



TCMF Volunteer Orientation

Thank you so much for volunteering your valuable time and effort for the Texas Community Music Festival.

Please check in at the “check in table” when it’s your turn to volunteer.

When you check in, please get a “Volunteer” badge to stick onto your shirt and identify you. Also, if you have a TCMF shirt, please wear it while you volunteer, or wear the appropriate dress for your band.

We will need your help with the following tasks:

- 1) Check in table.** One volunteer should be at the table at all times to check in ensembles as they arrive, direct them to the staging area – a special, roped off area which will be determined by Central Market at the start of the festival – and remind everybody to be respectful of the groups playing during the festival. This year, there will not be very many 15-minute breaks that don’t include performances on the “deck.” So you may suggest that the groups tune and warm up in the parking lot closer to the Heart Hospital.

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 39th 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. **Please direct groups to store their cases on the walkway behind the stage area (up the short flight of stairs.)**

- 3) **Stage hands.** One of two volunteers should be available to help bands move chairs and stands between acts. 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.
- 4) **Equipment transportation.** When bands check in, please ask them if they need help unloading equipment and bringing it to the stage area. Please offer them assistance if requested.
- 5) **Handbills.** Please help distribute the small handbills of the TCMF schedule to the audience. It's best to tape them down on every other table, if possible, and have a number on hand to distribute to audience members if they ask. And they will. Definitely keep a copy of the handbill on you at all times because people will want to know what's coming up.
- 6) **FYI – bottled water will be available for the musicians in a large cooler off to the side of the stage. We do NOT provide food. If the players ask, and they will, let them know.**
- 7) **IN CASE OF BOREDOM** – In case you run out of things to do, please sit back, relax and enjoy the excellent weather and fabulous music.

AGAIN, a lot 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 EACH TCMF be the best one to date! (All kidding aside, we couldn't do it without you.)

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