

Job Descriptions for FSGW Midwinter Festival volunteers:

1. Tickets – Cafetorium.
 - a. This requires two people for the first two hours (roughly 11:30 - 1:30). Calculate total fee, verify FSGW membership (look at printout if member does not have FSGW membership card), make change, hand out buttons, be gracious, greet guests, hand out schedules /schematics.
 - b. The cash box will be stocked prior to opening. There will be a list of typical ticket prices (i.e., two adults plus two children over 6) and a calculator.
 - c. There will be a credit card machine, and the FSGW Treasurer should be available to help if necessary.
 - d. Someone will periodically come by to keep the amount in the cash box to a minimum.
 - e. If you run out of one dollar bills, see if you can flag down Jerry Stein or April Blum – the Subway people in the Cafetorium are usually willing to take a couple of 20s at a time and give you \$1s in return.
 - f. After 2 pm, things are usually much quieter, and one person can usually handle the incoming traffic.
 - g. This may be a bit chilly – the outside door tends to be open a lot. Volunteers should bring their coats with them.
 - h. We staff the table until 5:30. See grid. Do NOT leave the cash box unattended.

2. Performer Check-in – two people for the first two hours – most performers arrive between 11:30 and 2. There will be checklists (I provide lists sorted by last name and by group name) to mark off. Each performer gets a button, schedule and schematic. Check-in person should familiarize him-/herself with the location of the Green Room and the secure instrument check-in, so that s/he can give accurate directions.
 - a. Many performers will be carrying instruments and/or music, so just hand over the button.
 - b. Bring a coat to wear during the first hour or two.
 - c. Because the check-in is in a performance venue (the Cafetorium), it is important that the volunteer be able handle check-in quietly, to avoid disrupting an on-going performance.
 - d. This area can close up at 5:30. Performers who are doing the evening show only probably won't come until 7, and there won't be that many.
 - e. There are special instructions at the Check-in table – there are LOTS of groups whose personnel may not match the names on the list. If you are assigned to check-in, please read the special instructions as soon as you start your shift.
 - f. Anyone who says, "I'm with or part of...." Gospel Sing, Shape Note, Sacred Harp, Morris Dancers (they are usually in costume), Archie's, or The Bog Band – if their names are NOT on the list, LET THEM IN. Just try to write the names down.

3. Secure Instrument Check-in.
 - a. This room absolutely MUST be staffed at all times, from 11:30 to just after 6. It is not uncommon to have 30 valuable and fragile instruments in this room at any one time. Any volunteer in this room MUST wait for his or her relief volunteer before leaving.
 - b. FSGW provides double tickets, with numbers. For incoming instruments, the volunteer's job is to attach one of the tickets to the instrument case (we provide blue masking tape), and to give the other (matching) ticket to the performer. For instruments being picked up, the volunteer's job is to verify that the ticket on the instrument case matches the ticket in the performer's hand. There are LOTS of plain black cases!
 - c. This room tends to be busy in "waves" and very quiet in between. Bring something to read if you like.

- d. Performers may tune their instruments in the Secure Check-in room, but the staff volunteer should be alert to the fact that there are concerts and performances going on just the other side of a not-too-thick wall. Performers who require more vigorous tuning should be directed to stairwells and other long hallways.
4. Hospitality/Green Room – Home Ec Room 140
 - a. No food or beverages (other than bottled water in a capped container) may be taken out of the Green Room or carried in the hallways. This is a SCHOOL RULE. This applies to all performers and all volunteers. This is ALWAYS a problem. The volunteer who staffs this room must watch the door and speak up when a performer tries to take food out of the green room.
 - b. FSGW provides some modest and non-messy snacks – crackers, cookies, M&Ms, bottled water, carrots, etc. The snacks in this room are NOT intended to be a substitute for purchasing a sandwich from the vendors in the Cafetorium. Subway will have subs and cookies and chips and sodas.
 - c. ONE bottle of water per person. If they drink it all, they should refill the bottle from the drinking fountains, not take another bottle. This was a problem last year.
 - d. The volunteer should make sure that snack bowls are refilled, and that supplies such as napkins and hand sanitizer are available.
 - e. This room is also used to store volunteers' purses and backpacks, so as with the instrument check-in room, it MUST be staffed at all times, and anyone who is working this room MUST wait for a relief volunteer before leaving.
 5. CD Exchange. We have asked people to bring in no more than a dozen CDs they no longer listen to (or have ripped), and to take as many as they like. No money exchanged. The volunteer should make sure that the CDs are neatly arranged. I will try to stop by and help.
 6. Front Door. We staff this only for the first 2 hours – 11:30 to 1:30. Make sure that anyone coming in through the "regular" front doors has checked in through the Cafetorium. Performers need to check in and collect their button. Attendees need to pay and collect their button. Craftspeople are the only exception. Please hold the door for anyone loading something bulky.