

## YOCJ VOLUNTEER SUPERVISOR: MONDAY INSTRUCTIONS

1. Unlock the church at 4:45pm
2. Meet the Parent Volunteers at 5pm near the entrance.
3. Volunteers sign the Clipboard.
4. Go to Community Room: Take a panoramic picture of existing set up to duplicate on Tuesday night clean up
5. Volunteers set up the Community room as follows for Wind Symphony:

\*When walking through the double doors of Community room that is “6 o’clock”.

\*Conductor stands at “12 o’clock”.

\*Stacks of chairs located around the perimeter and corners of the room are used.

\*Push tables off to the sides of the room to clear the space.

\*3 rows of chairs set up in slight arcs bending around the Conductor:

Row 1: 8 chairs

Row 2: 10 chairs

Row 3: 11 chairs

\*Bring a black music stand and tall swivel chair from Room #7 (Music Room) for the conductor. This room is usually locked. **You MUST leave Room 7 UNLOCKED for the duration of the Monday rehearsals.**

\*Leave a stack of 10 chairs very nearby for the Pro Arte Orchestra which rehearses later.

6. Volunteers set up Room 4/5 as follows:

\*When walking through the double doors of Room 4/5 that is “6 o’clock”.

\*Conductor stands at “6 o’clock”.

\*Stacks of chairs located around the perimeter and corners of the room.

\*Push tables off to the sides of the room to clear the space.

\*2 rows of chairs set up in slight arcs bending around the Conductor:

\*Flat brown music stand in the room is for the conductor

Row 1: 10 chairs

Row 2: 13 chairs

7. Volunteers set up Room 6 as follows: 1 arc of 6 chairs around perimeter of room
8. Room 7 (Music Room): Gently store the 3 very large saxophones (in black cases that are by the mirror) in the Choir robe closet. Make sure that there are NO chairs in Room 7.

9. Meet Kristie Chun at 8:45pm to make sure the church is in good condition. Leave ALL chairs and music stands in place for Tuesday.
10. Lock up Room 7 (music Room)
11. Shut off ALL lights in the church
12. Make sure the white double side doors are locked from the inside (dead bolt)
13. Lock front door before leaving.

## **TUESDAY INSTRUCTIONS**

1. Unlock the church at 4:30pm. Students MUST wait in the lobby for Mr. Pugh to arrive at 5pm.
- 2. Unlock Room 7 (Music Room) for the duration of the rehearsals.**
3. For cleanup, Meet the Parent Volunteers at 8:45pm near the entrance.
4. Volunteers sign the Clipboard.
5. Go to Room 4/5. Stack all chairs around the perimeter of the room
6. Go to Room 6. Stack all chairs around the perimeter of the room
7. Check ALL 3 bathrooms for trash and tidy up.
8. Go to Community Room: Show picture of Monday set up to volunteers so that they can stack chairs and relocate tables to duplicate the Monday set up.
9. Make sure that music stands and tall swivel chair is back in Room 7 (Music Room.)
10. Lock up Room 7 (Music Room)
11. Shut off ALL lights in the church
12. Make sure the white double side doors are locked from the inside (dead bolt)
13. Lock front door before leaving.

Call Larisa Epps at 609-213-0005 or Mike Epps 609-213-9311 if you have ANY questions!