



The Grey County  
Kiwanis Festival of Music  
[www.kiwanismusicfestival.net](http://www.kiwanismusicfestival.net)

# SITE MANAGER

## DUTIES AND RESPONSIBILITIES

### Opening & Closing the Site

- If required, contact the venue for the key.
- Open the venue, set up the area, and check with venue staff about storing materials.
- Bring the sign in and make sure the venue is locked up at the end of the day.
- Collect all materials at the end of the festival's time at the venue.

### Preparation

- Set up all tables with appropriate materials
  - **Door Manager's table:** (outside door) Instruction sheet, programmes (\$10.00 each), donation jar, cash boxes, signage, audience count notebook, and feedback forms
  - **Platform Manager's table:** (by stage) Instruction sheet, class numbers, board, and programme
  - **Adjudicator's table:** (midway in aisle) Adjudicator Report sheets, pens, notepads
  - **Adjudicator's Clerk table:** (behind adjudicator) Red Report binder, signed certificates, pens, programme
  - Place green tub containing certificates and music next to the Adjudicator's Clerk table
- Maps & signage should be put up in the appropriate places
- Give some certificates to the Adjudicator to sign before classes start.
- Check that all the volunteers have arrived.
- Give the Adjudicator the marking sheets, notepad, and the correct music for each class. Set pieces will be in the tub. Music for own choice classes will be collected from the performers by the Platform Manager, or handed directly to the adjudicator by the student.
- ALL SHEET MUSIC OR REPERTOIRE BOOKS IN THE HALL MUST BE ORIGINAL (photocopies used only through special permission according to rules 18 and 21). Failure to provide original material means that the performance is for adjudication only, i.e. not eligible for certificates or awards.
- Managers should help to ensure the safety of all audience members and competitors alike during performances and transitions between them.

### Maintain Order

- Make sure all the volunteers are in place, and that they understand their duties
- Read all announcements and introduce the adjudicator PRIOR to the posted time of the first class
- NO RECORDING DEVICES OF ANY KIND – AUDIO, VIDEO, CAMERAS, OR PHONES.
- Check the programme for any absent performers and inform the Adjudicator
- Use your judgement to accommodate any time issues, including when a performer arrives after the class has begun.

### Collecting Cash & Float at End of Shift

- Arrange with venue staff for a safe place to store the cash, and materials.
- Make sure everything's in order at end of day.



***Thank you for your time and assistance to help make our festival a great success!!***