

4.



Oregon Federation of Music Clubs

FESTIVAL SIGNUP - VOLUNTEERS

Area/Sr. Club Name _____

Sr. Club Festival Coordinator _____

!!REMINDER!! 2 Teachers/Volunteers are required to be present at all times. This is a National rule!

- **Reception:** Prepare students for class performance. Assign numbers, look over music.
- **Awards Desk:** Prepare student documents/Certificates/paperwork. Record grades. Submit grades to Data Manager.
- **Recital Hall Hostess:** Bring students from reception area and seat them in Recital Hall. After performances, dismiss students back to reception area to receive paperwork. There is to be no contact between teachers and students, once the students have entered the recital area.

YEAR:

DATE(S):

TEACHER NAME

DATE	MON	TUE	WED	THU	FRI	SAT
8:15am-1:00pm Reception						
8:15am-1:00pm Awards Desk						
8:15am-1:00pm Recital Hall						
LUNCH 1:00pm-2:00pm						
1:45pm-5:00pm Reception						
1:45pm-5:30pm Awards Desk						
1:45pm-5:00pm Recital Hall						