

## **Festival Jobs**

- DTASC is 20% bigger than it was 10 years ago.  
DTASC board members work hard, but can't do everything.
- DTASC Drama Festivals are run completely by members.  
ALL members are needed to help throughout the day.
- This helps keep entry fees low.
- 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.
- Please read these and **decide by March 20** 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**

### **Judge Check-in**

- Must be there by 7:00 AM with laptop connected to NCO database on internet
- Verifies that no walk-in judges are in that database
- Assist with checking in judges who are pre-registered; job ends before round 1 starts

### **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 AM to set up table and understand your specific job.
- Registration opens at 7:30 AM; job continues until all schools arrive or round 1 starts.

### **Parent Passes**

- Must be there by 7:15 AM to set up the table and clipboards; stay until round 1 starts
- Must get code list (keep secret as much as possible)
- All non-participants other than DTASC coaches wear Parent Passes. They have to
  - turn in a signed Parent Code of Conduct form
  - sign a list with their name & cell phone & school code
  - make out a name tag with their name, their school code and the date & wear it

### **Coordinator for Rules Check / Judging – handing out packets at registration**

- 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.

### **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.

### **Judge Talk**

- Must be there by 8 AM to set up; Judge Talk is normally at 8:15 AM
- Must prepare ahead of time so you're comfortable with what has to be covered
- Must set up PowerPoint presentation
- Must be able to cover all the material and have some time for questions, ending by 8:45 AM

### **Tech Judge Talk – Varsity** (may be a tech coordinator; doesn't have to be)

- Must be there by 8 AM to set up; Judge Talk is normally at 8:15 AM & Tech Judge Talk will be at the same time in a different room
- Must prepare ahead of time so you're comfortable with what has to be covered
- Must cover how to fill in ballots, inclusion of notebooks, comments, ranking, etc.
- Must also explain the Varsity system where the same judges are there all day, the groups are split in the morning, and what the afternoon round is like.
- Must be able to cover all the material and have some time for questions, ending by 8:45 AM

### **Tech Judge Talk – MS/JV** (may be a tech coordinator; doesn't have to be)

- Must be there by 8 AM to set up; Judge Talk is normally at 8:15 AM & Tech Judge Talk will be at the same time in a different room
- Must prepare ahead of time so you're comfortable with what has to be covered
- Must cover how to fill in ballots, inclusion of notebooks, comments, ranking, etc.
- Must explain that MS will be judged first, then JV in the same category, with different color ballots for each
- Must be able to cover all the material and have some time for questions, ending by 8:45 AM

### **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.

### **Rules Checking / Judging**

- Available *every round* to judge and check for rules violations as needed.
- Get assignment packet at Registration; round 1&2 assignments are in it (#10 envelopes)
- 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.

### **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.
- Ribbons & handouts may need to be dealt out for share sheet envelopes, too.
- 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.

**Tech Coordinators** (may also be responsible for Tech Judge Talk; don't have to be)

- Available throughout tech rounds. Varsity is all day; MS/JV varies.
- 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.
- Varsity Tech Coordinators will also collect materials from Tabs for the Finals round.

**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).
- 2 people will coordinate Varsity Tech categories & prepare all materials for Finals round

**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 until Varsity assembly starts or we run out of shirts**

- 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 & 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:**

- |                                      |                     |
|--------------------------------------|---------------------|
| 1. Set-Up/ Morning shift until 11 AM | 4. 1 PM – 4 PM      |
| 2. 10:30 AM – 1 PM                   | 5. 3 PM – closedown |
| 3. 11:30 AM – 2 PM                   | 6. 3 PM – closedown |

**Emcee at Varsity Awards Assembly**

- host the assembly
- remind students of appropriate behavior
- 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
- remind students of appropriate behavior
- 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
- remind students of appropriate behavior
- 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

*\* NOTE: We currently have an excellent team handling any job with an asterisk, and there may be no room for more people just now. However, the job is listed here so people will be aware of it, and because everything changes eventually, including excellent teams. Sign up if you're interested.*

**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 now have a text number for reporting rules violations

**Trophy Pick-up and Delivery\*** – Pick up trophies and plaques from Trophy Masters in Westchester, deliver them to festival, unpack and organize them.

**Room Chair Coordinators\***

- Set up and ready to go before 8 AM
- 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.

**All teachers and all parents are expected to assist with supervision, and to ensure that students keep the campus clean.**

**Thank you for helping the Festival day run smoothly.**