

# CHS Choral ~ Concert Volunteer Job Descriptions

## **Chaperoning**

Check in with concert chair in the CAC Lobby before reporting to your assigned area. You must have a Volunteer Badge in order to be allowed in the backstage areas!

**Backstage Right & Stage Door Chaperone-** Remind students to wait quietly while they are in the green room and waiting to go on stage. Monitor the stage door area to ensure that friends and family members do not come back stage. (This is the right side of the stage if you are facing the audience.)

**Auditorium Chaperone-** Monitor students and periodically circulate around the auditorium during the tech rehearsal. If students are getting too loud or are misbehaving, move to that area. Your presence alone can sometimes diffuse misbehavior.

**Backstage Left Chaperone-** Remind students to wait quietly while they are waiting to go on stage. (This is the left side of the stage if you are facing the audience.)

**Backstage Upstairs Chaperone-** Monitor the stairs and the upstairs areas. Remind students to be very quiet as the audience can hear their footsteps and voices!

**Room Chaperones-** Students will be in the choir room as well as rooms 101 and/or 103 during performances. Be proactive by walking throughout the rooms rather than remaining seated in only one area. If students are getting too loud or are misbehaving, move to that area. Your presence alone can sometimes diffuse misbehavior.

**Outdoor Patrol-** Monitor the area outside of rooms 101 and 103 near Lancer Hall and the front parking lot throughout the evening. Be proactive by frequently walking the areas the students are taking rather than staying in only one area. Students will be heading to the CAC in groups as they are cued and returning to the rooms after their performances. They should be reminded to move quickly and quietly if needed. Remind parents and friends as needed that only students performing are allowed "backstage" or in the rooms with students. (Dress warm!)

## **Student Rules** (Individual grades will be adjusted accordingly)

All students must be on time and responsible for all personal and costume items – do not bring valuables.

No horseplay, running around, wrestling etc. in costume attire.

Respect one another and all other belongings.

No students may leave at any time during a dress rehearsal or concert.

All students must be discrete when changing costumes – the bathrooms are available.

No PDA (Public Display of Affection) during the dress rehearsal or concert evenings.

No non-choir members are allowed backstage or in the rooms where students are during a concert or at intermission.

Respect Chaperones and Adults at all times.

### **Box Office**

Check in with concert chair at 5:50. Box office opens at 6:00. Assist with ticket sales. (Detailed instructions will be given to you in the box office.)

### **Ushering**

**Foyer usher** check in with concert chair in the CAC lobby at 6:00. You will direct people to the correct theatre door based on the seat numbers on their tickets. Those with seats numbered 1-20 should enter through the far doors for the right side of the theatre. Those with seats numbered 21-40 should enter through the near doors for the left side of the theatre. Once the show starts and the majority of the patrons have entered the theatre, you are finished.

**Theatre left and theatre right ushers** check in with the concert chair in the CAC lobby at 6:30. You will be given a flashlight which should be returned at the end of the evening. You should stand just inside of the doors to the theatre so you can help patrons find their seats if they need assistance. When the show begins, quietly close the doors. Please note that we can no longer prop the doors open during the performance, so you will need to stay close to the door during the entire show in order to assist anyone needing to leave or re-enter during the performance. Open the doors at intermission, remain available to offer assistance during intermission, and quietly close the doors at the beginning of the performance again. You are on duty during the entire show. Do not leave until the show is over and everyone who may need help has exited the theatre.

### **Flower Sales**

Check in with concert chair in the CAC lobby at 6:00. Single-stem flowers are sold in front of the CAC and in the lobby for those patrons who wish to purchase them for students who are performing in the show. Flowers will be in a basket so they can be sold while strolling around outside and in the lobby. They are sold prior to the show and again at intermission if there are still flowers remaining. If you are watching the show, leave the money and flowers with concert chair in the lobby when the show starts. Return to the lobby before intermission begins. Money should be turned in to concert chair at the end of intermission.

### **Door: Tickets & Programs**

Check in with concert chair in the CAC lobby at 6:00. One person will take tickets at the door, and another person will hand out programs (one per family). When intermission begins, return to the door to remind patrons as they re-enter that food and drinks are not allowed in the theatre.

### **Stargram Sales**

Check in with concert chair in the CAC lobby at 6:00. Stargrams are messages that friends and family members can send to students who are performing in the show. Candy will be attached and they are delivered to the students during their regular choir classes. They are sold prior to the show and during intermission at a table in the lobby. If you are watching the show, leave the cash box with concert chair in the lobby when the show starts. Return to the table in the lobby before intermission begins. Pens, Stargrams, and the cash box should be turned in to concert chair at the end of intermission.

### **Refreshment Sales**

Check in with concert chair in the CAC lobby at 6:00. Help set-up the refreshment tables. Leave the theatre as quickly as possible just prior to intermission and sell refreshments during intermission. Help put everything away following intermission.

### **Clean-Up (Saturday night)**

Check in with concert chair in the CAC lobby after the show. You will be taking decorations down from the stage and lobby and putting them away.