



Showcase of Bands

November 15, 2011

SHOWCASE OF BANDS ASSISTANCE FORM

Volunteer's Name _____

Student's Name _____

Best Way to Contact You:

Phone Number _____

Email Address _____

I can volunteer for _____ hours from _____ to _____

- I would like to help in
- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> Concessions | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Security | <input type="checkbox"/> Operations | |
| <input type="checkbox"/> Decorations | <input type="checkbox"/> Volunteer Coordination | |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing | |
| <input type="checkbox"/> No Preference | | |

I have a connection for _____

I can donate _____

If you have any questions or need additional information, please contact

**Mark Canevari (mark.canevari@caltech.edu)
Susan Sarkissian (susansarkiss@hotmail.com)
Tournament Coordinators**

SHHS BOOSTERS IS A 501(c)(3) ORGANIZATION ❖ DONATIONS ARE TAX DEDUCTIBLE

Committee Job Descriptions

The **Eighth Annual Showcase of Bands** is our *most important fundraising event of the year*. It is also a chance for us to “showcase” the great quality of our music program and to bolster our reputation in the marching band community by putting on a great tournament.

In order to accomplish this goal, we need everyone’s help! We simply cannot do it without you!

As you can see, there are many opportunities available for you.

NO EXPERIENCE NECESSARY, JUST A WILLINGNESS TO HELP!

VOLUNTEER COORDINATOR: 1-2 Chairpersons + Volunteers

- Recruit & Coordinate Volunteers
- Facilitate Volunteer Check-in

STADIUM OPERATIONS: 1-2 Chairpersons + Volunteers

- Prepare the stadium for the Tournament
- Hang Appropriate Signage
- Make sure things go off on time
- Monitor all Facets of the Stadium during the tournament, including trash management
- Assists the judges with the Awards Ceremony

CONCESSIONS: 1-2 Chairpersons + Volunteers

- Plan the Snack Bar Menu
- Purchase & Finalize Prices
- Solicit Concessions Vendors
- Operate the Snack Bar on Day of the Event

LOGISTICS: 1-2 Chairpersons + Volunteers

- Oversee Parking of Buses & Support Vehicles
- Assist in the Movement of the Performing Groups from Covina HS to District Field
- Make sure the bands are in place for their performance

HOSPITALITY: 1-2 Chairpersons + Volunteers

- Plan the Hospitality Tent Menu
- Set Up Hospitality Tent
- Serve the judges, band directors, their staff and other invited VIPs

SECURITY: 1-2 Chairpersons + Volunteers

- Keep Things Orderly & Secure
- Monitor the Entry & Perimeter Gates
- Monitor Parking Lot at District Field
- Maintain “Quiet Zones”
- Coordinate First Aid Station(s)

FINANCE: 1-2 Chairpersons + Volunteers

- Oversee the Admissions Booth
- Oversee Program Sales
- Monitor & Maintain Cash Levels at all Sales Locations

DECORATIONS: 1-2 Chairpersons + Volunteers

- Decorate the Stadium (streamers, balloons, etc.)
- Make the signs for each participating band
- Hang the Signs along the Top of the “Visitors” (east) Bleachers.

MARKETING: 3-4 Chairpersons + Volunteers

- Provide Publicity for the Event
- Keep track of the Ads & Trophy Sponsorships
- Put Together & Publish the Souvenir Program
- Order the Trophies
- Coordinate Awards Ceremony

We love our 

