

CONVENER CHECKLIST

- 45 minutes before the session**, report to the Festival Office located at the Salvation Army Church on Liberton Drive to discuss with the Festival Executive Secretary any details, concerns or changes prior to departing for your session.
- Please read the Convener Duties sheet, check for updates for the Festival on the program session sheet (found in the white Volunteer Sheets and Signs binder).
- 30 minutes before the session**, transport supplies and materials (VENUE BOX) to the venue. Be certain that you have the KEYS for the venue.
At the venue, check to make certain that:
 - There is a table outside the performance hall for the monitors.
 - There is a table inside the performance area and that it is located appropriately and with adequate seating arrangements for the Adjudicator and the Adjudicator's Secretary.
 - A Rotary Music Festival tablecloth, bottled water and mints are on the Adjudicator's table.
 - If "rehearsal" rooms are required, check to see that they are ready for the performers (applies only to Bands and Choirs to warm up and to line up). Progress Hall serves as the "warm-up" area at the Arden Theatre.
- 5 minutes before the session** – notify participants and audience members that the session is about to begin. Write the initial class number and participant number on the white board in **LARGE, NEAT NUMBERS**, using the broad side of the felt pen provided.
- At the beginning of the session, the Convener should WELCOME the participant, the parents and the teachers, introduce the Adjudicator (using short biography found in the Volunteer Sheets and Signs binder) and make any announcements that appear on the "Convener Announcement" sheet.
- When the Adjudicator signals the start of the session, **CALL BY NUMBER AND BY FIRST NAME**, the first participant listed on the program session sheet (found in the Volunteer Sheets and Signs binder – it has the updated program information).
- After the session, check "Festival at a Glance" to determine whether the door/information signs should be removed.
*Gather supplies that must be returned to the Festival Office for updating (Secretary Box, Venue Box).
* Ensure that the venue is clean, orderly and SECURE before leaving.
- RETURN THE VENUE KEY TO THE FESTIVAL OFFICE** after your session is complete; confirm that all has been set in order at the venue and that the facility has been left in a clean, orderly and secure condition. Even if your session ends late in the evening, RETURN YOUR VENUE BOX AND THE VENUE KEY to the Festival Office after your session is complete.

Baldev Aurora/ Volunteers: (780)459-2719

Maryan Threndyle/ Festival Secretary: (780)270-7272

Festival Office: (780)419-2658 or (780)458-8967

Convener Duties

The convener is responsible for the preparation of the venue, the effective coordination of the session and the cleanliness and security of the venue upon completion of the session.

The Convener shall ensure that **ONLY** the CONVENER or the ADJUDICATOR'S SECRETARY approach the Adjudicator in the performance venue. The MONITORS will deliver music or speech materials to the Adjudicator's Secretary but there should be no other contact with the Adjudicator at any time before, during or after the session. If anyone appears to be approaching the Adjudicator, you may need to intervene. Officially, the participant may be disqualified if their teacher or parent approaches the Adjudicator at any time regarding a session.

1. One convener is assigned to each session. This person is responsible for the progress and completion of the session.
2. The Convener must report to the Festival Office 45 minutes before the start of the session to collect all necessary materials (**the Venue Box and Venue Key**), to meet the Adjudicator, to check on any changes in staffing and to ensure that everyone has transportation to the venue.
3. The Convener should arrive at the venue at least 30 minutes before the scheduled start of the session. The Convener should refer to the checklist provided (in the Volunteer Sheets and Signs binder) to ensure that all necessary signs, equipment and staff are in place.
4. In the case of a "no show" or late arrivals of the staff, the Convener must make adjustments and notify the Festival Office as quickly as possible. **Timing should be kept to the program session sheet** provided in the white Volunteer Sheets and Signs binder. Late participants may be accommodated at the end of a class or session with the approval of the Adjudicator.
5. The convener shall consult with the Adjudicator prior to the commencement of the session to determine when the adjudications will be given.
 - o This information should be announced at the beginning of each class or series of classes.
 - o At the beginning of the session, the Convener should WELCOME the participants, the parents and the teachers, introduce the Adjudicator (using short biography found in the Volunteer Sheets and Signs binder) and make any announcements that appear on the "Convener Announcement" sheet.
 - o At the end of the session, THANK the Adjudicator and the Adjudicator's Secretary.

6. A major duty of the Convener is to write the CLASS NUMBER and PARTICIPANT NUMBER on the white board and announce the participants by NUMBER and by FIRST NAME. Conveners are asked to refrain from making any additional comments of any kind in reference to individual performers or performances.
7. Distractions from the audience and from outside the performance hall should be discouraged and promptly silenced. During choral and band sessions, the Convener may be required to assist the monitors in marshalling spectators and/or participants.

** In the event that a Festival photographer (from the Gazette or a photographer approved by festival organizers) arrives he or she may take pictures unobtrusively and we welcome that.

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A lunch will be available in the Festival Office located at the Salvation Army Church on Liberton Drive each day for all Adjudicators, Secretaries, Door Monitors and Conveners who are able to attend. Thank you for supporting the young performing artists in our community.



Convener Duties for Band

*Please read the general list of duties for Conveners.

****For Band** please find and post the signs (found in the Volunteer Sheets binder) which direct bands to the stage from Progress Hall using the back stairs. The Bands are to exit the stage using the front stairs into the main lobby.

If "rehearsal" rooms are required, check to see that they are ready for the performers (applies only to bands and choirs to warm up and to line up).

Progress Hall serves as the "warm-up" area at the Arden Theatre.