



Greetings ,

Thank you for volunteering to serve as a Talent Escort and Production Assist for the 2016 'In the Spirit Entertainment (ITSE)' National Talent Competition which begins with auditions/workshops on **January 19<sup>th</sup> 2016**, semi-finals on Friday, **February 26<sup>th</sup> 2016** and the competition finals on **Saturday, February 27<sup>th</sup> 2016** at the Marietta Performing Arts Center at 1171 Whitlock Ave NW, Marietta, GA 30064. Before submitting an application, **please read the following information carefully.**

### **Responsibilities**

You have a lot of responsibility when you are a Talent Escort. Talent Escorts accompany the artist/choirs, throughout the entire event, making sure that the artist/groups remains on schedule and are on stage at their appointed time. The entire production runs on a very strict schedule. One of your many duties include to maintain the artists location and to keep the artist from wandering off. You have to be cordial yet firm in getting the artist/groups to the stage and to rehearsal on time. It is also your responsibility to be flexible should situations call for your assistance.

The production assistant also will have a lot of responsibility which includes assisting the production crew and everyone on the production team during the event. You may work on the set with cameras, lighting, with a celebrity or as a runner and timekeeper, etc. We are seeking Production volunteers with strong communication and motivational skills. One of your main duties is to be able to take direction with excellent communication skills with the production team. You will be assigned a specific area to assist production team.

Talent Escorts will sit with The ITSE finalists or talent performers for the show. They are seated in the audience until they are called to perform at which time they proceed to the stage to perform. They then exit backstage where they are "led to press" for photos, interviews or seated in the audience. You will remain with the artist the entire time. After the show, when the artist has left the building, you are responsible to go into the dressing room and remove all trash.

### **Assignment**

Volunteering for a talent competition show requires focus; this provides a tremendous opportunity for enjoyment. Please keep in mind that your assignment is random. You may be assigned with an artist or one of the groups who are participating in the event. The production schedule is constantly changing therefore you will receive your assignment either during training or the day of the show. If you are assigned an artist on Thursday or Friday our goal is that you will escort the artist during the entire weekend. If you are assigned to the production team our goal is to give you the contact person and will work with the production team the entire weekend. This will include Red Carpet event, etc.

### **Attire**

#### **Thursday Training Attire:**

Relaxed business casual

#### **Saturday Event Attire:**

Escorts **MUST** wear ALL black (business casual/Sunday best). You will be standing so please wear comfortable black shoes. Ladies, please **NO** tight, short skirts, sleeveless tops, or low cut clothing. Men, **NO** tight pants, sagging pants, or muscle shirts.

## Training

It is **Mandatory** that all Escorts attend a training session. Below is the training schedule:

- Friday February 26<sup>th</sup> 2016 at 5:00 PM, Marietta Performing Arts Center
- Saturday, February 27<sup>th</sup> 2016 at 8:00 AM Marietta Performing Arts Center

## Escort Arrival Time

We always need Escorts before the event; therefore, Thursday morning is the best time to arrive. The artist will begin entering into the building on Friday and Saturday for sound checks. The duties may include (but not limited to) escorting, background singer fill-in (no vocals), airport and hotel duty. Please keep in mind, we have no control over the schedule therefore if you volunteer expect to work all day. We cannot provide you with a leave time; your job will be completed when the task is completed. Some assignments may be as short as 2 hours and others as long as 6-10 hours. We suggest that you eat a full meal and bring snacks. Friday will be the last training day so you must attend the evening training session. **EVERYONE MUST BE TRAINED.**

On the day of the show it is important that you arrive on time. You will receive a call time for Saturday that is somewhere between 8:00 AM to 10:00 AM. Expect to be here all day because **the show may end around 10:00pm.** You may **NOT** leave the building. Please eat a full breakfast. Lunch will be provided. In the past, the production team served lunch meat sandwiches, chips, and pop. We suggest that you bring additional food items with you to eat during the event.

## Mock Schedule

- **Saturday-** If you are volunteering on Saturday, February 27<sup>th</sup> 2016 between 8 AM-until, so please submit your arrival time and we will assign you accordingly.
- **Saturday- 8:00 AM-until show is over. You may not leave the building.**

## Emergency/Sick

We are counting on you to help make this event a success. If you are unable to attend the event due to emergency or sickness, please contact Crystal Manning. **IMPORTANT: If you fail to show or leave early you will be placed on a "DO NOT CALL LIST" for future shows!**

## Travel and Hotel Accommodations

Please keep in mind that it is your responsibility to make your own travel and hotel accommodations. You may find better rates away from downtown. Here are the hotels near the airport and in Marietta Georgia

### **Airport**

Holiday Inn Atlanta-Airport-South  
4669 Airport blvd  
College Park, GA

Atlanta Airport Marriott  
4711 Best Rd  
Atlanta GA 30337  
404-766-7900

Hilton Atlanta Airport  
1031 Virginia Ave  
Atlanta GA 30354  
404-767-9000

**Marietta**

Courtyard Atlanta Marietta/Windy Hill  
2045 S Park Place  
Atlanta Georgia 30339  
770-955-3838

Hilton Atlanta/Marietta Hotel  
500 Powder Spring  
Marietta, Georgia 30339  
770-427-2500

Studio 6 Atlanta Marietta  
2360 Delk Rd SE

Marietta, Georgia 30339  
770-952-2395

After you have read the entire document, please submit your application ASAP to be assigned. If you return after Tuesday, February 11th, 2016 we cannot guarantee you will be selected to participate. If you have any questions or your plans change, please contact us at your earliest convenience.

**Crystal Manning**  
**ITSE Chief Administrator Officer and Talent Escort Coordinator**  
**469-263-0885 or 877-775-8725**  
**crystal@inthespiritcompetition.com**

**ITSE Talent Escort/ Production Volunteer Application**

**Please submit your application by email, please fill-in or underline the appropriate information. Thank you!**

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

Is this your first time serving as an Escort? Yes No If no, how many years have you served as an Escort? \_\_\_\_\_

Are you traveling with a group? Yes No Name of group contact person \_\_\_\_\_

If no, who invited you? \_\_\_\_\_

What day are you arriving in Atlanta, GA ? Thursday- Arrival Time \_\_\_\_\_ Friday- Arrival Time \_\_\_\_\_

We always need Escorts before the event. Duties may include (not limited) escorting, background singer fill-in (no vocals), airport and hotel duty. What day and time can you serve as an Escort?

Thursday Availability \_\_\_\_\_ Saturday Availability \_\_\_\_\_

What day do you plan to attend training? Friday, February 25<sup>th</sup> 2016 5:00 PM

Saturday, February 27<sup>th</sup> 2016 8:00 AM

I FULLY UNDERSTAND ALL THE RESPONSIBILITIES THAT ARE REQUIRE OF ME AND WILL FOLLOW ALL THE  
GUILDLINES AND INSTRUCTIONS.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE SUBMIT YOUR APPLICATION TO:  
**CRYSTAL MANNING**  
**TALENT ESCORT COORDINATOR**  
[CRYSTAL@INTHESPIRITCOMPETITION.COM](mailto:CRYSTAL@INTHESPIRITCOMPETITION.COM)