

DOOR MONITOR

Including Band and Dance

Monitors play an important role in the smooth operation of the Festival. It is almost impossible to run a session effectively without careful attention to these duties. If you cannot fulfill your commitment, please telephone the Festival Office: (780)419-2658 or (780)458-8967.

1. Door Monitors should be at the venue at least 20 minutes before performances are scheduled to begin.

2. Each venue will be provided with the following materials for the Door Monitor's use:

- A box containing:

Participant music ID labels (blank)	Scotch tape
Pencils & sharpener	Paper clips
Eraser	Pens
Rotary Music Festival badges	Sticky notes
- Several copies of the Festival Program from the newspaper
- Signs:

No Food or Drinks	Please Turn Off Cell Phone
No Entry during Performance or Adjudication	Quiet Please

(Signs should be taped on the door or close to the door where the performance is being held.)
- Bottled water/ juice/ bars (to be shared with the Adjudicator, Convener, Secretary) (Please note mints provided are for the Adjudicator's table.)
- Tablecloth (optional – if there is only one in the bin it will be placed on the Adjudicator's table).
- Volunteer Sheets and Signs Binder – white – (with updated program session information if applicable to the session)
*Often there are changes made after the program has been submitted to the Gazette newspaper.

* The convener is responsible for picking the blue bin up from the Festival office. Usually the convener will have the venue set up with the signs and tablecloths. The convener is responsible for the set-up of the adjudicator's table.

PLEASE DO NOT OPEN THE ADJUDICATOR'S SECRETARY BOX!

3. Find your program session sheet in the white Volunteer Sheets and Signs Binder

4. Each participant will submit his/her music or recitation to you when he/she arrives.

Fill out a label for each selection the participant has entered. (Some door monitors like to fill these out ahead of time using the program session sheet provided in the white Volunteer Sheets and Signs binder.)

Clip the information securely to the front of the participant's music book(s) matching the music selection(s) to the appropriate music book. Use sticky note paper or clips to indicate the correct page on which the music selection(s) occur(s).

Place a checkmark beside that participant's name on the program (session sheet) so that you know whether or not anyone is missing from a class. (You will find an updated program session sheet in the white Volunteer Sheets and Signs binder if the office has been informed of cancellations and changes.)

5. When you have most of the music/recitations for a given class, put the performance pieces in the performance order as listed in the program and take it to the **Adjudicator's Secretary BEFORE OR BETWEEN** performances or adjudications.

For BAND Monitors:

6. ***For **BAND**, one door monitor should cue the band warming up in Progress Hall that it is time to go up to the stage using the back stairs. Signs have been posted to direct the bands. Watch the monitor in the foyer to assess when to give this cue. Once the band in Progress Hall has been notified, this same monitor goes up to the stage to assist in the set-up. The Bands are to exit the stage using the front stairs into the main lobby. The other door monitor remains at the table, leaving briefly to take the music up.

For DANCE Monitors:

7. Dance participants usually take their music directly to the stage manager.
8. The venue door must be kept closed during performance. Absolutely no one is to be admitted during a performance or adjudication. Late arrivals may be quietly and quickly seated BETWEEN performances, but only before the announcement of the next participant.
9. Please ensure that any visitors in the entrance or foyer area are quiet during a performance or adjudication.

PLEASE NOTE THE IMPORTANCE OF COLLECTING **ORIGINAL PUBLISHED** COPIES OF THE MUSIC /SELECTIONS FROM THE PARTICIPANTS. THE FESTIVAL MUST OBEY COPYRIGHT LAWS. (PLEASE ADVISE THE CONVENOR IF THE PARTICIPANT PRESENTS A PHOTOCOPY OF HIS/HER MUSIC / SELECTION). COPIES PRINTED FROM THE INTERNET ARE ACCEPTABLE **WITH DOCUMENTATION FROM THE PUBLISHER.**

**** "Gazette" photographers have permission to take pictures during a performance.**

We welcome Door Monitors to join us for lunch at the Salvation Army Church located on Liberton Drive. We appreciate your help in supporting St. Albert's young talent.

