

Sonata Contest Job Descriptions

Outside Door Greeters – You are the FIRST point of contact. Greet everyone and open the doors for our guests. Two teachers should cover each entrance at the front.

Check-In Desk – Greet everyone. Provide student with a name tag. Students in multiple events will get a separate name tag for each event. Instruct students to be at their hallway no later than 10 minutes before their performance time.

Runner - Wait at the entrance to your area when not accompanying. Greet each student and parent. Make them feel at ease as you walk them to their room. No student should go the day w/o a personal touch from a teacher. Once you drop off a student to their room, **check with the room monitor to see if any results are ready to be delivered to the office.** One runner is designated to collect results and return them to the office.

Hallway Monitor – You will need to call students names about 10 minutes before their playing time. No one should go down the hallway w/o you calling them. Your job is to make sure no one goes too early. Only one parent/guardian needs to accompany the student. Use common sense in situations like a mom, with two young children. Clearly, she won't be leaving the young children alone. =) You will need to speak up and be proactive.

Door Monitors - Please be the epitome of friendliness. If that's not natural for you, fake it. =) Greet the student at your door. Open their music to the correct page. Introduce the student to the judge. After the student performs, make sure he leaves with his music. You also have the privilege of providing crowd control. It must remain quiet in the hallways. It is doable is every room monitor will nip noise in the bud. If you let it escalate, you will have a hard time keeping a professional environment. When your room is done, please trash the schedule on the door. Please return your judges supplies to the office. Please return your chair to the lobby.

Music Hall Door Monitors - Control the traffic flow at the front door. We don't want anyone to enter during a performance. Kindly ask them to wait until in between performances. At the backdoor, collect the music from the student and deliver it to the judges. Collect adjudication sheets and results at the end of each division. Hand it off to a runner to deliver it to the office. Maintain noise control.

Instrumental Warm Up Monitor – Ensure that students are behaving appropriately. Watch for potential accidents with instruments. Monitor the students so they don't touch or damage any UWF property.

T-Shirt Table - Set up the table and sell, sell, sell.

Awards - Have the table displayed neatly. There will be a script to use, should you need it. As runners bring your results, announce them in order of how they are placed in the folder. This will avoid people waiting for too long. You will have to be proactive in letting

the winner and audience know the winner will be playing at the Awards Ceremony. Those with an accompanist should come back at any time their accompanist is free. Percussionist will have a snare or xylophone provided.

Office – Job #1 Print adjudication sheets from thumbs drive. Fill out checks and record who received each check

Job #2 Pull the correct folder and record results on the winners list form.

Job #3 File adjudication sheets in the correct teacher folder.

Job #4 Once a division has been filed in the office, take the folder and go to the Powerpoint station in the lobby to let the worker know what division is up next. Take results to the stage and place in a "holding bin". At the stage, pick up any completed files. Return to the lobby and let the powerpoint station know what division has been called. Write results on the winners list on the windows.

Powerpoint Projector – Update the powerpoint screen to show what divisions are in que to be called and what divisions have already been called.

Accompanist - Please return to your position as soon as you finish accompanying

Clean up Crew - Assist office and lunch workers with loading to their cars. Remove all door signs and schedules and chairs from rooms. We need to leave the building better than how we found it. Stack all chairs and collapse tables in the lobby.

Hospitality/Lunch – Provide a continental breakfast for the judges at 8:00-9:00. Serve lunch from 11:45-1:15. Leave any snacks out until 3:00. Pack up the lunch area by 4:00.