

HARRISON HIGH SCHOOL

Orchestra

STAGE CREW

LGPE Volunteer Job Description

The Stage Crew job takes place on stage in the PAC. There is a binder back stage that will have each performing group's seating chart. Work together to ensure that the set-up looks like the diagram from the seating chart. Check-in with the director once they arrive and double check with them that the set-up looks the way they would like for it to be. Roll with the flow and be flexible to make changes as necessary.

PIANO:

If moving the piano is necessary, please ensure that the lid is closed and that the piano cover is correctly covering the piano BEFORE moving the piano. A minimum of 4 people are required to move the piano out of the piano storage area.

Chair/Stand Racks:

Chair Racks can hold 18 Nota Chairs/Rack and 7 cello chairs/rack

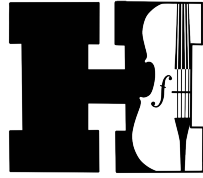
Stand Racks can hold 16 stands/rack

When removing chairs/stands, be sure to stack them on racks so that they are prepared to move for the next groups.

Stage Crew Attire: Comfortable All Black.

Emergencies: If there is an instrument emergency while a group is on stage, the Mandarin Strings repair person will be in the back of the warm-up room (band room). You can get an extra instrument there if necessary or guide the student with the broken instrument to the back of the band room.

Thank you for volunteering today!



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GUIDES

LGPE Volunteer Job Description

Guides report to the registration/check-in desk in the lobby of the Performing Arts Center (PAC). You are the face of the Harrison Orchestra, so remember to smile and use respectful/kind language when speaking. You will be assigned a school and will need to guide them to their case storage (see detailed schedule), the warm-up room, PAC stage, and the sight-reading room. Introduce yourself to the visiting school's director(s) when they come inside to check-in at the registration table. Follow the director to their buses outside on the curb and lead the group so that they enter through Door 4 (see map) and AVOID STAIRS with instruments. Take them to their case storage location so they can unpack.

CASE STORAGE: Location Varies (see schedule)

Please kindly remind the directors to keep their school's instrument cases within the designated lines of each case storage location where/when possible. They will need to neatly stack the cases along the wall in order for them to fit.

WARM-UP: Band Room

The Warm-up area will have a Timer binder located on the Mandarin Strings repair table in the back of the room. Please use this binder to show the director how much warm-up time they have left. Stand in the back of the room and hold up the "5 Minute" warning sign 10 minutes before the group's performance time (i.e., if a group performs at 10:00AM, the 5 minute warning sign must start at 9:50AM). Watch the time and flip the pages each minute so that the director can see this. After time is up, LEAVE THE BINDER on the Mandarin Strings table and then lead the group out the back double doors of the band room and take them behind the stage to enter through the PAC garage area. DO NOT USE STAIRS.

STAGE: PAC

Stay in the PAC during performance. At the end of their performance, lead them off stage left through the exit doors that we normally use and lead them to the orchestra room for sight-reading.

See next page...

SIGHT-READING: Orchestra Room

Help the sight-reading helpers adjust chairs/stands and any other help that is needed. After sight-reading is completed, take the group back to their case storage location. If they are staying to watch groups, they can leave their cases in the lobby neatly against the wall in the overflow case storage area until they leave. Remind groups to leave the PAC through the same doors that they entered. We want them to avoid steps so that we can avoid accidents with instruments.

Guide Attire: Harrison Orchestra Shirt with jeans/pants.

Emergencies: If there is an instrument emergency while a group is on stage, the Mandarin Strings repair person will be in the back of the warm-up room (band room). You can get an extra instrument there if necessary or guide the student with the broken instrument to the back of the band room.

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CHECK-IN DESK (Registration)

LGPE Volunteer Job Description

The Check-In Desk job takes place in the Lobby of the Performing Arts Center (PAC). The detailed schedule and job descriptions will remain on the table. Let directors know that the Mandarin Strings repair location is in the warm-up space in case they have any instrument emergencies.

COLLECT PACKETS FROM DIRECTORS:

You will see 2 crates below the table. When directors come in to check-in, they will bring in 4 packets filled with musical scores. You will take these packets and add the appropriate school's score sheet to each packet. When you've checked that each packet has 3 musical scores + the scores sheet, place it in the crate so that the Judge Runner can pick them up and distribute them to the judges. The other crate will be for "DONE" packets. The Judge Runner will bring the completed packets sealed by the head judge so that you can give it to the director when they come by the check-in table to collect their scores.

VISITOR STICKERS:

There will be an HOB booster parent for most of the shifts. During school hours, the parent will be in charge of checking-in visitors including chaperones from other schools during the hours of 8am-3:30pm. Please distribute enough visitor badges so that each chaperone is able to have a visitor sticker while on campus.

OTHER:

There should always be a minimum of one volunteer at the Check-In table. If you need to leave the check-in desk for any reason, please ensure that there is at least one volunteer remaining. If there will be no one at the check-in table, please let Mr. Mori or Ms. Fuchs (LGPE Organizer) know so that we can ensure that there is always someone there.

Check-In Desk Attire: Harrison Orchestra shirt with jeans/pants.

Emergencies: If there is an instrument emergency while a group is on stage, the Mandarin Strings repair person will be in the back of the warm-up room (band room). You can get an extra instrument there if necessary or guide the student with the broken instrument to the back of the band room.

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SIGHT READING HELPERS

LGPE Volunteer Job Description

The Sight Reading Helpers report to the Sight Reading Judge in the Orchestra room.

SET-UP:

There is a binder located by the sight reading judge that includes the schedule and set-up diagram for each group that will be coming in. When/where possible, please set up the room as close to the set-up diagram as possible. Chairs/stands can be racked/stacked on racks if time permits.

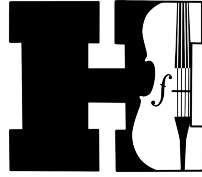
DISTRIBUTE/COLLECT FOLDERS:

The sight reading judge will give you clear directions on what/when to distribute/collect the sight reading folders for each group. Be available to help the sight reading judge with anything they may need. Look ahead at the set-up diagrams in the binder so that you can think through how to set-up for the next group once the current group is done.

Sight Reading Helper Attire: Harrison Orchestra shirt with jeans/pants.

Emergencies: If there is an instrument emergency while a group is in the room, the Mandarin Strings repair person will be in the back of the warm-up room (band room). You can get an extra instrument there if necessary or guide the student with the broken instrument to the back of the band room.

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CAFÉ MONITORS

LGPE Volunteer Job Description

The Café monitors should report to the Main Café.

SET-UP:

Help the Harrison Orchestra Booster (HOB) parents with setting up and distributing the boxed lunches for our visiting schools. There will only be one school per day eating, so after a group is finished help collect boxed lunches and place them in the trash.

Kindly remind the directors that Food and Drinks are not allowed outside of the café so any remaining food/beverage is not allowed to be removed outside of the cafeteria.

Café Monitors Attire: Harrison Orchestra shirt with jeans/pants.

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JUDGE RUNNER

LGPE Volunteer Job Description

The Judge Runner will report to the Check-In Desk located in the Lobby of the PAC.

COLLECT/DISTRIBUTE:

Let the Check-In Desk volunteers know that you are the runner. Pick up the packets for the judges and go the back of the PAC where the judges are located and distribute the packets to each judge or the head judge (located next to the sound board). You may need to also distribute a score sheet to the sight reading judge. Check the schedule and at the end of the sight reading performance, you will need to go to the sight reading judge (located in orchestra room), collect the sight reading score sheet, and give it to the head judge in the PAC. The head judge will the combine all of the score sheets and seal the packet for you so that you can return the completed score packets to the Check-In Desk.

Remember to smile, be kind and respectful with the judges and be timely with going from location to location.

Judge Runner's Attire: Harrison Orchestra shirt with jeans/pants.

Thank you for volunteering today!