

Our 11th Annual Showcase is this Saturday!

If you did not make the all hands meeting, please find some helpful information below that might answer some questions you may have. **We do still need some adult help, please contact Davida Luehrs ASAP** at volunteer@herndonband.org.

Important note for concession stand student volunteers:

You must be 16 to work inside the concession stand. If you are not 16, you need to contact Mrs. Luehrs and she will try and find another slot for you.

It is important that we follow the health department regulations, this is something that is out of our control. These positions then need to be filled by adults or upperclassman.

What do I need to bring?

A flexible attitude, a big smile, and your cell phone.

What do I wear?

Students should wear their show shirts. Parents should wear their red band polo shift, or a plain red shirt. HMS students should wear a red t shirt. If you ordered and paid for an adult band shirt, you may pick it up in the drama room on Saturday. Everyone should have comfortable shoes. Make sure to check the weather in case it is unexpectedly cool or hot.

Where do I go first?

All student and parent volunteers are asked to park at the Temple Baptist church on Dranesville Road and walk through the gate that connects to our tennis courts.

Please check in with Davida in the drama room (entrance is in the building across from the Hornet's nest in the Junior parking lot – where the band practices.) Davida will make sure you have a name tag and let you know where to report. HHS and HMS students will be given tickets to the concession stand at that time to use upon the completion of their shift.

What do I do when I get to my designated area?

Some of the tasks are self explanatory. In some cases it will be helpful for you to check in with the person in charge of that area. Below are key showcase parent committee members by area

Admissions and Gate Ticket Sales

Please report to the ticket stand and check in with Elizabeth Beach. Gate Ticket staff will be given some information that describes your duties.

Please note: Entrance to the bleachers only allowed at the narrow gate to the left of the ticket stand. Please try to direct people in this direction, very often they walk around the trailers and try to enter at the gate next to the concession stand. This is where the band will be exiting after their performance. Individuals in a

wheel-chair or needing assistance will be guided through this area with the assistance of a band volunteer.

Band Greeters

Elizabeth Charles and Kathy Powers will be stationed at the main entrance in front of the school. Please email lizchuck@msn.com so that specific information on your shift can be sent to you.

- You will be given a map of the school and directions on what warm up areas to take your band. When your band takes the field for their performance your shift is over.
- All questions that may arise are directed through the registration to the command and control area.
- Band greeters working when it will be dark need a flashlight.
- Remember to alert the bands when they are approaching the speed bumps in the parking lot.
- Herndon is very well respected in marching band competition circles of providing friendly, gracious assistance to our visiting bands. We hope you will help us keep this wonderful reputation. Each year USSBA has told us that we set the standards to which all others host organizations should aspire.

Command and Control

A volunteer staff will be located at the northeast corner of the school, the corner closest to the scoreboard and may be under a small tent. The operations of this event will be monitored, controlled and organized from this location. Two way radios will be distributed to all key areas, and this group of volunteers will be reachable from all radios. Key volunteer staff members will also have a cell phone list with them, but the radios will be the primary communication for this event. Students working in this area will serve as runner for these staff members. Any special need or emergency will be handled through this area.

Concessions

Mary Catherine Williams has the huge task of feeding everyone with the help of many volunteers. Adults only may serve as cashiers, and all students in the concession stand must be at least 16.

Field Support and Maintenance.

This area will be providing logistical support to command and control. Please head towards the right corner of the bleachers when your shift starts or check at command and control. Be flexible, the need for assistance may come in waves, there may be some quiet periods.

Pit Equipment

Gary Beach is the person in charge of this area. He will be wearing his big signature cowboy hat. After checking in at the drama room, please head to

the right corner of the bleachers and look for Gary. The primary objective of this area is to provide assistance to the band getting off and on the field.

Band Entry Control

For 10 years, our wonderful HMS Science teacher Bobby Biddle continues to control when the bands enter the field for their performance. Clearly, we have some very dedicated alumni!

Parking

Kurt Theodorakis will be the cool looking guy with the attractive yellow or orange vest out in the front of the school. He will guide you where to go and how to help guide the flow of traffic.

Water Stations

Water station volunteers will be greeted in the drama room by our two logistics coordinators, Chuck Najjoun, another dedicated alumni and Bruce Bentley, who have been our dynamic duo in this area for many years. You will either walk or be taken to your water station, possibly giving you an exciting ride on a golf cart. Please offer the bands water as they go by. If it is hot, try to pay special attention to make sure the students are staying hydrated.

- **Water station 1** will be near the library entrance #2
- **Water station 2** will be near the cafeteria
- **Water station 3** will be between drama room and Command and Control

What do we do if it rains?

HHSBPA follows the FCPS inclement weather policy. Light rain will not hamper this event. In the event that there is heavy rain, or lightening, via radio each area will be instructed on where to report. We have procured access to key areas of the school building so that everyone will have a safe place to go.

When is the event over?

Herndon will play last at approximately 9:20. The awards ceremony will take place at about 9:45 and should be over at 10 PM.

We would like to ask that everyone helps with the clean up process, please remove any trash and liter that you find, especially under the bleachers. Check in at the dram room or command and control if you can stay and help for a few moments. The school needs to be returned to its regular operational condition before the last volunteer can go home.

Clean up operations will include

- restoring the school fence that is removed for band entrances,
- returning over 30 tables that will be used outside to the cafeteria, restoring the concession stand and packing up unused materials,
- dismantling and packing up the auxiliary concession stand,
- restoring the drama room,

- removing the light towers that were rented,
- ensuring that the school grounds are liter free,
- among many other things.

Please remember that no matter how organized we are, and despite our best planning efforts, we know things will change and not go as scheduled. We know from over 10 years of experience that we will still have a well run, successful event and have a wonderful, but exhausting time doing it. **Absolutely nothing about the day is set in stone.**

Thank you to everyone for your help.