

# NAU Marching Band Festival

Staff Assignments \* October 7, 2006

## **SUPERVISORS:**

<b>Coordinating Supervisor:</b>	Jennifer Voges	(Radio 1)
<b>Press Box Representative:</b>	Nikki Hayes	(Radio 2)
<b>Field Level Supervisor:</b>	Josh Hartgrove	(Radio 3)
<b>Field Level Assistant:</b>	Kevin Feldser	
<b>Dome Gate/Loop Supervisor:</b>	Josh Baxley	
<b>Dome Gate/Loop Assistant(s):</b>	Eric Seidl	
<b>Parking/Warm-Up Supervisor:</b>	Kyle Frederick	(Radio 4)
<b>Concourse Supervisor:</b>	Stephanie Burg	(Radio 5)
<b>Concourse Assistant(s):</b>	Alex Hartman	
<b>Driver:</b>	Richard Viglucci	
<b>Perimeter/Concourse Supervisor:</b>	Richard Viglucci	(Radio 6)

## **ASSISTING PERSONNEL:**

### **Jennifer's Crew**

#### Press Box Runners/Award and Packet Information:

Michelle Kirchofer, Brad McCann, Kim Raguso

#### Award Prep

Natalie Hughes, Michelle Marion, Michelle Vraney

#### Guides

Sarah Stern, Erin Blass, Steven Brink, Ian Peterson, Ray Valenzuela, Mandy Vacey, Karen Dicker, Jacob Andrew, Chris Krznarich, James Odell, Eric Wells, Tara Stewart, Sean Plumley

#### Photography

Shannon Madden, Mike Ohrn, Alisson Pernice, Scott Phillips, Christopher Serbic, Colin Speirs, Patrick Ziemna, Lincoln Solis, Tim Ellenberger, Kelly McDonnell

### **Kyle's Crew**

#### Warm-Up A:

Lauren Nelson, Shannon Curtis, Mellissa Latvala, Klayci Peck, Nicole Snyder

#### Warm-Up B:

Mindy Lipinski, Shawna Balzer, Ryan Carle, Alexandria Irish, Alexandra Warner

#### Parking

Brendan Sullivan, Derek Myers, Quentin Lee, Sam Guerrero, Nate Henning, David Jaques, Christopher Hanks, Brian Cullinan, Ryan Woodall, Erik Woestehoff, John Ackerley, Daniel Bavaro, Andy Beatty, Richard Hart, Travis Whaley, Nicholas Stewart

#### Check-In

Megan Oechsner, Aaron Walker

## **Stephanie's Crew**

### Programs (in stands):

Colorguard – Ashley, Sarah, Stephanie, Megan, Christian, Sky, Ashley S., Hannah

### Program Table:

Shannon Darden, Sara Waltke, Jessica Bryne, Tiffany Deyoe

### Video Table:

Adia Brougher, Teresa Cvach, Rhannon Gardner, Sarah Holland

### AIR-GRAM RUNNERS

Beth Hermanson, Teresita Mabry, Kim Palmieri, Erika Jacobs

### Air-Gram Table

Sean Barry, Reid Miller, Dustin Yoes, Jesse Holt, Michael Owen, Shailee Reed

### Split the Pot (in stands)/ Love Your Director/ Air-Grams (in stands)

Adriana Moreno, Stevie Milne, Kristin Ely, Christina Sanders, Sebrina Shoults, Becky Gregory, Ashley Brennan, Angel Casey, Elizabeth Cook, Emily Grout, Allison Bright, Tory Philly, Natalie Hughes, Michelle Marion, Emily Champie, Hannah Gamble, Amelia Marion, Ashley Suttles

### Non marching relievers

Stacey Lehwald, Heather Mellan

## **Richard's Crew**

### East Concourse & Steps

Jacob Andrew, Michelle Carlattes, William Fox, Aaron Goodman, Charles Hammond, Tanya Hobt, Eric Johnson, Andrea Kohn, Matthew Kuohara, Michelle Lucero, Mary Couch

## **Kevin/Josh's Crew**

### Field Level/PIT entry and exit

Percussion

### Dome Gate/Horseshoe

Josh Baxley, Eric Seidle, David Anderson, Benjamin Cline

**NAU Band Day 2006**  
**JOB DESCRIPTIONS**

**ALL BAND MEMBERS MUST BE PREPARED TO ASSIST WITH SET UP AT 6:00am AND STAY THROUGH CLEAN UP (APPROXIMATELY 10:00pm!)**

Reminders:

- 1) Please arrive at the dome no later than 5:45 am to have a meeting with your direct supervisor at 6:00 am sharp! We will give very important instructions for the day at this time and will begin setup. If we start late, we will spend the rest of the day playing catch-up. Reduce stress – show up ON TIME!
- 2) Everybody is expected to work ALL DAY. There are extra people at every position to facilitate breaks through out the day. Please do not let down your fellow band members!
- 3) The contest must continue to run smoothly even during the NAU Band's performance. Please take turns with the other people at your post to change into your uniform. All positions must remain staffed until 1:40 pm for the first performance and 6:40 pm for the evening performance. NAU Warp-um will begin at 12:45 pm and 6:45 pm respectively, at the Skyjacks Pavilion.
- 4) After the NAU performance everyone, except percussion, will need to exit the field toward the Lumberjack and walk around the South end of the field. You may use the locker rooms on the President's side as long as there is not a band on the field. All dressing rooms must be cleared by 2:00 pm after our first performance.
- 5) Please read over your job description BEFORE you arrive on Saturday morning. It is imperative that you have some idea of what is going on before you arrive!

**PRESS BOX COORDINATOR**

1. Maintain time schedule of festival.
2. Keep track of each group on check off list.
3. Notify Festival director of any problems pertaining to schedule.
4. Other duties as assigned.

**AWARD & PACKET PREPERATION**

1. Collect adjudication sheets & tapes from Judges' Assistants
2. Give sheets to Tabulator, place tapes in school envelopes.
3. After Tabulator is done, ensure that school envelopes contain:
  - 8 tapes
  - 8 adjudication sheets
  - An evaluation sheet
  - A judge's evaluation sheet
  - Recap of band's ratings
  - Info re: state contest
  - AZ point totals / rating sheet
  - DVD of their band
  - Thank you letter
4. Put appropriate stickers on plaques. And keep plaques in order.
5. Ensure that plaques get to the field before awards.
6. **REMEMBER...all information is confidential.**
7. Other duties as assigned.

### **Press Box Runners**

1. Collect adjudication sheets & tapes from judges & give them to Award & Packet Prep. ASAP!.
2. Make sure judges can find pre-labeled tape & sheet for each band.
3. Make sure judges have pencils, water, snacks, etc.
4. Help with any tape recorder problems. Extra batteries will be in the press box.
5. Keep the NAU Band Director happy.
6. **REMEMBER...all information is confidential.**
7. Other duties as assigned.

### **FIELD LEVEL SUPERVISOR**

1. Coordinate with Dome Gate to get bands & equipment into Dome.
2. Coordinate Field Assistants & visiting band set-up crews.
3. **Ensure that awards are to field before awards ceremony.**
4. Ensure that High School hash marks are secured to field and correctly placed  
(28 steps from sideline, 28 steps between hashes, 28 steps to side line)
5. Ensure that field is clear of debris at all times.
6. Ensure that bands move on & off field in a timely fashion.
7. Other duties as assigned.

### **FIELD LEVEL ASSISTANTS & PERSONNEL**

1. Assist Field Level Supervisor with all duties..
2. Other duties as assigned.

### **DOME GATE/LOOP SUPERVISOR**

1. Field questions that arise at the gate.
2. Direct operation of Door for loading equipment in & out of Dome.
3. **Allow Pit Equipment to enter Dome gate at appropriate time.**
4. Follow schedule & check off bands as they arrive. Notify Field Supervisor of arrivals.
5. Coordinate set-up crews from schools.
6. Tell Field Level Supervisor re: pit equipment & set-up crews AND if NAU podium is needed ASAP.
7. Work with Dome Staff in event of emergency.
8. Keep top of Horseshoe clear for Emergency vehicles.
9. Other duties as assigned.

### **DOME GATE/LOOP ASSISTANT & STAFF**

1. Assist pit crews in loading in & out of Dome.
2. Keep equipment moving smoothly & quickly.
3. Direct Any field related questions to Field Supervisor.
4. Prepare Con-Ex before NAU Band Performance.
5. Other duties as assigned.

## CONCOURSE SUPERVISOR

### Day Before:

1. Have a list of displays
2. Make sure there are enough tables for all displays
3. Have \$ pouches, cash box(es) & plan of action

### Day of Event:

1. Monitor concourse for safety & any problems (ie. bathrooms)
2. Keep east side concourse closed off
3. Make sure displays and those running tables are not having trouble
4. **Collect money from students on the hour on the East (closed-off) side of the dome.** Bring extra tickets for Split-the-Pot. Take \$ to press box.
5. Liaison between vendors & Festival Coordinator
6. Count money for Love Your Director, inform press box of winner, and bring winner's money to Judge's Assistants.

## CONCOURSE PERSONNEL & ASSISTANTS

1. Follow instructions given to you by the Concourse Supervisor.
2. Other duties as assigned.

### Split-the-Pot

1. Active in stands & concourse.
2. Sell tickets & collect \$.
3. **The team captain will meet with the Concourse Supervisor on the East side of the concourse (the closed off side) every hour on the hour to give them the money and ticket stubs from their team.** Prior to meeting with the Concourse Supervisor, the team captain needs to collect \$ and ticket stubs from their team and check to see if anyone's running low on tickets.
4. If at any time you have a large amount of \$, give it to your team captain ASAP. If this happens, the team captain goes to the Concourse Supervisor table RIGHT THEN to turn in the money.
5. If you are running low on tickets, let your team captain know when you give them your money. The team captain will then get more tickets from the Concourse Supervisor when they turn in their team's money.
6. If you run out of tickets, let your team captain know ASAP; they will then find the Concourse Supervisor to get more.
7. Other duties as assigned.
8. Be enthusiastic, energetic, and trustworthy.
9. SMILE!

### Programs (In Stands & On Concourse)

1. Sell programs & collect \$.
2. **The team captain will meet with the Concourse Supervisor on the East side of the concourse (the closed off side) every hour on the hour to give them the money from their team.** Prior to meeting with the Concourse Supervisor, the team captain needs to collect \$ and from their team. Even though programs will be sold at the NAU Shirt Table, they will take care of this money- you do not need to collect it!
3. If at any time you have a large amount of \$, give it to your team captain ASAP. If this happens, the team captain goes to the Concourse Supervisor table RIGHT THEN to turn in the money.
4. If you run out of programs, you can get more from the NAU Shirt Table sales table.
5. Other duties as assigned.
6. Be enthusiastic, energetic, and trustworthy.
7. SMILE!

## AIR-GRAM RUNNERS

1. Will be at table with Concourse Supervisor.
2. When Air-Grams are bought, sellers will bring sheets to you.
3. Bring sheets to Press Box and put in appropriate folder by announcer.
4. Check forms to make sure language & message are appropriate.
5. Remember to keep quiet when in Press Box!!!

## Air-Grams (In Stands)

1. Sell air-grams & collect \$.
2. **The team captain will meet with the Concourse Supervisor on the East side of the concourse (the closed off side) every hour on the hour to give them the money from their team.** Prior to meeting with the Concourse Supervisor, the team captain needs to collect \$ and from their team.
3. If at any time you have a large amount of \$, give it to your team captain ASAP. If this happens, the team captain goes to the Concourse Supervisor table RIGHT THEN to turn in the money.
4. When you sell an air-gram, take it immediately to the Air-Gram Runners, who will be at the table with the Concourse Supervisor. You can also get more air-gram forms at this table.
5. Other duties as assigned.
6. Be enthusiastic, energetic, and trustworthy.
7. SMILE!

## Love Your Director (On Concourse)

1. Collect \$ from band members and solicit money from people in the concourse.
2. If you have any problems, direct them to the Concourse Supervisor.
3. Other duties as assigned.
4. Be enthusiastic, energetic, and trustworthy.
5. SMILE!

## Rules for Love Your Director

1. There will be separate contests for the morning and afternoon.
2. Each band will have its own jar.
3. There will be one winner in the morning & 1 in the afternoon. The winning director gets to keep the money from his or her jar. The winner will be announced and the money presented during the Awards Ceremony.
4. The contest will run from when the first band of the morning/afternoon steps onto the field until the last high school band steps onto the field.
5. The Concourse Supervisor & Assistants will count the money to determine the winner.

## NAU Program Table

1. Sell programs & collect \$.
2. **The team captain will meet with the Concourse Supervisor on the East side of the concourse (the closed off side) every hour on the hour to give them the money from their team.**
3. If at any time you have a large amount of \$, the team captain ASAP will find the Concourse Supervisor RIGHT THEN to turn in the money.
4. You will have extra programs; people selling programs in the stands and on the concourse will periodically come by to get more.
5. Other duties as assigned.
6. Be enthusiastic, energetic, and trustworthy.
7. SMILE!

## Warm-Ups A & B

1. Supervise the bands.
2. Answer questions.
3. Help guides keep the bands on schedule.
4. Keep in mind that the directors will be focusing on their upcoming performance and may be stressed out. Thus, they may not always be polite, but **we still need to be professional and encouraging toward them!**
5. Other duties as assigned.
6. **For Warm-Up B only**, the team leader will designate one person to monitor the crosswalk and ensure the bands' safety. This person also needs to remind each band director that their band needs to use the crosswalk. **This is a legal issue and MUST be done for each band!**

## EAST Concourse and Stairs:

1. Supervise the bands.
2. Answer questions.
3. Help guides keep the bands on schedule.
4. Keep in mind that the directors will be focusing on their upcoming performance and may be stressed out. Thus, they may not always be polite, but **we still need to be professional and encouraging toward them!**
5. Other duties as assigned.

## Check-In

1. Mark each band off as they arrive and inform Parking Supervisor.
2. Find guide and introduce to band director.
3. Answer any questions.
4. Keep in mind that the directors will be focusing on their upcoming performance and may be stressed out. Thus, they may not always be polite, but **we still need to be professional and encouraging toward them!**
5. Other duties as assigned.

## PARKING SUPERVISOR

### Day Prior:

1. Set up a plan for parking the number of busses and equipment trucks in the upper dome parking lot
2. Meet with parking workers to inform them of their duties
3. Call parking services and have lots cleared!!!

### Day Of:

1. Inform Press Box Coordinator as each school arrives via walkie-talkie.
2. Direct busses to parking location.
3. Check out parking vests from the dome
4. Check out one walkie-talkie from dome
5. Keep spots open for VIP's ie. Dean, Director of Bands, etc...
6. Be sure that the fire lane is kept clear
7. Keep lanes clear so that the busses are able to leave when they need to
8. Be the liaison between the band directors, bus drivers, and students with the press box
9. Inform gate when pit equipment is being moved from lot
10. Other duties as assigned.