

# Room Manager Instructions

- Each room has a clipboard with a schedule, instructions and envelopes that contain checks for those doing the workshop, performance or presentation. The clipboard is on the table with the feedback forms and donation box. Read through the instructions when you first get to the room and make sure you give the clipboard to the volunteer after you so s/he can read it.
- **If you have the 10 am to 12 pm volunteer shift**, read the set of instructions for setting up the room and make sure everything is set up properly.
- As people enter, make sure those who are 6 and older have a wristband. If they don't, tell them to go to the festival entry to purchase a wristband. Don't allow anyone to attend without a wristband unless they are 5 or younger. If this is a workshop (you'll know if it is a workshop if it has the word "Workshop" in the title), **check to see if their name is on the workshop list**. If this person's name is on the list, have them sign their name on the sign in sheet for this workshop. If they aren't on the workshop list and there are positions not filled, have them enter their name. If the workshop list is filled, put them on the wait list and let them attend if some of the people on the list don't show up by 5 minutes before the workshop starts.
- When the workshop teacher/performer(s) arrive, inform them that you will introduce them, ask if they need assistance during the workshop/performance and that you will let them know when they have 5 minutes left for the workshop/performance and they can't go over time.
- 2-3 minutes before the workshop/performance starts, stand in front of the participants/audience and: 1) Thank our sponsors. 2) Inform the participants that there is a feedback form to fill out (show them where they are). 3) There is a donation box to help us compensate the workshop teachers/performers (show them where it is). 4) Introduce the workshop teacher/performer(s) by reading the bio from the instruction sheet.
- During the workshop/performance, if someone arrives late, check to see if they have a wristband. If it's a workshop, if they are on the list, have them sign in. If they aren't on the list and there is room for them, have them sign in. If there isn't room for them, be polite and apologize.
- Five minutes before the workshop/performance is over, give the presenter/performers a 5 minute warning signal.
- If there is an envelope for the workshop teacher/performer(s), give it to them when they are finished.
- **If you have the 4-6 pm volunteer shift**, from 5-6 pm, read and do the set of instructions for putting this room back to its original state.

# Thanks for Volunteering!