

Spectator Entry Station

Volunteers	Role	Time	Shift
4 Volunteers	Spectator Entrance	9:00 AM - 1:00 PM	1
4 Volunteers	Performer Entry	9:00 AM - 1:00 PM	1
4 Volunteers	Performer Exit	9:00 AM - 1:00 PM	1
2 Volunteers	Other Gym Doors / Directors Door	9:00 AM - 1:00 PM	1
4 Volunteers	Spectator Entrance	1:00 PM - 5:00 PM	2
4 Volunteers	Performer Entry	1:00 PM - 5:00 PM	2
4 Volunteers	Performer Exit	1:00 PM - 5:00 PM	2
2 Volunteers	Other Gym Doors / Directors Door	1:00 PM - 5:00 PM	2
4 Volunteers	Spectator Entrance	5:00 PM - 9:00 PM	3
4 Volunteers	Performer Entry	5:00 PM - 9:00 PM	3
4 Volunteers	Performer Exit	5:00 PM - 9:00 PM	3
2 Volunteers	Other Gym Doors / Directors Door	5:00 PM - 9:00 PM	3

Event day arrival time:

Shift 1 - Arrive at Verrado High School Cafeteria by 9:00 AM to begin setting up. Schools may start arriving around 8:00 AM and Gates will open at 9:00 AM. Please assist other stations in setting up if time permits.

Shift 2 - Arrive at Verrado High School Cafeteria by 1:00 PM to cross train and relieve the previous shift of duties. There will be a break between Prelims and Finals. All spectators will need to leave the gym and it will need to be cleaned. Doors for Finals open at 4:00 PM.

Shift 3 - Arrive at Verrado High School Cafeteria by 5:00 PM to cross train and relieve the previous shift of duties. After the last group performs at Finals, stations can begin to tear down.

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.

Objectives for Spectator Entrance:

1. All tickets for Prelims and Finals are purchased on GoFan. Spectator Station will need to check spectators phone and give proper color wristband according to what show was purchased. All doors are to remain closed during performances. No entry during performances.
2. Spectators may purchase tickets at the door for cash only. A cash box and wristbands will be provided for volunteers.
3. Pass out programs for the event - FREE.

Objective for Performer Entry/Exit/Other Doors:

1. All people entering the performance area (gym) must have a wristband or WGI sanctioned badge/lanyard. All volunteers assisting with equipment or props MUST have a wristband. All doors are to remain closed during performances. No entry during performances.

Responsibilities (prior to event): Obtain Performer Entry, Performer Exit, Spectator Entry, Restroom signs

Responsibilities (day of event):

- Set up tables, chairs, post signs.
- Communicate with Kristen for money issues/questions at 623-236-4307
- Call Chris at 623-229-7536 for issues with entry stations.

Items needed at event:

- 2 Tables
- 4 Chairs
- Wristbands
- Programs
- Cash (Change) - See Kristen for the amount

Responsibilities (AFTER the event)

- Teardown and clean up area you are assigned
- Clean all tables, fold up chairs and tables and return to the proper location.
- Remove all signage and tape. Roll up and return all Vinyl Signs to the band room. Throw away all paper signs.
- 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