

Equipment Parking/Warm Up/School Check In

Volunteer	Roles	Time	Shifts
4 Volunteers		7:00 AM - 11:00 AM	1
4 Volunteers		11:00 AM - 3:00 PM	2

Shift 1 - Arrive at Verrado High School by 7:00 AM on March 12 to begin setting up. Schools may start arriving around 7:30 AM and Gates will open at 9:00 AM. Please assist other stations in setting up if time permits. All WGI/WGAZ Parent Volunteers will wear their volunteer shirt and receive a wristband. Your wristband will permit you to receive a free meal at concessions.

Shift 2 - Arrive at Verrado High School by 11:00. This overlap will permit both shifts to cross train and communicate any changes or updates. Shift 2 will be responsible for tear down.

Objective Equipment Parking: To organize, set-up and manage the equipment parking and Warm up areas for WGI/WGAZ shows.

Objective School Check-In: To greet schools when they arrive and provide them with the Director's Packet, general directions and answer questions.

Responsibilities - Equipment/Warm Up (prior to event):

- Prepare parking signs
- Post ALL WGI/WGAZ street signs for traffic flow
- A-Frames to attach signs (found in storage container)
- Getting items to secure signage
- Create parking diagrams, traffic flow - see maps
- Cone off Warm up areas
- Designate Semi-Trailer parking in the student parking lot near Field House.
- 8 Orange Igloos and 4 Tables

Responsibilities - Check In (prior to event):

- Get Information / Directors Packets
- Get signage: Restrooms and Check In
- Get maps printed
- Get first aid kit

Responsibilities (day of event):

- Place ALL WGI/WGAZ Signs for traffic flow on Indian School Road.
- Place WGI/WGAZ Sign on Northwest corner of Jackrabbit and Indian School
- EAST parking lot - Cone off warm up areas
- Set up 4 tables and fill 8 igloos with ice water (VIPS will purchase BLOCK ice the day of the event)
- SPECTATOR Parking Lot - Cone off Preferred Parking for WGI/WGAZ officials
- Direct trailers and equipment to parking space.
- Direct SEMI Trailers to Spectator Parking area - The EAST parking lot may be too small for schools with semi trailers. Direct semi trailers to park in the spectator parking near the field house.

- Check-In - Set up pop-up tent, signs, table, Director's Packets.
- Call Chris at 623-229-7536 for supplies, issues or questions.

Items needed at event:

- Parking signs
- A-Frames
- Staple gun/Duct tape to hang signs
- Orange vests
- Parking map layout
- Volunteer Shirt
- 8 Orange Igloos, water, block ice (Warm Up Area)
- 4 Tables(Warm Up Area)
- 1 Tent Pop ups (Check In Area)
- 1 Tables (Check In Area)
- 4 Chairs (Check In Area)
- Director Information Packets (Check In Area)
- First aid kit (Check In Area)

Responsibilities AFTER all schools have arrived and are staying for Finals (2:00 - 3:00 PM)

- Teardown and clean up area you are assigned
- Clean all tables, fold up chairs and tables and stack in pile - Return all tables and equipment to the proper location
- Fold up pop-up tents (if you have one) and return to the band room
- Remove all signage and tape. Roll up and return all Vinyl Signs to the band room. Throw away all paper signs.
- Collect cones (if you used them) and return to the band room
- Return all additional items to the bandroom
- Pick up all trash around the area, empty trash cans and throw away trash in dumpsters. Return Vanguard Trash Cans to the bandroom
- LEAVE IT BETTER THAN WE FOUND IT

*****All volunteers are responsible for set-up and breakdown of their location*****

March 12, 2022 - Schedule			
7:30 AM	Groups Begin Arriving		2:30 PM Judges Critique in Loft w/ Directors
9:00 AM	Spectator Doors Open - Prelims		3:30 PM Judges/WGI Officials dinner
10:00 AM	WGI Prelims Begin		4:00 PM Spectator Doors Open - Finals
12:30 PM	Judges BREAK		5:00 PM WGI Finals Begins
1:15 PM	Prelims Resumes		8:30 PM Final performance
2:30 PM	Prelims Concludes		9:00 PM Awards