

WSMA SOLO & ENSEMBLE FESTIVAL  
UW OSHKOSH

**VOLUNTEER MEMO: OFFICE & HEADQUARTERS**

Name:

Assignment: OFFICE HQ

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 shift) and 12:30 p.m. (afternoon shift). 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.

All **OFFICE STAFF** please meet with Julie Nelson and Ashley Elmer at 7:40 a.m. (morning shift) or 12:40 p.m. (afternoon shift) in the Music Dept Office (N210) to go over checking and posting procedures.

You will receive comment/results sheets from the ratings runners at the back office window. Check the results match the criteria you'll be given. Any discrepancies go to the Festival Headquarters (music resource center) for resolution and/or back to the adjudicator. All results, **once checked** will be given to Julie and Ashley to be entered into the database for posting. After that, result sheets will be delivered to the Festival Headquarters to be placed in the school envelopes and returned to the schools. No one but Headquarters Staff may release ratings results before they are posted. **Do not give the results out to anyone.**

You and the office staff will be posting ratings on the second floor A/C Hallway, and the first floor Swart hallway. It is the responsibility of the office staff to keep the posted ratings current with 20-30 minute updates. Performers are waiting!

**NO ONE BUT OFFICE STAFF AND "RUNNERS" ARE ALLOWED IN THE MUSIC OFFICE (N210) AT ANY TIME.**

All **HEADQUARTERS STAFF** please meet at 7:00 a.m. (morning shift) or 12:00 p.m. (afternoon shift) in the Music Resource Center (N235) to go over procedures.

Your work will vary at different times of the day. You will be needed to help organize room managers and runners as they check in. You may be needed to briefly fill in for "no shows" in other jobs until staffing shifts can be made. You may be needed to assist with other organizational tasks related to meals and adjudicator needs. During the day, comment sheets will be delivered in batches by the office staff. You will help alphabetize and sort the sheets by school, place them in school envelopes, and track any missing sheets. **Directors may see results from their school if they request them but they may only view them in the Festival Headquarters.** When all result sheets from a school have been received, that director may then take the entire envelope. No one but Headquarters Staff may release ratings results before they are posted. **Do not give the results out to anyone else, including parents and students—the director will do this.**

**HQ, OFFICE STAFF AND "RUNNERS" ARE ALLOWED IN THE FESTIVAL HQ (N235) AT ANY TIME. DIRECTORS, JUDGES, VOLUNTEERS ARE ALSO PERMITTED WHEN NECESSARY.**

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

**General Information**

A designated student will have the key to the freight elevator in A/C Building and may be located through the information desk in the lobby of Music Hall, through the Festival Office or anyone with a two-way radio. All first aid concerns should be brought to the Festival Headquarters or to a staff member with a two-way radio so that it may be dealt with appropriately.

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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