



Music Marathon Volunteer Duties

Set-up

- help as needed with setting up the stage area, audience area and check-in area

Performer check in

- receive signed consent forms - ensure that all performers submit one (have extra blanks on hand)
- have performers put their names on slips of paper and place in jar for random draws
- check to be sure that each performer has brought a Pledge Form along with their donations

Donation collector and verifier

- collect donations - ensure each performer has accurately completed a donation form
- record donations on the spreadsheet and keep cash and cheque donations in the cash box
- online donations need to be recorded but not receipted

Floater

- keep an eye on the recital area
- keep the recital program moving according to the schedule
- answer questions about the event
- direct people as necessary to the check-in table
- photograph performers and volunteers for publication on website and *Impromptu*

Clean-up

- help as needed with taking down the stage area, audience area and check-in area