

# A Cappella Volunteers

## **Posters (need at least one per community and place)**

Help put up posters to publicize the show. Need help especially with outlying areas such as Savoy, Monticello, Mahomet, Rantoul, St. Joseph, Champaign and Urbana, U of I, Parkland, area churches, schools, etc. Special focus on schools and organizations with music interest.

## **Food for Groups (need 1)**

In charge of food for those performing in the show, as well as volunteers. Plan menu, shop for food to feed performers/workers, deliver to the school the day of the event and assist with setting food up in cafeteria. Plan and budget due in early February.

## **Set-Up (need 4)**

Work with student volunteers to set-up warm-up rooms for each group, concession area, ticket booth, stage, directional signs, etc.

## **Food Servers/Clean-Up (need 3 each slot)**

Help to set up and serve food to the performers. Also clean up cafeteria when done. Put remaining cookies in "goodie bags" for performers.

## **Baking Cookies (need 8)**

Prepare 3 dozen home-made cookies and deliver to the high school by 3:30 p.m. the day of the concert.

## **Cases of Water, Veggie Trays, Fruit Trays, Cheese & Cracker Trays (as posted)**

Instructions as posted on sign-up form. Water by 3:30pm rest of items by 5:00pm.

## **Coolers (need 3-4)**

Bring large cooler to the high school for the event concessions/some performer rooms. Please mark with your name.

## **Ticket Booth (need 2 per show)**

Sell tickets and handle will call window the night of the event.

### **Entrance Monitors/Greeters (3 per show)**

Monitor front and back door to help people find their way into the auditorium, assist elderly with doors if needed, direct people to ticket booth (if they need to pick-up/buy tickets), etc.

### **Concessions (need 2 per show)**

Sell candy and water before/during/after each show.

### **Raffle (need 1 adult per show)**

Works with student volunteers to sell raffle tickets to those attending the concert.

### **Ushers (need 4 per show)**

Take tickets for entry into auditorium, help people find available seats, direct people to restrooms, etc.

### **Photographer & Videographer (need 2)**

Photographer takes still photos before and during the shows using their own digital camera. Videographer takes video of actual shows and needs a video camera. Save raw photos and video files on CDs/DVDs for use on Booster website and future PR.

### **Clean Up (need 6)**

Help to clean up warm-up rooms and put back classrooms back in order, empty coolers, pick up trash in auditorium, remove signs, etc.