

**NSF Volunteer Information Sheet**

***Thank you for offering your time and efforts for the Nebraska State Fair! Your time is very valuable to us, and we appreciate everything that you have to offer to make the Nebraska State Fair a success.***

**Volunteer Position: Marching Band Exhibition Assistant**

· **Check-In:**

* Your yellow name badge will be your gate admission into the fair. It is to only be used on days that you are volunteering.
* All volunteers are required to check-in with the volunteer coordinator at Volunteer Headquarters (VHQ) in the Pinnacle Expo Building prior to their shift.
* VHQ assistants will check you in and share the location of where your shift begins.

· **Location:**

* Strolling performances will begin along Cowboy Way, Northwest of the Big Red Barn. More information about the staging area and bus parking will be shared once the layout has been determined.

· **Responsibilities:**

* The first volunteer to check in will pick up the Marching Band Binders and radios and take them to the band check-in site.
* Assist with buses loading and unloading.
	+ As buses and vans arrive, direct them to their appropriate spot. More information about the bus parking area will be shared once the layout is determined.
	+ Follow the bus or van to their spot and introduce yourself to the band director. Have them check in by filling out the appropriate information on the sign-in sheet (provided in the binder).
	+ Ensure each band member has a wristband. If they are short wristbands, please provide them with more (extras will be in the binder).
	+ In most cases, band directors will want to assemble their band and have them warm-up. Once they are ready, and it is near their time to perform, direct them to the staging area.
	+ Make a note of any bands who are late or “no-shows” on the check-in sheet and share this information with those assisting with the staging and strolling process.
* Assist with staging bands.
	+ Remind band directors of the three performance stops. Feel free to utilize the map located in the binder. Let them know that they will follow a golf cart down the route.
	+ The golf cart driver will confirm with the band director which stops they indicated that they would like to perform at.
	+ Stage marching bands according to the time and order found on the marching schedule (provided in the binder).
	+ Work with the golf cart driver to ensure that bands leave the staging area at the appropriate time.
* Return the Marching Band Binders to VHQ after all bands are done for the day.
* If you have any questions or concerns during your shift, please feel free to contact Olivia Koenig at (612) 756-5483.

· **Requirements:**

* Indoors or Outdoors: Outdoors, standing.
* Lifting Requirements: No lifting is required.

· **Check-Out:**

* Volunteers do not need to check out at VHQ as the new system will automatically check you out.