

WSMA SOLO & ENSEMBLE FESTIVAL  
UW OSHKOSH

Name:

Site Number:

Room:

Shift: AM PM ALL-DAY

## VOLUNTEER MEMO: ROOM MANAGERS

**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). You may leave personal belongings in the rear of that room. There will be a brief orientation meeting. It is imperative that you are on time! Verify your room 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 it is your lunch ticket.

All morning room managers will then report **as a group at 7:40 a.m.** to the hallway outside the Music Library and **wait for your judge at your assigned site number, which will be posted on the wall.** A faculty member or student helper will be available there also to go over any last minute questions you may have. You will then escort the judge to the assigned room.

While in the room, you are responsible for the overall flow of the day. Give the judge the student's music. Be certain the door is closed and people are not entering once a performance has begun. Do all you can to keep the room and hallway outside quiet. Have the next student ready to perform so that the judge can **stay on time....this is very important.** While a student is performing, mark his or her name off the list posted outside the door of your assigned room. You may also need to make changes to the schedule due to conflicts – this is okay, but inform the judge and help keep comment sheets in order.

There will be an envelope provided for the judge to put the results in and a "runner" from the Festival Office will stop at your site periodically to pick up the results for tabulation and posting. The runner will trade your filled envelope for an empty envelope to be used for the next set of comment sheets. All results will be posted on the 2nd floor of A/C North and 1st floor hallway in Swart. **Results are only to be handled by festival staff only--do not give result sheets to anyone else.**

Each judge has been given a few pencils. Please see that these are kept sharpened throughout the day if needed - runners can help with this by trading out pencils with you. Should you or the judge have any needs, please notify the "runner". Coffee and cold drinks are available for the judges and for you throughout the day. Ask the judge periodically if she or he needs anything. Again, student runners will help get whatever you may need.

You may need to be outside the door during much of the day in order to keep things flowing, however, please take the opportunity to hear some of these fine young performers if you can.

The judge has the responsibility to make any and all decisions regarding performance concerns. The judge may clear the room of observers if this should become necessary in an unusual situation. Do not take on any of these responsibilities. A student may perform early if you are running ahead of time but is not required to perform before his or her assigned time (for example, if his or her parents or accompanist is not there yet).

**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 lunchtime, around 12:30 p.m. (this varies slightly from room to room), please escort your judge back to the judge's room A/C N211 for lunch. You'll have lunch food in the headquarters. If you are also working the afternoon **check back in at the festival office (Music Library) by 1:00 p.m. Verify your room assignment since last minute changes may be made.** Around 1:15 p.m. please escort your judge to the assigned room.

**At the end of the day** please see if your judge needs directions back to the Festival Office (Music Resource Center). Assist in rearranging the room by putting desks, chairs and anything else that has been moved, back as they should be for regular classes. If you are in **SWART, HALSEY, or A/C South**, roll the piano out into the hallway, place the piano bench in the hallway and have all music stands near the door. Please carefully remove the lists taped to the wall near the door. Return these lists and all pencils and any items left in the room to the Festival Office.

**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 headquarters throughout the day. **All music faculty and staff who are working at the festival are invited to lunch with adjudicators in N211.**

**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