

Set-Up Crew	Friday evening	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) later afternoon until the job is done that evening.
Tear-down Crew	Saturday late evening	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.
Signage Set-up	Friday evening & Saturday morning	On Friday evening, hang signs throughout the building for the ticket sales, directions, homerooms, etc. Early Saturday morning, volunteers are needed to hang outside signage. Early Saturday morning shift may be assigned another area if this task ends early.
Signage Tear-down	Saturday late evening	Remove signs at the end of the evening and place them in storage.
Stage Coordinator	Saturday - 3 shifts in the Carter Gym and 2 two shifts on the other stages	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 Holding Monitor when the stage is ready for the next band to enter. We have three performance stages: Carter Gym, East Gym, and Theater.
Ticket Sales	Saturday - 3 shifts	Sell tickets and distribute programs inside the main front entrance and west rear entrance.

Bus Traffic/Parking Monitors	Saturday - 3 shifts	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.
Greeter	Saturday - 3 shifts	Greet bands and attendees at the front entrances, and provide directions or escort bands to their assigned homerooms.
Band Holding Area/Hallway Traffic Monitor	Saturday - 3 shifts	When bands come out of their warm-up room, hold them in the hallway until the Stage Coordinator signals that the stage is ready. Monitor the traffic flow between the band holding areas and performance areas. Offer directions as needed.
Homeroom/Hall Monitor	Saturday - 3 shifts	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.
Performance Door Monitors	Saturday - 3 shifts for the Carter gym. 2 shifts for the other stages	Greet visitors and check wristbands, open and hold doors between performances, thank guests. Monitor band and public traffic through doors. Keep nearby area quiet.
Concessions: Satellite Cookie/Water/T-shirt Sales	Saturday - 3 shifts	Sell cookies, water, festival t-shirts & buttons in the main hallway. Last shift will be responsible for clean-up.

Concessions: Food Line and Prep	Saturday - 3 shifts for various positions	Sell food and beverages in the line or at the stations in the cafeteria hallway. Kitchen prep, restocking items, cleaning tables, and other duties are assigned as needed.
Concessions: Food Line Cashier	Saturday - 3 shifts	This position calls for a person who is comfortable exchanging money and counting change in a fast-paced environment. 2 people per shift
Concessions: Kitchen Clean- Up Crew	Saturday late evening	Clean-up the concessions and work with NHS student volunteers at the end of the Festival.
Technical Support	Saturday – 2 shifts per stage	The tech equipment will be set-up in the morning and the Tech Coordinator will monitor the equipment to make sure it stays on.
Medical Coverage	Saturday - 3 shifts	This job requires a trained medical professional to handle any illnesses or injuries that may occur during the festival. This volunteer will sign-up for another position, but will be available to attend to any medical issues that may arise.
Warm-Up Room Monitor	Student Position	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 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.

Clinic Monitor	Music Student Position	Monitor the running time for 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 Theater will have their clinics in the Theater. Bands that perform in the East Gym will have their clinics in the East Gym
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