

# TCMF 12 Volunteer Orientation

Thank you so much for volunteering your valuable time and effort for this, the inaugural Texas Community Music Festival. While each performance group will be doing much of their own “shlepping,” you will be needed to help answer questions, “watch the store” and keep things running smoothly.

We will need **at least two** volunteers at all times, and Herb, Kathleen or Jim will be on site at all times, along with some members of the Austin Civic Wind Ensemble.

## FESTIVAL DATES/TIMES

**Friday, April 21, 2017 – Sunday, April 30, 2017**

**(please consult the schedule at <http://tcmfestival.com>):**

- Weekends, from 10am (first downbeat at 11) until 9:30pm (end of last performance at 9).
- Weeknights, from 5pm (first downbeat at 5:30) until 9:30 (end of last performance at 9).

## **Here are the tasks that we must perform:**

**1) Check in table.** One volunteer should monitor the entrance and be at or near the table at all times to check in ensembles as they arrive, direct them to the staging area – which is on the stairs to the right of the stage area. Remind everybody to be respectful of the groups playing before and after them, and keep tuning and warming up for the 15-minute break period. Most of these groups have performed here before, so they know the drill.

If musicians ask where to park – and they will – you can tell them to unload at the curb and then park their cars either at the parking lot at 39<sup>th</sup> and Guadalupe (then walk through the park to the Café) or in the Heart Hospital parking garage above the third floor. Parking is free.

**2) Security.** One or two volunteers should be “on guard” during each performance, watching to make sure that participants’ cases and equipment are not disturbed. **This has never been a problem, but there’s always a first time. We generally have more stands, tuners, folders, etc. left behind than anything else, so please be mindful of that.**

**3) Stage hands.** One of two volunteers should be available to help bands move chairs and stands between acts. I imagine most groups have their own people

to do this, but it is imperative that we make the transition between acts as quick and quiet as possible.

Our sound engineer will direct you to the specific needs of each group. He often has to make a LOT of changes to the stage/sound under VERY tight time constraints, so please be respectful of his concentration, and save unrelated questions for during performances when the stage is set. Once everything is set to go, please offer/distribute bottled water to the musicians!

- 4) **ACWE/Audience Ambassadors.** Distribute handbills and schedules to Central Market patrons we often tape them to the tables surrounding the stage and on the deck. Refresh them as needed when they are missing or soiled. These materials will all be available at the checkin table. Answer patrons' questions about the festival. These will usually be pretty basic (how long is the festival, how long has it existed, what the name of the band playing is, etc.) Any questions you are unsure of can usually be answered on the website, so share it! This is also a great opportunity to tell people about ACWE and/or encourage donations to our nonprofit organization!

Much of this will be common sense and a lot will have to be played by ear. But your participation is GREATLY appreciated. It will help make the Ninth TCMF the Best one to date! (All kidding aside, we couldn't do it without you.)

### **Festival Contacts:**

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**or via email at [info@tcmfestival.com](mailto:info@tcmfestival.com)**