



New Mexico Pageant of Bands Function Description Warm Up Area

Last Revision:
09/25/2017
Reports to:
Secretary

Summary

Representatives and Volunteers are to watch the time bands are allowed to warm up. Representatives/Volunteers give three (3) warnings during this time; there is a ten (10) minute, five (5) minute and a two (2) minute warning. This is to help ensure timing runs smoothly for the event.

Roles

- **POB Reps** – Set up area for two (2) bands to have space. Answer any questions and make sure area stays clean and runs smoothly. Give warnings as needed.
- **Day-of-Event Volunteers** – Assist with giving warnings to band and help make sure area stays clean. IF necessary guide bands to the following stations.

Pre-Event Procedures

- Obtain seats and/or table to use at the event.
- Obtain a shade structure (if you have one available to use as POB does NOT supply one)
- Have a cooler for drinks and snacks

Day-of-Event Setup

- Set up and separate the parking lot into two (2) sections using barricades and flag line.
- Make sure all necessary signs are posted.
- Have all timing devices ready
- Periodically check bathrooms for trash, watch water jugs for refills if needed.

Day-of-Event Tasks by Role

Reps Tasks

- Verify which bands go to which side of the warm up area.
- Keep track of timing.
- Make sure students get water if needed.
- Assign a guide to each band if available.
- Make sure guides know the route.
- Check restrooms when needed.
- NO BAND MEMBER IS TO USE THEIR INSTRUMENTS OUTSIDE OF THEIR WARM UP TIME.

Volunteer Tasks

- Watch timing.
- Give warnings as required using the provided signs.
- IF necessary guide bands along the route of the event.

End-of Day Tear-Down Tasks

- Take down any signs and return to Volunteer table.

- Verify all warning signs are accounted for.
- Collect the flag line and take to the Reps
- Collect Barricades and take to the Reps Return to the volunteer table for a new task if needed
- Collect personal items.
- Clean-up area.
- Check other areas.

Post-Event Tasks

- Ensure all signs are returned
- 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. Cooler for drinks and/or snacks.
2. Shade structure if available. PoB DOES NOT SUPPLY THIS
3. Chairs
4. Timing device; can be a watch cellphone or anything that can track time.
5. Hat
6. Sunscreen
7. Coat (may be cold, especially during setup)

Notes

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