Setting up a Festival Venue

**Before Festival:**

* Make sure piano is tuned and there is a good bench available. If it is the piano venue, make sure the bench is long enough to accommodate duet and trio performers, if required. If the bench isn’t long enough, have a chair at the same height readily available for those classes
* For choral and classroom classes – confirm availability and ease of access to risers; music stand for conductor/teacher
* For instrumental classes – have a sturdy chair[s] and music stands available
* Set up table for the adjudicator and secretary.
* This table should be large enough to seat two people and considerable paperwork comfortably.
* This table should be at a distance from the performing area that allows the adjudicator to have a good view of piano and/or competitors, and able to hear well [even small voices and hands]
* The area directly beside and behind the table should be marked off as reserved so parents/teachers are not sitting too close to the adjudicator and secretary, to allow for privacy.
* The venue box with session and class folders, as well as the office and miscellaneous supplies for the adjudicator and secretary, should be placed comfortably beside this table.
* Two comfortable chairs. Ideally, the adjudicator would have an adjustable office chair to allow for ease in writing.
* Set up seating for the competitors and audience. The chairs should be far enough apart to allow people not to be squished. The rows should be far enough apart to allow people to pass in and out with relative ease. Seating for choral or classroom classes will require more seating than solo classes.
* Place chair inside entry door for the Inside Monitor to sit in during classes.
* Set up table in entry way as the Welcome and Registration Desk
* This table should be large enough to seat two people comfortable.
* This table needs to be close enough to main venue entry that it is one of the first things people see upon arrival. It needs to be a little distance away from the actual performance room to help reduce sound bleed into the performance room.
* This area is where the box of programs, money box and miscellaneous office supplies for the Welcome and Registration Desk are stored.
* Check out kitchen facilities and/or near-by options for providing coffee/tea for adjudicators and volunteers. Bring in supply of bottled water.
* Post signage – washroom location, “Quiet Please”, parking instructions, directions – as necessary.

**Before each session, the Hall Convenor should:**

* Arrive in time to unlock venue, turn on lights and turn up heat as required.
* Set out supplies at Welcome and Registration Desk ready to welcome competitors and audience.
* Set piano, bench, chairs, risers etc. as required for the session’s classes.
* Open piano [dusting if necessary] and align bench.
* Check to make sure entry area and performance area are clean, tidy and clear of debris.
* Check washrooms for cleanliness and supplies and contact appropriate person if they are in need of attention.
* Place fresh bottles of water on Adjudicator and Secretary’s table.
* Distribute name tags to volunteers as they arrive.

**After each session:**

* Tidy up entry and performance areas.
* Check washrooms for cleanliness and supplies and contact appropriate person if they are in need of attention.
* Close piano.
* Close any windows and doors that you may have opened during the session.
* Tidy kitchen area, if required.
* Check supplies – programs, office and miscellaneous.
* Make sure the money has been taken by the person responsible.
* Turn out lights and lock doors.