

WSMA SOLO & ENSEMBLE FESTIVAL
UW OSHKOSH

VOLUNTEER MEMO: **FREIGHT ELEVATOR / JAZZ
BACKSTAGE / WARMUP MONITOR**

Name:

Assignment:

Shift: AM PM ALL-DAY

Thank you for volunteering to work at this year's Solo & Ensemble Festival. Your presence and generosity enable us to host this exciting statewide event.

Please note the following directions:

Check in at the festival headquarters (Music Resource Center, N235) before 7:30 a.m. (morning volunteers) or 12:30 p.m. (afternoon volunteers). Verify your work assignment since last minute changes may be made. You will receive a festival t-shirt which you should wear during the day. Please also wear a nametag, which will be provided. This helps others in identifying staff members/volunteers, and is your lunch ticket.

When you check in at the Festival Office you will receive an elevator call-key. The backstage crew will have a two-way radio. The **Freight Elevator Operator** will be stationed near the A/C freight elevator and Elmwood St. loading dock (1st floor hallway). You'll need to assist percussion and jazz ensembles with moving large equipment to and from the lower level for access to N14 (percussion site) and the Music Hall stage (jazz ensembles).

Important notes: Both the elevator doors (inside and outside) must be closed in order for the call-key to work. If the doors are left open you'll need to go to the floor where the elevator is located and close the doors. Also, both the inside and outside doors must be closed for the elevator to operate.

WARMUP MONITOR: S11 in the Art Hallway is the Jazz Ensemble Warmup room. You'll need to help the groups find it and monitor to be sure they don't touch anything!

ANY EMERGENCY should be reported to the Festival Office (music resource center) immediately. Use your radio, stage crew, or the information desk for assistance. **First Aid is in the Festival Office: A/C North (Music Library).**

AT THE END OF THE DAY

Please return your elevator call-key and radio to the festival headquarters when your shift ends. Please help clean up the music hall stage. In Swart Hall and A/C South, please help roll pianos and benches into the hallway and place all music stands by the door. Check around for any lost items, music, instruments, etc. and return these to the Festival Office. Remove signs (except for RESULT SIGNS) from the walls and destroy. Just be attentive to any general needs. This will help all of us, especially the custodial staff.

If you are working in the morning or the entire day, you are welcome to have lunch in the Festival Headquarters (music resource center). **If you are working only in the afternoon,** light refreshments are provided for you in the music library throughout the day.

General Information

T-shirts, programs, food service, and instrument repair will be available in the lobby of Music Hall.

Your attention and friendliness throughout the day will mean so much to the student performers, parents, directors and judges. We want to make this festival a positive experience for everyone. Please be professional and courteous. If you have any questions, please see: Dr. Liske.

Again, thank you for your invaluable assistance.

Dr. Liske
424-7029, office AC N228
liske@uwosh.edu