

VOLUNTEER GUIDELINES



WELCOME!

Thank you so much for volunteering to be a part of this event! We would not be able to pull off this day without you!

Today will be a day where kids from all over Southern Missouri will use their talents and abilities that the Lord has given them to minister and bring glory to the Lord.

The following is a list of guidelines to follow to help make the day run smoothly:

- Please arrive at 8:00 a.m. to check in, so you can be at the Volunteer Orientation at 8:15 a.m.
- Do your best to create a supportive and encouraging environment.
- Please clean up after yourself and keep the facilities in order.
- Be on time to your scheduled assignments.
- If you have any questions, please come to the Fun Arts Office.
- Have fun!

We will stick to the following schedule as closely as possible:

- 8:00 a.m. – Check In Opens
- 8:15 a.m. - Volunteer Orientation
- 9:00 a.m. - Fun Arts Opening Celebration
- 9:30 a.m. to 12:00 p.m. - Fun Arts Presentations (See Schedule)
 - LUNCHES WILL BE AVAILABLE FROM 11:30 a.m. to 12:30 p.m. (You will find your Lunch Ticket in your Volunteer Packet)
- 1:00 p.m. until completed - Fun Arts Presentations (See Schedule)
- Time will be announced during Opening Celebration - Fun Arts Closing Celebration and Awards

Thank you so much for giving of your time to serve the kids of Southern Missouri! Your participation here today is vital to the success of Fun Arts.



VOLUNTEER GUIDELINES

HOSPITALITY TEAM

- You will need to arrive by 7:30am to be available to check in Volunteers as they arrive.
- You will be responsible for checking in volunteers and directing them to the morning meeting location.
- You will be responsible for handing out pre ordered merchandise to guests.
- You will be available to sell extra T-Shirts to guests.
- You will be available to answer any questions or direct guests to their locations.

ROOM HOST

- You will be responsible for keeping the room schedule flowing and in control.
- Please announce each participant, once the Judges indicate they are ready.
- You may also announce the participant that is “on deck” or “next”.
- Please announce the location where accompaniment tracks or music CD’s should be taken.
- Please announce for the doors to be shut and for everyone to take their seat before each presentation.
- Also, give everyone a friendly reminder that all cell phones should be silenced during presentations.
- After each performance, you may identify the presenter again and encourage them with a job well done.

COACH

- Please encourage each participant by pointing out areas of strength, as well as giving them positive encouragement and helpful pointers for improvement.
- Only use PENCIL when writing on the Coaching Sheets.
- After an acceptable amount of time has passed and a participant does not show up, write “NO SHOW” across the Coaching Sheet.
- If you observe a fantastic presentation that represents the category well, please turn the Coaching Sheet over and explain why the presentation was so great.
- All completed Coaching Sheets should be turned in to the Runner.

DOOR MONITOR

- You will be responsible for opening and closing the door in between each presentation.
- Do not let anyone enter while a participant is performing.
- Please direct all participants to turn in their music to the soundman.
- You may remain right inside the door of the room during each presentation, so you can watch, or you may stand outside the door.
- Assist the Room Host, as needed.

RUNNER

- Collect Coaching Sheets after the Coaches have completed them.
- Bring all completed Coaching Sheets to the Fun Arts Office.
- Be available to the Room Host or Coach to deliver messages to the Fun Arts Office.

SOUND TECHNICIANS

- Sound Technicians should collect accompaniment music from each participant.
- Please take the cue to start the music from the Room Host and/or participant.
- Please contact the Fun Arts Office if there is a problem with any of the sound equipment.

SECURITY

- Security should be walking through the building making sure kids are with an adult.
- If a child is not with an adult, help them locate their adult or bring them to the Hospitality Team.
- Make sure all outside doors are locked and secure after the Opening Ceremony has begun.
- In most cases, just having a roaming presence will help discourage any disruptive situation.
- If a guest gets aggressive, please do not engage in confrontation. Make sure all children and other attendees are removed from the area and notify the Fun Arts Office. We will call on local law enforcement to remove the individual or individuals from the property, if necessary.
- Fun Arts Security Volunteers are not allowed to carry firearms.
- Should a medical emergency take place - call 911, if necessary, and then notify the Fun Arts Office.