



Monarch Marching Festival

2026 Volunteer Descriptions

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Band Director Lounge

Purpose of Role: Ensure the Band Director Lounge is set up, stocked with food and drinks, and cleaned up throughout the day.

Location: After checking in at the volunteer table, inside the front doors of Centaurus

Responsibilities:

- Set up lounge two hours prior to festival start
- Organize and present food in an orderly fashion
- Fill coolers with ice and drinks
- Monitor the lounge throughout the day, ensuring it is stocked and remains clean and neat
- Provide general support for Band Directors while in the lounge
- End of day clean-up, place garbage in dumpster and recycle items in recycle bin; bring remaining items to volunteer table

Additional Details:

- The lounge does not require a volunteer continuously throughout the day
- Take notes if the lounge runs out of food or drinks, so we can plan for next year (note the time items run low)
- Contact the Festival Coordinator if you are unable to answer questions or run out of food or drinks
- Band Directors receive information in their packets about the lounge, including:
 - What:** A place inside where you can relax or have a meeting with your staff
 - Who:** Band Directors and band staff are welcome in the lounge
 - Where:** Inside the front doors of Centaurus High School
 - What will be there:** Sandwiches, snacks, drinks, peace and quiet
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform.



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Band Host

Purpose of Role: Serves as the welcoming face of the Monarch Marching Festival for visiting bands. This role greets each visiting band bus upon arrival, distributes the Director Welcome Packet, and provides information and support to each band. This role escorts Band Directors through the various warm-up stations, to the performance field, and when exiting the field.

Location: After checking in at the volunteer table, meet buses at the stop sign in front of the stadium entry gate.

List of Supplies Needed to Perform Position

- Band Director Packets (one per visiting band)

Responsibilities:

Before Band Arrival:

- Pick up Director Welcome Packets and instructions from the Volunteer Captain at the volunteer table
- Review your assigned bands' arrival times and schedules
- Familiarize yourself with festival grounds, warm-up areas, restrooms, and key locations (Director Lounge, Instrument Repair, First Aid)

When Band Arrives:

- Greet buses as they stop at the stop sign in front of the entry gate (no one exits the bus here)
- Board the bus, ask for the Band Director, introduce yourself as their Band Host and provide their Director Welcome Packet
- Ask whether they are familiar with the festival and if they'd like a quick overview of the packet
- Review key information with the director, including:
 - Band schedule (warm-up times, performance slot)
 - Map of festival grounds
 - Wristbands for pit and prop pushers (explain use and limitations)
 - Location of warm-up stations, bathrooms, Instrument Repair, First aid
- Inform the band director that there will be a band monitor at each warm-up station. They should prepare to depart the warm-up station 1-2 minutes before the next band is due to arrive
- Tell them there is a lounge for Directors and staff (not students) with snacks and beverages, in the school lobby. This area may also be used to have meetings with staff and work, as necessary. Point to the front doors of the school.
- Remind Band Director of CBA wristband and field access rules:
 - Only pit/prop pushers with green wristbands may enter the field area
 - Wristbands do not grant stadium admission; separate tickets are required to enter stadium
 - Only official band members and authorized staff may accompany the group onto the field

During the Band's Visit:

- Escort new or unfamiliar directors through all warm-up areas, helping them stay on time
- Provide reminders about departure times between stations; recommendation is to depart the area one or two minutes before the next band is due to arrive
- Accompany the band to the field gate and remain with them until they enter for performance
- Check in periodically with your band to answer questions or troubleshoot issues
- Bring questions or special requests from directors to the Volunteer Captain or Festival Coordinator
- Offer friendly, professional support and ensure directors feel welcome and appreciated



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After Performance:

- Escort the band off the field and ensure they know where to go next (buses, equipment area, or spectator seating)

Band Director Packet Contents

- Band Schedule (includes all time slots for warm-up areas and performance times)
- Map of festival grounds, Map of Warm-Up Areas, Map of Tuck and Bus Parking
- Information about the Band Director Lounge
- Wristbands for pit and prop pushers (limited number)
- Information about Spectator Parking
- Picture of Commemorative Patches for Sale

Additional Details:

- Per CBA rules, the maximum number of pit and prop pushers is 25
- Pit / Prop wristbands are checked at the west gate; anyone without a pit / prop wristband will not be admitted onto the field
- The Pit / Prop wristband does not allow entry into the festival, so if interested in watching other bands, they must purchase a spectator ticket at the ticket booth
- Remind band directors that minors that are not band members are not allowed to accompany anyone onto the field
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform.



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Cash Collector

Purpose of Role: Collect cash from Concessions and Ticket Sales, tally and prepare bank deposits.

Location: After checking in at the volunteer table, RV parked behind the volunteer table

Responsibilities:

- Periodically collect cash from Concessions and Ticket Sales (Treasurer to provide times)
- Maintain separate tally sheets for cash collected at Concessions and Ticket Sales
- Assist with final count at end of festival
- Be available throughout the day to provide additional cash or break money into smaller bills

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform.



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2026 Volunteer Descriptions

Community Flyer Distribution

Purpose of Role: Help get the word out!! Distribute Monarch Marching Festival flyers to businesses in Louisville, Lafayette and Superior. Timing is 3-4 weeks before the festival. Need one volunteer to pick up flyers from Morrell Print Shop in Lafayette.

Location: Louisville, Lafayette, Superior

Responsibilities:

- Pick up flyers from Morrell Print Shop (990 S Public Rd, Unit C, Lafayette, CO 80026)
- Distribute flyers business in Louisville, Lafayette, and Superior
- Maintain a list of businesses where flyers were hung up and locations that do not allow flyers to be posted.

Additional Details:

- Ask permission from business before hanging up flyers
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform.



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Concessions Captain

Purpose of Role: Oversees and manages all food and beverage operations, including the procurement of supplies and food needed for the festival. Works closely with concessions staff to ensure set up, food handling, sales, and clean-up is performed properly throughout the event.

Location: After checking in at the volunteer table, concession stand inside the stadium

List of Supplies Needed to Perform Position

- Food, beverages, condiments, and related supplies (plates, cups, utensils, napkins)
- Cash drawer and payment processing equipment (iPad and Square provided by Treasurer)
- Grills, Coolers, Refrigerator
- Concession signage, Price lists, Cleaning Supplies
- Radio (for communication)

Responsibilities:

Before and During the Festival:

- Estimate and procure all food and beverage items for the festival
- Confirm and update menu options and associated pricing
- Ensure the concession stand is stocked, organized, and ready for operation before the gates open
- Partner with Food and Beverage Leads to manage volunteers for food, beverage, and cashier roles
- Manage the flow of volunteers, especially during peak periods
- Oversee food preparation and service, maintaining compliance with food safety standards
- Monitor inventory levels throughout the day and restock items, as needed
- Handle guest questions and issues
- Ensure all cash-handling procedures are followed accurately

End-of-Day Cleanup and Closeout:

- Supervise cleanup and ensure all equipment and work areas are thoroughly cleaned and reset
- Direct and support the following clean-up activities:
 - Package leftover food and supplies
 - Wash utensils, trays, and food service items
 - Wipe down counters, refrigerators, and coolers
 - Sweep the floor and remove all trash and recycling
 - Transport leftover food and supplies to the designated destination
 - Return any borrowed materials or supplies to owner

Additional Details:

Concessions are managed by one Captain who oversees all food and procurement activities.

- One lead volunteer manages food and cashier operations.
- One lead volunteer manages beverage operations
- Concession station is very busy during band breaks
- Non-concession volunteers do not receive free or discounted food
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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Concessions Server / Helper

Purpose of Role: Assemble and sell concessions; ensure the concession stand runs efficiently and provide fast, friendly service to guests throughout the day.

Location: After checking in at the volunteer table, concession stand inside the stadium

Responsibilities:

- Assist with set up
- Prepare, assemble, and restock food and beverage supplies
- Accept cash and credit card payment for food and beverages
- Answer general questions about the festival
- Assist with clean-up activities:
 - Package leftover food and supplies
 - Wash utensils, trays, and food service items
 - Wipe down counters, refrigerators, and coolers
 - Sweep the floor and remove all trash and recycling
 - Transport leftover food and supplies to the designated destination
 - Return any borrowed materials or supplies to owner

Additional Details:

- Concessions are managed by one Captain who oversees all food and procurement activities
 - One lead volunteer manages food and cashier operations
 - One lead volunteer manages beverage operations
- Concession station is very busy during band breaks
- Non-concession volunteers do not receive free or discounted food
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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End of Festival Clean Up

Purpose of Role: Return the festival grounds to their original condition by picking up trash, removing signage, and putting stanchions away.

Location: Stadium / Grounds

List of Supplies Needed to Perform Position

- Trash Bags
- Gloves

Responsibilities:

- Break down stanchions and bring them to the Ticket Booth
- Remove signage and bring to volunteer table
- Walk the festival grounds collecting trash; this includes the stadium and warm-up stations
- Bring full trash bags to the dumpster at the east end of the stadium (outside gate in parking lot)
- Bring unclaimed items to the lost and found at the volunteer table

Additional Details:

- The more helpers, the quicker this work is done
- If the sign-up slots are full, feel free to stick around and help out
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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Festival Last Minute Helper

Purpose of Role: Flexible, on-call support volunteer who assists with unexpected needs throughout the day. This role provides support to any team or station, helps fill volunteer gaps, and may run errands (including store trips) to keep festival operations running smoothly. This role works closely with the Festival Coordinator.

Location: Volunteer check-in table, then report wherever needed throughout the festival ground

List of Supplies Needed to Perform Position

- Vehicle for supply runs, if needed
- Radio (for communication)

Responsibilities:

- Remain available throughout the day to respond quickly to last-minute requests or emerging needs
- Make store runs or off-site pickups if supplies are needed unexpectedly
- Step into volunteer positions temporarily if a volunteer is late, absent, or overwhelmed
- Provide short-term break coverage for volunteers needing restroom or rest breaks
- Maintain communication with the Volunteer Captain and Festival Coordinator for assignments
- Offer friendly, supportive assistance across all festival areas including ticketing, concessions, warm-up areas, volunteer check-in, and equipment zones
- Help restock toilet paper and deliver water to warm-up stations

Additional Details:

- This role may require walking, standing, and flexibility to move quickly between areas
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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Field Exit Monitor

Purpose of Role: Direct the bands off the field when they finish their performance. The late shift also secures the gate when the last band is finished.

Location: After checking in at Volunteer Table, go to the East side of the football field, next to the gate leading to the parking lot next to the judge's box (off of Warrior Way)

List of Supplies Needed to Perform Position

- Chair
- Hat or umbrella for sun protection

Responsibilities:

- Keep the gate closed unless bands are exiting the field
- Direct the bands off the field when they finish their performance, encouraging them to use the ramp for the rolling pit equipment
- Secure the exit gate after the bands have exited, no spectators are to enter at this gate from the outside
- After each band, ensure the ramp is pushed up against the curb

Additional Details:

- When a band performance is complete, the announcer states "That was the XXX marching band." On that cue, you can walk down and open the gate to get ready for the band to exit the field
- Stand near the ramp and use hand movements to guide the band towards the ramp
- Stand on the right side of the ramp to help guide the band and equipment onto the ramp
- If a band wants to go over the curb, inform them there is a curb and to watch their step
- For heavy equipment on wheels, warn them that there is a hill just after the ramp; If they're not ready for it, heavy equipment could easily get away from them
- People with pit and prop wristbands must exit with their bands; Pit and prop volunteers from visiting bands must purchase a ticket at the ticket booth to enter the stadium
- Monarch Pit and Prop volunteers receive a wristband for free entry into the stadium to watch bands perform before and after their shifts



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Gate Monitor (Staging areas 1 and 2)

Purpose of Role: Help bands line up at the appropriate gate, as they move from Gate 2 to Gate 1

Location: After checking in at Volunteer Table, go to Gate 1 or Gate 2

Responsibilities:

- Help bands line up at the West gate (Gate 2) or Field gate (Gate 1)
- Check Pit and Prop volunteers for wristbands as the band enters the field. Band members are in uniform, so it is not required to check their wristbands

Additional Details:

- This is a simple, but important job to get right due to the Timing and Penalty judge that is watching; Bands start to be judged when they get onto the field. They are timed and have placement. It is our job to make sure they get to where they need to be, quietly and on time.
- When bands are “on deck” it means that they are in one of three staging areas. Each staging area brings them closer to being on the performance field
 - **West Gate** (gate 2): Located outside of the stadium, near the volunteer table; Bands arrive here 20 minutes before performing
 - **Field Gate** (gate 1): Located inside the stadium across from concessions (off the field). Gate monitor 2 stands inside the stadium, but is outside of the field at the entrance to the field; Bands arrive here 15 minutes before performing
 - It is important the bands line up inside of the stanchions and squeeze up into the space provided, so they are not blocking the aisle where spectators walk, and concessions are being served
 - **On Field:** This area is located inside the field (on the west side). The Timing and Penalties Assistant (T&P Assistant) will come from the west side of the field and escort the band onto the On Field staging area and tell them when to move onto the field for performance; Bands arrive here 5-10 min before their performance
 - The T&P Assistant, who is given direction by the T&P judge on the field, will wave the band forward onto the field when it's time to set up to perform
- There will be a different band at Gate 2, Gate 1, and On Field simultaneously. When the band at Gate 1 moves onto the field, the band at Gate 2 will move into the Gate 1 position, so bands move along within the permitted time allowed
- Only those wearing a Pit and Prop wristband can enter the field. Sometimes people think they can go onto the field when they cannot. Do not argue if a conflict arises, make it known to the T&P assistant and have them radio the Festival Coordinator, who will intervene. All conflicts will be referred to and resolved by the Chief Judge as per CBA rules.
- Make sure you know who the T & P assistant is so you can ask for directions
- No minors are allowed through this gate or on the field, except band members
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions.



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2026 Volunteer Descriptions

Grill Master

Purpose of Role: Grill food being sold at the Concession stand

Location: Volunteer check-in table, then Concessions stand (inside the stadium, but west of concessions where grills are located)

List of Supplies Needed to Perform Position (Provided by Concessions Captain)

- Food
- Grills with Propane
- Gloves
- Spatula

Responsibilities:

- Grill food being sold at the Concession stand
- Work with Concessions Captain and volunteers to maintain appropriate supply and demand

Additional Details:

- Concessions Captain helps manage quantity of items to cook, as they oversee the flow of spectator orders
- Concessions are managed by one Captain who oversees all food and procurement activities
 - One lead volunteer manages food and cashier operations
 - One lead volunteer manages beverage operations
- Concession station is very busy during band breaks
- Some bands purchase food vouchers in advance, and the entire band often gets in line together
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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Grounds Captain

Purpose of Role: Oversee and direct volunteers to ensure grounds and stadium are set up and ready for the festival and taken down at the end of festival

Location: Volunteer check-in table, then grounds inside and outside of the stadium

Responsibilities:

- Ensure the grounds and stadium are set up and ready for the festival
- Provide instructions to grounds volunteers, along with a map explaining what needs to be set up and where to set things up
- Set up Warm-up / Water Stations
- Distribute tables, chairs, and canopies to various stations
- Set up stanchions
- Clean up stadium at end of festival

Additional Details:

- Monarch borrows items from Centaurus, so some items need to be retrieved from Centaurus supply cabinets (and returned at the end of the festival)
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Grounds and Stadium Setup

Purpose of Role: Under direction of the Grounds Captain, ensure grounds and stadium are set up and ready for the festival

Location: Volunteer check-in table, then grounds inside and outside of the stadium

Responsibilities:

- Ensure the grounds and stadium are set up and ready for the festival
- Set up Warm-up / Water Stations
- Distribute tables, chairs, and canopies to various stations
- Set up stanchions
- Clean up stadium at end of festival

Additional Details:

- Monarch borrows items from Centaurus, so some items need to be retrieved from Centaurus supply cabinets (and returned at the end of the festival)
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Grounds Assistant

Purpose of Role: Under direction of the Grounds Captain, ensure the areas inside and outside the stadium are stocked, clean, and orderly during the festival

Location: Volunteer check-in table, then grounds inside and outside of the stadium

Responsibilities:

- Work with the Grounds Captain to ensure the water stations and the stadium are maintained
- Ensure water stations in warm-up areas are stocked with water and cups
- Restock bathrooms and portable toilets with toilet paper and paper towels
- Pick up trash on the grounds and around trash boxes; Empty trash boxes
- Bring full trash bags to dumpsters; Do not leave trash at the bottom of dumpsters, as animals will get it overnight
- Check portable toilets (make sure all are usable and not accidentally locked)
- Walk around and make sure everything looks good and is running smoothly
- Check in with warm-up station monitors to make sure they have everything they need

Additional Details:

- Grounds Captain to provide information on location of supplies
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Hang Senior Posters and Advertising Banners at Centaurus

Purpose of Role: Hang senior posters on the fence inside Spangenberg field for the festival. After the festival is over, remove senior posters and return them to Monarch High School. Role also hangs up and removes the Sponsor banner.

Location: Monarch and Centaurus High Schools

List of Supplies Needed to Perform Position

- Vehicle
- Zip Ties
- Scissors (to cut zip ties)

Responsibilities:

- Remove senior posters from the fence outside of Monarch High School
- Bring senior posters to Centaurus high school and hang them on the fence inside the stadium
- Hang Sponsor banner on the fence inside the stadium
- After the festival, remove senior posters and return / hang them back up at Monarch High School
- After the festival, remove Sponsor banner and bring it to volunteer table

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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2026 Volunteer Descriptions

Packet Assistant and Assembler

Purpose of Role: Assemble information packets to use on the day of the festival. May assist with picking up printed material from Morrell Printing in Lafayette. This activity takes place the week before the festival.

Location: Festival Coordinator's house or central location

Responsibilities:

- Assemble Band Director Packet
- Assemble the Announcer binder
- Pick up printed material from Morrell Printing in Lafayette

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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2026 Volunteer Descriptions

Parking Captain

Purpose of Role: Ensures safe, organized traffic flow and efficient parking for visit bands throughout the festival day. This role oversees the set-up of band parking areas, directs buses, equipment trucks, spectators, and volunteers, and ensures that all festival traffic moves smoothly and safely. This role supports and guides the Parking Crew and serves as the main point of contact for any parking-related needs. Expect a lot of walking, outdoor work, and standing for extended periods.

Location: Volunteer check-in table, then designated Parking Area outside the stadium.

List of Supplies Needed to Perform Position

- Cones and Barriers
- Directional signage
- Safety vest
- Radio (for communication)
- Chair
- Sunscreen
- Hat
- Water

Responsibilities:

Setup (Before Festival Begins):

- Set up cones, barriers, and directional signage to clearly mark the following areas:
 - Bus parking and drop-off zones
 - Equipment truck parking
 - Volunteer parking
 - Spectator parking
 - No-parking or restricted-access areas
- Walk the full parking layout to confirm visibility, safety, and traffic flow
- Coordinate with Festival Coordinator on any last-minute layout changes

During the Festival

- Direct buses and equipment trucks to their assigned areas
- Support Parking Crew by assigning areas, giving instructions, and answering questions
- Monitor traffic flow during peak times (arrival periods, band transitions, end of festival)
- Provide information to drivers, band staff, and visitors, as needed

End-of-Day Duties:

- Assist with directing buses and vehicles during exit traffic
- Collect, stack, and return cones, barriers, and signs to the designated area (for pick-up)
- Walk the parking area to ensure it is clean, clear, and safe

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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Parking Crew

Purpose of Role: Supports the Parking Captain in directing traffic and ensuring safe, efficient parking for visiting bands on the day of the festival. This role helps guide buses, equipment trucks, and volunteers to designated parking areas and maintains a safe and organized parking environment. Expect a lot of walking, outdoor work, and standing for extended periods.

Location: Volunteer check-in table, then Parking Area outside the stadium

List of Supplies Needed to Perform Position

- Safety vest
- Chair
- Sunscreen
- Hat
- Water
- Radio (for communication)

Responsibilities:

Before the Festival

- Assist the Parking Coordinator with placing cones, barriers, and directional signage, as needed
- Become familiar with the layout of parking zones (buses, equipment trucks, and no-parking areas)

During the Festival:

- Guide band buses and equipment trucks following the Parking Captains instructions
- Help maintain clear traffic flow and prevent congestion at entrances and exits
- Provide friendly, helpful information to drivers, band staff, and visitors
- Alert the Parking Captain of any issues, safety concerns, or supply needs

End-of-Day Duties:

- Assist with directing traffic during festival exit
- Help collect cones, barriers, and signage and return them to designated area (for pick-up)
- Ensure the parking area is clean and free of debris

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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2026 Volunteer Descriptions

Pick Up and Return Radios from Wheat Ridge

Purpose of Role: Pick up 25 handheld portable radios, charging stations, and back-up batteries from Radio Resource in Wheat Ridge 1-2 days before the festival and drop off / return radios on the Monday after the festival. This role also delivers radios to the Festival Coordinator on the day of pick up.

Location:

Radio Resource
12701 W 42nd Avenue
Wheat Ridge, CO 80033
303-987-1545
Business hours: 9am - 5pm

List of Supplies Needed to Perform Position

- Vehicle
-

Responsibilities:

- Pick up 25 handheld portable radios, charging stations, and backup batteries from Radio Resource
- Deliver equipment to Festival Coordinator's home on the day of pick-up (where radios will be charged overnight)
- Return equipment to Radio Resource on Monday after the festival

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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2026 Volunteer Descriptions

Pick Up Water from Eldorado Springs in Louisville

Purpose of Role: Pick up water from Eldorado Springs and deliver Saturday morning to Centaurus at 8:00 am. Ideally by pickup truck, SUV or minivan. This activity will take place a couple of days before the festival. Please comment with your type of vehicle on Sign Up Genius.

Location:

Eldorado Water
1783 Dogwood Street
Louisville, CO 80027
303.604.3000

Responsibilities:

- Pick up water from Eldorado Springs on designated date
- Deliver water to Centaurus on Saturday morning at 8:00 am

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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Pre-Festival Parking Lot Outreach

Purpose of Role: Helps secure spectator parking locations by contacting nearby businesses that have allowed spectator festival parking in previous years. This role involves reaching out in advance of the festival to confirm permission, documenting updated business details, and ensuring clear communication between the festival team and local businesses. This early outreach helps guarantee that spectators and volunteers have safe and accessible parking options.

Location: Phone calls, emails, and possibly visiting businesses with delayed responses.

Responsibilities:

- Contact businesses for permission to allow spectators to park in their parking lots
- Keep a list of businesses contacted with responses

Additional Details:

- This role contacts businesses at least one month before the festival, so the approved list of spectator parking can be published to our website
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



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Press Box Assistant

Purpose of Role: Supports the Press Box Captain in managing essential video transfer activities and hospitality for judges / press box personnel during the festival. This role is responsible for retrieving SD cards from the videographer after each band's performance and delivering them to the Press Box Captain in the press box. The position requires climbing a ladder multiple times throughout the day and moving between both sides of the press box efficiently and safely. This role may also leave the festival to pick up food for the judges, so a vehicle is needed.

Location: Volunteer check-in table, then Press box above the stadium bleachers

Responsibilities:

Before and During the Festival:

- Pick up food for the judges and help set it up in the designated hospitality area
- Receive instructions from the Press Box Captain regarding the SD card workflow
- Familiarize yourself with the press box layout, including the external to the videographer's platform

After Each Band Performance:

- Climb the ladder to reach the videographer's platform and retrieve the SD card containing the band's performance video
- Hand the SD card to the Press Box Captain, who is compiling the packets for Band Directors
- Repeat this process for every performing band throughout the day

Additional Details:

- It is important to follow the many rules and regulations for the judges / personnel in the press box
- You can watch the bands perform from the room at the top of those stairs
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Press Box Captain

Purpose of Role: Oversee all Press Box operations during the festival, including setting up the space, coordinating with Press Box personnel, and providing directions to the Press Box Assistant throughout the day. Your leadership ensures judges, announcers, videographers, and other key personnel have what they need for a smooth and successful festival.

Location: Volunteer check-in table, then Press box above the stadium bleachers

Responsibilities:

- Oversee the setup of the stadium press box before the festival begins
- Hang directional and informational signs within the press box
- Set up and test the printer for judge sheets and administrative needs
- Work closely with the Press Box Assistant, providing direction and oversight of video card transfers and other tasks as needed
- Order and set up food for all press box personnel
- Ensure snacks, drinks, and dinner are available and replenished throughout the event
- Support press box personnel (judges, announcer, tabulator, videographer throughout the day
- Maintain a quiet, organized environment that adheres to all judging regulations
- Conduct end-of-day cleanup, including restoring press box to condition how we found it

Additional Details:

- Only designated personnel (judges, announcer, tabulator, videographer, and assigned volunteers) may access the press box
- Grounds Crew will deliver chairs to the press box prior to setup
- Judges operate under strict rules; taking excellent care of them is essential to ensuring they return in future years
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Prop Staging Area Monitor

Purpose of Role: Oversee the organization, safety, and flow of all props in the designated Prop Staging area. This role ensures that bands can move their equipment efficiently to and from the performance field, maintaining a safe environment for band members and staff, and supports the overall timing and logistics of the festival.

Location: Volunteer check-in table, then Prop Staging Area behind RV

Responsibilities:

- Oversee the assigned prop staging area before the band performs
- Ensure each band's props are directed to the correct holding area according to the festival schedule
Maintain clear traffic lanes for safe movement of large props
- Signal bands when it is their turn to move toward the field entrance
- Provide clear, friendly instructions to students, staff, and volunteers

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Return Water Jugs to Eldorado Springs in Louisville

Purpose of Role: Gather approximately twenty-five (25) 5-gallon water jugs (and pumps) at the end of the festival and return them to Eldorado Springs in Louisville on the Monday after the festival. Vehicle is required to perform this activity.

Location:

Eldorado Natural Spring Water

1783 Dogwood Street

Louisville, CO 80027

303.604.3000

Responsibilities:

- Pick up approximately twenty-five (25) 5-gallon water jugs (and pumps) from the Volunteer table at the end of the festival
- Drop off at Eldorado Natural Spring Water in Louisville on the Monday after the festival

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Rope Controller

Purpose of Role: Ensure that access to the stadium stands is restricted during each band's performance. Volunteers will be stationed at three key entrances to maintain a quiet, uninterrupted viewing environment. You will receive your station when checking in at the volunteer table.

Location: Volunteer check-in table, then stadium stands entrances.

Responsibilities:

- Monitor one designated entrance to ensure access to stadium stands is open for spectators to enter and exit in between band performances
- Monitor one designated entrance to ensure access to stadium stands is closed / restricted during band performances; this is done by placing a chain / rope across the entrance
- When the next band begins lining up on the field, make sure the chain / rope is already across the entrance
- Communicate respectfully with spectators about access restrictions, explaining:
 - Rules are set by the Colorado Band Association (CBA)
 - The festival can be penalized if spectators enter stands during a performance
 - Access will reopen in approximately 3 minutes at the end of the performance
- Guide pit and prop pushers and band members attempting to enter the stands to the field exit; kindly explain that pit and prop pushers must exit with their band and re-enter through the front gate with a ticket, if they wish to stay and watch other performances

Additional Details:

- Crowd management is essential to maintaining CBA performance standards. No spectators may enter or exit the stands during a band's performance.

Entrances:

- Front entrance closest to concessions
- Back entrance in the middle of the stands is closest to the bathrooms
- Far entrance is where bands exit the field after their performance (Note: This area is busy and often requires gentle but firm reminders, especially for pit and prop pushers trying to enter the stands)
- There's a volunteer that guides band members at the far end of the field and out of the gate
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Tabulator

Purpose of Role: Accurately enter adjudicated scores into the CVA system during the festival. This is a critical behind-the-scenes role that directly supports the scoring process. Training will be provided prior to or at the start of the shift to ensure volunteers are comfortable with the process.

Location: Volunteer check-in table, then Press box above the stadium bleachers

Responsibilities:

- Enter judges' scores into the CVA system promptly and accurately, as each band completes its performance
- Follow provided training and procedures to ensure scoring consistency and accuracy
- Coordinate with Press Box personnel as needed for timing, score sheets, and confirmations

Additional Details:

- This role remains in the press box for the duration of your shift
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Ticketing Captain

Purpose of Role: Oversee ticket sales, pre-paid wristband station, and entrance gate, including providing instructions to volunteers at these stations. Set up and break down the ticket booth and pre-paid wristband station.

Location: After checking in at the volunteer table, in front of the stadium or near the ticket booth.

Responsibilities:

- Set up and break down ticket booth and pre-paid wristband station
- Oversee volunteers at Ticket Booth Sales, Pre-paid wristband station, entrance gate
- Train volunteers how to sell tickets, check for pre-paid ticket confirmation, distribute wristbands to spectators, and check for wristbands at stadium entrance
- Assist with ticket sales and wristband confirmation, as needed
- Ensure cash drawers, iPad, and Square are delivered so you're able to accept credit card payments
- Be responsible for cash drawers, working with Treasurer throughout day
- Answer general information questions from spectators

Clean up

- Break down wrist-band station (fold and leave 6 ft table outside of ticket booth)
- Wipe down inside of ticket booth
- Remove festival signage from inside and outside of ticket booth
- Break down stanchions and move them back inside ticket booth
- Return cash drawers, iPads, and Wi-Fi hotspot to Treasurer
- Return leftover wristbands, patches, radio to Festival Coordinator

Additional Details:

- Festival Coordinator unlocks ticket booth in the morning and locks door after box office is closed
- Once unlocked, ticket booth is cleaned out by Grounds crew, who distributes items around festival grounds
- Plan to start set-up at least an hour earlier than the gates open to spectators
- Once cash drawers have been delivered, ticket booth must be attended to at all times
- Spectators tend to show up as soon as the first band arrives. Be prepared to sell tickets and provide wristbands as spectators trickle in. This may happen before volunteers arrive
- Tickets are sold until the last band before Monarch performs
- Spectators may have general questions about the festival. If you are unable to answer questions, direct them to the Volunteer table or radio the Festival Coordinator
- Spectators with CHSSA identification receive free admission
- Clean up starts once ticket booth is closed. Remain at ticket booth until cash drawers are picked up
- Charging stations and backup batteries for radios are kept in the ticket booth
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Ticket Booth Sales

Purpose of Role: Work inside the box office selling tickets and patches to spectators.

Location: After checking in at the volunteer table, the ticket booth is located at the stadium entrance.

Responsibilities:

- Sell tickets and patches
- Distribute wristbands
- Inform spectators where to find the program QR code
- Answer general questions about the festival

Additional Details:

- Cash and credit card payments are accepted
- Spectators tend to show up as soon as the first band arrives
- Once cash drawers have been delivered, ticket booth must be attended to at all times
- Spectators may have general questions about the festival. If you are unable to answer questions, direct them to the Ticket Booth Captain
- Spectators with CHSSA identification receive free admission
- Tickets are sold until the last band before Monarch performs
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Ticket Entrance Gate

Purpose of Role: Greet spectators and confirm they have wristbands before entering the stadium. This role also assists spectators with accessing the program QR code.

Location: After checking in at the volunteer table, station is located at the main entrance to the stadium.

Responsibilities:

- Greet spectators
- Confirm spectators entering the stadium are wearing wristbands (different colors based on role)
- Inform and assist spectators in accessing the Program QR code
- Answer general questions about the festival, including the location of concessions and restrooms

Additional Details:

- Spectators tend to show up as soon as the first band arrives
- There are different color wristbands based on role
- Wristbands for prop / pit pushers do not include entry to the festival; they must purchase a ticket at the ticket booth
- Spectators may have general questions about the festival. If you are unable to answer questions, direct them to the Ticket Booth Captain
- Entrance gate is monitored until the last band before Monarch performs
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Ticket Pre-Paid Wristband Distribution

Purpose of Role: Check pre-paid ticket confirmation and distribute wristbands to spectators who purchased tickets in advance.

Location: After checking in at the volunteer table, wristband table located at the main entrance.

Responsibilities:

- Greet spectators
- Check ticket confirmation
- Distribute wristbands
- Offer to sell the spectator a commemorative patch for their band member
- Accept cash payment for patches (credit card payments are accepted at ticket booth)
- Inform and assist spectators in accessing the Program QR code
- Answer general questions about the festival

Additional Details:

- Once the cash drawer is delivered, station must be attended to at all times
- Wristbands are distributed until the last band before Monarch performs
- Spectators may have general questions about the festival. If you are unable to answer questions, direct them to the Ticket Booth Captain
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Timing and Penalty (T&P) Assistant

Purpose of Role: Help monitor each band's performance timing and support the accurate recording of any rule-related penalties. This role is required to shadow the T&P Assistant at another festival earlier in the season.

Location: After checking in at the volunteer table, on the field helping bands file onto the field.

Responsibilities:

- Shadow the T&P Assistant at another festival earlier in the season (required by CBA rules)
- Track each band's entrance, performance, and exit times using the festival's official timing guidelines
- Notify the Timing & Penalty (T&P) Judge of potential issues or discrepancies
- Assist with documentation of penalties such as early/late starts, over-time performances, or boundary violations
- Communicate clearly and professionally with field staff, bands, and festival officials
- Maintain an organized and distraction-free work area to ensure precise timekeeping

Additional Details:

- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Volunteer Check-In Assistant

Purpose of Role: Support the Volunteer Coordinator by checking in volunteers as they arrive for their shifts and ensuring they have all necessary materials and instructions. This role also distributes Band Director packets to Band Hosts and monitors the nearby water station at Gate 1.

Location: Volunteer table

List of Supplies Needed to Perform Position

- Master list of positions, volunteer names, and shift times
- Lanyards (to be returned at end of shift)
- Pre-printed name cards and extra blank cards
- Wristbands (different colors based on role)
- Volunteer instructions / position descriptions
- Radio (one stays at the table, one with Volunteer Coordinator)
- Note pad for documenting questions & improvement ideas
- Water
- Chair

Responsibilities:

- Greet and check in volunteers as they arrive for their shift
 - Confirm check-in on master volunteer sheet
 - Provide a lanyard with name card
 - Provide a wrist band, dependent on role
 - Provide instructions and directions to their assigned station
- Review the festival grounds map with volunteers so they understand their location and responsibilities
- Ask volunteers to help train the next shift; notify the Volunteer Coordinator if a replacement volunteer does not arrive
- Remind volunteers to check out at the end of their shift
- Ask volunteers to share job details and suggestions for future improvements
- Maintain the Lost & Found bin at the volunteer table
- Provide Band Host volunteers with Band Director packets as bands arrive
- Monitor and restock the water station near Gate 1 (no assigned volunteer for this area)
- Fill in temporarily at other volunteer stations when needed
- Keep notes on frequently asked questions and suggestions for next year

Additional Details:

- The Volunteer table must be attended to at all times
- Pit and Prop Pushers receive two wristbands (color TBD) but do not receive lanyards
- Volunteer Coordinator completes Volunteer Certificates for student volunteers at end of their shift
- Volunteers helping with early setup or pre-festival tasks receive free entry to the festival
- Extra water cups, toilet paper, and other basic supplies are stored at the volunteer table
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Volunteer Captain

Purpose of Role: Partner with the Festival Coordinator to plan, organize, and manage all volunteer-related activities before, during, and after the festival. This role oversees communication with volunteers, manages the Volunteer check-in area on festival day, ensures volunteers are informed and supported, and helps maintain smooth festival operations. This role provides direction to the Volunteer Check-In Assistant on the day of the Festival.

Location: Volunteer check-in table

Time of Shift: Arrive two hours prior to festival start for setup; Remain through festival end to support clean up of the check-in table and return all supplies to the Festival Coordinator.

Responsibilities:

Pre-Festival Preparation

- Request full volunteer list from the Sign-Up Genius owner in two formats:
 - Sorted by position (for communications)
 - Sorted alphabetically by volunteer name (for check-in)
- Print one master set of volunteer job descriptions
- Print one set of volunteer descriptions to have at table
- Send confirmation emails to all volunteers three (3) days prior to the festival including:
 - General volunteer information
 - Volunteer job description (include captain name and phone number)
 - Spectator parking map
 - Grounds map, warm-up map
 - Check-in location and ETA information (10–15 mins from parking)
 - Your name and phone number for day-of questions
- Print 15 copies of volunteer certificate (to confirm volunteer hours for students)
- Print list of event reminders to reference day of event
- Confirm Sign-Up Genius captures students' graduation year for legacy list creation

Day-of-Festival Duties:

- Arrive 30 minutes prior to shift
- Set up the Volunteer table and maintain a welcoming, organized space
- Confirm lanyards, wristbands, maps, and supplies are stocked
- Check in all volunteers upon arrival:
 - Confirm names on the master volunteer list
 - Provide lanyard with name card and wristband (based on role)
 - Review position instructions and direction to station
 - Ask volunteers to stay and help train the next volunteer before leaving their shift
 - Ask volunteers to share job details and suggestions for future improvements
 - Remind volunteers to check out and return lanyards
- Give Band Director Packets to Band Host for distribution upon band arrival (does this position require managing the Band Host more closely?)
- Manage Lost and Found items (bring a bin and sign)
- Tape laminated maps to tape on table to show people where to go
- Take notes on commonly asked questions or recommendations for improvement
- Monitor and restock the water station near Gate 1 (no assigned volunteer for this area)



Monarch Marching Festival

2026 Volunteer Descriptions

- Fill in temporarily at other volunteer stations, if needed
- Monitor all volunteer areas throughout the day; At shift change, go to key stations (field entrance, gate keepers (1, 2, & 3), rope controllers, concessions, ticket booth, gate keepers) to check in
- Provide guidance and answer questions - verify information with Festival Coordinator, as needed
- Fill out volunteer certificates to confirm volunteer hours for students

End-of-Day Duties:

- Clean and pack up the Volunteer Check-In area
- Return all remaining supplies, lost and found items, and notes to the Festival Coordinator
- Help volunteers find where to go to help with clean-up

Additional Details:

- Volunteer table must be attended to at all times
- Pit and Prop Pushers receive admission wristband, but do not receive lanyard
- Fill out Volunteer Certificate for specific students (provided at end of shift)
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Water Station / Battery and Pit Warm-Up Monitor

Purpose of Role: Support bands during their warm-up by monitoring timing, assisting directors, and ensuring water is always available. Help maintain a smooth, welcoming warm-up experience and guide groups to their next location as needed. Help band directors troubleshoot any issues.

Location: Volunteer check-in table, then Water Table in the grassy area on the north side Centaurus. In the area shown as “Battery / Pit Warm Up A&B” on the map.

Responsibilities:

- Monitor warm-up times for each band and ensure they remain on schedule
- Let the Band Director know when it is time to move to the next warm-up zone or staging area
- Maintain a clean, organized warm-up area
- Monitor water levels at all times and refill water cups for band members, as needed
- Radio for water jug refills before supplies run low
- Keep the water station neat, stocked, and ready for the next group
- Greet Band Directors when they arrive at warm-up, answer questions and provide guidance - including festival flow, maps, and where to go next
- Report any special requests from Band Directors to the Volunteer Captain or Festival Coordinator immediately
- Be familiar with the following locations: Instrument repair, First aid, Restrooms
- Assist band directors with questions and troubleshoot issues

Additional Details:

This position is required by the Colorado Band Association

- After warm-up, Battery, Pit members, and Pit pushers walk together to West Gate; This path goes in front of the high school, past the Volunteer Table, then to the Gate on the west side of the stadium near concessions
- A Band Host may or may not be present. Be prepared to confidently direct the group if they ask
- Our goal is to treat Band Directors with exceptional hospitality—friendly, efficient, and accommodating
- If questions come up from the band director or any staff that you are unable to answer, contact the Volunteer Captain for the answer. If the Volunteer Captain is unable to answer the question, they can radio the Festival Coordinator
- Our goal is to be completely accommodating to Band Directors; they are important and we want them to feel satisfied and happy with their overall experience
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Water Station / Body Warm-up Monitor

Purpose of Role: Support bands during their warm-up by monitoring timing, assisting directors, and ensuring water is always available. Help maintain a smooth, welcoming warm-up experience and guide groups to their next location as needed. Help band directors troubleshoot any issues.

Location: Volunteer check-in table, then Water Table in the grassy area on the south side of Centaurus. In the area near “body warm up A” and “body warm up B” and “color guard warm up” on the map

Responsibilities:

- Monitor warm-up times for each band and ensure they remain on schedule
- Let the Band Director know when it is time to move to the next warm-up zone or staging area
- Maintain a clean, organized warm-up area
- Monitor water levels at all times and refill water cups for band members, as needed
- Radio for water jug refills before supplies run low
- Keep the water station neat, stocked, and ready for the next group
- Greet Band Directors when they arrive at warm-up, answer questions and provide guidance - including festival flow, maps, and where to go next
- Report any special requests from Band Directors to the Volunteer Captain or Festival Coordinator immediately
- Be familiar with the following locations: Instrument repair, First aid, Restrooms
- Assist band directors with questions and troubleshoot issues

Additional Details:

- Bands begin at Music Warm-Up Station A or B, located on the west side of Centaurus
- Some bands will arrive with a Band Host, while others will not. When a Band Host is not present, the band will rely on you for guidance and support
- If no Band Host is with the group, introduce yourself to the Band Director, let them know you're there to assist and point out that water is available for band members and staff
- Our goal is to treat Band Directors with exceptional hospitality—friendly, efficient, and accommodating
- If questions come up from the band director or any staff that you are unable to answer, contact the Volunteer Captain for the answer. If the Volunteer Captain is unable to answer the question, they can radio the Festival Coordinator
- Our goal is to be completely accommodating to Band Directors; they are important and we want them to feel satisfied and happy with their overall experience
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform



Monarch Marching Festival

2026 Volunteer Descriptions

Water Station / Music Warm-up Monitor

Purpose of Role: Support bands during their warm-up by monitoring timing, assisting directors, and ensuring water is always available. Help maintain a smooth, welcoming warm-up experience and guide groups to their next location as needed. Help band directors troubleshoot any issues.

Location: Volunteer check-in table, then Water Table in the grassy area on the west side of Centaurus (behind the building). In the area near “music warm up A” and “music warm up B” on the map

Responsibilities:

- Monitor warm-up times for each band and ensure they remain on schedule
- Let the Band Director know when it is time to move to the next warm-up zone or staging area
- Maintain a clean, organized warm-up area
- Monitor water levels at all times and refill water cups for band members, as needed
- Radio for water jug refills before supplies run low
- Keep the water station neat, stocked, and ready for the next group
- Greet Band Directors when they arrive at warm-up, answer questions and provide guidance - including festival flow, maps, and where to go next
- Report any special requests from Band Directors to the Volunteer Captain or Festival Coordinator
- Be familiar with the following locations: Instrument repair, First aid, Restrooms
- Assist band directors with questions and troubleshoot issues

Additional Details:

- Bands go from your station back past body warm up areas to the first staging area, just west of the stadium. They will meet their pit crew (coming from Battery/Pit warm up, and walk in front of the high school to reach the first staging area) at the first staging area
- Bands begin at Music Warm-Up Station A or B, located on the west side of Centaurus
- Some bands will arrive with a Band Host, while others will not. When a Band Host is not present, the band will rely on you for guidance and support
- If no Band Host is with the group, introduce yourself to the Band Director, let them know you're there to assist and point out that water is available for band members and staff
- Our goal is to treat Band Directors with exceptional hospitality—friendly, efficient, and accommodating
- If questions come up from the band director or any staff that you are unable to answer, contact the Volunteer Captain for the answer. If the Volunteer Captain is unable to answer the question, they can radio the Festival Coordinator
- Our goal is to be completely accommodating to Band Directors; they are important and we want them to feel satisfied and happy with their overall experience
- Volunteers are provided with free entry into the festival. Pick up your wristband at the volunteer table on the day of the festival. Volunteers are able to watch Monarch perform