

COME ON AND SING!

62nd Annual Regional Convention & Competition • March 20-22, 2025

Volunteer Staffing Job Descriptions

Ever thought about volunteering?

Here is a sampling of some of the volunteer positions needed at a Regional Convention!

GROUP #1. GENERAL ASSISTANCE

- **Volunteer Table** - Checks in volunteers and answers questions as needed.
- **Registration Desk** - Hotel and Theatre
 - General Information
 - Distributes badges and information packets or forms
 - Lost and found
 - Single Event Will-Call tickets
- **Silent Auction** - Assists at the display table by giving instructions on how the auction works or describing items and finalizing closing of the auction and collection of payments.

GROUP #2. TRAFFIC PATTERN

- **Check-in**
 - Check in all contestants
 - Transition to pattern assistant
 - Provide large bags to chorus
 - Remind to turn off cell phones
- **Pattern Assistant**
 - Directs to assigned warm-up room
 - Gives 10-minute allowances for warm-up
 - Directs contestants to bus pick up area
 - Refreshes rooms between competitors
- **Escorts** - From Bus drop off to Warm-Up area to Back Stage
- **Personal Belonging Assistant** - Collects belongings from performing members and gives their bags back to them after the performance.
- **Special Needs Assistant** - Helps attendees in wheelchairs or on crutches to negotiate stages ramps or find seating.

GROUP #3. CONTEST OPERATIONS

- **Doors** - Opens and closes ballroom doors per emcee's directions. No one can leave or enter during a contestant's performance. Doors are staffed both on the inside and outside. Checks audience for badges or single event tickets as guests enter. Badges and/or tickets must be presented.
- **House Lights** - Turns on lights in house on & off as directed by backstage.
- **Headphones** - Helps to visually monitor the total timing of the contest between judges, pattern and video group by listening to all groups and alerting CRC and CC with contest issues when needed.
- **Videography Assistant** – Assists videographer during contests and awards ceremonies. Should be knowledgeable about zoom, panning, etc.
- **Panel Guard** - At contest's end, keeps the audience at a safe distance while copies are being made at the panel table.

GROUP #4. EXTRA

- **Webcast Assistant** - Assists webcast hosts and producer with basic requests as well as effectively manage traffic flow of quartets and chapter representatives in and out of the Webcast area following their stage exit.
- **Volunteer On-Call** - Prepared to help in any area if a volunteer is unable to do their task. This position has an assigned seat in the auditorium.
- **Show of Champions** - Assists with VIP seating and checking badges and tickets.
- **Audience Choice** - Assists with distributing and collecting ballots.