



## **Marshall - Band Reception/Instrument Case Storage**

- Please report to the Contest Office at the time advised by the Volunteers Coordinator.
- Your role is to welcome and meet bands on arrival to the venue, direct their members to the allocated instrument storage and holding area and direct the band to the location of the appropriate sign-in and warm-up rooms.
- On your arrival at the venue, inspect the areas allocated for instrument case storage and identify any obstacles or risk items which may require avoidance or warning signage.
- You will be given a program of events for your reference, Band name signs for your use and a bundle of entry tickets for you to give 1 to each Band conductor only.
- Allocate sufficient space for bands as they arrive and use the band signs to identify their particular location. Ensure that pathways remain clear and the area is kept in good order.
- When you see a band arriving, identify the Bands Conductor/Manager, introduce yourself, give them their free entry pass and direct them to their allocated instrument case storage area.
- Explain that band members may enter the venues for free provided they are wearing their bands full uniform to hear other bands and that they are to ensure that they are ready to proceed to the warm-up room and registration sign-on at least 2 bands prior to their band appearing on stage.
- Request the Conductor/Manager to remind their members to please maintain the area in good order and to take all personal valuables and any rubbish with them. Although we take all care to maintain security, we bear no responsibility in the event of theft or loss of personal or band property.
- When the band is ready to enter the warm-up room, direct them to the location of the registration desk and remind the conductor/manager that registration is to be done efficiently and ask the band to queue in surname alphabetical order when they get to the registration location.
- Once a band returns to their location after their performances have been completed and they have packed up and cleared the area, prepare the area for your next band.