

SJMEA Events
Duties of Contest Personnel (Volunteers)

GUIDE, RUNNERS & ADULT SUPERVISORS

1. Meet at the office 30 minutes before the start of the contest to escort the judges to the director's lounge for their meeting to be held 20 minutes prior to the start of the contest.
2. Meet the buses and escort the director to the main office and the students to their homeroom. Explain where the performance areas are and the restrooms.
3. Constantly check homerooms, hallways, and restrooms for proper student conduct. If you spot a problem you cannot correct, notify a visiting director or the adult supervisor in your area. **Adult supervisors should be visible in the hallways.**
4. Constantly be available, with program in hand, to help participants and parents locate their homerooms and performance areas.
5. Stay in contact with the contest office. You might be needed for duties other than the ones you have been assigned.
6. Check performance areas. If for some reason a host or door attendant is not there, fill in until a replacement can be found.

INFORMATION DESK DUTIES

1. Keep well stocked with programs to hand out to those who need them.
2. Answer all the questions that you can. (Read the program ahead of time.)
3. Refer any unanswerable questions or problems to an adult in your area.

BUS GUIDE DUTIES

1. Know ahead of time where buses will park while waiting of students.
2. Escort the visiting students and directors to their homeroom.

DOOR ATTENDANT DUTIES

1. Keep the door closed and allow no one to enter or leave during a performance. Open the doors between performances.
2. Encourage the people waiting outside the door to remain quiet during performances.
3. Fill in for the room chairperson if needed.