

State Contest Volunteers

- First shift (7:30 am): Please arrive on time to bring music stands, pianos, and the room monitor packets to the room (see next page)
- Last shift: Please bring stands and pianos back to the locations they came from in the morning (see next page)

OTHER INFO:

- When you arrive, come to the **Contest Headquarters** just outside the Ballroom.
- Due to the teacher walkout this year, we've had several cancellations and last-minute changes. I have made a shared Google Document that I've linked to on the website so that you may check and see what changes and cancellations we are expecting that day. I will continue to update this document throughout the week.
- The **warm-up room** is in the **STARLIGHT TERRACE** (4th floor)
- When a student checks in with you, please put a checkmark next to their name. When they enter the room to play, please cross their name off the list.
- If someone arrives early and your room is ahead of schedule, by all means let them play! Please be sure to tell the judge what time the soloist was originally scheduled to play so that he/she may find the correct score sheet. However, if your room is moving in the correct order, do NOT allow director or piano accompanists to bully you into squeezing their solo/ensemble in for their own convenience. This can literally put the ENTIRE contest behind schedule due to domino effects.
- Occasionally, someone may need to be moved from one room to another, from one day or time to another, etc. All of these soloists should have the half-page permission slip signed by Dr. Henderson in order to do this. If they need a form, send them to the Contest Headquarters.
- We will be using our band radios to communicate between different floors and between different buildings. If you need to get ahold of Dr. Henderson, try the radio first. Certain room monitors will have them, as will the person running score sheets. DO NOT leave the radios unattended at any time. If another worker is not available to take the radio from you, then bring it back to contest headquarters outside the ballroom.
- Room monitors, please collect score sheets from the judges as they complete them and are ready to release them. This will allow the runner to quickly make a pass through the entire building without having to wait for a break between players in each room. DO NOT show the score sheets to anyone until they have been delivered to the Contest Headquarters.
- DIRECTORS may pick up score sheets and medals from the Contest HQ once ALL events from their school have been completed.
- Ratings will be posted in the lobby near the Ballroom / French Lounge. You may also direct people to check ratings online at the OSSAA website or the OSU Band website
- There are drinks for the judges available in ice chests at the Contest HQ

THANK YOU FOR VOLUNTEERING FOR THIS IMPORTANT EVENT!!!
ROOM SETUPS ARE PRINTED ON THE NEXT PAGE

ROOM SETUPS:

- **2nd-floor Setup**
 - **Room 265, Ballroom:** 18 OSU percussion stands, baby grand piano
 - **Room 270, French Lounge:** 18 stands, baby grand piano
 - **Room 280, Sequoyah:** 18 stands, electric piano
 - **Room 297, Suite 1600:** 3 OSU percussion stands, electric piano
 - **Student Union Theater:** 18 folding Spirit Band stands, acoustic piano provided (NO STANDS on THURS)

- **4th-floor Setup**
 - **Room 408, Case Study 1:** 5 stands, electric piano
 - **Room 412, Council Room:** 5 stands, electric piano
 - *Events originally scheduled in Room 470 for Tuesday & Thursday are now in Room 412*
 - **Room 413, Exhibit Room 1:** 5 stands, electric piano
 - **Room 416, Case Study 2:** 5 stands, electric piano
 - **Room 417, Exhibit Room 2:** 18 stands, electric piano
 - **Room 450, Oklahoma:** 5 stands, electric piano
 - **Room 456B, Pioneer:** WEDNESDAY ONLY – 1 stand, electric piano
 - **Room 470B, Caucus Room:** 5 stands, electric piano

- **Bennett Chapel:** 18 stands, baby grand piano