

North Peace Performing Arts Festival

# Venue Host

## Job Description

### **Before the Session:**

1. Arrive 15-30 minutes before the session.
2. Report to the Door Marshall and pick up your nametag.
3. Ensure you have all the supplies you will need: Venue Marshall's copy of the Program (any changes to the original typed program will be written into this copy), pencil, and watch.
4. Check with other volunteers to make sure they have their supplies.
5. Inform the Adjudicator Secretary of any changes to the program.
6. Greet adjudicator and introduce the adjudicator secretary to him or her.
7. Be visible and available to answer or redirect any questions.

### **Begin the Session:**

**Please refer to Script (attached) for announcements and rules.**

### **During the Session:**

1. Track time and attendance. Periodically jot notes in the Venue Host's program of times and audience numbers.
2. Keep watch over the audience and performers to ensure rules are respected.
3. Request that any uncooperative audience members leave the venue.
4. Record the beginning and end time of each selection whenever possible.

### **End the Session:**

1. Thank the Adjudicator, performers and audience members.
2. Invite everyone to attend other sessions.
3. Remind everyone of the Grande Concert Details.

**THANK YOU SO MUCH FOR VOLUNTEERING!**



# Venue Host

## Script

**PLEASE ANNOUNCE THE FOLLOWING TO BEGIN THE SESSION:**

**\*VERY IMPORTANT: Please begin on time and not before.\***

1. **Welcome everyone to the session and introduce the adjudicator** (see highlighted bio in program).
2. **Go over the Festival and Venue Rules:**
  - a) Please do not enter or exit during performances and adjudications.
  - b) Please turn off cell phones.
  - c) No flash photography is permitted.
  - d) You may take video of your own participant only.
  - e) No video recording of the adjudicator.
  - f) No food or drinks allowed, except water.
  - g) Washrooms are located through these doors (point left) and up the short flight of stairs to the left.
  - h) Emergency Exit is through the curtain to the double back doors.
3. **Go over Information for Performers:**
  - Please change in designated classrooms, not the washrooms.
  - Move to performance area via the side aisles when called.
  - Begin when the adjudicator indicates.
  - Following your performance, please sit in the front row quietly until adjudication is complete.
4. **Announce GRANDE CONCERT details:**

Grande Concert is Saturday, March 19<sup>th</sup> at the Baptist Church.  
It begins at 6:30. Come to hear the best of the best from these two weeks of performances!
5. **Announce any program changes.** (see your copy of program)