

Festival Jobs

- DTASC Drama Festivals are run completely by members. This helps keep entry fees low.
 - DTASC is 20% bigger than it was 10 years ago. DTASC board members work hard, but can't do everything.
 - ALL members are needed to help throughout the day.
 - Someone could have several jobs during the festival, for instance:
 1. Rules Checking / Judging for Rounds 1 and 2,
 2. and sorting share sheets,
 3. and serving as MC for one of the Awards Assemblies.
 - Note: Some of the job descriptions have changed.
 1. New categories have been added.
 2. Some categories you remember may not be listed here any longer.
 - Please read these and **decide by March 23** which festival job(s) you will sign up for. Division VPs will make final assignments at the org meeting. If you don't sign up, you'll be assigned.
-

Job Descriptions

Text Liaison between Judges and Room Chairs - available all day during festival to troubleshoot any communication needs. Must be good at texting and multi-tasking. Must get personal cell phone programmed with the day's text number and have unlimited texts. Must bring charger for cell phone.

Registration/Information - be there by 7:15 a.m. to set up table, understand your specific job, and be ready to deal with registration processes starting at 7:30 a.m. and continuing until last arrivals of the day. Then registration table moves to t-shirt table & becomes Information Table throughout day. Available for Rules check/judging if needed.

Parent Passes - be there by 7:15 a.m. to set up the table and clipboards, get a code list to keep secret as much as possible, and to prepare yourself. All non-participants other than DTASC coaches wear Parent Passes. They have to sign a list with their name & cell phone & school code; make out a name tag with their name, their school code and the date; and sign a Code of Conduct form which they leave with you. After Registration closes, Parent Passes moves to the T-Shirt table. All papers that have been signed up to that time are sent to Rules.

Rules Checking / Judging - Available *every round* to judge and check for rules violations as needed. Get assignment packet at Registration; attend the Judge Orientation about 8:15 am, especially if you're new or haven't judged recently. Check with Rules during lunch to see what room you need to check for Semi-Finals. Check with Rules after Semi-Finals to see whether you're needed for rules checks in Finals Rounds.

Coordinator for Rules Check / Judging - Start by 7:15 am; finish when all coach assignments for Rounds 1&2 are covered. Hand out Rules Check/Judge packets & Rules Violation forms at registration table. Find replacement for any pre-assigned coach who does not come to the festival. Available for other jobs after round 1 starts, including Rules Check / Judging.

Sorting Share Sheets - Share sheets will be available near the end of round 2, the end of Semis, and sometimes the end of Finals. They need to be sorted according to school code and, late in the day, stuffed into envelopes. Times are approximate.

- Round 2 - 1:30 pm
- After semis
- After finals

Chairperson is responsible for getting the 12x15 manila envelopes from Judges or Tabs and seeing that each school code from each division has an envelope. Chairperson will also train any new workers throughout the day and make sure the boxes of share sheets get to the assemblies.

Tech Coordinators - available throughout tech rounds, which could last all day or only half. One for each tech category for Varsity, one for each tech category for MS/JV. You may choose your event. Your job is to keep things moving, to make sure every entry has all the required items (and to have judges note any missing items on the ballot), and to make sure the judges get everyone ranked (without talking to each other about it). You will be given a copy of a speech for the beginning of the round; as long as you cover the main points, you can change the words. If you're reading it aloud, please be dramatic and interesting.

T-Shirts - available to sell t-shirts and whatever else we have, available for rules check/judging if needed. Chairperson gets cash box from treasurer first thing in morning, returns it to Tabulations when sales end. *Note: Never leave cash box unattended.* Those on last shift pack remaining t-shirts etc into storage tubs in logical system (all same size together, all of same color pins together, etc). Inventory would be appreciated.

NOTE: The T-Shirt Table personnel also handle **Parent Passes** after Registration closes. All Parent Pass info also goes to Tabs at end of day. Description of Parent Pass duties is on page 1.

T-Shirt Chairperson: All Day: from set-up to 6 p.m. (but can simply check on workers throughout day; does not have to be at the table the entire time); assigns schedule for workers (*T-Shirts continues on next page*)

T-shirt sales schedule:

1. Set-Up/ Morning shift until 11 a.m.
2. 10 a.m. - 1 p.m.
3. 11 a.m. - 2 p.m.

4. 1 p.m. - 4 p.m.
5. 3 p.m. - closedown
6. 3 p.m. - closedown

Supervision/Clean-Up - supervise during any times that students are not in rounds and keep areas clean, available for rules check/judging if needed
(NOTE: All teachers and all parents are supposed to help with this as well.)

Adult Lunch Ticket Checker - Verify that adults coming to lunch are judges or their school has pre-paid their lunch. Sell lunches to other adults. This is only during lunch; can handle several other jobs.

Tabulations - work all day during festival - might be Troubleshooting or rules check/judging Round 1. There are 2 main jobs:

Taking ballots at door: should be friendly & able to notice details.

Inputting scores: should be able to notice details and have very good computer skills. Need to be comfortable with Excel until we get the official computer program fully functional.

Emcee - Handle all announcements in **assembly area** during the day

Emcee - For **Varsity Awards Assembly** - host the assembly, announce the winners (two people can alternate, or one can do it all)

Trophy Wrangler for Varsity Awards Assembly - hand correct trophies to students

Emcee - For **Junior Varsity Awards Assembly** - host the assembly, announce the winners (two people can alternate, or one can do it all)

Trophy Wrangler for Junior Varsity Awards Assembly - hand correct trophies to students

Emcee - For **Middle School Awards Assembly** - host the assembly, announce the winners (two people can alternate, or one can do it all)

Trophy Wrangler for Middle School Awards Assembly - hand correct trophies to students

Room Chair Coordinators - Should be set up and ready to go before 8 a.m.; available early morning and all day to oversee room chairs, as needed. Jobs include showing training video; seeing that room chairs get programs, packets, assignments and stop watches; answering their questions; getting room chair sheets from Tabs for Semis & Finals; collecting stop watches and packets.

Notes regarding the students you organize: Room chairs will pick up their judges for round 1, when Judges HQ tells you to send them over. Room chairs also escort the judges to Tabs to turn in their ballots. Room chairs will have a number to text to, to report problems, ask for more judges, etc.

Judges Coordinators: Assign judges to rooms. Someone has to do the pre-festival set-up; the others are needed the day of the festival.

Judges Lunches - Preferably handled by Host School. Order pre-festival, coordinate lunch on day of festival.

Hospitality - Preferably handled by Host School. Purchase refreshments for judges, available all day to keep tables stocked and clean. If DTASC personnel, available for rules check/judging if needed.

NOTE: If hospitality is inadequate, judges are unhappy. Not good to have unhappy judges.

Rules Violations - Available all day, although could judge Round 1. Violations will start to arrive at the end of Round 1 and continue thru the day. Call in coach, discuss violation & what needs to be done about it. Record everything. If the violation requires a judge to follow up, assign someone to handle it.

(NOTE: We currently have an excellent team handling this, and there is no room for more people. However, the job is listed here so people will be aware of it, and because everything changes eventually, including excellent teams.)

Trophy Pick-up and Delivery - Pick up trophies and plaques from Trophy Masters in Westchester, deliver them to festival, unpack and organize them. (NOTE: We currently have an excellent team handling this, and there is no room for more people. However, the job is listed here so people will be aware of it, and because everything changes eventually, including excellent teams.)

NOTES FOR ALL:

- **Job sign-ups** for each festival are handled thru SignUpGenius. For this festival, sign-ups are at <https://tinyurl.com/y9cjthv2>
- Please sign up for as many jobs as you can handle during the day.
- Next week an **email with links for Registration and for Jobs** will be sent to everyone who signed in at the mandatory meeting, including the people who were represented at the meeting - if the person repping them typed in their email.
- If you do not get the email with links by a week from the meeting, contact one of the board members.
- If you need to change jobs, contact dtascgregchanges@gmail.com - the same as you would for correcting entries, getting an invoice if you don't receive a usable email, and just about any question related to festival.
- **Judge sign up:** <https://tinyurl.com/y7vtlb8c>
If you want enough judges for each room, please get people to sign up to judge.
We'll send them reminders automatically.