

Photography Room Coordinator

All bands will have their portrait taken by a professional photographer. A volunteer manages entry to the room and provides information about photo orders.

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.
- Check in at the Information Table located outside the Library/IMC to pick up your name tag, then proceed to the Photography Room, located in the Dance Studio.

Responsibilities

- After their performance and clinic, each band will be brought to the Photography Room by a GBS Student Guide.
- Let band members know to tell their parents that photos can be ordered online. The link is displayed prominently at northshorejazzfest.com.
- Discourage chaperones and parents from entering the photography room. Most importantly, restrict them from taking photographs of the band sitting for their portrait. (The professional photographer has devoted their time and considerable skills to set up and manage the process. They have sole license of the environment.)
- Provide assistance or bring refreshments to the photographer as needed.

If any problem develops that you cannot handle, contact the Information/Volunteer Table. 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.
- 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!