



**MID EAST
PERFORMANCE
ASSOCIATION**

NUTTER CENTER HOST HANDBOOK

Volunteer Coordinator and/or Group Leader:

- 1. Create a Sign-Up Form or a Spreadsheet that details the various positions and individuals who will cover those positions BEFORE the contest date. Print this out or have it available online, ready to go at your table along with supplies, schedules, candies, snacks, and waters as needed.**
- 2. Have volunteers sign in on the spreadsheet and turn this into the MEPA team at the end of the day.**
- 3. Explain roles carefully to volunteers, remind them to stay in spot until relieved. All positions have instructions to take with them as well, so make multiple copies for each position.**
- 4. Remind them to sign out at the end of their shift.**

Additionally,

- Be willing to fill spots as needed, pulling from one position to fill another. If you have seven warm-up timers, and nobody on a curtain, reassign so that no positions are vacant or understaffed.
- Listen to walkie talkie for questions/help.
- Assist with merch booth when possible.
- You are the point of contact for all questions and/or issues for the volunteers.

VOLUNTEER POSITIONS

Volunteers should sign up for a position they can achieve well based on physical abilities (ability to stand, sit, or walk for long periods of time), as well as their personality.

Volunteer Coordinator- works the entire day of event

1. Monitor the sign up beforehand,
2. Print & bring a report for people to sign in on (easily done on sign up genius)
3. On the show day, this person works the whole day and is the person people check in with, describes their role to them, makes adjustments as designated by the MEPA staff.
4. At the end of the show day, the VC submits the sign-in sheet or types up a list of hours worked and submits it to MEPA.

Loading Dock

Starts 1.5 hours prior to the first performance.

-2 volunteers first shift

-3 volunteers rest of day

Ends after final performance.

Group Check in

Starts 1.5 hour prior to the first performance.

- 2 volunteers all day

Ends after final group checks in.

Admissions

Starts 1 hour prior to the first performance.

- 4 volunteers first shift (2 can be adults, 2 adults/students)

- 6 volunteers rest of day (3 adults, 3 adults/students)

Ends when final performance starts.

Ushers

Starts 1 hour prior to the first performance.

- 8 volunteers first shift (adults/students)

- 12 volunteers rest of day (adults/students)

Ends when final performance ends.

Warm up Timer

Starts 45 minutes prior to the first performance.

- 2 volunteers all day, or
- 2 early and 2 late.

Ends after final warm up finishes. Note lunch breaks for shift times.

Entrance/Exit Curtain

Starts 30 minutes prior to the first performance.

- 2 volunteers all day is ideal.

Ends after final performance.

Additional roles

1 judge runner/security. Sits near the judges to ensure spectators don't enter their area.

2 hospitality. Walks around with a backpack of snacks, sodas, waters for MEPA staff/volunteers.

2 floaters. Covers positions during breaks or meals or absences.

1 medical - First Aid table.

NUTTER USHERS at 210/211, 211/212, 213/214, 214/215



Group CHECK IN

- LOCATION: Loading dock entrance
- Be friendly & remember you are the FIRST FACE of MEPA our performers and directors will see!
- Check group in and write number of performers down on master list. Remind them that MEPA representatives will be checking all people for wristbands before entering the floor.
- Hand a map and schedule to each group with their line of information highlighted.
- Remind them that they are responsible for arriving to warm up on time and they need to load equipment/props after performing.
- They can use the bleachers behind the curtain to store their belongings at their own risk.
- Hand out wristbands to performers.
- Distribute **10** staff wristbands.
- Sections 214, 213, 212, 211 are for MEPA passes or paid spectators ONLY. Performers MUST sit on the sides. Groups who do not comply may be subject to a penalty per rule 8.2.
- Enter into tablet any additional check or card purchases.
- Cash purchases can be made at admissions by Gate 3. (NONE IN 2022)
- There is an atm nearby (near gate 209).
- Alert MEPA BOH & Contest Administrator if Group is late or no show.
- MEPA appreciates YOU!

Rule 8.2: Any group violating any rule or part of a rule, breaching standard contest etiquette or failing to comply with directions from contest personnel for which no specific penalty is provided, shall be penalized for each such violation, not less than 0.1 point up to disqualification at the discretion of the Lead Judge, Contest Administrator, Director of Color Guard, or President.



LOADING DOCK

- LOCATION: Loading dock entrance
- Be friendly & remember you are the FIRST FACE of MEPA some of our guests will see !
- Offer to help MEPA groups unload/load and allowing them to unload only after assigned time.
- Keep area organized in performance order.
- Manage loading dock area & traffic.
- Remind groups to load promptly after their performance.
- MEPA appreciates YOU!

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WARM-UP TIMER

- LOCATION: Guard— Upstairs (body)
Behind curtain (equipment)
Percussion/Winds— McLin Gym
- Thank director or staff member for joining us today.
- Be friendly & smile a lot! Directors/staff may be a little stressed – stay calm & smile.
- Follow the contest schedule portion relating to warm up start and finish times.
- Give 1 minute remaining notifications. Be firm, but polite.
- If group is late, they still end at scheduled time unless their lateness is caused by something on our end.
- Alert the CA of substantial "overtime/use of space"
- Move group to ready-line.
- Be sure to wish staff/guards "a good show"
- MEPA appreciates YOU!

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CURTAIN MONITOR

- LOCATION: At Curtain on performance floor
- Thank director or staff member for joining us today.
- Be friendly & smile a lot! Directors/staff may be a little stressed – stay calm & smile

- **ENTRANCE:** please stand behind curtain; no one should enter or exit during a performance, watch T&P judge for when to allow units to enter.
- **ENTRANCE :** While on the ready line check **ALL** people entering floor for wrist bands, more can be purchased at group check in or admissions by gate 3.

- **EXIT:** hold curtain as groups exit after performance; no one should enter or exit during a performance

- Be sure to wish staff/guards “a good show” or congratulate them on their performance.
- MEPA appreciates YOU!

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USHERS

- LOCATION: A-H on map, be on **outside** of curtain to prevent guests from entering during a performance.
- FILL usher spots in alphabetical order.
- **C, D- must be on warm up side** of black curtain on lower edge of stands.
- **K, L** monitor top of black curtain and entrance between 205/206 and 219/220.

- One of the most important jobs as you interact with our guests & maintain control of guests entering & exiting.
- **Open curtains as group is exiting, close before the “Performing their show....”**
- **Check ALL wristbands/badges as guests enter.**
- **Only** people with wristbands and staff/judge/director passes can enter, there are signs at each entrance of what bands are allowed where.
- Main seating are sections 211, 212, 213, 214.
- Performers can sit in sections 209, 210, 215, 216.
- Be friendly, polite, & smile the entire time
- Refrain from texting, talking on the phone, or working on homework/reading – please stay on task
- **DO NOT allow guests to enter during a group’s performance**
- MEPA appreciates YOU!

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ADMISSIONS

- Be friendly & remember you are the **FIRST FACE** of MEPA that our guests will see
- Keep the lines moving.
- Verify each spectator has purchased a ticket, or that the purchaser has enough tickets for everyone in their group.
- **Direct Spectators to purchase tickets online.**
- **All wristbands are to be placed on the guests by a MEPA volunteer.**
- Some guests may not be comfortable with admission prices; be understanding & if the guest should become disagreeable, explain you will contact a MEPA representative to assist them.
- There is an atm nearby (near gate 209)
- MEPA appreciates YOU!