

ILLINOIS SUPERSTATE CONCERT BAND FESTIVAL

Volunteer Guidelines

Be polite and courteous to everyone. Each director handles a day like this very differently...some can be stressed and tense, others relaxed and kind. This is normal on a day such as this. The best thing WE can do is to respond with kindness and wonderful hospitality no matter their behavior. This will result in immeasurable good will.

You are ambassadors of the University of Illinois. Before you speak or act, ask yourself if what you are saying or doing is in our collective best interest. IMAGE is everything!

Report to your assigned area early and before your assigned start time.

Please be flexible and adaptable as you may be asked to do things previously un-assigned. We are all working together to make these two days successful. If you see something that needs to be done, please take care of it or find someone with a radio to assist you.

Dress Professionally...no jeans please!

Evaluators, Staff, and Assistants should not share any comments or information about a bands performance with anyone at any time. This information will be distributed at the conclusion of each award's ceremony.

Do not linger around the evaluators unless you have specific business there. Wear your name tag at all times so we know who our volunteers are.

Before Friday, if you have a problem with your assignment, contact Illinois Bands at bands@illinois.edu. On the days of the event, if you have an emergency and are unable to volunteer for your duty, it is essential that you provide a substitute.

Breakfast, lunch, and other snacks will be provided throughout the day in the first dressing room off of the north tunnel hallway area of the Krannert Performing Arts Center. There is a large table in Dressing Room 1 that will be used as a home base and hospitality area for our student volunteers.

Krannert will open at 7:00am on Friday and Saturday. If you are assigned to the early shift, make sure you are ready to go as bands will arrive early.

Thank you again for giving of your time and talents with this year's SuperState Concert Band Festival! We could NOT do this without you! THANK YOU!

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Band Guide Instructions

Report to the Welcome | Check-in Table near the loading dock of the Krannert Center.

Meet your school's band director at their bus(es) located outside of the loading dock garage.

Introduce yourself and inform the director you will be their guide.

Remind each director that all cases and other belongings besides what they need for their performance need to be left on the buses.

Take the director to the Welcome | Check-in Table inside the loading dock and this is where each director will validate their seating chart, turn over their musical scores for the evaluators, and receive a schedule for the day.

You need to take turns with the Runners to make sure scores are making it up to the Evaluators for each band and then evaluation forms and musical scores make it to Joy in the hallway outside the Great Hall (stage left, audience right).

Look at your timing schedule. You must keep the bands on time. Check the schedule to be sure that all bands receive a ten (10) minute, five (5) minute, and then a one (1) minute warning.

All percussionists should leave the warm-up room for the stage fifteen (15) minutes before their performance time, if not before.

Each band should be "on deck" in the North Tunnel hallway at least five (5) minutes before their performance time.

Make sure they are on time!

Always be polite and understanding! Remember...the directors are under a lot of stress; therefore, they won't necessarily be "friendly." Do your job by being very helpful, yet out of their way.

After they have performed, a picture will take place on stage. Following the picture, meet your band on the other side of the stage to guide them from the stage, down the south tunnel, back to the loading dock. Congratulate the director, thank them for supporting the University of Illinois Bands, and give parting words "I hope you enjoy the rest of your day/evening."

Good luck, and thank you for helping us during this important event!

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Concert Hall Monitor Instructions

Report to the Welcome | Check-in Table near the loading dock (entrance off Illinois St.) of the Krannert Center.

Once you have checked in, proceed to the Great Hall in the Krannert Center.

You will be assisting either inside or outside the hall.

Outside, you will be stationed at the doors, greeting people as they enter the Great Hall, and handing out program cards.

Once performances begin, you will also be responsible for admitting the audience only when the band is not playing.

You will also need to monitor the noise (conversation) level in the lower level outside the Great Hall, and ask people to lower their voices if it bleeds through into the Hall. (Those working inside the Hall need to let the outside monitors know if the sound is bleeding through.)

If you're working inside the Hall, space yourselves out so you can keep an eye out to prevent any videotaping. If you see someone, quietly let them know that recording is not allowed due to copyright issues.

Phones can be used for photos in the Hall ONLY if the flash is turned off, or when the bands are not performing.

Any videotaping or recording should be stopped even if during a band's performance.

Do this as politely as possible and feel free to share with each patron that there are copyright guidelines we must follow.

In addition, no food or drink should be allowed in the hall during each performance.

Good luck, and thank you for helping us during this important event!

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ORR | CRR Room Monitor Instructions

Report to the Welcome | Check-in Table near the loading dock (entrance off Illinois St.) of the Krannert Center.

Once you have checked in, report to your designated area, either the CRR or ORR on Level 2.

You will assist our photographers in passing out photo information as well as collecting that info.

In addition, continue to keep order in each room following each group's warm-up so that the next group in will see a clean set.

You will work with the Band Guide to make sure you keep each band to their schedule and providing them with a ten (10) minute, five (5) minute, and then a one (1) minute warning.

Good luck, and thank you for helping us during this important event!

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Percussion Assistant Instructions

Report to the Welcome | Check-in Table near the loading dock (entrance off Illinois St.) of the Krannert Center.

Once you have checked in, report to backstage of Krannert.

You will meet each percussion section fifteen (15) minutes before their performance to make sure we have all that they need for their performance.

You will assist them and guide them in moving in their equipment onto the stage.

Be helpful throughout this process.

If a percussion section has not reported backstage fifteen (15) minutes before their performance, go to the warm-up room to get the members of the section.

Work with the stage crew for large set-ups and continue to keep the lines of communication open so that set-up will go as smoothly as possible.

Good luck, and thank you for helping us during this important event!

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Stage Crew Instructions

Report to the Welcome | Check-in Table near the loading dock (entrance off Illinois St.) of the Krannert Center.

Once you have checked in, report backstage to the Krannert Great Hall.

You will work with other students for each band's set up.

It is wise to look at the concert set of the next group while there is a group on stage.

Define who will take care of each row so we are simply adding or deleting chairs or stands for each band..

Do your best and be as fast and efficient as possible.

Be sure someone does a final check before we allow the band to enter the stage.

This will be fast paced job for ten (10) minutes each half hour.

During breaks, set up the stage for the next group so we are always being proactive.

Be prepared for the first group each day, and the first group after lunch as they may warm-up on stage.

Good luck, and thank you for helping us during this important event!

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Runner Instructions

Report to the Welcome | Check-in Table near the loading dock (entrance off Illinois St.) of the Krannert Center.

You will begin your shift at the Check-in Table. As bands arrive, they will have their scores checked by the Welcome Check-in Table staff.

Once the scores are okayed, you will take them up to the Great Hall balcony and distribute one to each Evaluator. Please introduce yourself to them if you get the opportunity. If they ask you for anything, use the GroupMe app to let us know what's needed.

You will then circle back to the Welcome table and repeat the process.

As you're dropping off scores, pick up any scores that are from previous bands (make sure the Evaluator is done with them), and bring the scores to Joy at the SuperState Office in the hallway next to the Great Hall (stage left, audience right, Krannert main floor).

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Event Assistant Instructions

Report to the Welcome | Check-in Table near the loading dock (entrance off Illinois St.) of the Krannert Center.

After you check in, report to Joy at the SuperState Office in the hallway next to the Great Hall (stage left, audience right, Krannert main floor).

You will assist with set-up and tear-down of meals and breaks, as well as assist with other needs that occur during the Festival.

Good luck, and thank you for helping us during this important event!