

WSMA SOLO & ENSEMBLE FESTIVAL
UW OSHKOSH

Name:

Route:

Shift: AM PM ALL-DAY

VOLUNTEER MEMO: **RUNNER**

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, S205) 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. If you are volunteering all day your name tag entitles you to lunch food items near the headquarters.

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

In addition to collecting results sheets, **you are responsible for the ongoing communication between each room and the Festival Headquarters**. 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 — exchange sharpened pencils, get coffee or cold drinks from S150, etc. You are to carry with you at all times sharpened pencils to leave for the judges. These will be available in the Festival Office. 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.

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.**

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.

ANY EMERGENCY should be reported to the Festival Office (Art Student Lounge) immediately. You may use the two information desks (AC Lobby or Halsey North Hallway) 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 HALSEY and A/C South, please help move 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 Headquarters. Remove 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.

Some General Information

T-shirts, programs, food service, and instrument repair will be available in the lobby of Music Hall. A designated student will have the key to the freight elevator in A/C Building and may be located through the Festival Office or A/C Info Desk. 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.

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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