Job Description

INSIDE DOOR MONITOR

**In general, your job as Inside Door Monitor is to make sure that no one enters or leaves the performance room during a performance or adjudication.**

1**.** Arrive half an hour before the start of the session. Put your name tag on.

2. Familiarize yourself with the "process steps" outlined on the "Welcome sign" so you can answer questions. Familiarize yourself with location of washrooms.

3. Check for session pass as people enter the performance room. Competitors and children enter free of charge. Others should have a pass showing they have paid. If they don’t, kindly direct them to the Registration Desk.

4. Control the flow of traffic in and out of the performance room by opening and closing the door when people are allowed to enter between classes. At times, you may need to hold door shut to keep late arrivals from entering during a performance. There may be occasions when a late arriving competitor or someone else needs to enter between competitors which is fine as long as they are enter discreetly.