**LONESTAR INFORMATION**

**Job Descriptions:**

-**Backstage:**

    -help each ensemble load any and all equipment, drums, risers, etc. or personal belongings (Friday before rooms open up)

    -Prop Storage & equipment labeled in the scene shop

        -do NOT let ensembles stuff get mixed together with different groups

-**Warm up Room Monitor**:

    -set timer for 20 (MS)/30 (HS) minutes when they enter the room

    -ask director for time warning preferences, call them out loud and clearly

    -accommodate any needs they may have during this time (including running tracks for IS/MS)

-**Critique Room Monitor // Hosts Extended Duty**

    -set timer for 20 (MS)/30 (HS) minutes as they enter, DO NOT LET THEM RUN OVER

    -give critique judge a couple time warnings

    -keep the flow going

-**Judge Assistants**:

    -introduce self to judge

    -assist them with any hospitality needs as well

* Help with the flow of traffic within the auditorium

-**People’s Choice**:

    -set up containers in lobby area with name label for each ensemble

    -collect money in each container

    -entice/encourage people ALL THE TIME to come and contribute for their favorite

    -ENGAGE PEOPLE

    -do not let $$ out of your sight, return to director’s at the end of the night

-**Hosts:**

    -Stay in Choir Room until your group arrives

-intro self to teacher who’s room you’re using and explain what you’re doing and take note of any special requests they have for room safety/cleanliness

    -decorate room, write your groups warm up and performance time on the board, list your name and phone number to contact you throughout the day as needed

    -meet ensemble at loading dock area, into self to directors, make sure everyone gets stamped

    -if they have any big equipment that needs storing, direct them to the shop entrance

    -lead them to their ensemble holding room

    -tell them the important details for their day and point out nearest bathroom

    -stay nearby director/ensembles to assist with any needs they may have

    -grab ensemble 5-7 mins before warm up and lead them down to Band Hall

    -stay as they warm up and then lead them to stage for performance time

    -lead them from stage into critique in black box

* Escort them back to their holding room/cafeteria/auditorium to watch