together as a team. It's a big space and 2 people make it easier to coordinate with the judges, band director and student room volunteers, while resolving any issues that may arise.
- Special for East Cafeteria: Work with the student volunteers to keep people away from the vending machines. DO NOT unplug them as they may contain perishable food. Please do not disturb any of the cafeteria equipment.
- GBS security staff will be on hand throughout the day. For issues requiring escalation, send someone to the Information/Volunteer Desk. 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.
- For all Performance Rooms: Student volunteers will be assigned as:
  - Performance Room Captain & Crew to regularly adjust the chairs and stands needed by each band and keep the room in order.
  - AV Techs to manage the audio system and microphones. You'll use one in the larger performance rooms but not in the smaller spaces like the Lyceum or Orchestra Room.
  - 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.

## PRE-PERFORMANCE

As each band sets up, introduce yourself to the Band Director.

- Ask how they'd like their band introduced (or if they'd prefer to do it themselves). Write down the details, as band name, school, and director names may be different than what's published in the program. Confirm pronunciations.
- Offer to announce their song list (and write down song names).
- Explain that you'll start your announcements while they're finishing their set-up, but to let you know when they're ready to begin.

## ANNOUNCING

Your main goal is keeping the room's performance schedule on track while introducing each band and the judges and providing general information about Jazz Fest.

Begin your announcements while the band sets up, telling the audience about (listed in order of priority):

- i. Names and background of the judges and clinicians.
- ii. Featured performers during the lunch break on the Auditorium Stage
- iii. The evening's featured performance on the Auditorium stage
- iv. **Jazz Café & Bake Sale** in the West Cafeteria
- v. Enter the **raffle** for prizes, purchase **t-shirts and poster** at the sales table in the Auditorium entrance.
- vi. All bands will have their portrait taken. Details for ordering prints online are in the Program Book.
- vii. PM Music is available for repair/supply needs

Keep an eye on the band director. You don't want the band waiting on you to finish or be in the process of setting up after you've announced their name. Stop your Jazz Fest announcements as soon as the band's ready to perform, then.....

Introduce the band, their home city and its director (and the 3 numbers they'll perform, if requested.)

After the band's performance,

- i. Repeat the band's detail.
- ii. Resume any Jazz Fest announcements that were missed before the band played.

## END OF SHIFT

- When your shift is completed, please take a few minutes to pass along updates to your replacement or the Announcer Team Lead. Discuss any adjustments or special situations that may've been made throughout the day.
- If your shift is at the end of the day...
  - Gather any Jazz Fest print-outs, etc and bring to the Jazz Fest Headquarters in the Library/IMC.
  - Check the room for personal belongings and turn them in at the Information/Volunteer Table.
- 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!

**Additional Details**

- Jazz Fest Web Site: <http://northshorejazzfest.com/>

**PERFORMANCE ROOM LOCATIONS**

