

Name \_\_\_\_\_ Band/Orch Teacher \_\_\_\_\_

Thank you for volunteering to work at the County Solo Festival coming up at \_\_\_\_\_.

You have been assigned to the **“INFO DESK”** on the following shift(s):

Friday Afternoon, Jan. \_\_\_\_ Please report to the atrium at \_\_\_\_ **PM**. (done at \_\_\_\_ PM)

Friday Evening, Jan. \_\_\_\_ Please report to the atrium at \_\_\_\_ **PM** (done at \_\_\_\_ PM)

Sat. Morning, Jan. \_\_\_\_ Please report to the atrium at \_\_\_\_ **AM** (done at \_\_\_\_ PM)

Sat. Afternoon, Jan. \_\_\_\_ Please report to the atrium at \_\_\_\_ **PM** (done at \_\_\_\_ PM)



Your job is very simple. You will be greeting students and their parents as they enter the atrium. You will have **maps** that will help them find rooms within our school. We will also give you highlighters, so you can show them **HOW** to get to a room. If someone needs an **elevator key**, YOU will have this (looped onto your belt loop so you don't lose it). You will be able to let people onto the elevator, and then return to the info desk.

*At the end of your shift, it is **essential that you return the elevator key to \_\_\_\_\_ or another teacher in the library!***

Gr8 things to say “can I help you?” “welcome to the our county solo festival!”  
“Good luck on your performance!”

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