

Job Descriptions

Park Hill District Marching Band Festival

WORKERS

Pre-Event Set-up Team & Post- Event Tear-down Team

Pre-Event Set-up Team

- This job involves posting signs, moving equipment, and the like... You MUST be able to lift and/or carry and be willing and able to walk a lot
- You will be begin at HQ office, located in the Congress Band Room on the west side of the building.
- You will be given a map, a list of tasks, and timeline for the jobs to be done.
- Your job must be finished prior to the arrival of any bands and/or spectators. The first band is expected around 7:30 am. spectators will show up early and be looking for where to go.

Post- Event Tear-down Team

- This job involves removing signs, returning equipment, and the like... You MUST be able to lift and/or carry and be willing and able to walk a lot
- You will be begin at HQ office, located in the Congress Band Room on the west side of the building.
- You will be given a map, a list of tasks, and timeline for the jobs to be done.
- Your job will begin as stations finish for the day. The awards may finish around 5:30 pm. Spectators and band may not leave until as late as 6:00 pm... but we will be kindly pushing them out the door...

Bus/Parking Lot Director

- You will meet each of the bands as they arrive and direct them to a designated parking lot and ask the director to go to the Headquarters to check in and get their festival packet. The HQ office is located in the Congress Band Room on the west side of the building.
- You will be stationed on the driveway leading to Congress off of Congress Ave. prior to the parking lot where schools will enter from Congress Ave.
- Spectators should NOT enter here (except handicap parking) – only official school vehicles (buses, trucks, equipment, etc.)
- In the supplies box for the Welcome/Registration Station, you will find a parking map, a list of each band, and how many/what type of vehicles each school will be bringing. You will also find two yellow two-way radios to communicate with each other as schools arrive.
- One of you will stay at the welcome table and one of you will be in the parking lots actually directing the buses/trucks.
 - The worker at the welcome table should reference the parking lot maps and radio to the other worker the name of each incoming school and the number of vehicles needed to park.
 - The worker in the parking lot will help direct buses/trucks to their actual parking locations. The parking lots will be filled in a certain order based on the schools' arrival times.
- Questions you may be asked (and answers you may give):
 - Do we get wristbands?
 - Yes, they are in the festival envelope given to the band director at the headquarter station. If the band director needs more wristbands, there are extras in the supplies box.
 - Can we warm-up where we park?
 - No – some groups are parked very close to the warm-up field. You have a 15 minute warm-up time on the field. Designated warm-up areas are north of the high school, or south of Gerner Early Childhood building.
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 - Where are restrooms/changing rooms?
 - Restrooms are located in the Congress Middle School commons. It is preferred that you use your buses as changing areas as the restrooms are not large.
 - Once we park, can we leave everything where it is or will we have to move at some point?
 - The location of your vehicles should not change throughout the day.
 - Is there a director/driver hospitality room?
 - Yes, the driver hospitality room is in room 506 in Congress Middle School. The director hospitality room is in the North end of the stadium press box.
 - How long of a walk is it from the practice field to the stadium?
 - It is approximately a 5-7 minute walk with a full band. The rolling percussion equipment may take slightly longer. This equipment may also unload at the stadium on the south end where there is a small driveway up to a gate area.
- If the band directors ask you anything you aren't sure how to answer, the bus/band registration station (in the parking lot) has a walkie-talkie they can use to get in contact with one of the PH/PHS band directors.

Welcome/Registration Station – Festival HQ – Congress MS Band Room

Adults

Headquarters

- This is where all the magic happens...
 - The adult workers will be checking-in ALL of the campus volunteers upon arrival.
 - There will be extra job description sheets for all positions available for anyone who needs them.
 - The first and last workers for many of the stations will have supply boxes to pick-up/drop off. Please help with organizing this process and these supplies.
 - There may be times where materials need to be quickly delivered/picked-up around campus, so wear comfortable shoes!
 - Photocopies may need to be made throughout the day. Mr. Potter can show you where and how to do this.
 - This is where all of the stand-by workers will be told if/where they are needed, depending on how many workers do not show up to help.

Welcome/Registration

- Before the bands start arriving in the morning, make sure the welcome packets/envelopes are ready to hand out to the schools as they arrive. You should have a walkie-talkie, extra wristbands, schedules and parking lot maps available. This should be in order prior to the event date.
- You will be stationed in the Headquarter office located in the Congress Band Room to help answer questions, check-in volunteers, etc.
- Upon arrival, the parking lot director will greet the bus and ask the director to come to the HQ to check in and get their festival packet. You will give each head director an envelope of information and wristbands that they will need for the day. (There will be enough wrist bands for each director, drivers, and up to 10 chaperones. It will be up to the director to distribute the wristbands as he/she sees fit).
- There is a good possibility that several schools will arrive within a short time-span so make sure the packets are pre-stuffed and ready to go.
- Wristbands – If the band director states that they need more wristbands, there are extras in the supplies box. Please cheerfully offer them how many they would like and do not question why they need more 😊.
- If any questions or emergencies arise, please contact one of the PH/PHS band directors on the walkie-talkie.

Student

- You will be running supplies to stations that run out/need something unexpected.
- You must know where all the stations are located and be able to move quickly to deliver items.

Performer Guides – (Field Performances)

- You should find each group approximately 30 minutes prior to their warm-up time. When you check in at the HQ welcome/registration station, you will receive a schedule and map of where to meet your group.
- Please introduce yourselves to the band director and tell them you will be their guide throughout their warm-up, performance/clinic, and return to their busses.

- The band will need to leave the parking lot and head toward the warm-up field 10 minutes prior to the actual warm-up time.
 - Lead them to the warm-up field west of CMS.
 - Walk through the flat grassy path just past the second softball field until you reach the rugby field (warm-up field). You may also walk down the incline if you wish. The grass path is easier...
 - Pit percussion equipment may either continue to the curb cut-out at the top of the hill and proceed down the grassy hill OR choose to stop and warm-up behind Congress Middle School.
 - At the bottom of the grassy hill, there is a staging/hold area to the right. The warm-up field is to the left. Have the band wait in the staging/hold area until the previous band is leaving the warm-up field.
 - The band may march and play (and use metronomes, speakers, etc.) on the warm-up field during their scheduled warm-up time. They should face west (toward the houses/away from the stadium).
- When the warm-up time is over and it is time to transition to the gate, lead the band up the grass hill/incline toward the back side of Congress.
- Lead them around the south side of Congress and then toward the stadium. The pit percussion will continue through the parking lot/street to the entrance gate. There will be crossing guards to help with this process.
- The band will wait at the Southwest gate (purple end zone side) until the previous band is finished performing.
- There will be an adult gate monitor to open and close the gate. As the band enters the field, you may lead the directors to the director viewing area (roped/taped-off in the home stands). There will be room for you there to watch the band as well.
- When the band is finished performing, one of you should head immediately to the Northeast gate (opposite side) and one of you should head to the track and help lead the pit percussion equipment. (if there is only one guide, stay with the pit and let the band go to the clinic/water station)
 - Head left as soon as you get to the field and lead the band to the clinic/water station.
 - The band will go to the PH band stands (near the red endzone) for a clinic with a judge.

(OVER)

- Some bands may have the pit equipment exiting without the rest of the band out the Northeast gate.

- o After the clinic, lead the band up the hill, making sure they stay on the pavement.
- o IF a band cannot get the pit equipment up the hill, have them head back to the Southwest (entrance) gate.
 - Lead the front ensemble/pit out the same gate you entered.
 - Head around the back side of Congress (by the warm-up field) and instruct the band students to follow you to the bus parking lot.
- o The pit vehicles/trailers may need to turn left past the baseball field and head UP the sidewalk (past the picnic tables) toward the Congress band room.
- o The vehicles can get to the back parking lot and drive down the street toward the band parking lot areas.
- ***Thank the band director(s) for bringing the band to our festival, tell them you enjoyed their performance and tell them to enjoy the rest of the day!***

Warm-Up Field Monitors

- You will be in charge of making sure bands start and end their warm-ups on time.
 - Make sure to pick-up a schedule in the festival headquarters (located in the Congress MS Band Room)
 - Bands will be coming to the warm-up areas from the bus/truck parking lots and will be led by PH/PHS band guides.
 - A band may march and play (and use metronomes, speakers, etc.) during their scheduled warm-up time, though some may choose to only do one or the other. Please make sure the bands face West (away from the stadium) as much as possible.
 - The most important part of your position will be to make sure each band LEAVES the warm-up area at the end of their *originally* scheduled time.
 - If a band is late to the start of their scheduled warm-up time, they must still leave at the end of their originally scheduled time.
 - You will need to give each band a 5-minute, 3-minute and 1-minute warning prior to the end of the warm-up period.
 - Each group must leave the warm-up field immediately at the end of the warm-up period. They will be led to the stadium by the guides.
 - If any group is more than 1 minute late leaving the warm-up field, please report this to Mr. Hascall, festival tabulator.

Traffic Control

- **All traffic control workers should pick-up a parking map and reflective safety vest from the Festival Headquarters, located in the Congress Middle School Band Room prior to the start of your shift. Please return the vest or pass it along to a worker for the next shift. The last workers of the day should return the vest(s) to the Festival Headquarters.**

- South Parking Area (2 Adults)
 - You will be stationed outside the Southwest corner of the stadium (where bands and pit percussion vehicles will need to cross the street and where spectator traffic is entering).
 - Basically, as a band approaches from the warm-up field and around the south side of Congress, they will need to cross the street to get to the Southwest (entrance) gate to the stadium.
 - Please stop any approaching traffic from both directions as bands cross.
 - You will also need to help direct spectator traffic.
 - Spectators entering this parking area (by way of the Congress Middle School entrance) should first park on the south side of Congress or in the Early Childhood Center parking lots.
 - VIP, judge, worker, and handicapped parking will be in the lot directly behind the press box/in front of Congress. VIP, judge, and handicapped parking should be closest to the press box, while workers should park closest to Congress MS.

- West Parking Area (2 Adults)
 - Bands will be traveling through this area from the warm-up field to the performance field.
 - The first row of spaces closest to the South side of Congress MS should NOT be used for parking. The bands will be walking here, so please keep this first row free of vehicles if at all possible.
 - Please help to control vehicles as bands are walking near this parking lot.
 - Spectators should not drive behind Congress Middle School as this lot will be reserved for bus parking and band travel space. This is also the road which pit percussion vehicles will be driving to/from the stadium.

- Northeast/East Parking Area (2 Adults) – spectator parking to the North of the stadium
 - This parking lot will be solely for spectators.
 - The bands will need to walk across the south end of this parking lot after they leave the stadium and make their way by the baseball field.
 - Please help to control cars as bands are walking in this parking lot.
 - The parking space next to the sidewalk (Northeast corner of the stadium/band exit gate) will need to be blocked-off for pit percussion vehicle traffic. There is a large yellow-striped area here on one side...the first space on the opposite side should also be blocked-off.

Trash Bag Pick-Up Crew

- Your primary job will be to collect full trash bags and deposit them in one of the school dumpsters.
 - Each bus will be given trash bags upon arrival to campus. They will be asked to place full trash bags near their parking area for collection.
 - You will also need to check the band water/clinic station (located in the stadium) and help remove trash bags full of empty water cups.
- Please try to 'make the rounds' to all of the bus parking areas at least once per hour.
- There should be event custodians working most of the day to collect trash at the concession stands, stadium, inside the school, etc. We are simply trying to help them out in these unusual locations.
- If more trash bags are needed in any location, please check with festival headquarters (Congress MS band room) and help deliver them.

Ticket Takers/Program Sellers

Adults

- The first workers of the day for each station will need to pick-up your box of supplies (cash box, programs, pad of paper, pens/wristbands) from the festival headquarters station, located in the Congress MS Band Room 15 minutes prior to the worker start time.
- There will be two ticket-taking/program-selling stations – one at the Northwest gate (behind the third base dugout of the baseball field) and one at the West gate (next to the Congress/Aquatic Center parking lot).
- You should be the one handling money, not the student workers.

Costs

- Programs
 - \$2.00 each
- Tickets
 - \$10.00 for Adults/General Admission
 - \$7.00 for Seniors (55+) and Military
 - No charge for children ages 5 and under
- When people pay, you or the student worker give them their wristband. This will be the proof that they have paid for the day. Admission is charged only once. (The wristband works to get into the stadium stands). **Please keep a running tally of how many spectators pay on the pad of paper.**
- Be sure to check for wrist bands as people enter. They may have paid for admission at the other gate or have received a wristband upon arrival.
- Anyone who is a performer, director, or band chaperone will have a wristband as well (in a different color). These were handed out as groups arrived.
- At the end of the day, the last worker will need to bring the box of supplies and left-over programs to the festival headquarters station.

Students

- You will need to be ready to do any 'problem solving' that comes up.
- If more programs are needed, you'll go to the festival headquarters (Congress MS Band Room) to either pick-up more or have more copied by the band director.
- Please do not handle any admission/program money. (This is for liability reasons...not that we don't trust you!)
- You can help pass out wristbands, but leave the money-handling to the adult workers.
- Also, you can help to check for wristbands as people enter.

Ticket Gate Monitors

- You will be working at the fence gates next to the two ticket-taker/program-seller booths.
- Your primary responsibility will be to make sure people have paid for admission by checking for the proper credentials prior to entering the gate.
 - The wristbands allow entry/exit privileges to all stadium performances.
 - Wristbands for special groups
 - Workers - neon pink
 - Performers - neon green
 - Crowd - neon orange
 - Band Staff - neon blue
 - Chaperones - neon yellow
- The director hospitality room is located in the North end of the press box.
- The driver hospitality room is located inside Congress Middle School, room 506, next to the CMS Band room
- The VIP room is located in the South end of the press box.
- The judges will have a wrist band marked "VIP," which will allow them access to the press box.
- Feel free to help out with ticket-takers/program-sellers if necessary.
- **Please take the time to smile and thank people as they enter for showing you their wristband and for attending our festival.**

Field Gate Monitors (NE and SW)

Southwest gate (purple end zone side)

- This is the gate through which bands will ENTER the stadium (and front ensemble/pit percussion equipment *might* EXIT, though most will not). Each band will have a reporting time (“gate time”), which is 5 minutes prior to the actual performance time.
- Please make sure each band is quiet while waiting outside the stadium. No playing or loud talking while other bands are performing. (This shouldn’t be a problem...)
- **Pit/Front Ensemble percussion equipment (and vehicles)** should be moved through the gate and proceed toward the concrete area in front of the home stands *immediately* after the prior performing band is finished (before they leave the field, but after the last note). Do NOT let them drive on the concrete until AFTER the previous group has exited the field.
- Once the previous band has left the field, have the pit percussion vehicle/trailer drive on the concrete as close as possible to the home stands and park toward the South end of the field, near the 35-40 yard line to unload their trailer(s), if applicable.
- After each performance, the pit percussion vehicle/trailer of the performing band should immediately pull forward to the North side 35-40 yard line to load their equipment.
- After the pit equipment moves through the gate, the band should be ready to enter the stadium. They may enter as soon as the previous band exits the field.
 - The previous performing group will exit out the Northeast gate (except for possibly the front ensemble/pit percussion, who might exit out of the Southwest gate, though most will not).
 - IF the pit percussion from the previous group exits the Southwest (entrance) gate, this should happen AFTER the next band and percussion equipment enters.
 - One of the student workers (band guide) will lead the band out the opposite gate and one will lead the percussion out your gate...again, this is only if the previous school decided to bring their pit percussion out the Southwest (entrance) gate.
- **No spectators should enter/exit through this gate**, though most bands will have parents who will help move percussion equipment.

Northeast gate (red end zone side)

- This is the gate through which bands will EXIT the stadium.
- Please open the gate for each band as they leave the field and close it behind them after they are gone. **No spectators should enter/exit through this gate.**
- There will be one or two student workers (band guides) per group who will lead the band out this gate and to the bus parking lots. (The other band guide *might* exit through the Southwest gate with the percussion equipment, though most will not).

Stadium Pit Percussion Equipment Vehicle Director

- You will primarily be stationed near the band bleachers, located just outside the back end of the red end zone.
- Please do not let band students on the band bleachers during the day, this is the clinic area.
- As groups enter and exit the stadium, one of you will need to help direct the pit percussion vehicles.
- Before the band's performance, the pit percussion vehicles (and trailers, when applicable), should immediately proceed toward the concrete path in front of the home stands. The vehicle/trailer should park on the South side of the field, around the 35-40 yard line. This is where they will unload their equipment and leave the vehicle/trailer for the performance.
- After the band is finished performing, the vehicle/trailer should pull forward to the North side 35-40 yard line to load the equipment. The vehicle/trailer (for most groups) will proceed around the track (behind the band bleachers) and out the Northeast gate.
- If a band needs to take their pit percussion vehicle/trailer/equipment out the Southwest (entrance) gate...
- Send any rolling equipment on the track on the home side, directly to the gate.
- Send any vehicles/trailers around the track on the visitor side, around the field to the gate.

Exit Lot - Pit Percussion Vehicle Directors (parking lot)

- You will be stationed in the spectator parking lot on the north side of the stadium.
- After the band is finished performing, the vehicle/trailer should pull forward to the North side 35-40 yard line to load the equipment. The vehicle/trailer (for most groups) will proceed around the track (behind the band bleachers) and out the Northeast gate.
- As groups exit the stadium, you will need to help direct the pit percussion equipment to load in their vehicle (unless they plan to all return to the bus staging area).
- If a band needs to take their pit percussion vehicle/trailer/equipment out the Southwest (entrance) gate...
- If they plan to load in this lot direct them to their assigned area
 - you will need to watch for equipment trucks and line them up in the reserved area to allow them space to load into their trucks and be able to exit the parking lot.
 - try to line them up facing east (towards Congress Ave.) for an easy exit.
 - they should arrive no sooner than their band's assigned performance time AND the should be loaded and leave with in 45 minutes of the performance time

Concessions - Stadium

Adults

- The first workers of the day for each station will need to pick-up your box of supplies (cash box & supplies) from the festival headquarters station, located in the Congress MS Band Room 15 minutes prior to the worker start time.
- There will be 2-3 adults and 1-2 students
- An Adult should be the one handling money, not the student workers.
 - Be sure you understand the menu items and costs VERY WELL before you start... you will be asked this repeatedly!
 - Be sure to learn the location of all food & drink items in the stand... quick and courteous service helps bring return customers...
- When people pay, the student worker should find & deliver the items to the counter. Drivers have been given a “meal ticket” for 1 hot dog/pizza slice, bag of chips, & a drink. These were handed out as groups arrived. take the ticket so they don’t eat us out of food....
- At the end of the day, the last worker will need to bring the box of supplies to the festival headquarters station.

Students

- You will need to be ready to do any ‘problem solving’ that comes up.
- An Adult should be the one handling money, not the student workers.
 - Be sure you understand the menu items and costs VERY WELL before you start... you will be asked this repeatedly!
 - Be sure to learn the location of all food & drink items in the stand... quick and courteous service helps bring return customers...
- When people pay, the student worker should find & deliver the items to the counter. Drivers have been given a “meal ticket” for 1 hot dog/pizza slice, bag of chips, & a drink. If more food items are needed, you may be asked to go to the festival headquarters (Congress MS Band Room) to either pick-up more.
- Please do not handle any money. (This is for liability reasons...not that we don’t trust you!)

****One of the PH Band staff members will be around periodically to collect excess cash. This cash will be transported to the PHHS safe in the main office and will be counted by the school accountant next week. Excess cash should be stored in an unmarked envelope.**

Air-Gram Station - Stadium

Adult

- The first worker of the day will need to pick-up your supply box (cash box, stack of Air-Gram forms and ink pens) from the festival headquarters, located in the Congress MS Band Room 15 minutes prior to the worker start time.
- You'll be the one handling the money.
- At the end of the day, the last worker will need to bring your box of supplies and money back to the festival headquarters station.

Students

- You'll be helping people fill-out the forms and answering questions as you are able.
- Please do not handle any air-gram money. (This is for liability reasons...not that we don't trust you!)
- One of you will need to deliver the Air-Grams to the announcer 5 minutes prior to each group's performance time.

****One of the PH Band staff members will be around periodically to collect excess cash. This cash will be transported to the PHHS safe in the main office and will be counted by the school accountant next week. Excess cash should be stored in an unmarked envelope.**

Adult Judge Assistant – Field – Stadium

Adult (2 – 1 per judge)

- Each assistant will assign his/herself to one of the two field judges (or both).
- After each band performs, collect your judge's SCORE SHEET and SD MEMORY CARD directly from the judge.
 - You should ask each judge whether he/she would prefer to change the SD memory cards each time or if he/she would prefer that you change the card for them.
 - **Make sure:**
 - each sheet has scores on it! If there are boxes left blank, please have the judge write-in a score!
 - make sure the scores are totaled (the judge may ask you to do this) AND correct!
 - Deliver the judge's score sheet and SD memory card to the student runners (on/near the track) after each group, making sure to keep each band's sheets and cards separate from any others.
 - As soon as you take a memory card from a judge's recorder, you should immediately replace it with a fresh card. The band director in the stadium will be able to help if needed. Take the SD memory card with you prior to collecting the judge sheet/card. (In other words, every time you bring a memory card from the judge's recorder to the runners, you should pick-up a new card to take the judge.)
 - Change the batteries in EACH recorder (or offer new batteries to the judge for them to change) once every couple of hours (or as needed). Batteries will be available at the field table.

Adult Judge Assistant – Press Box – Stadium

Adult (1 for 2 judges)

- Each assistant will assign his/herself to two of the four Press box judges (or all four).
 - The home and visitor coach rooms will each have 1 audio judge in them each.
 - The home and visitor media rooms will each have 1 video judge in them each.
 - For the COACH ROOMS: After each band performs, collect the PRESS BOX judges' SCORE SHEET(S) and SD MEMORY CARD(S) directly from the judge(s).
- After each band performs, collect your judge's SCORE SHEET and SD MEMORY CARD directly from the 4 judges.
 - You should ask each judge whether he/she would prefer to change the SD memory cards each time or if he/she would prefer that you change the card for them.
 - **Make sure:**
 - each sheet has scores on it! If there are boxes left blank, please have the judge write-in a score!
 - make sure the scores are totaled (the judge may ask you to do this) AND correct!
 - As soon as you take a memory card from a judge's recorder, you should immediately replace it with a fresh card. The band director in the stadium will be able to help if needed. Take the SD memory card with you prior to collecting the judge sheet/card. (In other words, every time you bring a memory card from the judge's recorder to the runners, you should pick-up a new card to take the judge.)
 - Deliver the judge's score sheet and SD memory card to the Tabulation Room (in the south end of the press box) after each group, making sure to keep each band's sheets and cards separate from any others.
 - Change the batteries in EACH recorder (or offer new batteries to the judge for them to change) once every couple of hours (or as needed). Batteries will be available at the field table. (**Some or all recorders may be plugged-in and not need batteries. Batteries will be available in the Tabulation Room.)
- For the MEDIA ROOMS: The process will be similar to what the other judges except your judges will have Video cameras instead of audio recorders. These devices need the larger capacity SD cards... make sure to replace them with big cards (smaller amounts of memory cards go to audio only judges)

Student Runners – Field – Stadium

Students

- You will carry the judge's score sheets AND SD cards in the school's labeled envelope to the Tabulation Room in the south end of the press box. The two of you may trade-off as necessary (every-other trip?).
 - Double-check that ALL of the score sheets are for the same band AND that they match the band name on the envelope.
 - Take these items in the labeled envelope up to the press box.
 - You will then return to the press box with used SD cards to be re-used. give these to the adult judge assistants.
 - Ask the judges if you can get them anything from hospitality (also in tabulation room)... if they say yes, get it for them.
 - **IMPORTANT**: Do not travel up and down the steps while a band is performing! Also, do not show the score sheets to anyone other than the band directors from PHS/PHHS, and do not talk about the scores with anyone else!

Crowd Control – Stadium Seating

Adults

- The first workers of the day will need to pick-up “Quiet Please” signs from the festival headquarters station, located in the Congress MS Band Room 15 minutes prior to the worker start time. There is a sign for each of the 6 adult and 4 student workers.
- You will be primarily stationed at the top of each set of stairs in the home stands.
- You will need to keep spectators from entering/exiting the stands during each band’s performance.
- Please be polite but firm if people try to walk around during a performance. Ask them to either return to their seat (or remain standing if coming from behind the press box) until the performance has concluded.
- If anyone is unruly or blatantly disrespectful the performing groups, please contact one of the PH/PHS band directors (one is on the track and two are in the press box).
- You will also have a “Quiet Please” sign to hold-up as necessary.

Students

- You will be primarily stationed at the bottom of the steps in the home stands.
- You will need a place to sit on the front row during each performance.
- You will also have a “Quiet Please” sign to hold-up as each band is preparing to start its performance. You only need to hold up this sign after the band has entered the field and is preparing for the start of the performance. Once they begin their show, sit and QUIETLY watch their performance...

Press Box Gate Monitors

- One of you will be stationed at the North staircase and one will be at the South staircase.
- The SOUTH staircase leads to the VIP/JUDGE room and the press box.
- The NORTH staircase leads to the MUSIC STAFF hospitality room and the press box.
- Anyone with access privileges to the director hospitality room will have a NEON BLUE wristband.
- Please check wristbands as people approach the staircase and direct them to the appropriate location.
- There will also be workers moving up and down the stairs collecting/delivering judge sheets, food for the hospitality room, food for the field judges, air-gram announcements, etc. workers should have NEON PINK wristbands on.
- Performers (NEON GREEN) and Chaperones (NEON YELLOW) DO NOT have press box access, if they are looking for band director, go up to the room and send the director down to the seeker...