Job Description

REGISTRATION DESK VOLUNTEER

**In general, your job at the Registration Desk is to welcome competitors and their families, helping them to feel at ease and facilitating a smooth reception of their music and preparing them to enter the performance room.**

1**.** Arrive an hour before the start of the session to set up your table with programs, passes, money box and various supplies for labelling music. Put your name tag on.

2. Familiarize yourself with the "process steps" outlined on the "Welcome sign" at the front of the foyer (and attached below). Familiarize yourself with location of washrooms and parking.

3. As competitors arrive, check them off as present in the Registration Desk copy of the program. Make competitors feel welcome and at ease; answer questions regarding placement of washrooms, procedure etc.

4. If there competitors that are not present for a class advise the Adjudicator Secretary and Hall Convenor. If they don’t show up by the end of the class, draw a line through their name in the Registration Desk copy of the program.

4. Receive music from competitors and make sure it is labelled with the competitor’s name, class number, name of piece and page number. Place a tab on the correct page. Collate the music for each class in performance order.

5. Photocopied music is NOT permitted. If you see photocopied music, advise the competitor and teacher that it is not allowed and help facilitate them finding a legitimate copy from the festival’s books or another teacher. The Hall Convenor and/or the Adjudicator’s Secretary may be able to assist with this.

6. Sell Festival Programs and session or week passes. Competitors and teachers have complimentary entry.

7. Prepare and balance the Tally Sheet for each session.

8. Control the flow of traffic in and out of the performance room, reminding people not to enter during a performance. Monitor noise level and remind people to be quiet, as necessary.

9. Ensure cash box is not left unattended. At the end of the session, give Tally Sheet and money box to Hall Convenor or other designated person.