

# Concert Band Festival Jobs - Help Wanted

## Jocelyn Lapid, Maciej Kempa, Julie Siegel and Terry Curtis - Volunteer Coordinators

The Chicagoland Invitational Concert Band Festival (CICBF) is an all day and evening event held on Saturday, April 6, 2019. The HIA needs help from **every family** in order for the festival to run smoothly. There are seventeen different job types and three time preferences (morning, afternoon or evening) to choose from. The schedule is set-up on a first come, first served basis.

Below is a listing and brief description of the jobs we need to fill for this event. Please look it over and consider what job(s) best suit your abilities and **look for an e-mail sign up blast the beginning of March. Sign Up runs from March 1<sup>st</sup> to March 22<sup>nd</sup>.**

Thank you for marking your Calendars & Planning ahead!!

### 1. SET UP CREW on Friday evening

- We need 25 parents to help set up the school classrooms, performance rooms, warm-up rooms, clinic rooms, and hallways for the event. This shift is on Friday (day before CICBF) from 4pm until the job is done that evening.

### 2. CLEAN UP CREW – late Saturday evening

- We need 25 parents to help put away equipment after the event and restore the classrooms.
- The shift is on Saturday evening after the final concert and continues until clean up is complete.

### 3. SIGNAGE PLACEMENT on Friday evening & Saturday morning

- We need 3 parents on Friday night to hang signs throughout the building for the ticket sales, directions, homerooms, etc.
- We need 2 parents on Saturday morning at 8am to hang outside signage.

### 4. SIGNAGE TAKEDOWN - late Saturday evening

- We need 3 parents to take down signs at the end of the evening and place them in storage.

### 5. STAGE COORDINATOR

- Coordinate and oversee student volunteers who will set up the performance stage for each band, using specific instructions/layout provided for each band. Help keep set up team on schedule and signal Band Hold Monitor when the stage is ready for the next band to enter. We have three performance stages: the Carter Gym, Black Box Theater and East Gym.

### 6. HOMEROOM/HALL MONITOR

- Make sure that homerooms are locked when bands leave and re-opened when bands return. Ensure that there is always an adult present while students are in the homerooms. Monitor noise level and traffic in hallways. Notify the Office when bands leave. This job is ideal for a parent that would like to read a book/newspaper, or work on a laptop during the down time.

### 7. BAND HOLDING AREA/HALLWAY TRAFFIC MONITOR

- When bands come out of their warm-up room, you hold them in the hallway until you receive the signal from the Stage Coordinator that the stage is ready. Monitor the traffic flow between the band holding areas and performance areas. Offer directions as needed.

### 8. WARM-UP ROOM MONITOR

- Monitor the warm-up rooms to make sure the bands keep on schedule. Hold up signs when bands have “five minutes” left and when “time is up.” Bands that perform in the Carter Gym will warm-up in the Library; bands that perform in the Black Box Theater will warm-up in the Titre Room; and bands that perform in the East Gym will warm-up in the Choir room. The first band to perform on each stage will warm up on their stage.

### 9. CLINIC MONITOR

- Monitor the running time of the clinics to make sure the Evaluators keep on schedule. Hold up signs when the Evaluators have “five minutes” left and when “time is up.” Bands that perform in the Carter Gym will have their clinic in the Band Room or Orchestra Room. Bands that perform in the Black Box Theater will have their clinics in the Black Box. Bands that perform in the East Gym will have their clinics in the East Gym

### 10. TICKET SALES & PROGRAM DISTRIBUTION

- Sell tickets and distribute programs inside the main front entrance, west rear entrance, and Black Box Theater entrance.

### 11. CONCESSIONS: FOOD SALES, COOKIE STATIONS & KITCHEN HELP

- We need about 45 parents to work in the concessions area selling food and beverages in the line or at the cookie & water stations in the cafeteria hallway and near the Black Box Theater. Kitchen prep, re-stocking items, cleaning tables, and other duties are assigned as needed.

### 12. CONCESSIONS CASHIER

- This position calls for a person who is comfortable exchanging money and counting change in a fast paced environment.

### 13. GREETER

- Greet bands and attendees at the front entrances, and provide directions or escort bands to their assigned homerooms.

### 14. BUS TRAFFIC/PARKING MONITORS

- Front Entrance: Greet the buses as they arrive and give the driver directions to parking in the basin.
- Basin Parking Lot: Direct bus parking, monitor traffic flow in/out
- West Rear Entrance: Monitor bus traffic as bands depart.

**15. PERFORMANCE DOOR MONITORS**

- Check wristbands, open and hold doors between performances, greet & thank guests
- Keep nearby area quiet during performances

**16. PHOTOGRAPHY AND VIDEO RECORDING**

- This position is for someone who would enjoy taking pictures of the days events and has their own equipment.

**17. T-SHIRT AND BUTTON SALES**

- Sell festival t-shirts and buttons in front of the Black Box and Carter Gym performance areas. Volunteers should be comfortable handling money and assisting with sizing.

**ARE YOU AVAILABLE FOR ANY JOB?**

We always need parents to fill in for helping out with last minute jobs. If you are not fussy, this is great way to help us out and meet some great band parents. Just let me know what shift AM/PM you are available.