

**MSBOA DISTRICT 3  
HIGH SCHOOL SOLO & ENSEMBLE FESTIVAL  
IMLAY CITY HIGH SCHOOL  
February 20, 2010**

**Worker Responsibilities**

**STUDENT WORKER COORDINATOR**

1. Report time is 6:45 a.m. (Please meet in Mr. Wells' room)
2. All student workers will be checking in with you in Mr. Wells' room (#181). They need to sign-in and get their nametag. Make sure they understand their assignment for the day and know which room(s) they will be working in. They should be in there rooms ASAP.
3. Pre-Festival room floor plans will be kept in Mr. Wells' room. You will help coordinate clean-up at the end of the day. When a section is completed get the floor plans and send some available students to that section to put it back together. They should be instructed to make the room look like the photos. All maroon chairs and stands will be returned to the band room. There will be a stand cart on each floor for moving the stands.
4. Be professional!

**WELCOME/INFORMATION DESK**

1. Report time is 6:45 a.m. (Please meet in Mr. Wells' room)
2. You will be provided with Section Schedules for the day and site maps. Please assist performers with directions to their Warm-up Room and remind them of their performance time. Restrooms, cafeteria, and Headquarters (the Media Center) will be other important locations for visitors
3. Forward performance questions to Site Chair or MSBOA Office Workers in Headquarters
4. Please assist visiting parents with questions about the building and directions around Imlay City
5. You may be the first face they see when visitors enter our facility. Please smile and welcome them to Imlay City High School ☺
6. Students may also be needed to run various errands throughout the day. Please be flexible and prompt.

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**WARM-UP ROOMS**

1. Report time Saturday is 6:45 a.m. (Please meet in Mr. Wells' room)
2. Introduce yourself to the MSBOA Director that is working in your section's Performance Room.
3. Make sure there is an Event Rating Sheet posted outside the Performance Room and that you have a copy for yourself to check in the performers
4. Check the room for any possible damages that are just waiting to happen! Do what you can to alleviate the situation. Damage control is a big part of this job. If any damage does occur, bring the responsible party to headquarters (the library) for disciplinary action.
5. Check in events on the computer sheet as they arrive. Remind them of their performance time and let them know if they can perform early. Let events perform early if they wish, but they are not obligated to perform until their scheduled time
6. Only one group should warm-up at a time. Stand firm on this. You need to be polite, but fair to all performers.
7. Ask each group if they have their ORIGINAL SCORE and make sure they have the measures numbered. If they do not, make sure that you have a pencil for them to borrow to number it
8. Minimize cases on desks (they may damage the desks)
9. No writing on white boards
10. Don't leave the room without someone to watch for you
11. In the Piano Warm-up room, piano students (performers) are the only people to play this piano...no accompanists
12. Very important – Do not change the order of performance without the approval of an MSBOA official. Let the MSBOA Directors handle schedule changes. You may suggest changes...but let them be the final decision maker
13. Turn in computer sheets to headquarters when day is completed
14. Copy machine will not be available for use

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**PERFORMANCE RUNNERS**

1. Report time is 6:45 a.m. (Please meet in Mr. Wells' room)
2. Please check out the condition of the room when the festival begins. Look for items that could be broken/stolen and put them away safely. If you move something, make a note on the Floor Plan Map in Mr. Wells' room.
3. As soon as the event is ready to perform, lead the student(s) to the Performance Room. Make sure that the performer(s) have their Judge's Original Score and that the measures are numbered. Then return to the Warm-Up Room for the next event
4. Don't be out of the room for long intervals
5. Take any group that is ready in order to keep the schedule moving. (Do not make schedule changes. Let the MSBOA Directors handle this)
6. Check in at Headquarters periodically for schedule changes. If there are changes, make sure that you inform the MSBOA Director in the Performance Room
7. Check all events for a numbered Original Score. Suggest that their name and school is printed on their score
8. Be courteous and pleasant at all times. No matter what happens...keep smiling

**ROOM SET-UP INFORMATION**

Students will report the Band Room for job assignments at 2:45 p.m. Friday.

All rooms will have:

1. Computer print-out schedules posted next to the performance room door
2. Proper signs indicating performance & warm-up rooms
3. Correct numbers of stands and chairs according to print-out sheet
4. Pianos in all performance rooms and piano warm-up room
5. Judges desk clean with comfortable chair
6. A pre-festival floor plan for each room and digital photos of each room prior to moving furniture. Turn this in to Mr. Pries.
7. Chairs or desks arranged for proper performance space and audience movement

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**CLEAN-UP**

Everyone will be involved with clean-up. Clean-up begins when the last performance in a section is completed. Duties will include:

1. Take down computer print-out schedules and throw away
2. Take down signs and store in box that will be in Mr. Wells' room
3. Move all stands and maroon chairs from rooms back to the band room. All stands with blue tape at the bottom are HS stands. Others are MS stands...please separate them.
4. Help move all pianos to the Band Room (near the back door)
5. Straighten chairs and desks in rooms according to the Pre-Festival Floor Plan and photos which will be held in Mr. Wells' room. See Student Worker Coordinator for these plans.
6. Make it spotless!