



West Covina High School Band & Colorguard "Holiday Classic" Field Tournament

VOLUNTEER INFORMATION

Tournament Coordinator /Co Coordinator - Steve Olivas

- Manages and "oversees" the Tournament

Host/Hostess

- Assign students to meet school buses as they arrive
- Student escorts the Director to "sign in" area
- Student escorts band off bus to assigned practice area
- Student will escort Band to and from performance field
- Students appropriately dressed and courteous at all times

Program Editor

- Compiles Ads & Performance Line-ups
- Prepares Program to take to printer

Parking

- Direct buses, support vehicles and staff to parking area
- Have flashlight for directing traffic
- Keep Host/Hostess Chairpersons aware of arriving schools

First Aid

- Care for minor injuries
- Determine if call emergency personnel are needed (call if required)
- Reports on all medical/first aid needs

Snack Bar

- Both snack bars on Home side may be open
- Prepare and sell food items (normal snack bar duties)
- Needs the most volunteers & needs people to BBQ
- WCHS students will use their meal tickets at Snack Bar not Hospitality (hot dog or hamburger, chips & drink)
- Students are dismissed one hour before their scheduled performance

Hospitality

- Will be located on visitor side of stadium
- Organize obtaining food to be served ONLY to the Band Directors, their aides, and Judges.
- The students will assist in the set-up and serving

Program Sales

- Adults keep track of money and Programs issued to the students
- Sell Programs to incoming patrons
- Students may sell programs in the bleachers
- Adults collect the money and unsold programs
- Programs will be sold in ticket booth

Judge Runners

- Organize students to provide assistance ONLY to the Judges
- Students will be stationed at/near the press box
- Students return after they perform to clean up
- Students will run errands for the Judges as needed

Security

- Control entry to performance area and into stadium
- Watch gates, check hand stamps/wristbands
- Admit paying public and participants only
- Control traffic into the stands by not permitting traffic during performances
- Spectators are kept at ground level while a band is performing
- If there are any altercations please report only, do not attempt to interact

Ticket Sales

- Set up at main gate entrance half-hour before gates open
- Adults sell tickets/wristbands & programs to those entering stadium
- Students will stamp hands or check wristbands
- Students will check hand stamps/wristbands for re-entry guests that have left and want back inside stadium