

Volunteer Descriptions

Position	Set-up Crew
Location	All over the school
Description	
<p>These volunteers will help the directors, volunteers, and TCGC staff set up the event Friday night and Saturday morning. There will be checklists for each area of the event, specifying what needs to be done Friday night, and what should be done Saturday morning. We should be performing as much set-up as possible Friday night!</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • placing signs outside and inside, either on stands pushed into grass or taped to walls, utilizing the sign placement maps • moving tables and chairs • helping TCGC place the performance floor <p>When necessary, take pictures of areas before rearranging, so they can be properly restored Saturday night.</p> <p>Student leaders should be selected to be in charge of each area/checklist</p>	

Position	Tear-down Crew
Location	All over the school
Description	
<p>These volunteers will help the directors, volunteers, and TCGC staff tear down the event Saturday night. There will be checklists for each area of the event, specifying what needs to be done.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • removing signs outside and inside, either on stands pushed into grass or taped to walls, utilizing the sign placement maps to find them all • cleaning up trash • moving tables and chairs back to their original placement • helping TCGC remove and fold the performance floor <p>When provided, use pictures taken before set-up to restore the areas to their original placement.</p>	

Volunteer Descriptions

Position	Bus Parking: Bus, Truck, and Spectator (student & adult)
Location	Parking Lot
Description	
<p>Guide buses to the appropriate parking location. Guide equipment trucks to the appropriate unloading location, and once unloaded, to the appropriate parking location. Guide spectators to the appropriate parking location, and toward entrance to gym.</p> <p>Mr. Onibudo and Mr. Flores will give you specific instructions outside.</p> <p>You will have a safety vest.</p>	

38 copies + outdoor map

Volunteer Descriptions

Position	Prop & Equipment Director (adult)
Location	Unit Check-in
Description	
<p>This volunteer will be stationed in the Unit Check-in area.</p> <p><u>Color guard:</u> As each unit unloads their props and equipment, direct them to either take their things with them to the classroom and warmups, or, if they have overly large props, to take them to the ready area in the gym for storage. If they wish to store in the ready area, send a student volunteer to the gym.</p> <p><u>Percussion:</u> As each unit checks in, ask if they will want to utilize the indoor warm-up time. Send one student volunteer to communicate the decision to the Equipment Warmup room monitor in the gym. If they have overly large props, to take them to the ready area in the gym for storage. If they wish to store in the ready area, send a student volunteer to the gym.</p>	

Position	Prop & Equipment Handlers (student)
Location	Unit Check-in
Description	
<p>This volunteer will assist units with loading in their equipment. They will be in charge of handling each school's property safely, keeping everything neat and orderly in the ready area, if that area is being used.</p> <p>When each color-guard unit checks in, they will be told they can transport their floor and small props with them through their flow. But if they have larger props, they can take those to the ready area ahead of time.</p> <p><u>2 volunteers stationed at Unit Check-in:</u> If the unit wants to take their props to the ready area, one of these volunteers will escort the unit to the gym and hand off to the ready area volunteers.</p> <p><u>2 volunteers stationed at Ready Area:</u> This volunteer will have a binder with two full-page signs for each group. When a unit brings their props to the ready area, line them up in an area that won't block any unit that goes before them. Take one unit sign from the binder and tape it to the wall, and tape one to one of their pieces of equipment. Oversee the movement of equipment throughout the day. It's very important to keep up with the performance order to make sure that units are not getting in front of other groups in the flow of the storage area. Many percussion groups will elect not to bring their props to equipment storage, and will instead bring them to the ready area with them.</p>	

25 copies + outdoor map + logistical schedule

Volunteer Descriptions

Position	Unit Check-In (adult)
Location	Entrance to Green Hallway
Description	
<p>This volunteer will check-in units as they arrive. There will be a schedule with each unit's check-in time, but most units will check in early. Student Ambassadors will report to and hang out in this area. As each unit checks in:</p> <ul style="list-style-type: none"> • Mark the group as checked in (if any unit has not arrived by their check-in time, text/call the Event Coordinator) • Give the director their director's packet. Ask the director how many wristbands they need for performers and crew. Each performer gets a wristband. Each unit is allowed a maximum of 10 crew wristbands per unit (not per school; if they have JV and Varsity, they can have up to 20 crew wristbands). If they need more for their crew, send the director to the spectator entrance to purchase these wristbands (so this area does not have to handle money). They will be provided with a ticket documenting how many extra wristbands they paid for. They will return to unit check-in with that ticket, to exchange for the extra wristbands. Directors will not need wristbands – they will either have a director badge that they received at their first TCGC event of the season, or they will sign for one at this event. • Percussion units: ask if they would like to utilize the classroom for personal belongings or not. • Introduce them to their student ambassador. Give the ambassador the classroom sign to hang up. Ensure ambassador has classroom map, the unit's schedule, and a map of the flow. • *If the assigned ambassador is not back yet from their previous group, have an extra ambassador volunteer escort the group to their classroom, hang the sign, and remain with the group until their assigned ambassador arrives.* • Make sure Prop/Equipment volunteer talks to them about their needs. 	

10 copies + all maps + logistical schedule

Volunteer Descriptions

Position	Student Ambassador (student)
Location	Entrance to Green Hallway
Description	
<p>This volunteer will be assigned to one or more schools (hopefully with no overlap). You should hang out in the unit check-in area until called up for your unit (most units will check-in <u>EARLY</u>). The unit check-in adult volunteer will introduce you to your assigned school (which may consist of more than one unit – JV, Varsity, etc.). You will be provided a map of the flow and a schedule for your unit. You should guide your unit to their assigned classroom, then lead them through the flow when it is time. Once the unit has completed their performance, lead them back to their assigned classroom. Each unit must vacate their room before their retreat, so that the next unit may enter it. Between units, clear any trash out of the room and tidy it up for the next unit (by 3pm at the latest). Remove the outgoing unit’s sign. Go back to the Unit Check-in Area to wait for your next assigned unit.</p> <p>*If the assigned ambassador is not back yet from their previous group, an extra ambassador volunteer will escort the group to their classroom, hang the sign, and remain with the group until their assigned ambassador arrives.*</p> <p>This volunteer must make sure their unit knows <u>when</u> to be <u>where</u>, and answer any questions the units ask regarding their locations and times. Do not be afraid to speak up to let the director know it’s time to move to the next area. Some things to know:</p> <ul style="list-style-type: none"> • There are restrooms at the far end of the classroom hall, both upstairs & downstairs. • Props & equipment can be stored in the hall outside the classroom until time to move to warm-ups. Units will be responsible for moving these items, but will let our volunteers know if they need assistance. <p>Color guard: Will likely use space out in the courtyard for unofficial warmup.</p> <p>Percussion: Will use the parking lot for warmup, unless it is raining. If they choose not to utilize their classroom, the ambassador should hang out with their unit in the parking lot. They may or may not choose to use the equipment warmup room.</p>	

20 copies + all maps + logistical schedule

Volunteer Descriptions

Color guard schedule:

Time to leave classroom or courtyard to head to body warm up room.

Time to leave body warm up room to head to equipment warm up room

Time to leave equipment warm up room to head to ready area

Group Name	Division	Check-in	Transit	Body	Transit	Equipment	Transit	Perform
Hutto Middle School	Cadet	8:11 AM	8:30 AM	8:36 AM	8:42 AM	8:48 AM	8:54 AM	9:00 AM
Lake Travis MS	Cadet	8:17 AM	8:36 AM	8:42 AM	8:48 AM	8:54 AM	9:00 AM	9:06 AM

Percussion schedule:

Time to leave parking lot to head to equipment warmup room. If they choose not to use room, can stay in lot.

Time to leave warm up room or parking lot to head to ready area

Group Name	Division	Check-in	Transit	Official Warm-up	Transit	Perform
Hudson High School Indoor Percussion	PSAA	4:14 PM	4:33 PM	4:42 PM	4:51 PM	5:00 PM
Temple Indoor Percussion Ensemble	PSAA	4:23 PM	4:42 PM	4:51 PM	5:00 PM	5:09 PM
Axtell HS Drumline	PSAA	4:32 PM	4:51 PM	5:00 PM	5:09 PM	5:18 PM

Volunteer Descriptions

Position	Green Hall Monitor (student)
Location	Green Hallway
Description	
<p>This volunteer is in charge of the area where the units are assigned classrooms. Each performing school will be assigned a classroom in the green hallway. This is where the units will store personal items and hang out at their leisure. This volunteer should keep the hallway clean and guide lost students to their designated classroom. This volunteer should also assist the Student Ambassador in turning over the rooms when a classroom is shared: between units, clear any trash out of the room and tidy it up for the next unit. Remove the outgoing unit's sign, and replace it with the incoming unit.</p>	

12 copies + all maps + logistical schedule

Volunteer Descriptions

Position	Warm-up Monitor (student)
Location	Body Warm-up: Dance room (fine arts bldg.) Equipment Warm-up: Weight room (gym)
Description	
<p>This volunteer will stand outside the unit entrance door and assist units entering the warm-up area. Open the door for the incoming group once the outgoing group is exiting. There will be a logistical schedule taped outside the room. If the next unit is not waiting at the time their warmup is supposed to start, use Remind to send a message alerting staff.</p> <p>Body warmup: let units know they can leave their equipment outside the dance room while they warm up (just beyond the entrance door, so they can pick it up again without disturbing the next unit's entrance).</p>	

Position	Warm-up Monitor (adult)
Location	Body Warm-up: Dance room (fine arts bldg.) Equipment Warm-up: Weight room (gym)
Description	
<p>TCGC requires two adult volunteers in each warm-up room.</p> <p>One volunteer will work the timer (provided by TCGC). Use the provided schedule to ensure each unit sticks to their allotted warm-up time. The room will have a PA unit the units may use to play their music if they want. But many units will bring their own portable speaker.</p> <p>The other volunteer will guide units out the exit door, and point them in the direction of their next stop in the flow.</p> <p>Percussion will not have body warm-up. They may choose to stay outside for their entire warm-up (no monitor or timer needed), or to take advantage of the indoor warmup, in which case the process will be followed the same as color guard.</p>	

25 copies + all maps + logistical schedule

Volunteer Descriptions

Position	Ready Area Monitor (student)
Location	Gym Back Hallway
Description	
<p>One volunteer will stand outside the Ready Area gym door. As performing units enter the back hallway from their warm-up, they should keep to the right side of the hall. Lead them into the ready area, behind the unit performing before them. If color guard floors are moving to the ready area separate from their unit, send them to the Ready Area entrance.</p> <p>The other volunteer will stand near the bleachers separating the ready area from the performance area. As one unit completes their performance and exits, the next unit may begin entering the performance area part of the gym. Ensure people in the ready area keep their volume down, especially during performances.</p> <p>There should always be one unit on the performance floor, and at least one in the ready area.</p> <p>*If performers/crew come to your door to enter the gym to watch other units, send them around to the front of the gym to the performer entrance.*</p>	

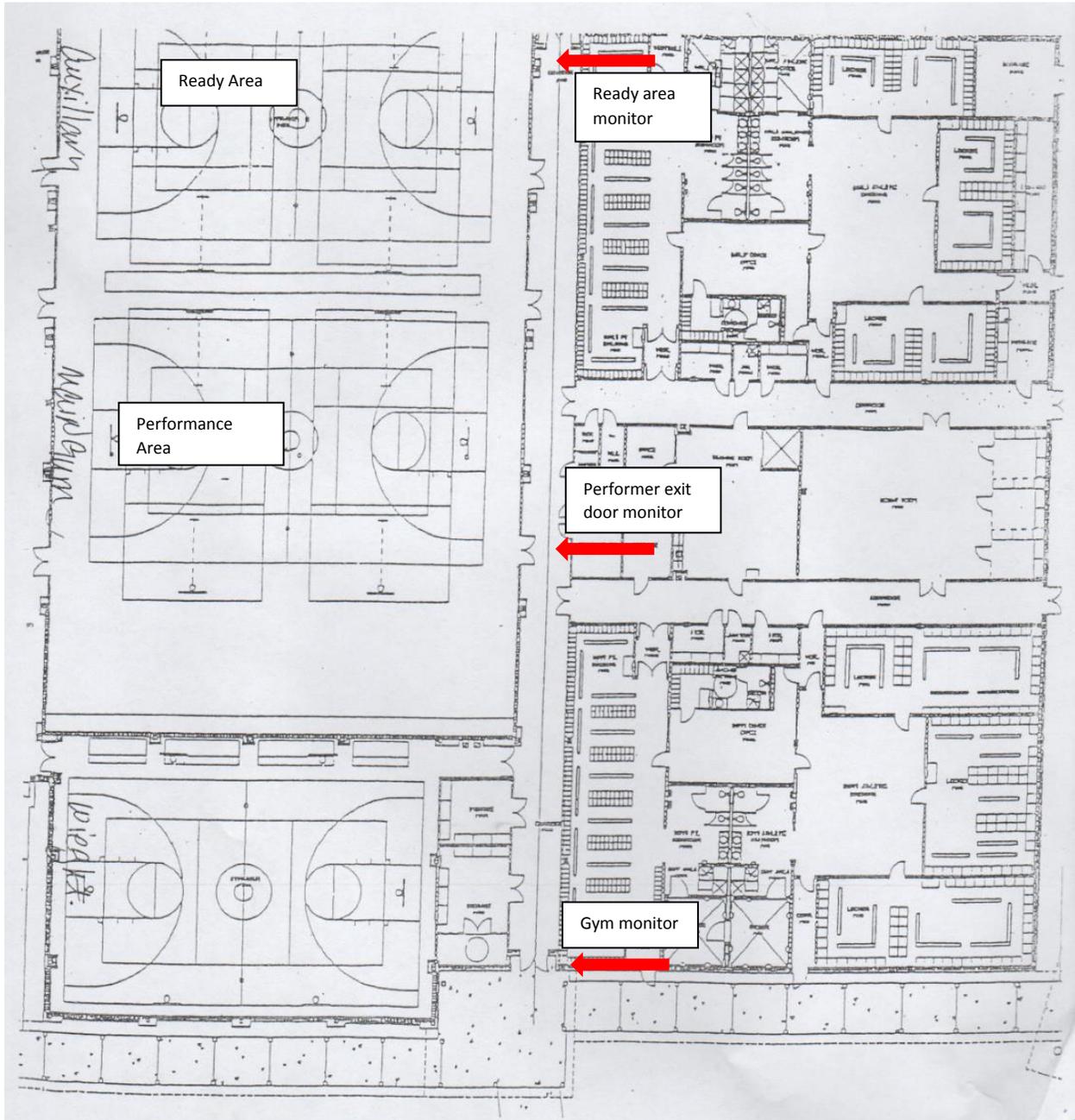
Position	Performer Exit Door Monitor (adult/student)
Location	Gym Back Hallway
Description	
<p>These volunteers will stand outside the performer exit door in the back hallway, listen, and when a unit has completed their performance, open the door. Hold the door for the unit performers to exit. Ensure that no other traffic is moving in the back hallway – performers exiting take priority over other groups entering the ready area. Once everyone in the unit is out, close the door for the next performance.</p> <p>*If performers/crew come to your door to enter the gym to watch other units, send them around to the front of the gym to the performer entrance.*</p>	

Position	Gym Monitor (student)
Location	Gym Back Hallway
Description	
<p>This volunteer will primarily be stationed at the gym doors leading out to the courtyard. They will manage traffic in the back hallway. There will be arrows on the floor for the traffic flow.</p> <p>Incoming units will keep to the right side of the hall, and walk down to the Ready Area entrance door at the end of the hall. If color guard floors are moving to the ready area separate from their unit, send them to the Ready Area entrance.</p> <p>Outgoing units should be directed back out the door they came into, for the floor folding area. (Cafeteria) They should stay to the ride side of the hall. Assist units with getting their equipment out if necessary. The highest priority for keeping the event on schedule is getting outgoing units out of the gym.</p> <p>Help keep student volunteers and performers quiet in the back hallway. The sound travels into the gym very easily.</p>	

28 copies + performance map + logistical schedule

Volunteer Descriptions

(For gym monitor volunteers)



Volunteer Descriptions

Position	First Aid (adult, EMT/RN)
Location	Gym, Ready Area
Description	
Treat any injuries that come to the first aid tent. Volunteer must be at least an EMT or RN.	

Position	First Aid Runner (student)
Location	Gym, Ready Area
Description	
Prepare the first aid area. Gather supplies from the chaperone bag area of the uniform room. Get ice in a cooler. Prep baggies with ice, ready for use. Run any errands for the medical professional working first aid, including communicating with directors / event coordinator as necessary.	
When not busy, can assist ready area volunteers.	

6 copies + all maps + logistical schedule

Volunteer Descriptions

Position	Concessions (adult)
Location	Concession area of gym
Description	
Manage students working concessions. Communicate with BBQ cooks. Prep meal deals. Ensure food being prepared in the concession area is being done properly.	

Position	Concessions (student)
Location	Concession area of gym
Description	
First shift: acquire payment device with square swiper. Log in to wifi, using student account if necessary. 1-2 volunteers will take orders from customers and take payment. These volunteers need great customer service skills! 2-3 volunteers will be runners to grab the food/drinks for the customers.	

28 copies + performance schedule

Volunteer Descriptions

Position	Ticket Sales (adult)
Location	Gym Entrance
Description	
<p>This volunteer will be responsible for handling cash sales for spectator wristbands and crew wristbands, and credit card sales for the above plus merch (t-shirts and flowers).</p> <ul style="list-style-type: none"> You will be selling wristbands to spectators. The wristbands are \$10 and they permit spectator entry to watch the shows from the front of the gym. Everyone older than 2 must have a wrist band for entry There are different wristbands that permit “back stage” seating. You will only sell these to units that specifically come to you from unit check-in. Mark on a ticket the number of crew wristbands, which the director will take back to unit check-in to redeem for wristbands. You will have a tally sheet to record wristband sales. Please count the wristbands at the beginning of the day and note the initial count on the tally sheet. Keep track of the wristband sales on the tally sheet. This tracking effort is <u>very important</u> because we have to give TCGC money at the end of the night based upon total wristband sales. A cashbox will be provided for you. If you run short on small bills for making change, see if you can trade out with concessions. If not, call the Event Coordinator for help. We also take credit card payment using Square. You will be provided with a tablet that is connected to the wifi, and a swiper that plugs into the headphone jack. Please make sure to show someone in each new shift group how to process the credit card payments during the shift transitions. If someone wants to use credit card to purchase flowers or shirts, they will come to the ticket sale table. Process the purchase, mark it on the tally sheet, and give the customer their ticket(s) marked “flower” or “shirt”. They will take their ticket to the merch table to redeem. <p>You will have <u>free</u> printed schedules available to pass out to spectators (no programs).</p>	

Position	Flower/ T-shirt Sales (adult or student)
Location	Gym Entrance
Description	
<p>This volunteer will be responsible for all cash sales of merch (t-shirts & flowers).</p> <ul style="list-style-type: none"> There will be a separate envelope/cash bag for cash sales. Please document all sales on the tally sheet. If anyone wants to pay by credit card, send them to the ticket sales table. They will give the customer their ticket(s) marked “flower” or “shirt”. The customer will bring their ticket to you to redeem. 	

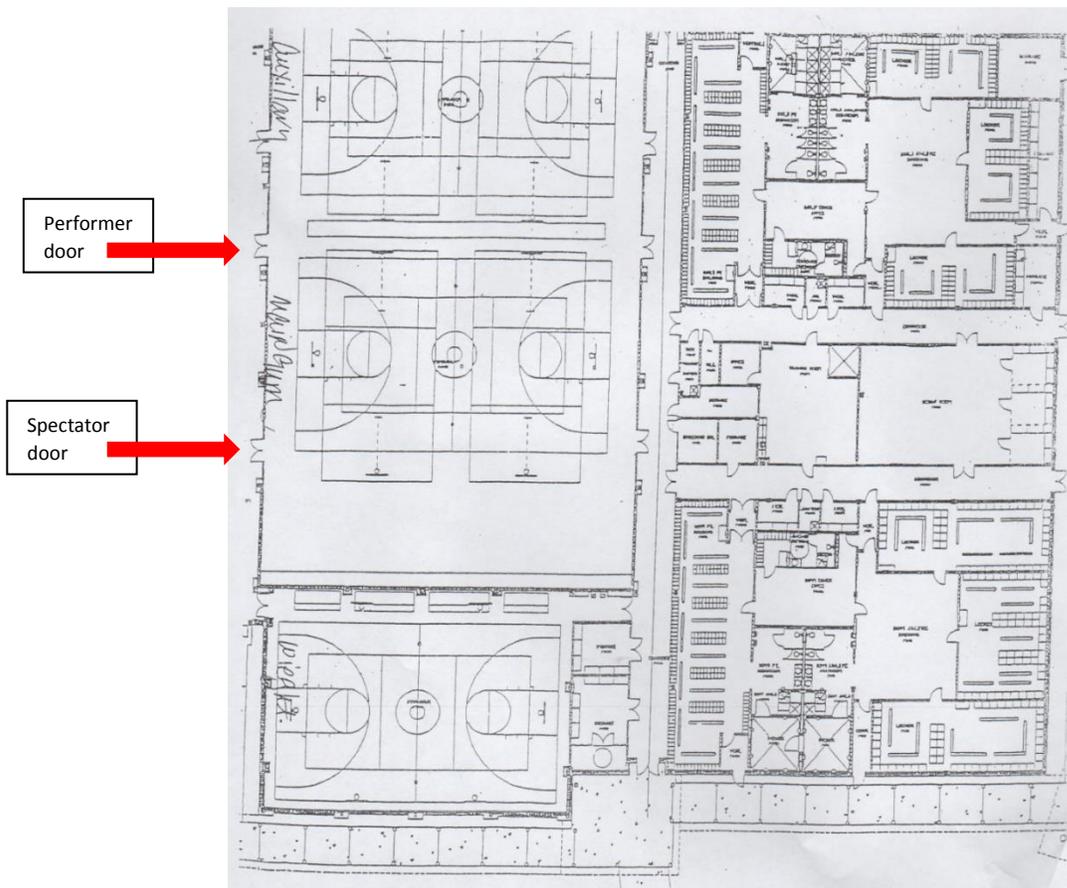
10 copies + all maps + performance schedule

Volunteer Descriptions

Position	Spectator Gym Door (adult)
Location	Gym Front Hallway
Description	
<p>This volunteer will ensure doors are NOT opened while a performance is in progress. Even if it's a parent stating they are missing their child's performance.</p> <p>Once a performance has ended, open the door. Ensure anyone entering has a spectator wristband. If they have a performer/crew wristband, they may only enter at the performer entrance door, and sit in the backside bleachers.</p> <p>Once the next unit is on the performance floor ready to begin, close the door.</p> <p>You will be provided with a schedule in case any spectators ask who is performing next.</p> <p>If anyone asks, concessions ARE allowed in the gym.</p>	

Position	Performer Entrance Door (adult)
Location	Gym Front Hallway
Description	
<p>This volunteer will ensure doors are NOT opened while a performance is in progress.</p> <p>Ensure anyone entering has a performer/crew wristband. Instruct them to sit in the backside bleachers. Do not allow entry once the next unit is on the performance floor ready to begin.</p>	

6 copies + performance map + logistical schedule



Volunteer Descriptions

Position	Volunteer Check-in (adult)
Location	Band hall
Description	
<p>This volunteer will oversee all the volunteers for the event.</p> <ul style="list-style-type: none"> • Check-in: Students will have a roster. They should find their name, and sign in with the time they arrived. When they are leaving, they should sign out with the time they left. Students may work longer than their assigned shift. Adults will have a blank sheet to write their name, and time of arrival and departure. • Ensure each volunteer knows where they should be, when to report, and what they should be doing. You will have extra copies of schedules, volunteer rosters, and volunteer descriptions. • Oversee floaters and runners. Look for Remind messages on where help is needed and send volunteers. 	

Position	Floater/Runners (student/adult)
Location	Band hall
Description	
<p>This volunteer should hang out in the band hall until needed. You could be asked to cover for a volunteer that didn't show up, in their assigned role. You could be asked to run errands for any volunteer that must remain in their assigned location: grabbing markers, tape, locating people and communicating with people in charge.</p> <p>This volunteer may also be asked to deliver lunch, water, and snacks to volunteers that must remain in their assigned location, or relieve them for bathroom breaks, etc.</p> <p>Look for Remind messages on where help is needed.</p>	

10 copies + all maps + logistical schedule