

ACB 2010 Volunteer Opportunities

The volunteer schedule is available at www.planoband.com. Click on Band Members and select Volunteer Schedule in the gray box on the left. The number of individuals we still need for an assignment appears in parentheses.

For more information please contact Jean Stephens at 214-537-1520 or jstephe5@verizon.net.

Please send general ACB 2010 inquiries to acb@planoband.com.

Activity	Tasks
SWAG bags and registration packets	<ul style="list-style-type: none"> • Assemble contents of Swag bags and registration packets to give registrants
Hotel greeters	<ul style="list-style-type: none"> • Greet registrants at the Hotel registration desk and show them to the ACB registration desk
Convention registration Desk	<ul style="list-style-type: none"> • Check in registrants • Complete on-site registrations • Answer questions re who, what, when, where, why, and how • Post daily schedule • Facilitate resolution of hotel issues • Direct attendees to appropriate ACB committee lead/member for assistance with ACB issues desk is unable to resolve • Gather new ACB membership data • Sell T-shirts, raffle tickets, and convention CDs • Manage raffle items
Clinics	<ul style="list-style-type: none"> • Guide attendees to clinic locations • Validate attendee is registered with the convention • Facilitate resolution of issues with room, equipment, etc. • Keep clinicians on schedule
Eisemann guides	<ul style="list-style-type: none"> • Guide attendees to warm-up facilities • Provide performance schedules • Direct/guide attendees to registration desk for assistance
Runners	<ul style="list-style-type: none"> • Be available to drop off/pick up outside the venue as required • Move between venues to carry items or information • Make sure easel signage accurately reflects currently scheduled activities • Be "on call" to assist committee leads
DART escorts	<ul style="list-style-type: none"> • Escort registrants on DART Rail system to various locations on request • Answer questions as to what is accessible on DART (information will be provided)

Activity	Tasks
Reception alcohol monitors	<ul style="list-style-type: none"> Observe that no underage persons purchase alcoholic beverages from reception bar tenders
Program Ushers	<ul style="list-style-type: none"> Greet the patrons and hand out programs for the concerts <p>Note: if Eisemann provides this service, we may need only 1 person to oversee to be sure the programs get into the hands of the ushers.</p>
Guest band liaison	<ul style="list-style-type: none"> Greet guest band members as they arrive Make sure each guest band member receives a registration packet and knows where to go Introduce guest band director to ACB chairpersons (registration, hospitality, program, music) Be point of contact throughout the convention to ensure guest band questions are answered quickly
Move equipment	<ul style="list-style-type: none"> Move equipment to and from the Eisemann on Wednesday and Sunday
Build CB music folders	<ul style="list-style-type: none"> Put music in the folders that will be used by the Convention Band
Solicit program ads	<ul style="list-style-type: none"> Go to local businesses and sell program ads -- we will provide collateral and ad rates to be used
Convention band rehearsal prep	<ul style="list-style-type: none"> Place a water bottle on each chair prior to each convention band rehearsal
Instrument monitor	<ul style="list-style-type: none"> Stay in the room with guest band instrument cases and other performer belongings to make sure nothing "wanders off"