

General Job Descriptions for Guard Show Volunteers

February 20, 2010, 5-9 pm

Unit Check In (Can be done by a student)

Check units in as they arrive before they are granted access to the school. The Contest Director will give you all the information necessary to do this. This may include handing each unit a packet that contains pertinent information for this contest and any other necessary information, direct the units to their “hang out” spot and anything else that may come up. This position is the most visible point of contact for units with questions. The people or person assigned to this table must have complete knowledge of where the closest restrooms are, how to get to and from the warm up areas. Please pick people knowledge of the school layout. Any questions or problems should be brought to the Contest Director’s attention immediately. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit checks in. The prop door must remain with the middle bar out until one hour after retreat has ended or the last unit has removed props from the school.**

Ticket Sellers (1-2 Adults)

Two people should work together at the gate. RMCGA suggests that any member of a schools administration be allowed admittance at any contest at no charge. **These people need to be available 2 hours prior to the contest and are done when the last unit takes the floor.**

Spectator Door Security (1 Adult)

As soon as a unit begins their exit from the floor, let paid spectators have free access in and out of the gym. Leave it open until the announcer asks the next unit if they are ready. **At that time close the door.** Contest officials are the ONLY people who may have legitimate business, which requires them to enter or exit during a unit’s performance. BE FIRM BUT HAVE COMMON SENSE. Care must be taken to ensure that only paying spectators, unit members, association officials are allowed into the performance area. NO ONE SHOULD BE ALLOWED TO ENTER FREE OF CHARGE. Proceeds from admissions go to the host unit. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit takes the floor.**

Guard Entrance (2 Adults)

Two Adults to hold doors open for units to enter the gym. This position will be responsible for ensuring that everyone entering through this door has proper credentials for that contest. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit takes the floor.**

Guard Exit (Two Adults or students ok)

Two Adults to hold doors open for units to exit the gym. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit leaves the floor.**

Concessions (4 adults or students ok)

1 Adult to help inventory current supplies and shop before the event. This person should also plan the food needed for providing the meals for the judges, officials, and volunteers (approx 40 people).

1 Adult to help supervise sales on the night of the event.

2-3 Students to help run the concession stand on the night of the event.

Judges Meal (2-3 Adults and Students)

Prepare, serve, and clean up meal for judges and officials.