

**WSMA SOLO & ENSEMBLE FESTIVAL  
UW OSHKOSH**

Name:

Site Number:

Room:

Shift:     AM    PM    ALL-DAY

## **VOLUNTEER MEMO: ROOM MANAGERS**

**Thank you** for volunteering to work at this year's Solo & Ensemble Festival. Your presence and generosity enable us to host this exciting statewide event.

**Please note the following directions:**

**Check in at the festival headquarters (Art Student Lounge, S205) before 7:30 a.m. (morning volunteers) or 12:30 p.m. (afternoon volunteers). You may leave personal belongings in the rear of that room. There will be a brief orientation meeting. It is imperative that you are on time! Verify your room assignment since last minute changes may be made.** You will receive a festival t-shirt which you should wear during the day. Please also wear a nametag, which will be provided. If you are volunteering all day your name tag entitles you to lunch food items near the headquarters.

Following the orientation meeting, some room managers will go directly to sites, while some will go **as a group** to the 1<sup>st</sup> floor A/C back hallway and wait for your judge at your assigned site number, posted on the wall, then escort the judge to the room for your site. A faculty member will be available there also to go over any last minute questions you may have.

While in the performance site, you are responsible for the overall flow of the day. Give the judge the student's music. Be certain the door is closed and people are not entering once a performance has begun. Do all you can to keep the room and hallway outside quiet. Have the next student ready to perform so that the judge can **stay on time....this is very important.** While a student is performing, mark his or her name off the list posted outside the door of your assigned room. You may also need to make changes to the schedule due to conflicts – this is okay, but inform the judge and help keep comment sheets in order. Schedule changes within a site are permissible. Site changes are only permissible when the adjudicators agree.

There will be an envelope provided for the judge to put the results in and a "runner" from the Festival Office will stop at your site periodically to pick up the results for tabulation and posting. The runner will trade your filled envelope for an empty envelope to be used for the next set of comment sheets. **Results are only to be handled by festival staff only--do not give result sheets to anyone else.**

**Ratings will only be posted online**, at [wsmamusic.org/festivals/state/oshkosh/](http://wsmamusic.org/festivals/state/oshkosh/) Ratings typically take 90 minutes to be posted, after comment sheets are collected, processed, and entered. There will be a QR Code Sign near each site.

Each judge has been given a few pencils. Please help keep them sharpened throughout the day if needed - runners can help with this by trading out pencils with you. Should you or the judge have any needs, please notify the "runner". Coffee and cold drinks are available for the judges and for you throughout the day. Ask the judge periodically if she or he needs anything. Again, student runners will help get whatever you may need.

If you are the only room manager at your site you may need to be outside the door during much of the day in order to keep things flowing, however, please take the opportunity to hear some of the fine young performers if you can.

The judge has the responsibility to make any and all decisions regarding performance concerns. The judge may clear the room of observers if this should become necessary in an unusual situation. Do not take on any of these responsibilities. A student may perform early if you are running ahead of time but is not required to perform before his or her assigned time (for example, if his or her parents or accompanist is not there yet).

**ANY EMERGENCY should be reported to the Festival Office (Art Student Lounge) immediately.** You may use the two information desks (AC Lobby or Halsey North Hallway) to assist you. The information desks will be in radio communication with the Festival Office. **First Aid is in the Festival Office.**

At lunchtime, around 12:30 p.m. (this varies slightly from room to room), please escort your judge back to the judge's room A/C S150 for lunch. All-day volunteers may have lunch food near the headquarters. If you are also working the afternoon **check back in at the festival office (Art Student Lounge) by 1:00 p.m. Verify your room assignment since last minute changes may be made.** Around 1:15 p.m. please report to, or escort your judge to the assigned room.

**At the end of the day** see if your judge needs directions back to the judge's room A/C S150 for check out. Assist by putting desks, chairs, and anything that has been moved, back as it should be for regular classes. In Halsey and A/C South, please help roll pianos and benches into the hallway and place all music stands by the door. Please carefully remove the lists taped to the wall near the door. Return lists, pencils, and any items left in the room to the Festival Headquarters.

**Volunteers working in the morning or all day are welcome to have lunch food near the Festival Headquarters.**

**Your attention and friendliness** throughout the day will mean so much to the student performers, parents, directors and judges. We want to make this festival a positive experience for everyone. Please be professional and courteous. If you have any questions, please see Dr. Liske.

Again, thank you for your invaluable assistance.  
Dr. Liske — 424-7029, office AC N228, [liske@uwosh.edu](mailto:liske@uwosh.edu)