

B&O PERFORMANCE ROOM WORKER JOB LIST

- Help the set-up crew for the next band to find chairs or stands if needed.
- Get the original scores for the judges and the listing of the songs, band name and director from either the director or the band's host. (The scores are for the judges – the listing is for you).
- Take the scores to each judge.
- When the band arrives, help them “settle in” as needed.
- When they and the judges are completely ready, announce them via the “Room Worker Script”.
- Make sure that your adjudicators are not taken to task for ANY reason. There is NO exception to this rule. Direct any questions or concerns to the event headquarters.

B&O PERFORMANCE ROOM WORKER SCRIPT

Welcome to the 20__ District V Band and Orchestra Festival. We ask that you please turn off all cell phones and pagers and refrain from flash photography during the performance. Currently seated on stage is the _____ (ensemble name) _____ under the direction of _____. They will be performing _____ by _____, _____ by _____ and _____ by _____. Please join me in welcoming the _____ ensemble name _____.

B&O SIGHT READING ROOM WORKER JOB LIST

- Help the set-up crew for the next band to find chairs or stands if needed.
- Get the copies of the music ready for the next band (CHECK CLASSIFICATION).
- Ask the director how they would like you to notify them of time used/remaining during the prep process (one minute used or six minutes left or another way if they choose).
- When the band arrives, help them “settle in” as needed.
- When everyone is ready, read the process/rules from the MSBOA Yearbook
- Make sure that your adjudicator is not taken to task for ANY reason. There is NO exception to this rule. Direct any questions or concerns to the event headquarters.

B&O SIGHT READING ROOM WORKER SCRIPT

See script written in MSBOA Yearbook

B&O OFFICE WORKER JOB LIST

- As a director arrives to check in, give them a form to fill out that lists their performance pieces and other pertinent information.
- Confirm that their required song is correct for their classification.
- Periodically collect adjudicator sheets from the performance room and the sight-reading room and put them with the individual schools' envelopes.
- Once you have all of the needed ratings from the performance room and the sight-reading room, print off the other documents for the individual schools' envelope. (The site host can help you with specific instructions for this part of the process).
- If you run into any questions that you are unsure of, ask the host chair or the V.P. in charge of S&E.