

Concert Committee Job Duties (revised 8/14/16)

Sign Committee:

Day of Rehearsal:

- Arrive at 2:00: One volunteer with the point person to place signs “LCHS Concert drop off” (x3) & “no foods/drink” (x1)
- At 6:30 p.m. collect all signs and return to Sign Committee Chairperson

Day of Concert:

- From 1:00 – 2:00 p.m., place signs based on sign map. Connect with church staff about the need for tables, chairs, sign stands and music stands for sign posting and tickets.
- At 20 minutes before call time, distribute the ticket table bag of signs to the ticket table (x3), 1 volunteer to setup Set B signs, and work with the CPA chairs to reserve volunteer seats (1 bag).
- At 6:55, close the back door to ensure the signs to encourage entering at the front are visible. Post the sign “Enter when applause is heard” on the front door entrance to the sanctuary.
- At the end of the concert, gather all signs and bring to the back of the church to Sign Committee Chairperson.

Parking Committee:

Day of Rehearsal:

- From 3:00 - 5:00 p.m. Two parking committee volunteers are stationed in back parking lot – one at the entrance of converse alley and one at the back church door area to ensure parents drop off in a one-way flow pattern and assist choristers arriving and departing.
- Bring in parking drop off signs to back of church at 5:00 p.m..

Day of Concert:

- Volunteers check in with chairperson at 5:25 p.m. at back of church and are assigned duties. Purpose of this committee is to ensure that (1) back lot parking spots directly next to church are reserved for elderly and guests with special needs (not for students); (2) traffic flows in a one way direction coming from Converse Alley; (3) other parking lots are highlighted for students and remaining guests: Kaiser lot (after 5:45 pm only), First Church of Christ, Scientist, street parking after 6:00 p.m. and public lots.
- At 6:55 p.m., all parking signs are collected, placed back in bag (and taken to back door). Volunteers can take their seats.

Ticket Committee:

Day of Concert:

- Volunteers check in with chairperson at 5:45 p.m. at front of church and are assigned a table. There will be two tables set up out front and one in the back. Each table will sell general admission tickets and family pass tickets. Guests purchase their tickets and then line up at the doors.
- Back door table is to assist elderly and special needs guests only. Everyone else lines up in the front of the Church, on Colorado.

- At 6:55 p.m., cash boxes are given to Treasurer, all ticket sales signs are collected and placed back in bag (and taken to back door), all volunteers but one out front take their seats. One remaining volunteer sells tickets for 5-10 minutes after concert begins.

Usher Committee:

Day of Concert:

- Volunteers check in with chairperson at 6:00 p.m. and are assigned a location to usher once the doors open to guests.
- Place 20 chairs at back door lined up outside against the wall for those needing special assistance.
- Expect some waiting around until doors open. The purpose of this committee is to 1) Make sure no one enters the church prior to the performance. If someone does enter, kindly ask them to wait outside. If they are elderly or need assistance they may sit on chairs that have been set up at the back entrance or in the small chapel in front. 2) After doors open, direct guests to either the stairs for balcony seating or street level seating. 3) Direct guests to bathrooms.

Chaperone Committee:

Day of Rehearsal:

- Arrive at time of their choir's rehearsal time slot. Chaperone volunteers sit near the choir to which they are assigned and make sure choir members are quiet during down times, are not eating in sanctuary, and are following Dr. Brookey's instructions when necessary. They are free to leave when their choir is excused by Dr. Brookey, usually after 45 minutes.
- At the end of their shift, make sure their area is picked up and trash if any is thrown away.

Day of Concert:

- Arrival TBD by Dr. Brookey usually 5:30 p.m.; duties same as rehearsal. Check in with chairperson at back of church.
- At the end of the concert make sure their areas are picked up and trash if any thrown away.

Holiday Food and Decorations:

Day of Concert:

- Arrive by 6:00 to arrange and decorate tables, set up desserts and waters.
- Get volunteers to help with clean up.

DVD Table:

Day of Concert:

- Arrive by 6:00 pm. Table should be set up at front of church. At 6:55 p.m., all signs are collected and placed back in bag (and taken to back door).

Clean-Up

Day of Concert:

- At end of concert return to back storage area all tables and chairs from the front and

back of church.

- Go through the pews and pick up any remaining programs, trash or articles left behind for lost and found.

Assist in clean up of food area.