

# **BANDSTANDERS**

## **COMMITTEE BEST PRACTICES MANUAL**

**EVENT:** **Large Ensemble Festival**

TOTAL TIME COMMITMENT: **Approx. 7 hours**

NUMBER OF VOLUNTEERS NEEDED: **1**

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: **Set up Green Room with refreshments (coffee, juice, water, soda, fruit, danish ring, cheese tray, crackers, salty snack); order and pick up lunch for judges, directors and Mike (technical support); supply judges with water as needed throughout the day at their table**

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): **Coolers for drinks, coffee pot from teacher's office**

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): **2 cases water, mixed sodas, 1 case juice, 1 danish ring, cheese tray with mixed crackers, chex mix**

WHERE/HOW TO ORDER SUPPLIES: **Social Activities Chairperson will order needed supplies; lunch from Bread Company or your choice**

ADDITIONAL SUPPLIES NEEDED: **Knife to cut fruit/cheese, gloves for handling food**

SET UP GUIDELINES (When? Where?): **Green Room around 7 a.m.**

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): **NA**

WHO TO CONTACT WITH QUESTIONS: **Director of Bands**

ADDITIONAL COMMENTS: **Get menus from Bread Company (or your choice vendor) before the day of the Ensemble Festival; pass to judges and directors before competition begins to get orders; place order before 10 a.m.; check competition schedule to set food pick up time accordingly; students also are welcome to beverages and snacks while working**