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Introduction

Thank you for volunteering to make an important contribution to the 2019 National Band Championships. It is a cliché, but it is still true that without people like you to complete all the roles listed in this document, events such as this would be **very** difficult to run.

The following points contain some important general information for all volunteers. They are followed by job descriptions for all voluntary roles. Please ensure you are completely familiar with the requirements of your own role/s, and have an awareness of the others. We would like our volunteers to have an understanding of how their role fits in with all others to make the competition run smoothly. Although the job descriptions may look daunting, we hope they contain enough guidance to give you confidence in your role and allow you to use your own initiative where necessary.

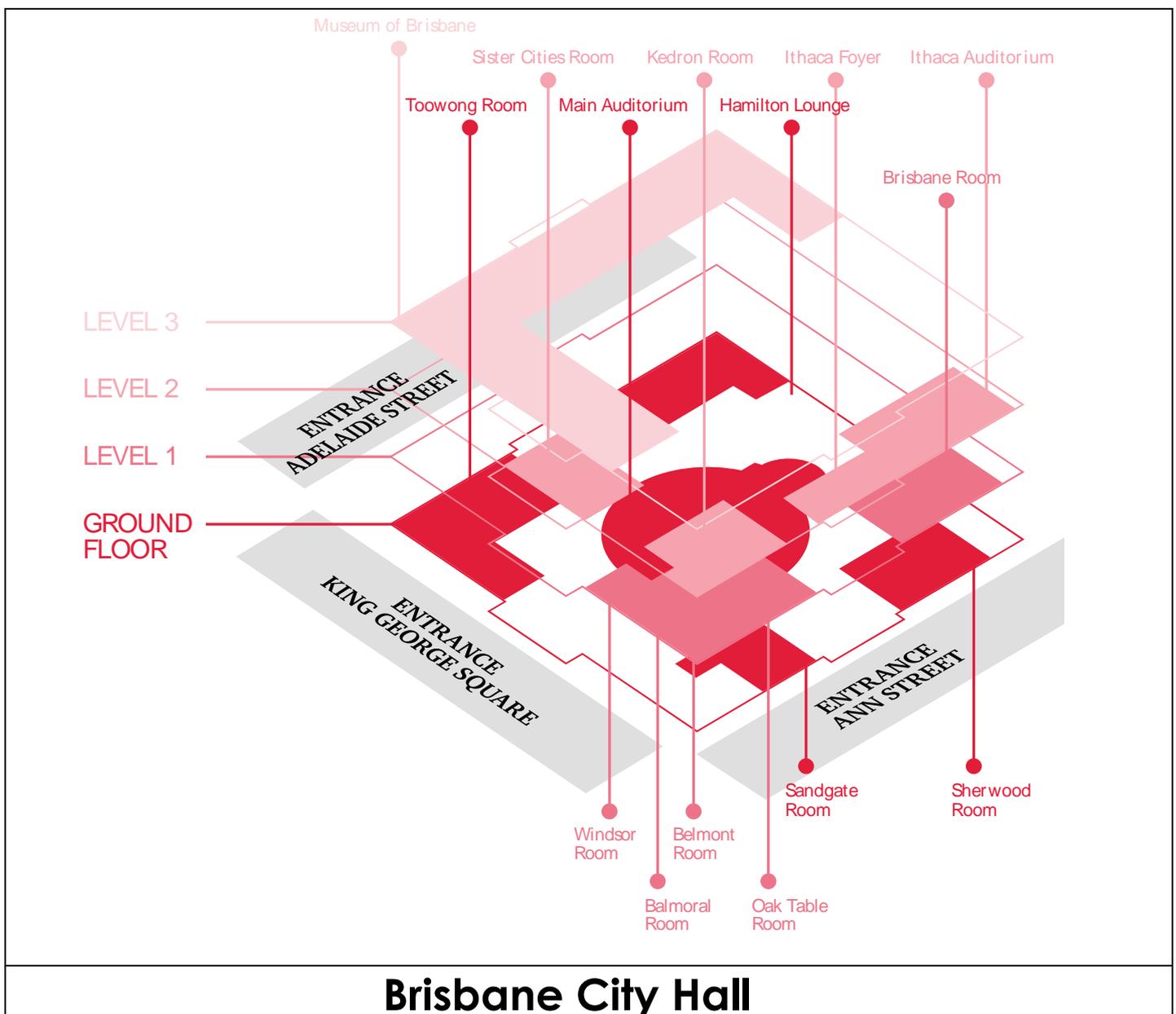
- You will be provided with a lanyard containing FAQs that you might be asked by bands or patrons, a map and general schedule, and important contact numbers of QBA officials.
- Please aim to arrive **20 minutes** before your scheduled start time. Allow extra time before your first shift to Sign-on at the Volunteers Hub. Allow extra time if you are not sure of the exact location of your venue as well as allowing time to find parking.
- We have structured the volunteer's roster to 5 hour blocks. Some flexibility may be required in timing of breaks for some volunteers as temporary replacements may be coming from other roles, or you may need to wait for a break between bands if you are in the competition venue itself. Please be assured that we are doing our best, with limited volunteer numbers, to give everyone a break as required.
- If you need to take an unplanned break during your shift, it is important you don't just leave your post unattended. Please notify the Volunteer Coordinator, and we will endeavour to find a temporary replacement.
- Food and drinks will be available all weekend at the volunteer hub. You will be provided with tea, coffee and light refreshments from the volunteer hub.

Contacts

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Map of Venue- Brisbane City Hall (Main Auditorium and Ithaca Auditorium)



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<p>Performance venue- Main Auditorium Warm up room- Toowong Room Case storage - Sandgate Room</p>	<p>Performance venue- Ithaca Auditorium - 2nd Floor Warm up room - Sherwood Room Case storage - Sandgate Room</p>

Sign-on Officer

To complete registration for every competitor

- You will be supplied with a sign-on sheet for each band in the section.
- ALL registered players, percussionists, permit players and conductors are required to sign this sheet on entry to the warm-up room.
- This sheet is to be folded in such a way so the original signature cannot be seen. Competitors are then asked to sign opposite their name. Two columns are provided for sign-on where competition involves two separate sessions (ie. brass bands).
- Once all bands from that Grade have completed the sign-on sheets the Sign-on Officer must return these sheets to the Contest Administrator or designated person.
- If there is a player presenting to the warm up room whose name **does not** appear on the Sign-on Sheet, then that player is **not** permitted to play on stage. **Please contact the Contest Administrator (Annette Ries) or Contest Liaison Officer (Adrian Loone) for clarification.**
- Provide any useful assistance in the Warm-up Room and to the Band Escort.

Case Storage

- Ensure cases, belongings, etc. are stored in a tidy fashion, away from doorways and fire services equipment where applicable.
- Where multiple bands are using a single storage room, ensure that each group of cases etc. is discrete and remains within their allocated area.
- Monitor entry into case storage area for **security purposes** ensuring authorised entrants/registered players only. (Players Pass bands will identify legitimate entry)

Warm-up Room

- Ensure the orderly access and egress of players into and out of the room.
- Ensure the band (competitor/ensemble) exits the warm-up room in good time to replace the band coming off stage. Note that bands have been advised that the time in the warm-up room is for brief warm-up and tuning, not a full scale rehearsal. *You have the authority and responsibility to be tough with Musical Directors if they try to delay leaving the warm-up room! ☺*
- Ensure warm-up participants are respectful of other contestants, particularly during shared periods. (Solo and Ensemble Day)

Band Escorts

To collect bands or player contestants from the Warm Up Room and guide bands or player contestants to and from the stage.

At the conclusion of the bands performance, lead bands back to the case storage area.

You have a major role in helping the event run to schedule. You are expected to work with the Band Managers & Stage Manager, ensuring that contestants arrive at the stage at the correct time.

- You will be supplied with a list of the day's events in your venue including a copy of the event draw with details of pieces.
- You are the communication link and need to keep track of how long the band on stage has left to play and therefore how long before the next band needs to be presented to the stage door.
- If a player (eg. a permit situation) has been held up at another event, try to establish the likely delay and maintain communication the Contest officials to determine the course of action.
- Percussionists will be collected by the stage manager from the warm-up room about 5 minutes before the previous band is due to finish, so they are ready to enter stage and start setting up (5 minutes allowed) as soon as previous band exits stage. Once percussionists are on stage, the stage manager will collect the balance of the band from the warm-up room.
- Ensure the bands do not leave items in the warm up room.
- Lead band promptly between warm-up room and stage door of venue.
- Once you arrive at stage door, inform musicians that if they find a problem when they arrive on stage (eg. insufficient/excess chairs or stands) to stay where they are and simply raise their hand - a member of the stage crew will fix the problem for them.
- Collect the band at the stage door as they leave the stage and escort them to the Case Storage Area. The room manager on Case Storage will take over responsibility for the band at this point.
- Go straight to the warm up room to collect your next band.

Stage Compere

To announce commencement of performances by number as per programme, assist in maintaining event schedules

- You will be supplied with running sheets for the day's events in your venue.
- The running sheet will contain the band number and certain details of the music.
- Consult with each Musical Director when they arrive at the stage door to confirm the playing order of pieces.
- **When introducing a band (performer) please refer to it by draw number only. Do not name the band or the conductor at any time.**
- Do not announce the band's music until the conductor signals he/she is ready. Announce all pieces in playing order, giving the details on the running sheet.
- You should work in conjunction with the stage manager to ensure a smooth start to the performance of each band.
- Whenever there is time to be filled, you should acknowledge the session sponsors and major sponsors of the Championship. This information will be supplied in your portfolio.
- Make any other announcements as necessary.

Stage Manager

To provide supervision to all stage crew to ensure smooth stage setup, entry and exit of performers

- Collect percussionists from the Warm Up room. Assess if they need help getting any extra percussion instruments on to the stage.
- Collect the balance of the band when percussion are set and stage is clear.
- Ensure the Musical Director has consulted with the Stage Compere to confirm the playing order of pieces.
- Act as a member of the Stage Crew whenever required.
- Remain discretely back stage during performances.

Stage Crew

To efficiently and neatly reset the stage between each band, moving chairs and stands as necessary

- You will be supplied with a seating plan for each band.
- A maximum of 34 chairs only are to be made available for use by brass bands and 70 for Concert Bands.
- Once the band takes the stage, respond immediately to any indication (by raised hand) of a problem (eg. insufficient/excess chairs or stands).
- Store extra chairs and stands neatly off stage.
- Remain discretely back stage during performances.

Runner

To transport documents between the Administration Office, warm-up room and venue, and provide general assistance as required

- You will be supplied with a list of the day's events in your venue
- You will be expected to keep track of the progress of events in your venue to enable you to complete the tasks required for the end of one section and the beginning of the next
 - If required, assist with the transport of certificates and trophies to the stage in time for presentations.
 - You should work with the Administration Centre personnel, Sign-on Officer, Ticket Office and Programme Sales volunteers.

Door Usher (Internal and External)

To maintain security, and ensure no person is granted admission to a performance venue without producing the appropriate ticket (wrist band).

- Ushers must not allow audience members in or out of the performance hall while a performance is in progress.
- To a limited extent, audience may still enter the hall while the band takes their seats. It will be your responsibility to judge how close the band is to playing and prevent audience from entering if they will not be seated before the band is ready to start (taking into account size and seating arrangement of hall).
- Internal doorkeepers close the access doors from the inside once the performance commences and remain inside the hall until the performance is complete.
- External doorkeepers prevent audience attempting to open closed doors.
- Once the performance is complete, you should allow those **inside the hall to exit first** and then allow the new audience members to enter the hall.
- Be familiar with the ticketing identification system (wrist bands), and ensure no person is granted admission to a performance venue without producing the appropriate ticket.

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- Contest committee, adjudicators and related volunteers **with identification** have free access to the hall.

Ticket & Merchandise Sellers

- The ticket booths on the left side of the main foyer have been allocated for ticket sales.
- Programs and merchandise will be on sale at the stand inside the main foyer and in the Ithaca Auditorium foyer.
- As well as a cash box, you will be provided with an eftpos square and iPad that you will be trained to use for card transactions
- The program desk is also an information booth. A folder of useful information will be supplied. Please familiarize yourself with the general schedule, the location of other venues and the routes between them.

Performance Room Manager- Solo and Ensemble Day

- Room managers are responsible for running the event in their performance space.
- Room Managers need to report 30 minutes before the event to receive the running sheet for that room.
- The running sheet will indicate any withdrawals for the event. The Room Manager will make the adjudicator aware of any competitors who have withdrawn. Withdrawn entries are to be marked as such.
- At the beginning of the session, Room Managers liaise with the adjudicator and piano accompanist to ensure the correct score has been provided.
- Announce each competitor or ensemble as an entry number only in their allocated room.
- At the end of the event, record the results the adjudicator has appointed on the running sheet. Invite the adjudicator to give feedback to the competing soloists.

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- Announce the results in order of play.
- Adjudicators will present medallions to the winner of the event. Certificates for placegetters will be available from the Contest Office after results are recorded.
- **Running sheets and results must be returned to the Contest Office as soon as possible after completion of the event.**