

WSMA SOLO & ENSEMBLE FESTIVAL
UW OSHKOSH

VOLUNTEER MEMO: **LOBBY & HALL MONITORS**

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.

Music Hall Lobby Monitors will be stationed at the Music Hall Lobby doors. You'll need to close the doors when a performance begins, don't allow anyone to enter while a performance is in progress, then open the doors between performances. Watch that all food and drinks stay out of the music hall, help keep the lobby quiet, and in some cases, you may need to help the stage crew get things set up between performances. You may also need to help the info desk volunteers when it is busy, and to let everyone take breaks as needed. Help keep the entrance to the Art Gallery clear during times when it is open. Typically the south music hall lobby doors will be closed and locked, with all audience traffic using the north lobby doors.

Art 2nd Floor Hallway Monitor will be stationed in the 2nd Floor AC South Hallway. **Art Basement Hallway Monitor** will be stationed in the lower-level AC South near the backstage entrance. **Theater Basement Hallway Monitor** will be stationed in the lower-level AC West near the elevator. You'll need to guard that students do not use classrooms, lounge, or block access to areas in use, such as the Computer Lab (S201). Help keep things quiet where ratings are posted. These jobs may have some down times. You may bring a book to read.

TV Studio 2 Monitor will be stationed in room W111 which is the TV/Film Studio 2. Jazz and Show Choirs use this room to warm up. You'll need to help guide the choirs into the warm up room, and then down the hall to perform in the Experimental Theater. Keep students from stepping on the green panels in that studio, and make sure there is no mischief. You may cooperate and trade jobs with the room managers at the Experimental Theater.

ALL MONITORS:

ANY EMERGENCY should be reported to the Festival Office (Music Resource Center) immediately. You may use the two information desks (AC Lobby or Swart Lobby) to assist you. The information desks will be in radio communication with the Festival Office. **First Aid is in the Festival Office.**

AT THE END OF THE DAY

If you are working the whole day, please assist room managers in rearranging the rooms back to the way they were (ready for classes). In Swart, Halsey, and A/C South, please help roll pianos and benches into the hallway and place all music stands by the door. In A/C West, assist with cleanup in the Experimental Theater and Studio 2, straighten desks, throw away trash, and remove signs.

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
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