

WSMA SOLO & ENSEMBLE FESTIVAL
UW OSHKOSH

VOLUNTEER MEMO: **FREIGHT ELEVATOR / HALL
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 (Art Student Lounge, N205) 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 brief instructions, a key, and a festival t-shirt which you should wear during the day. Please also wear a nametag, which will be provided. If you are volunteering all day your name tag entitles you to lunch food items near the headquarters.

Please check in at the Festival Office at 7:15 a.m. The **Backstage** crew will have a two-way radio. Jazz and large instrumental ensembles may warm up in the backstage dressing rooms. The **Freight Elevator Operator** will be stationed near the A/C freight elevator and Elmwood St. loading dock (1st floor hallway). You will receive an elevator call-key. You'll need to assist percussion, jazz, and instrumental ensembles with moving large equipment to and from the lower level for access to Site 3 (N14) and (Site 1) Music Hall stage.

Elevator operation: Both the inside and outside elevator doors must be closed in order for the call-key to work or for the elevator to operate. If the bell rings, a door is not closed or latched. If the doors are left open you'll need to go to the floor where the elevator is located and close the doors. There is a toggle switch to turn on the elevator light.

The elevator operator will have busy times and slow times. You may wish to switch jobs with the backstage crew or door monitors, for variety.

ANY EMERGENCY should be reported to the Festival Office (Art Student Lounge) immediately. Use your stage crew radio or the information desk for assistance. **First Aid is in the Festival Office.**

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.

Volunteers working in the morning or all day are welcome to have lunch food near the Festival Headquarters.

General Information

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

Ratings will only be posted online, at wsmamusic.org/festivals/state/oshkosh/ Ratings typically take 90 minutes to be posted, after comment sheets are collected, processed, and entered. There will be a QR Code Sign near each site.

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
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