

LOCATION SUPERVISOR

Revised April 2013

(Please note: Supervisors at Bethel, Pleasantview and Messiah Churches, CCHS Band Room, Chester Ronning Music Room, & Jack Stuart Music Room will also assume the duties of Marshal. Please refer to the Marshal job description sheet.)

1. **Pick up all necessary materials and supplies for your venue from the Festival Secretary** (Return all materials and supplies to her at the end of your last session.)
2. **Arrive at the venue at least 30 minutes before the session begins to prepare the room:** e.g. adjudicator's table and chairs. Place the pencils, binder, file folder, bell, etc. on the adjudicator's table. Note that there is a special black pen for use on the certificates.
3. Distribute supplies to the Adjudicator Secretary, Doorkeeper, and Marshal and ensure that all volunteers are familiar with their duties.
4. The Location Supervisor is responsible for smooth procedures at the venue. **If there are problems you cannot solve, call the appropriate Festival Committee Member. The cell phone numbers of these people are listed on a separate sheet in side the Supervisor's program.**
5. Call the Volunteer Coordinator if a volunteer fails to arrive. In the meantime, assume the vacant position.
6. **In School Music and Choral Speech venues post the seating plans on the door to the performance area and usher entrants to their places.** Place "reserved" seating signs where needed. Direct audience members to sit at the back of the room or in designated areas.
7. Under no circumstances may an entrant be moved from one time slot to another, or one class to another without the approval of the Festival Secretary, and under no circumstances may a teacher or parent approach the adjudicator.
8. Maintain quietness and good order throughout the session. Note that recorders and video or other cameras are permitted if the user remains stationary and records only his/her own competitor. **Adjudications are not to be recorded.**
9. At the Dance venue, the Location Supervisor serves as a second door keeper. Dance studios must provide supervision for their dancers at all times in the change rooms and waiting corridor.
10. **Gather all materials and supplies, including the Adjudicator Secretary's binder with grades, at the end of each session and deliver to the Festival Secretary after your last session.**