

**WSMA SOLO & ENSEMBLE FESTIVAL
UW OSHKOSH**

VOLUNTEER MEMO: RUNNER

Name:	
Route:	
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). There will be a brief orientation meeting. 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.

Runners, meet with the staff member responsible for giving you instructions outside the **FESTIVAL OFFICE (Music Resource Center) at 8:15 a.m. (morning) or 1:00 p.m. (afternoon)**. They will go over any last minute questions.

In addition to collecting ratings, **you are responsible for the ongoing communication between each room and the Festival Headquarters (music library)**. There will be two envelopes for each ROOM /SITE to which you are assigned. One will be given to the room manager. The other will be given to you when you first check into the festival headquarters. You are to go to each room every fifteen minutes approximately, pick-up the envelope with the results in it from the room manager and leave the second empty envelope for the next round of results. Once you have been to all of your assigned rooms, bring these results directly and quickly as possible to the Music Dept Office back window (AC N206) for processing. **RATING SHEETS CAN'T BE LOST!** If you think one is missing let someone know immediately. Then attend to any other needs the room manager or judge may have - collect coffee or cold drinks from N211 and take care of anything else needed. You are to carry with you at all times sharpened pencils to leave for the judges. These will be available in the Festival Office (Music Resource Center). For any other needs or problems speak to someone at one of the two information desks (AC Lobby or Swart Lobby) or in the Festival Office.

Collated results will be posted on the second floor of A/C North and first floor of Swart. No one but Headquarters staff may release ratings results before they are posted. **Do not give the result sheets that you are "running" to anyone other than festival staff.**

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

Please deliver all completed rating sheets to the Music Office ASAP. If you are working the whole day, please assist your room managers in rearranging the rooms back to the way they were (ready for classes). In Swart 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

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