

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 Sept 28** 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.
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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 DTASC text number, have unlimited texts.
- Must bring charger for cell phone.

Registration/Information

- Must be there by 7:15 a.m. to set up table and understand your specific job
- Registration opens at 7:30 a.m. and continues until last arrivals of the day.
- Then registration table moves to t-shirt table & becomes Information Table
- Registration people can be available for Rules check/judging if needed.

Parent Passes

- Must be there by 7:15 a.m. to set up the table and clipboards
- Must get code list (keep secret as much as possible)
- 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
 - turn in a signed Parent Code of Conduct form
- 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 at 8:15 am, especially if new or haven't judged recently.
- Check with Rules at lunch to see where you need to rules check for Semi-Finals.
- Check with Rules after Semi-Finals to see if you need to rules check Finals.

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 reg 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 and the end of Semis.
- They need to be sorted according to school code
- For Awards assembly, stuff share sheets into envelopes and arrange in box alphabetically.
 - Round 2 – 1:30 pm (might be listed as after Round 2, after Lunch)
 - After semis (Note: times are approximate)

Share Sheets Chairperson

- Get the 12x15 manila envelopes from Judges or Tabs
- Lay them out by division and alphabetically by code.
- Check that each school code from each division has an envelope.
- Train any new workers throughout the day
- Make sure the boxes of share sheets get to the assemblies.

Spirit Awards

- Get a clipboard from Marcia Barryte before the opening assembly
- Any time during the day, note the school code and activity for people being kind and doing good deeds – random acts of kindness; politeness; good sportsmanship, etc.
- After the last round, but before the Awards Assembly, return the clipboard to Marcia.
- If possible, stay and help her count up points.

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; keep it moving along.
- Make sure every entry has all the required items (have judges note missing items on the ballot)
- Remind judges to 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.
- Varsity Tech Coordinators will divide events into sections for judging.

Tabulations

Work all day during festival. There are 2 main jobs:

- **Taking ballots at door:** should be friendly & able to notice details.
- **Inputting scores:** be able to notice details and have good computer skills.
- Need to be comfortable with Excel (at least for now).

Supervision/Clean-Up (NOTE: All teachers and all parents should help with this.)

- Supervise during any times that students are not in rounds
- See that areas are kept clean
- May be assigned to rules check/judging if needed

Adult Lunch Ticket Checker

- Verify that adults coming to lunch are judges or on the pre-paid list.
- Sell lunches to other adults for \$8 each. This is only during lunch.

T-Shirt Chairperson: All Day: from set-up to 6 p.m.

- Can simply check on workers throughout day; does not have to be at the table the entire time
- Assigns schedule for workers
- Gets cash box from treasurer first thing in morning, returns it to Tabulations when sales end.

T-Shirts Sales People

- Available to sell t-shirts and whatever else we have, available for rules check/judging if needed.
- ***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 sales schedule:

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|--|-----------------------|
| 1. Set-Up/ Morning shift until 11 a.m. | 4. 1 p.m. – 4 p.m. |
| 2. 10 a.m. – 1 p.m. | 5. 3 p.m. – closedown |
| 3. 11 a.m. – 2 p.m. | 6. 3 p.m. – closedown |

Emcee (during festival day)

- Handle announcements in **assembly area** during the day
- NOTE: While the DTASC president would like to do this, there are times she cannot. The emcee would be at the assembly area, ready to step in, to keep things moving.

Emcee at 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 at 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 at 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

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.)

Room Chair Coordinators

- Set up and ready to go before 8 a.m.
- Available early morning and all day to oversee room chairs
- Show training video, answer questions, explain texting procedure
- Make sure room chairs get programs, packets, assignments and stop watches
- Get room chair sheets from Tabs for Semis & Finals & assigning room chairs
- Collect stop watches and packets after last round.
- **Notes regarding the students you organize:**
 - Room chairs pick up judges for round 1, when Judges HQ tells you to send them over.
 - Room chairs escort the judges to Tabs every round to turn in their ballots.
 - Room chairs get a text number, so they can 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.

NOTES REGARDING JOB SIGN-UP

- **Job sign-ups** for each festival are handled thru SignUpGenius.
For Varsity festival, sign-ups are at <https://tinyurl.com/Var-Jobs-2018>
For MS/JV festival, sign-ups are at <https://tinyurl.com/MS-JV-Jobs-2018>
- Please sign up for as many jobs as you can handle during the day.
- If you signed up at the meeting, you will not need to go on SignUpGenius unless you are changing jobs or adding some.

NOTES REGARDING REGISTRATION

- 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.

CHANGING ANYTHING, REQUESTING INVOICES, ETC ETC ETC

- For any festival changes or problems, contact dtascregchanges@gmail.com
Think of it as: dtasc – reg(istration) – changes – dot com
Use for correcting entries, getting an invoice if you don't receive a usable email, job concerns, and just about any question related to festival.

JUDGES NEEDED

- **Judge sign up:** <https://tinyurl.com/JudgeFall2018>
If you want enough judges for each room, please get people to sign up to judge.
We'll send them reminders automatically.