

[Parent Square Volunteer Sign-Ups](#) | [Volunteer Management Doc](#)

Before the Festival

Gather Sponsors [1-2 adult volunteers w student support] Help find private and business sponsors from Bainbridge Island businesses. Advertisers and donors can have their names and logos in the programs, on posters, on the website, and in print in person at the event, or any combination of the above that fits their needs. <i>[Sample Sponsor Letter]</i>	Advertise [1-2 adult volunteers w student support] Hang posters and get the word out about our finals concert. We can sell 200+ tickets, which will go a long way towards helping to cover our jazz expenses for the year.	Set Up [~16 sturdy students & ~4 adults] Students should do the vast majority of the heavy lifting and hauling during setup. Adult volunteers are needed to help take pictures of each classroom we're using so we can return them to their original positioning, read the setup diagrams, and help keep the setup team on track to finish on time with a room ready to play in. <i>[3:30 - 5:00 PM?]</i>
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During the Festival Day

Check In / Ticketing / Volunteer Coordinator [2 adults - foyer] Two adults are needed at all hours of the festival to welcome groups to the Commons, hand them their "Day Of" packet, assign volunteers to specific roles, and answer questions or address any other issues that pop up during the day. Materials needed for this job: 1. Performance Info Form (to be completed and given to the adjudicators before performance). 2. Festival Schedule (for their reference). 3. Volunteer Assignments (to follow)	Concessions (Optional) [1 adult - foyer] If the boosters want to run any concessions, an adult will be needed to take payments. The booth will need a cash box, starting cash, and the cashier will need some time to get set up on Square. <i>This position can be combined with the Check-In Booth.</i>	Storage Monitor [1 student - library] One student is needed to help monitor the library, which will be serving as our festival luggage room. Room Monitors [2 students] Two students are needed throughout the day to help make sure each student group gets into and out of their rooms on time, and that each room is treated respectfully.
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General Campus Monitors [1 adult - general campus] One adult is needed to monitor campus and the festival grounds during the dinner break and finals concert.	Guest Artist Host [1 adult - theater] A student is needed to make sure the guest artists have everything they need throughout the day, this includes sharpened pencils, enough adjudication forms, and taking their coffee and lunch orders once they are settled at the beginning of the day. This person should also pick up and deliver the coffee and lunch orders according to the festival schedule.	Stage Hosts [2 experienced jazz band members - theater] Two experienced students will be on the stage to assist each performing ensemble. Please remind them to move their microphones, to get comfortable, to introduce themselves, and then monitor the sound and speaker levels. During passing periods and scheduled breaks, please read the prescribed announcements.
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After the Festival

Finish Cleaning Up [~3 adults & 20 students - ALL AREAS] Many hands make light work. About ten sturdy people are needed to split up into teams of 2-3 to clean up each room used, and to make sure that all the classrooms are left exactly as they were before the festival. A few people need to return desks to their original place, and 1-2 people need to help put the band room back into working order.
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