

Indoor Show Volunteer Descriptions

Parking Attendant

Stand at designated area outside to direct traffic

Responsibilities:

- Manage traffic flow of incoming vehicles*.

In general, there will be four types of vehicles that will come through:

1. Buses that are bringing large groups of performers
2. Trucks/trailers with equipment to be unloaded
3. Cars with individual performers
4. Cars with spectators

* Find Frank Falbo to get your assignment and pickup an orange pinnie before proceeding.

Ticket Sales

Sit at Ticket Sales table at the Main Entrance to sell tickets

Responsibilities:

- Sell tickets
- Stamp spectators' hands

Check In – Unit Registration

Sit at Check-in table to register units as they come in

Responsibilities:

- Greet performance directors and check them off the provided sheet
 - Provide them with welcome packet
 - Use map of school to direct them where to their group should go
- Stamp performers' hands

Student Greeters

Work with volunteers at the Check-in Unit Registration table to escort performers to classroom

Responsibilities:

- Escort arriving performers to their classrooms

Hospitality

Stand/sit in the Teacher's Lounge to host the judges

Responsibilities:

- Monitor the provided buffet to make sure food and drink is available throughout the day
- Keep the room tidy for guests

Concessions

Stand at Concession table in the Cafeteria and serve food & beverages

Responsibilities:

- Help where needed with food setup
- Fulfill food/drink orders

Concession – Cash Box

Sit at Cash Box table in the Cafeteria and collect money from food/beverage sales

Responsibilities:

- Calculate money owed for order and collect money

Candy Grams

Sit at Candy Grams table in the Main Concourse and sell Candy Grams

Responsibilities:

- Direct customers to fill out a label for the candy they are purchasing and place it on the candy
- Place the labelled candy in the appropriate bag for the performing group
- Collect money
- Work with Candy Gram Runner to get the bag to the Director of the performing group

Candy Gram Runners

Assist volunteers at Candy Gram table by delivering candy grams throughout the school

Responsibilities:

- Deliver the candy to the Directors

Main Gym Door Monitors

Stand/Sit at the Main Gym Doors to open/close them as needed

Responsibilities:

- Open and close doors before and after performances (ensure no one enters during performance)
- Check for spectator hand stamps

Rear Gym Door Monitor

Stand/Sit at Rear Gym Doors to open/close them as needed

Responsibilities:

- Open the double doors to allow the performers to exit when their performance is done
- Direct them to the appropriate exit to load their equipment.

Main Concourse / Unit Flow

Wait at your designated area (sitting/standing) for performers to arrive so that you can direct their movement

Responsibilities:

- Use master schedule to keep performers moving to designated areas **ON TIME**. You need to be able to firmly direct people to their assigned locations to ensure the show runs on time.
 - Stretching Room (Wrestling Room)
 - Warm up Room (Aux Gym)
 - Final destination (Gym)
- Works closely with the Show Coordinator, Deanna Wimmenauer