



New Mexico Pageant of Bands Function Description Directors Check-In

Last Revision:
09/26/2017
Reports to:
Secretary

Summary

Responsibility is to ensure safety, all the time. Control auto and pedestrian traffic in the Directors check-in area. Ensure that buses enter area in order by scheduled time. Monitor the schools, while they unload students and equipment in a timely manner so that each school gets to the practice field at their scheduled time. Give to each band Director their welcome packet and admittance wrist bands. Get any changes to the program from Directors then contact POB president with changes. Adjust time slots for late arrivals or cancellations, this is important to ensure schools get their warm up time. This is done with the POB president to make sure everything runs smooth. It is key to make sure schools arrive in order and on time.

Roles

- **POB Reps** – Set up flag line at entrance and exit of Directors Check in. Use flag line/barricades in strategic locations to prevent passing and keep movement of vehicles slow. Have Directors packets, Program and wrist bands ready to hand out to each Band Director, have map available to show Bus drivers where to go/park after dropping off bands. Have vests available for volunteers. Maintain schedule list to ensure bands make it to the practice field prior to their start time. Monitor time for bands and equipment to get off buses in a timely manner so the next Band can unload. With the POB President adjust schedule when a school is late or a No show. Brief Volunteers. Ensures no one parks in DCI area. Highland High School is the only school that arrives in POVs, Drivers must have a POB placard placed where it can be seen to be admitted into DCI.
- **Day-of-Event Volunteers** – Volunteer to control entrance raise and lower flag line. This volunteer is given a roster of schools is briefed on when a band can be admitted. The bands are admitted in order as listed in the program. Volunteer to control exit raise and lower flag line. (Mostly needed in PM). Two Volunteers to help control traffic in Directors Check in. Using flags direct buses to the unload area. Ensure band members do not wonder into the traffic areas.

Pre-Event Procedures

- Review signs
- Check flag line
- Submit barricade order to POB
- Get final location of Directors Check in

Day-of-Event Setup

- Placement of signs on fence line and Sign prior to busses turn into Directors Check In
- Placement of barricades for traffic control and flag line at entrance and exit of Directors Check in.
- Collect Directors packets from POB President
- Set up shade structure, Tables, chairs
- Supplies, map, pens, Drinks

Day-of-Event Tasks by Role

POB Rep Tasks

- #1 & (#4) Volunteer at Entrance to Directors Check-In (DCI)
- Check school list to be sure the correct school is there at scheduled time, early arrivals will be sent away to return 10-15 minutes prior to their check in time, this becomes an issue later in the day when bands have a larger number of vehicles.
- Controls entrance to DCI lowering flag line to admit vehicles and replace it once band vehicles have entered.
- Controls exit of DCI lower flag line once vehicles exit replaces it. (In PM a second volunteer can do this)

Day-of-Event Volunteer Tasks

- Using flags direct buses to unloading area.
- Monitor vehicles to prevent passing in DCI especially when bands are no longer on buses.
- Once bands have unloaded to ensure all band members are not in the line of traffic when vehicles have been cleared to leave.
- One is OK in the AM but two are needed in the PM

End-of Day Tear-Down Tasks

- Take down flag line,
- Place barricades in a single location for easy pick up.
- Remove all signs and take to volunteer check in for collection
- Collect personal items.
- Clean-up area.
- Check other areas.
- Assist in tear down and clean up of Volunteer Check in

Post-Event Tasks

- Prepare the Post Event report for distribution at the last (November) POB Organizing Committee meeting. The report should include what went right, what went wrong and suggestions for next year.

Supplies Checklist

1. Pens, clip board
2. Drinks for the day picked up at Volunteer check in
3. Vests, Flag line
4. Chair & Shade structure & table
5. Hat, coat, gloves
6. Sunscreen, Hand sanitizer

Notes

1. _____
2. _____
3. _____
4. _____