



Rio Norte Junior High School Music Department Music in the Parks Festivals



BUS GREETER

- Greeters are to be **visible** in the parking lot to greet incoming buses
- Introduce the director to the student guide then show the drivers where to park
- This is the school's first contact. It is vital that the Bus Greeters be calm and professional with the directors, who are likely to be under a good deal of stress
- Park buses in the parking lot and direct cars to park along the street

ANNOUNCER

- Greet each director as they enter the stage. Once the group is seated, or situated on the risers, welcome the ensemble and introduce the judges. It is the announcer's responsibility to keep this moving on stage. You must have a watch and keep the director on schedule.
- From the performance Selection Sheet (provided by the school), announce what pieces will be performed, acknowledge any student accompanists and soloists. If you are unsure of a pronunciation, ask the director immediately. If the director looks frazzled discreetly ask a student.
- If the group has been on stage for their maximum performance time (25 minutes for instrumentals and 20 minutes for choral) it is your responsibility to stop the performance and keep the schedule moving, tactfully and with respect.
- Following the ensemble's performance, congratulate the students, thank the director and **remind them to pick up their adjudicator's packets at the registration table.** Hand the director off to your student guide that will direct the group back to the bus parking area.



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STAGE MANAGER

- Keep the stage crew organized for the stage change that takes place after each performing ensemble.
- Students and parents from the performing ensemble should also assist with the stage change.
- Stage Manager is responsible to get the seating charts from the performing groups prior to their warm up and keeping the stage moving at a rapid pace.

Judges Assistant

- Responsible for delivering the Adjudicator Packets turned in at registration to each of the judges immediately prior to the group's performance. These can be picked up at the registration table.
- Upon completion of the performance, the runner delivers the next set of packets, and retrieves the packets from the previous ensemble.
- Ensure that **the score sheets are NOT in the packet**. The judges should keep those.
- The packets should then be returned to the registration table.



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BUS TO WARM UP GUIDE (Warm up Host)

- Will be introduced to the director by the Bus Greeter.
- Escort the director to the Registration table (leaving the students on the bus if time allows), where the director will drop off his Adjudicator Packets and receive his/her park tickets.
- Return to the bus with the director where the director will assemble his/her students.
- 5 minutes prior to warm up, the guide will lead the director and students to the warm-up area, the library.

WARM UP TO PERFORMANCE GUIDE (Performance Host)

- Should be waiting backstage during each performance. At the completion of the previous groups performance the guide should proceed to the warm-up area, library, and inform the director that the stage is ready for set up.
- Some performances do not take anywhere near the time allotment, do not ask them to move to performance early.
- Take any students and parents available to the stage to assist the stage crew with set up. Don't forget the seating chart.
- Approximately 5 minutes prior to the end of their warm up period return to the warm up room and escort the group to the performance stage in the gym.



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PERFORMANCE TO BUS GUIDE (Packet Host)

- Upon completion of an ensembles performance, lead the ensemble from the stage, the gym, back to the parking area.
- Also inform the director that they can pick up their conductor's scores and tapes at the registration table in approximately 10 minutes.

REGISTRATION AREA

PARK TICKET DISTRIBUTION

- Directors must count and sign for their park/meal tickets at the registration table.
- Once a director signs for their tickets, they are responsible for these tickets. If one is lost, or they realize they do not have enough, they must purchase additional tickets. If they do not realize they are short until they reach the park, they will have to purchase a FULL PRICE ticket at the park. Music in the Parks will not issue refunds to anyone purchasing a ticket at the park.

COLLECT ANY PAYMENTS DUE

- If a school has an outstanding balance, an invoice will be attached to their ticket count sheet. Discuss this only with the schools director.
- Write payment amount and method on the Ticket Count Sheet (not the invoice).
- Staple the payment directly to the ticket count sheet

- If a director needs to purchase additional tickets, please mark the additional tickets and payment received in the space provided on the Ticket Count Sheet.
- Staple the payment directly to the sheet

COMPLETE REGISTRATION LOG

- Follow the example on the log, enter any school that makes a payment, whether it be for a balance due or additional tickets purchased.

COLLECT ADJUDICATOR'S PACKETS

- Every school that performs must provide 2 conductor's scores for the judges.
- When a school arrives they will bring their packets to the registration table. Using the log provided, mark that the packets were turned in.
- Place the packets in the correct performance order so they can be delivered by the runner to the judges. Please be certain packets are not delivered until it is that ensembles turn to perform.
- Each group should turn in an additional performance selection sheet for the announcer to use. If they forget this form, please have them fill one out at the Registration table.
- At the end of each ensemble performance, the adjudicator packets should be returned to you by the student runner. Check to make sure the judges have not accidentally put the score sheet inside the envelope and have the director sign the log when they return to retrieve their packets.