



# KIWANIS MUSIC FESTIVAL of GUELPH

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## GUIDELINES FOR MARSHALS

- ♪ **Arrive 30 minutes before the session begins.**
- ♪ In the foyer you will find a 'sandwich board' sign to set up outside to indicate the public entrance and the types of classes performing (such as Piano or Choir, etc) and the session (Today or Evening). Please put the correct session on the sign if this hasn't been done.
- ♪ Under the Adjudicator Assistant's desk (usually at the front of the hall) you will find the Marshal's Box containing the cash box, a fishbowl for cash admissions, and programmes to place on the entrance table along with various flyers. Take box to entrance table and set up the table.
- ♪ Admission is **\$5 per person** for those 13 years & over who are not performing in that session, or **\$10 per family**. **Say, "The admission fee is \$5 or whatever you would like to donate to the Festival. All donations go towards scholarships for deserving performers!"** If they don't have cash, they can **send an e-Transfer to admin@gkmf.ca**.
- ♪ Teachers are admitted free. A Teacher's List is in your box for you to check off names and get them to confirm their e-mail address & phone number.
- ♪ Seat yourself at the entrance table.
- ♪ Receive admission fees in the fishbowl.
- ♪ Once session begins, make sure audience and performers enter only between performances. Keep persons waiting to enter QUIET while they wait and remind them that **photos and videos of performances may be taken if the performer has given their permission, but NO flash photography and absolutely NO recording of the adjudication is allowed** (there will be signs).
- ♪ When leaving your table don't leave too much cash evident in the fishbowl and hide the cash box out of sight.
- ♪ At the end of the session, hide the cash box on the Adjudicator Assistant's table. At the end of the last session of the day (see program), put entire contents of Marshal's Box (cash box, fishbowl, programmes, flyers) back under the Adjudicator Assistant's table. **If other sessions are to follow that day, please leave your table set up and the sign outside.**
- ♪ The Festival Coordinator will collect cash from your cash box at least once a day for preparation for deposit. **Please do not take cash home.**
- ♪ Please bring in the large sign board from outside after the last session of the day, change session for next day (change to Today if it says Evening), and store it in the foyer.

Remember that you are the first person that people meet as they come to a Festival event. The performers may be nervous, the parents may be anxious, and many have never done this before. You get to be the friendly face that greets them and 'stills their souls'. Do your job well and they will remember their experience fondly. ☺

***If you find you are not able to attend a session for which you are scheduled, please contact Dave Davidson or Heather Fleming as soon as possible.***

In case of emergency, call Dave Davidson at 519-240-6516 (cell)  
or Heather Fleming, Festival Coordinator at 519-821-4365 (home) or 519-830-4310 (cell)