

CONCERT COORDINATOR JOB DESCRIPTION

Day of event

1. Ask in PHS office for key to concession stand.
2. Obtain cart from stand. Load cart with soda from booster closet and load soda into refrigerator case in the stand by 1 pm.
3. Concert Container: 2 containers for donations to set on stand countertop; trays for treats, napkins, bucket with cleaner and rags/paper towels.
4. Wash off counter.
5. Give key back to PHS office after relocking stand door.
6. Ask PHS main office to contact janitor to open concession stand door by 6 p.m (This is a problem and bears repeating)!

Before the concert

1. Be there at 600 - 615 for 7 pm concert.
2. Receive donated treats before the concert, place on trays on counter,
3. Ushers should come to refreshment stand to "check in"
 1. Give each a volunteer tag to wear (these are in concert box)
 2. Give each a supply of programs or make sure they look inside the door they are to take care of as the music director will usually set them there.

3. Have each usher take an easel and sign to place outside his or her door for noise control.

After the concert

1. Open stand roll-up curtain 10-15 minutes before concert end and place soda out.
2. Take soda from frig; place back in store room for next concert.
3. Wipe off counter again; return easels and signs to shelf in Music Booster closet; close and lock the stand.
4. Place extra cookies/bars in band or chorus director's office for kids next day.
5. Any donations collected, keep these in "concert box" or give them to the Booster Treasurer that evening if there.

Thankyou!