

# BANDSTANDERS

## COMMITTEE BEST PRACTICES MANUAL

**EVENT:** Concert Receptions

TOTAL TIME COMMITMENT: 1-2 hours per concert

NUMBER OF VOLUNTEERS NEEDED 2-3 per concert

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: Set up, serve, and clean up refreshments after concerts.

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): 3-4 long tables, plastic disposable tablecloths

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other):

Freshman/Concert/Symphonic Bands Concert:

Punch or Lemonade- (2) coolers total (1 of each if combo)

Water- (1) cooler

Trays of Assorted Cookies- 500 total cookies

Jazz/Percussion Concert:

50% of above amount

WHERE/HOW TO ORDER SUPPLIES: Social Activities Chairperson will handle

ADDITIONAL SUPPLIES NEEDED: Coolers to mix and serve drinks, ladles from band closet

SET UP GUIDELINES (When? Where?): Auditorium foyer. Meet in Lindbergh Room kitchen at 6:00pm to prepare drinks in coolers and set up everything in auditorium foyer prior to concert.

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): Contact High School Custodian Office to reserve tables and to have them placed in auditorium foyer prior to concert

WHO TO CONTACT WITH QUESTIONS: Social Activities Chairperson

**ADDITIONAL COMMENTS: Something sugar free is also nice to also serve. Also, having parent volunteers from the various bands is helpful and allows them to work in shifts to serve refreshments after each performance.**