

# Volunteer's Guide

To all our Volunteers

To those of you who are volunteering for the first time, please do not hesitate to ask questions. If you are unsure of anything, if you feel overwhelmed at any time or need supplies or a cup of tea don't hesitate to flag down a committee member who will assist you.

The Orange Eisteddfod Committee expresses our appreciation to you for your help at the Eisteddfod. Without your valuable support this event could not continue. To say thank you, we invite you to take a *Volunteer Voucher* each time you help. This will allow you free entry to any session, except dance groups.

We hope you find your experience working at the Eisteddfod an enjoyable one.

# MUSIC

**All Volunteers:** Please sign the volunteer book on arrival and departure, take identification lanyard and volunteer voucher. Read and sign the Workplace, Health and Safety Guidelines.

## Door

- Please arrive 45 minutes before the session commences.
- Collect float and tickets from committee member.
- Give a ticket to each paying member of the audience.
- Use card machine for those paying with a credit card.
- At the end of the session, place tickets and takings in the bag provided and give to the Office volunteer.

## Office

- Please arrive 45 minutes before the session commences.
- Two volunteers share the following tasks:
- **BEFORE THE SECTION BEGINS**
- Mark the competitor's names off in the program.
- Collect music and music photocopies and place in Section Folder. Ensure that music is in performance order, has been marked with the section and competitor number.
- Collect and check Information Sheet from competitors, and place in performance order. Staple.
- Give stapled Information Sheets to the Stage Manager, and Section Folder to the Penciller. **WHEN PREVIOUS SECTION HAS FINISHED:**
- Collect Result Sheet & music in the Section Folder from the penciller.
- Record results for 1st, 2nd, 3rd, Highly Commended in the Office program.
- Record the names of winners on the Result Sheet.
- Write out the certificates for the winners. (1st, 2nd, 3rd, Highly Commended)
- Attach money prizes to certificates. (Ask committee member for money envelopes.)

- Give out Comment Sheets, certificates and prizes. Ask competitors to sign the Result Sheet if collecting money prizes.

PLEASE TAKE YOUR TIME TO ENSURE THIS PROCESS IS COMPLETED CORRECTLY. There is no time limit on the completion and distribution of certificates and prizes, and you should not feel pressured by people waiting to collect them.

- File the Result Sheet when complete.
- All photocopied music to be placed in a box for discarding later. Return original music to owners.
- Keep any unclaimed result sheets and certificates in folder.

### **Penciller**

- Please arrive 20 minutes before session commences. Collect fresh water and glasses.
- Write section number, title of song or item and date on Comments Sheet and give to the adjudicator along with the competitor's music.
- Transfer the marks onto the official Results Sheet and sort the adjudication sheets.
- Place all paperwork including music, in section folder and hand to office volunteer.
- Time performances if requested by adjudicator.

### **Stage Manager**

- Please arrive 30 minutes before session commences. Please **begin on time**.
- Collect competitors' Information Sheets (stapled in order) from the office volunteer and see that competitors are present and ready to perform.
- Welcome the adjudicator at the beginning of the session.
- Change section and competitor numbers on the stand at the front of the stage.
- Announce section number and name, including sponsors if any. (See Stage Manager's book.)
- Announce competitor's number - not name.

- Assist with putting music stands on stage. Technicians will move piano when necessary.
- Record results in Stage Manager's book, announce results, giving names, and present trophies and medals if needed.
- Record time at end of session.

**Please note as part of the Workplace, Health and Safety Guidelines of the Orange Civic Theatre you must always sign in and out when volunteering for the Eisteddfod.**

## Dance

**All Volunteers:** If you have any questions, please ask a committee member for assistance.

Please sign the volunteer book on arrival and departure.

Take a volunteer identification tag and volunteer voucher. This entitles you to free entry to watch a performance outside of your rostered times if non-purchased seating is available.

Please read and sign the Workplace, Health and Safety Guidelines.

### Door

- Please arrive 45 minutes before session commences.
- Collect float tin, tickets and chocolates from the upstairs office area.
- Collect money and give a ticket to each paying member of the audience.
- At the end of sessions, return tickets and takings to the Office Volunteer.
- For solo sessions we have an EFTPOS facility. It is very easy to use, but a committee member will assist you if you are unsure.
- Group session tickets will be purchased through Ticketek, but still need to be checked as patrons enter the auditorium.
- All non-competitors require a ticket, excluding under school age children. All parents and carers must show their ticket/pass to escort their child to the green room. (Please use your own discretion if they are running late for a section)
- If you have any questions, please ask the office volunteer to locate a committee member for assistance.

### Green Room

- Arrive 30 minutes before session commences.
- Mark the competitor's names off in the Green Room book.
- Write the name of the Demi Character or National Character item next to the competitor's name. Give details to the Stage Manager.

- Assemble competitors in The Green Room ready for the next section. Allow only one competitor at a time on side stage during performances.
- Help with placing props on stage if needed. Children are encouraged to place their own props.
- For improvisation sections, assemble competitors in the stairwell, escort to the upstairs dressing room and supervise. Send down competitors when called for.
- Organise morning and afternoon tea for the adjudicator.
- Please try to keep competitors waiting in The Green Room quiet during sessions.

### Office

- Please arrive 30 minutes before session commences.
- There will be 2 volunteers rostered on for each session.
- If there are any trophies for that session, please take them to The Green Room.
- If there is an improvisation programmed in the session one person will be required to help. Please check in with The Green Room volunteer.
- After each section the folder, containing the result sheet and adjudication reports is to be collected from the Penciler in the Auditorium.
- Ensure the results have been recorded on the official record sheet found on the front of the folder if the Penciler has not had sufficient time.
- Record placings in the results book.
- Write each competitor's name on top of the adjudication report sheet.
- Write out certificates and paperclip them to adjudication report sheets and prizes.

**PLEASE TAKE YOUR TIME TO ENSURE THIS PROCESS IS COMPLETED CORRECTLY. There is no time limit on the completion and distribution of certificates and prizes, and you should not feel pressured by people waiting to collect them.**

- Hand out adjudication report sheets, certificates and prizes. (12 yrs & under - medals, 13 yrs & over – money).
- Have recipients of prizes sign the results book.
- Keep unclaimed certificates and results in the folder.

### **Stage Manager**

- Check with the green room person for any withdrawals and names of Demi Character and National Character items if necessary and mark in the stage manager's book.
- Read the "Acknowledgement of Country" at the beginning of each session.
- Welcome adjudicator, audience and competitors at commencement of each session.
- Digital Numbering. Type section and competitor numbers on computer.
- From front of stage, announce section number and name, including sponsors if any. (Found in the stage manager's book).
- Announce individual competitors from backstage. Go to the front of the stage to announce placings.
- Assist with placing props on stage.
- Work curtains for the beginning of 8 years and under groups only.
- Work house lights - full lights between sections, half lights for performances.
- Record results in stage manager's book and announce results to the audience, giving names of placegetters.
- Help with presentation of trophies if any.

### **Music player - (Laptop)**

- Arrive 30 minutes before session commences.
- Music is now provided to the player as a playlist on a laptop. There will be an opportunity for training on this new system at the Volunteers Induction Sessions, but if you are unable to attend a trained person will assist you until you are comfortable with the system.
- Check that the session uploads are ready to play.

- Check that you have a list of competitors present and absent.
- Help with improvisation when necessary.
- MUSIC FOR IMPROVISATIONS WILL STILL BE PROVIDED ON A CD.

### **Penciller**

- Please arrive 20 minutes before session commences.
- Write the section number and date on the top of the adjudication report sheet.
- For Demi-Character and National Character, the name of the performance is to be written on the top of the adjudication sheet.
- Write the adjudicator's comments on the report sheet in legible handwriting.
- Write the marks on the bottom of the adjudication sheet.
- At the end of each session, hand the adjudicator the result sheets for marks and placings to be added.
- Transfer the results onto the official record sheet found on the front of the folder.
- Place comment sheets inside the appropriate folder to be collected by Office Volunteer.

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# Speech and Drama

## Door

- Please arrive 30 minutes before the session commences.
- Sign the volunteer book on arrival and departure, take an identification lanyard and volunteer voucher. Read and sign the Workplace, Health and Safety Guidelines.
- Collect the float, tickets and programs from the committee member.
- Collect chocolates if needed.
- Give a ticket to each paying member of the audience.
- At the end of the session, place tickets and takings in the bag provided and give to the office volunteer.
- Use eftpos facility for payments. An instruction card will be available or ask a committee member.

## Office

- Arrive 30 minutes before the session commences.
- Sign the volunteer book on arrival and departure. Take an identification lanyard and volunteer voucher. Read and sign the Workplace, Health and Safety Guidelines.
- Collect prize money from the committee member.
- Do not take any new entries.
- Mark the competitor's names off on the program. Only mark off names in that session.
- **FOR THE ADJUDICATOR:** Collect a copy of the item to be performed, ensuring that the section and competitor number are clearly marked. Look to ensure the name of the competitor is NOT on the page. Place in order in the section folder.
- Clearly print the title of the performance item on the coloured page. No names should be recorded. Indicate if a competitor has withdrawn.
- Just prior to the scheduled time of the session, take the folder with the performance items and attached coloured sheet to the Penciller.

- **FOR THE STAGE MANAGER:** Clearly print the title of the performance item next to the name of the competitor. Indicate if a competitor has withdrawn.
- Take the white page with the competitor names and title of performance item to the Stage Manager.
- On completion of the section, collect the results folder from the Penciller.
- Write out certificates for placegetters.
- Give out Adjudicator report sheets, certificates and prizes. Ask recipients to sign for money prizes.

PLEASE TAKE YOUR TIME TO ENSURE THIS PROCESS IS COMPLETED CORRECTLY. There is no time limit on the completion and distribution of certificates and prizes, and you should not feel pressured by people waiting to collect them.

- At the end of each section all copies of performance items are to be placed in the tagged box to *be shredded*.
- Keep unclaimed certificates and results in the folder.
- Arrange morning or afternoon tea for the adjudicator and volunteers.

### Stage Manager

- Please arrive 30 minutes before the session commences.
- Sign the volunteer book on arrival and departure, take an identification lanyard and volunteer voucher. Read and sign the Workplace, Health and Safety Guidelines.
- The Office Volunteer will bring you the page indicating who is competing and the names of the items in each section.
- Competitors will be seated in the front rows of the Theatre.
- Check that the competitors are seated in the correct order of performance, designated by numbers attached to the seats, and ready to perform. Ensure section starts on time.
- Welcome to Country should be said at the beginning of each session.
- Welcome the adjudicator at the beginning of the session. Remind the audience to turn mobiles off and not to enter or

exit the wing while a competitor is performing. Announce that photography, by any means, is not allowed.

- Change section and competitor numbers on the stand at the front of the stage.
- Announce section number and category, including sponsors, if any. Announce competitor's number and item to be performed. Do not announce name.
- Record results in the Stage Manager's book.
- Announce results and hand trophies and medals to competitors if requested.
- If there are any problems, please refer to a committee member.

### **Penciller**

- Please arrive 20 minutes before the session commences.
- Sign the volunteer book on arrival and departure, take an identification lanyard and volunteer voucher. Read and sign the Workplace, Health and Safety Guidelines.
- Write section number, competitor's number, title of item and date on the report sheet ready for the adjudicator.
- Carefully follow the text of the item being performed and indicate to the adjudicator if prompting is necessary by the adjudicator.
- Using the stopwatch or your phone, time the sections that have time limits.
- Transfer the marks on to the official results sheet and sort the adjudication sheets. Discuss with Adjudicator if unsure.
- Place all paperwork, including item copies, in the section folder and hand it to the Office Volunteer when they come to collect the folder.

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**Special thanks to our valued sponsors.**

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