

Room Manager Instructions

- Each room has a clipboard with a schedule, set of instructions and envelopes that contain checks for those doing a presentation/workshop/performance. Read through these when you first get to the room and make sure you give this to the volunteer after you so s/he can read it.
- When the presenter/workshop leader/performer(s) arrive, ask if there is anything you can do to help setup for their presentation/workshop/performance. Also, warn the presenter/workshop leader/performer(s) that they will get a 5 minute warning toward the end of their time.
- Before the presentation/workshop/performance, thank our sponsors, inform the participants that there is a feedback form to fill out regarding their experience at the festival and a basket to put them in (show them where they are), and introduce the presenter/workshop leader/performer(s) by reading the bio from the instruction sheet.
- Make sure the presenter/workshop leader/performer(s) does not go overtime.
- If there is a check envelope for the presenter/workshop leader/performer(s), give it to them when they are finished.

Thank you for volunteering.