

## **Yellowknife Music Festival - GREETER - Volunteer Duties**

### **Before Class Starts:**

- set-up a table at entrance of venue with programs and donation jar
- set up welcome poster (sandwich board) outside, and door signs as needed
- Welcome audience and participants as they enter.
- \* Collect music from incoming participants. Ensure music is clearly marked with: participant's name, Class #, page #s and that the page is flagged.**
- \* Take all the organized music to the Secretary.**

### **During Class Performances and Adjudication:**

- Monitor that the audience and/or participants do not enter or exit while a student is performing.
- Once the class has started you are welcome to watch from the back. Towards the end of adjudication you will need to go back to the table to welcome the next group of participants.
- Quietly liaise with any public or media who attend the event.

### **At the end of the day / between classes when there is time:**

- Tidy up! Straighten chairs in the performance area, remove programs and garbage.
- At the end of the night, all items should be put away in the box under the table. Money collected can be put in an envelope and given to the responsible person who is locking the venue.

### **Thank you for volunteering!!!**

*Any decisions regarding changes of repertoire, competitive/non-competitive status, use of photocopies will be at the discretion of the adjudicator and/or Festival Coordinator or Designate.*