



The Grey County Kiwanis Festival of Music

SITE MANAGER: Duties and Responsibilities

Opening & Closing the Site

- If required, contact the venue for the key.
- Discuss the opening/closing requirements with venue personnel.
- Open the venue, set up the area, and check with venue staff about storing materials.
- Set up the sandwich board outside.
- During lunch & coffee breaks and at the end of sessions, look after the donation & cash box.
- Bring the sandwich board 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 duo-tang, cash envelopes, programs (\$15.00), donation box, cash box, signage, volunteer sign-up sheets, Festival at a Glance, and feedback forms.
 - **Platform Manager's table:** (by stage) Instruction duo-tang, class numbers, board
 - **Adjudicator's table:** (midway in aisle) Adjudicator Report sheets, pens, notepads
 - **Adjudicator's Clerk table:** (behind adjudicator) Red Report binder, certificates, pens, and Sharpie marker pens for certificates, seals
 - **Recording Chair:** The chair should be behind the adjudicator, but with a good sight-line to the performance area.
- Set up coffee break refreshments.
- Signage should be put up in the appropriate places
- Check that all the volunteers have arrived.
- All sheet music or repertoire books in the hall must be original (photocopies used only through special permission). Failure to provide original material means that the performance is for adjudication only, i.e. not eligible for certificates or awards.

Maintain Order

- Make sure all the volunteers are in place, and that they understand their duties.
- Read announcements and introduce the adjudicator PRIOR to the first class.
- Check the cancellation sheet & program for any absent performers and inform volunteers.
- Use your judgement to accommodate any time issues, including when a performer arrives late for their class.
- Monitor the recording chair to ensure all rules are being followed. (No flash photography, adjudications may NOT be recorded, recorder may NOT interfere with proceedings.)
- Help to ensure the safety of all audience members and competitors during performances and transitions between them.

Cash & Float at End of Shift

- The Treasurer or Chair will collect the cash envelopes at end of day.

NOTE: VOLUNTEER BADGES serves as volunteer's FESTIVAL PASS and gives them access to all venues & to the Festival of Stars Awards Concert.