

2007 Foothill Band Review Volunteer Job Descriptions

Event	Job Title	Job Location	Shifts	Job Description	Job note
Before Review	Leaflet distribution	downtown on Wednesday	evening	Pass information leaflets out to businesses downtown about the Band Review.	
Before Review	Reviewing Stand Construction	downtown: Main St. at St. Mary's on Friday	evening	Help construct and set up the judge's reviewing stand.	Bring your own tools.
Before Review	Stadium Clean Up	FHS Stadium on Friday	evening	Help with and oversee student volunteers in cleaning up football stadium after the Friday night football game to prepare it for the Band Review.	
Before Review & Awards	Trophy Assistant	Foothill on Friday and Saturday	varied	Assist with unloading trophies, organizing & moving them to the awards ceremonies	Must be available Friday after school, and Saturday for both awards presentations.
Before Review and Concert	Concession Stand Set-up	Foothill on Friday and Saturday	evening and morning	Help prepare the concession stand for band review sales.	
Parade, Concert & Field Show	Volunteer Check-in	Foothill	morning, evening	Check off the adult volunteers on the volunteer sheet as they report for their jobs and give them a name tag.	
Parade, Concert & Field Show	First Aid	Amador and Foothill	morning, afternoon, evening	Work in first aid rooms and assist as needed. Call for additional help from leader or paramedics, if necessary.	Should know first aid; need cell phone
Concert	Concert Door Host	Foothill (concerts will run from about 10:30 am to 1:50 pm)	morning	Keep audience doors closed during performances. Stay in lobby to remind waiting audience to be quiet during performances. Have maps and schedule to be able to help visitors find venues. Maybe sell programs.	
Concert	Concert Score Tabulator	Foothill (concerts will run from about 10:30 am to 1:50 pm)	morning	Double-check judges' math and fill out summary sheet for each band, tabulating scores from each judge. At conclusion, determine place values for each band. Review scores with judges. Make copies, collate and staple; give to head tabulator	Work from about 15 minutes before first performance until approximately 1.5 hours after last performance. Will receive a detailed job description from committee lead.

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Concert	Concert Stage Manager	Foothill (concerts will run from about 10:30 am to 1:50 pm)	morning	Check signage and set up / verify venue set up per instructions provided. Manage set up of stage (chairs, stands) for each band based on seating charts provided. Liaison with band director. Monitor use of instruments. Manage tear down with student volunteer support (stacking chairs and stands; students will move to trucks). You do not have to announce the bands. It is usually done by the directors.	NOTE: Bands have 25 minutes to get on stage, perform and get off stage. Any band that brings their own instruments is responsible for moving the instruments we provide and putting them back ready for the next band (within their allotted 25 minutes.)
Concert	Concert Stage Monitor	Foothill (concerts will run from about 10:30 am to 1:50 pm)	morning	Assist Stage Manager with signage and venue set up. Assist set up of stage (chairs, stands) for each band. Assist tear down with student volunteer support (stacking chairs and stands, students will move to trucks).	
Concert	Concert Tabulation Runner	Foothill (concerts will run from about 10:30 am to 1:50 pm)	morning	At end of each performance, get score sheets and tapes from judges. Check for correct number of sheets (3) and that judges signature and score totals are filled in. Carry score sheets and tapes to tabulator. Bring seating charts from Band Check-In to concert venue, as required.	
Concert	Concert Warm-Up Room Monitor	Foothill (concerts will run from about 10:30 am to 1:50 pm)	morning	Check signage and venue set up per instructions provided. Let bands in to warm-up per schedule (provided). Help band directors stay on time; remind when 5 minutes or so are left.	
Concert & Field Show	Campus Prep	Foothill	morning	Help prepare campus for the band review: set out trash cans, put up tables, signs, etc.	
Concert & Field Show	Chow Mein Prep & Cooking	Foothill stadium	afternoon, evening	Assist with food prep and cooking of chow mein for sale at the concession stand.	Will be helped by the coordinator.
Concert & Field Show	Food Concession	Foothill stadium	afternoon, evening	Sell food and beverages and/or help with preparation at the stadium concession stand.	(Note: most slots are already taken!)
Concert & Field Show	Hospitality (Director's Lounge)	Foothill Director's Lounge	afternoon, evening	Assist directors as needed in their lounge. Put out food and beverages as needed.	

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Concert & Field Show	Information Booth & Sales	Foothill	morning, afternoon	Provide directions and campus information to directors, parents, and students. Answer questions. Sell programs and souvenir items. Check in bands for the concert competitions (early shift).	
Concert & Field Show	Parking-Bus	Foothill parking lots	morning, afternoon, evening	Assist with directing bus parking and buses entering and exiting Foothill parking lots.	
Concert & Field Show	Security - Boys Locker room	Foothill locker rooms	morning, afternoon, evening	Sit in boys' locker room, keep watch, and assist as needed. Deal with lost items.	bring book and a chair, if you like; men only
Concert & Field Show	Security - Girls Locker Room	Foothill locker rooms	morning, afternoon, evening	Sit in girls' locker room, keep watch, and assist as needed. Deal with lost items.	bring book and a chair, if you like; women only
Concert & Field Show	Security - Roving	Foothill	morning, afternoon, evening	Roam campus and assist as needed, dealing with problems, questions, and emergencies that may arise.	May use a bike.
Concert & Field Show	Shaved Ice Stand	Foothill quad area	afternoon	Assist with preparation and sales of shaved ice in the quad area.	Will be helped by the coordinator.
Concert & Field Show	Snack and Drink Sales	Foothill quad area	morning, afternoon	Sell beverages, candy, and other snack items in the quad area or near band room in the morning.	
Parade	Amador Bus Parking	Amador Parking Lot	morning	Assist with directing bus parking and buses entering and exiting Amador parking lot.	
Parade	Amador Campus Clean Up	Amador	afternoon	Assist with cleaning up the Amador campus after the parade and concert events.	
Parade	Assistant for the Foothill Band	Amador	morning	Help our band get ready for their performance; assist with uniforms, give water, etc. Follow along on sidewalk with water bottles.	Can watch our band perform.
Parade	Band Formation (Line-up)	Amador Parking Lot	morning	Assist band directors to stay on schedule. Be sure they are in the formation area at the designated time and are in the correct performance order. You will line them up in parking lot. The Starter will move them into the street in the proper order.	Will see all the bands, but not the parade.

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Parade	Barricade Guard	Main Street along parade route at various intersections	morning	Stand at barricade and keep people from crossing street while bands are performing; inform cars that Main is closed and they have to turn around.	Can watch parade from some of the locations. Bring a chair, if you like.
Parade	Bus Parking on Peters	Peters Ave.	morning	Assist buses to park on Peters to pick up their bands after they march in the parade	
Parade	Director Registration	Amador	morning	Check in the bands, give the director's their packets and name tags, and collect needed music, and announcer's sheets from the directors, if still needed.	
Parade	Inspection Area Runner	Between beginning of parade to Museum on Main	morning	Transfer inspection score sheets between the Inspection area to the tabulation area in the Museum.	Can use a bike or roller blades, if you like.
Parade	Monitor - Percussion Competition	near Angela St.	morning	Helps Percussion Competition Judge with whatever he needs.	Bring a chair, if you like. Will see percussion forward, but not parade.
Parade	Parade Route Clean-Up	along Main St.	afternoon	Assist with cleanup of parade area when parade has finished.	
Parade	Parade Set Up	Main St. near St. Mary's	morning	Finish setting up the reviewing stand and put up tables and other items needed for the parade. Fix anything that needs repairing.	Bring tools.
Parade	Percussion Score Runner	From near Angela St. to Museum on Main	morning	Transfer score sheets, etc. from the percussion judging area to the tabulation area. Assist judge, as needed.	
Parade	Program and Pin sales (roaming)	along Main St.	morning	Sell programs and pins during parade while walking up and down the parade route.	Can see parade.
Parade	Program, Ticket & Souvenir Sales	Parade Route on Main & at Amador	morning	Sell programs and other souvenirs, as well as field show tickets at tables along parade route and near Amador.	Can see parade, except for table at Amador.
Parade	Railroad Guard	Main St. near Del Valle	morning	Stand by the railroad tracks and watch for trains. Prevent bands and other pedestrians from crossing if a train is coming.	
Parade	Reviewing Stand Tape Coordinator & General Liaison	Main St. near St. Mary's	morning	Assist judges with their tapes and any other needs on the reviewing stand.	Can see parade.
Parade	Reviewing Stand Tear-down	Main St. near St. Mary's	afternoon	Tear down reviewing stand, load into trailer, and put into storage at FHS	Bring tools.

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Parade	Security - Roving - AVHS Campus	Amador	morning	Patrol Amador campus to assist with any issues or problems that may arise.	May use a bike or roller bades.
Parade	Security - Roving - Parade Route	along Main St.	morning	Keep sidewalks passable for pedestrians. Answer questions. Assist as needed.	
Field Show	Band Formation (Line-up)	Foothill stadium	afternoon, evening	Get bands to warm up and formation areas at the proper time for their field show. Assist the Field Master, as needed.	
Field Show	Director Registration	Foothill	afternoon, evening	Check in the bands, give the director's their packets and name tags, and collect announcer's sheet if they haven't already turned them in.	
Field Show	Parking-Car	Foothill parking lots	afternoon, evening	Direct cars and assist with parking, as needed; traffic control	
Field Show	Parking-VIP	Foothill parking lots	afternoon, evening	Collect money and assist cars parking in VIP lot.	
Field Show	Security - Field	Foothill stadium	afternoon, evening	Provide security for the field area (keep people off who are not permitted); Crowd control, answer questions, deal with emergencies, etc.	
Field Show	Tabulation Runner	Foothill	afternoon, evening	Transfer score sheets, etc. from the judges' stand to the tabulation area. Be sure all required sheets are in envelope. The early shift will supervise and assist student volunteers.	
Field Show	Ticket Sales	Foothill stadium	afternoon, evening	Sell tickets (wristbands) for the field show, programs, pins, and other souvenir items in stadium ticket booth.	
Field Show & Awards	Security - Bleachers	Foothill stadium	afternoon, evening	Crowd control in bleachers. Usher aisles to keep people from entering stands during performances. Keep people from sitting in aisles. Answer questions, deal with emergencies, etc	Can see field shows from most spots. Note: Most evening slots are filled.