



Monarch Marching Festival

2026 Volunteer Descriptions

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Preparation



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2026 Volunteer Descriptions

Community Flyer Distribution

Purpose of Role: Help get the word out!! Distribute Monarch Festival flyers to businesses in Louisville, Lafayette and Superior. A list of businesses will be provided. One volunteer may assist with picking up printed material from Morrell Printing in Lafayette.

Location: Louisville, Lafayette, Superior

Timing: Flyers are distributed and posted 4-5 weeks before the festival

Responsibilities

- Pick up flyers from Morrell Printing (990 S Public Rd, Unit C, Lafayette, CO 80026)
- Review the list of businesses provided by the Festival Coordinator
- Physically visit each business that you have been assigned and ask permission to hang up flyers
- Post flyers in the appropriate place directed by each business
- Maintain an accurate record of businesses where flyers were hung up and those that did not allow flyers to be posted (submit to festival@monarchbands.org)

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

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.

Location: Festival Coordinator's house or central location

Timing: One week before the festival

Responsibilities

- Pick up flyers from Morrell Printing (990 S Public Rd, Unit C, Lafayette, CO 80026)
- Assemble a Band Director Packet for each participating band
- Assemble the Announcer Binder
- Assemble Parking passes (Press Box and Captains) and CBA Badges

Free Entry to the Festival

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Pick Up Radios from Wheat Ridge

Purpose of Role: Pickup handheld radios, charging stations, and back-up batteries from our vendor in Wheat Ridge. Radios are delivered to the Festival Coordinator's house.

Location:

Radio Resource
12701 W 42nd Avenue
Wheat Ridge, CO 80033
303-987-1545
Business hours: 9am - 3pm

Timing: 1-2 days before the festival

Supplies Needed: Vehicle

Responsibilities

- Pick up handheld portable radios, charging stations, and backup batteries from Radio Resource
- Deliver equipment to Festival Coordinator's home on the day of pick-up (radios need to be charged)

Additional Details

- Radios are shared with Centaurus and will be used for Regionals. During the years they are not shared with Centaurus, radios will need to be returned the Monday after the festival.

Free Entry to the Festival

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2026 Volunteer Descriptions

Pick Up Water from Eldorado Natural Spring Water in Louisville

Purpose of Role: Pick up water from Eldorado Natural Spring Water and deliver to Centaurus on Saturday morning by 7:00 am. Ideal vehicle size is a pickup truck, SUV or minivan.

Pick Up Location:

Eldorado Natural Spring Water
1783 Dogwood Street
Louisville, CO 80027
303.604.3000

Timing: A couple of days before the festival

Supplies Needed: Large vehicle, ideally a pickup truck, SUV or minivan

Responsibilities

- Pick up water from Eldorado Springs on designated date
- Deliver water to Centaurus on Saturday morning by 7:00 am. Drop off at the volunteer table.

Free Entry to the Festival

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2026 Volunteer Descriptions

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.

Timing: 6 weeks before the festival. Need to be completed 2 weeks before the festival.

Responsibilities

- Review the list of businesses provided by the Festival Coordinator
- Contact businesses for permission to allow spectators to park in their parking lots
- Maintain an accurate record of businesses that allow and not allow parking (submit to festival@monarchbands.org)

Free Entry to the Festival

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Monarch Marching Festival

2026 Volunteer Descriptions

Hang Senior Banners and Sponsor Banners at Centaurus

Purpose of Role: Remove senior banners from Monarch High School, then hang them on the fence inside Spangenberg field for the festival. After the festival is over, remove senior banners and return them to Monarch High School. Position also hangs up and removes Sponsor banners.

Location: Monarch and Centaurus High Schools

List of Supplies Needed to Perform Position

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

Before the Festival

- Remove senior banners from the fence outside of Monarch High School 1-2 days before the festival

Morning of the Festival

- Hang senior banners on the fence inside the stadium at Centaurus High School
- Hang Sponsor banner(s) on the fence inside the stadium (Festival Coordinator will provide)

Immediate After the Festival

- Remove the senior posters and take them with you.
- Remove the Sponsor banner(s) and return them to volunteer table

Monday/Tuesday After the Festival

- Hang the senior posters back up at Monarch High School returning them to the way you found them, best you can.

Free Entry to the Festival

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Monarch Marching Festival

2026 Volunteer Descriptions

Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

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

Supplies Needed

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

Before and During the Festival

- Estimate and procure all supplies, 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 and electronic payment procedures are followed accurately

End-of-Day Cleanup

- 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
- Some bands purchase food vouchers in advance, and the entire band often gets in line together

Free Entry to the Festival

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2026 Volunteer Descriptions

Concessions Server / Helper

Purpose of Role: Assemble and sell food and beverage items; ensure the concession stand runs as directed, 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 electronic payment for food and beverages
- 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

Additional Details

- Concessions are managed by the Concessions Captain who oversees all food and procurement activities
 - One lead volunteer manages food and cashier operations
 - One lead volunteer manages beverage operations
- Concession station will be very busy during band breaks
- Non-concession volunteers do not receive free or discounted food
- Some bands purchase food vouchers in advance, and the entire band often gets in line together

Free Entry to the Festival

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Grill Master

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

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

Supplies Needed (Provided by Concessions Captain)

- Grills with Propane
- Food
- Gloves
- Spatula
- Meat Thermometer

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 orders
- Concessions are managed by a Concession 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

Free Entry to the Festival

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Lend a Cooler

Purpose of Role: Lend a large cooler for use by the Concessions team during the festival. Coolers will be used to keep beverages and other concession items cold throughout the day.

Location: Concession stand inside the stadium

Responsibilities

- Clearly label your cooler with your name and phone number
- Drop off your cooler at the Concession stand by **9:00 a.m.** on the day of the festival
- Check in with the Concessions team when dropping off the cooler so they know it has been received
- Pick up your cooler from the Concession stand at the end of the festival
- Make sure you take the correct cooler when picking it up

Additional Details

- Large coolers are preferred
- Coolers should be clean and in good working condition
- Wheeled coolers are especially helpful, but not required
- Please do not leave personal items inside the cooler



Monarch Marching Festival

2026 Volunteer Descriptions

Judges and Press Box



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, tabulators, videographers, and other key personnel have what they need for a smooth and successful festival. This position also works with out-of-state judges to help secure hotel rooms, and transportation to and from the festival.

Location: After checking in at the volunteer table, Press box above the stadium bleachers

Responsibilities

- Work with out of state judges to secure hotel rooms, and transportation to and from the festival
- 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
- Order and set up food for all Press Box personnel
- Ensure snacks, drinks, and meals 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 may access the press box: judges, announcer, tabulator, videographer, and assigned volunteers
- Judges operate under strict rules; taking excellent care of them is essential to ensuring they return in future years
- Grounds Crew will deliver chairs and tables to the press box prior to setup
- You can watch the bands perform from the press box

Free Entry to the Festival

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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 and 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 may require climbing a ladder throughout the day and moving between both sides of the press box efficiently and safely. This position may also leave the festival grounds to pick up food for the judges, so a vehicle is needed.

Location: After checking in at the volunteer table, the Press box above the stadium bleachers

Supplies Needed

- Vehicle

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 videographer's platform

After Each Band Performance

- Retrieve the SD card containing the band's performance video
- Hand the SD card to the Press Box Captain, who is compiling packets for Band Directors
- Repeat this process for every band performing throughout the day

Additional Details

- It is important to follow the rules and regulations for the judges and press box personnel
- You can watch the bands perform from the press box

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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
- Communicate clearly and professionally with field staff, bands, and festival officials
- Maintain an organized and distraction-free work area to ensure precise timekeeping
- Assist T&P judge, as requested

Free Entry to the Festival

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Tabulator

Purpose of Role: Accurately enter adjudicated scores into the required CBA software (Competition Suite) during the festival. This is a critical behind-the-scenes position 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: After checking in at the volunteer table, the Press box above the stadium bleachers

Responsibilities

- Enter judges' scores into Competition Suite 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

- CBA provides a training document for how to perform the role
- This role remains in the press box for the duration of your shift

Free Entry to the Festival

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Food Delivery

Purpose of Role: Pick up the pre-ordered meal for the festival judges and deliver it to the Press Box. This is a short but important assignment that helps ensure our judging panel receives their meal on schedule. A vehicle is required for this position.

Location: Deliver the meal to the Press Box upon returning to the festival.

Responsibilities

- confirm the restaurant location, pick-up time, and order information before leaving
- Drive to Chipotle at the designated time
- Pick up the pre-ordered meal for the festival judges
- Confirm that the complete order has been received, including any drinks, sides, utensils, napkins, or other items included with the order
- Carefully transport the meal back to the festival
- Deliver the meal to the designated location in the Press Box

Free Entry to the Festival

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2026 Volunteer Descriptions

Transport Judges from Airport to Hotel

Purpose of Role: Provide transportation for two festival judges arriving at the airport and ensure they are safely and comfortably transported to their hotel. This role is often one of the judges' first interactions with the festival, so a friendly, welcoming, and dependable volunteer is important. A reliable vehicle and valid driver's license are required for this position.

Location: Airport pick-up location and designated judges' hotel. Specific flight, pick-up, and hotel information will be provided prior to the festival.

Responsibilities

- Review the judge's flight information, arrival time, contact information, and hotel details before leaving for the airport
- Arrive at the airport with enough time to park or reach the designated passenger pick-up area before the judge is ready
- Monitor the flight for delays or changes to the scheduled arrival time
- Communicate with the judge, as needed, to coordinate the meeting location
- Greet the judge and provide a welcoming introduction to the festival
- Provide safe transportation from the airport to the designated hotel
- Confirm the judge has everything they need before leaving the hotel
- Notify the Press Box Captain once the judge has been successfully dropped off
- Communicate any significant delays, transportation issues, or changes in plans as soon as possible

Free Entry to the Festival

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Monarch Marching Festival

2026 Volunteer Descriptions

Transport Judges from Hotel to Festival, then back to Hotel

Purpose of Role: Provide reliable transportation for festival judges between their hotel and the festival. This role ensures judges arrive at the festival on time and have transportation back to their hotel at the end of their judging responsibilities. A reliable vehicle and valid driver's license are required for this position.

Location: Designated judges' hotel and festival site. Specific hotel, pick-up times, and meeting locations will be provided prior to the festival.

Responsibilities

- Review the judges' transportation schedule, hotel information, and designated festival arrival time in advance
- Arrive at the hotel at the designated pick-up time
- Communicate with the judges, as needed, to coordinate the meeting location
- Greet the judges and assist with any belongings, as needed
- Provide safe transportation from the hotel to the festival
- Ensure judges arrive at the festival with enough time to get settled before their responsibilities begin
- Drop judges off at the designated festival entrance or check-in location
- Confirm the expected end-of-day pick-up time and meeting location before leaving
- Return to the festival at the designated time to pick up the judges
- Remain flexible in case the festival schedule runs ahead of or behind schedule
- Provide safe transportation back to the hotel
- Notify the Press Box Captain when the judges have been successfully returned to their hotel
- Communicate any delays, transportation issues, or changes in plans as soon as possible

Free Entry to the Festival

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Monarch Marching Festival

2026 Volunteer Descriptions

Parking



Monarch Marching Festival

2026 Volunteer Descriptions

Parking and Logistics Captain

Purpose of Role: Oversees the set-up of band parking areas, and provides direction for buses, equipment trucks, spectators, and volunteers. Ensures a safe and organized traffic flow, and efficient parking for visiting bands throughout the festival day. This position 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: After checking in at the volunteer table, the designated parking area outside of the stadium

Supplies Needed

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

Responsibilities

Before the Festival

- Set up cones, barricades, 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 the parking crew by assigning areas, giving instructions, and answering questions
- Monitor traffic flow throughout the festival day (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, barricades, and signs to the designated areas (for pick-up)
- Walk the parking area to ensure it is clean, clear, and safe

Free Entry to the Festival

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2026 Volunteer Descriptions

Parking and Logistics Assistant

Purpose of Role: Supports the Parking and Logistics Captain in coordinating parking operations throughout the festival day. This role serves as an extra set of hands and eyes for the Captain, helping with parking-area set-up, supporting and directing the Parking Crew, monitoring traffic flow, and responding to issues as they arise. The Parking and Logistics Assistant may be asked to cover different parking areas throughout the day based on traffic and band arrival needs. Expect a lot of walking, outdoor work, and standing for extended periods.

Location: After checking in at the volunteer table, the designated parking area outside of the stadium

List of Supplies Needed to Perform Position

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

Responsibilities

Before the Festival

- Check in with the Parking and Logistics Captain for assignments and updates to the parking plan
- Assist the Parking Coordinator with placing cones, barricades, and directional signage, as needed
- Become familiar with the layout of parking zones (buses, equipment trucks, and no-parking areas)

During the Festival

- Support the Parking and Logistics Captain with overall parking operations
- Help coordinate and provide direction to Parking Crew volunteers, as needed
- Direct buses and equipment trucks per Captain instructions
- Move between parking areas to provide coverage during busy arrival and transition periods
- Provide friendly, helpful information to drivers, band staff, volunteers, and visitors
- Help maintain clear traffic flow and prevent congestion at entrances and exits
- 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, barricades, and signage and return them to designated areas (for pick-up)
- Ensure the parking area is clean and free of debris
- Walk the parking areas with the Captain or Parking Crew to ensure they are clean, clear, and safe

Free Entry to the Festival

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2026 Volunteer Descriptions

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, spectators, 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: After checking in at the volunteer table, the designated parking area outside of the stadium

List of Supplies Needed to Perform Position

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

Responsibilities

Before the Festival

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

During the Festival

- Direct buses and equipment trucks 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, barricades, and signage and return them to designated areas (for pick-up)
- Ensure the parking area is clean and free of debris

Free Entry to the Festival

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Monarch Marching Festival

2026 Volunteer Descriptions

Ticketing



Monarch Marching Festival

2026 Volunteer Descriptions

Ticketing Captain

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

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

Responsibilities

- Set up and break down ticket booth and pre-paid wristband station
- Oversee volunteers at ticket booth, pre-paid wristband station, and 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 cash and 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 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, Square, and Wi-Fi hotspot to Treasurer
- Return leftover wristbands, patches, and the radio to volunteer table

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 one hour earlier than the stadium 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
- Start cleanup when the ticket booth closes. Remain at ticket booth until cash drawers are collected
- Charging stations and backup batteries for radios are kept in the ticket booth

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2026 Volunteer Descriptions

Ticket Booth Sales

Purpose of Role: Work inside the ticket booth selling tickets and patches to spectators.

Location: After checking in at the volunteer table, the ticket booth in front of 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

Free Entry to 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. All volunteers can 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 position also assists spectators with accessing the program QR code.

Location: After checking in at the volunteer table, the ticket booth in front of the stadium entrance

Responsibilities

- Greet spectators
- Confirm spectators entering the stadium are wearing wristbands
- Direct spectators without wristbands to the ticket booth for purchase
- Inform and assist spectators with 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

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

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, the pre-paid ticket station in front of the stadium entrance

Responsibilities

- Greet spectators
- Check ticket confirmation
- Distribute wristbands
- Inform spectators that commemorative patches are for sale
- 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

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

Grounds



Monarch Marching Festival

2026 Volunteer Descriptions

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: After checking in at the volunteer table, the 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
- Distribute tables, chairs, and canopies to various stations
- Set up stanchions to control flow of spectators, as needed
- Clean up stadium at the end of the festival

Additional Details

- Monarch borrows items from Centaurus, so some items need to be retrieved from Centaurus supply closet (and returned at the end of the festival)

Free Entry to 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. All volunteers can 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: After checking in at the volunteer table, the 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
- Bring full trash bags to dumpsters; Do not leave trash outside 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

Free Entry to 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. All volunteers can 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: After checking in at the volunteer table, the grounds inside and outside of the stadium

Responsibilities

- Ensure the grounds and stadium are set up and ready for the festival
- Set up water stations in Warm-up areas
- Distribute canopies, tables, chairs, and water to various stations
- Set up stanchions for ticketing, concessions, and the last gate before bands enter the field
- Clean up stadium at the end of festival

Additional Details

- Grounds Captain to provide information on location of supplies
- Monarch borrows items from Centaurus, so some items need to be retrieved from Centaurus supply closets (and returned at the end of the festival)

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

Grounds and Stadium Clean Up

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

Location: After checking in at the volunteer table, the grounds inside and outside of the stadium

Supplies Needed

- Trash Bags
- Gloves

Responsibilities

- Break down stanchions and put them inside 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.



Monarch Marching Festival

2026 Volunteer Descriptions

Lend a Pop-Up Canopy

Purpose of Role: Lend a pop-up canopy for use during the festival day. Canopies provide much-needed shade and weather protection for volunteers and festival operations throughout the day.

Location:

- Drop-off and pick-up at Volunteer table

Responsibilities

- Lend a 10' x 10' pop-up canopy for use during the festival
- Clearly label the canopy and carrying case with your name and phone number
- Drop off the canopy at the volunteer table by 8:00a
- Make sure all necessary canopy parts are included
- Pick up your canopy from the volunteer table at the end of the festival
- Check that you have all canopy pieces before leaving

Additional Details

- 10' x 10' pop-up canopies are preferred
- Canopies should be in good working condition
- Please include the carrying case, if available
- Canopy weights are especially helpful and should be included if available



Monarch Marching Festival

2026 Volunteer Descriptions

Festival Operations



Monarch Marching Festival

2026 Volunteer Descriptions

Festival Coordinator

Purpose of Role: The Festival Coordinator serves as lead organizer for the Monarch Marching Festival, one of the Monarch Band Boosters' largest events. This year-round leadership position is responsible for planning, organizing, and overseeing all aspects of the festival from initial preparation through post-event wrap-up. This position is ideal for someone with strong planning and organizational skills.

Working in partnership with the Band Director and Executive Board, the Festival Coordinator develops the overall event plan, establishes timelines, coordinates logistics, recruits volunteers, and ensures all planning activities remain on schedule. The Festival Coordinator provides guidance and support to volunteer Captains responsible for key functional areas including parking, concessions, ticketing, press box, grounds, volunteer coordination, and other event areas. This position also oversees event-day volunteers to ensure volunteers are supported and all activities run smoothly and efficiently.

This position is well documented from previous coordinators. At the same time, it offers the opportunity to build on that strong foundation by introducing new ideas, improving processes, and continually enhancing the experience for participating bands, judges, spectators, and volunteers.

Responsibilities

- Lead the overall planning, coordination, and execution of the Monarch Marching Festival
- Maintain the master planning timeline, ensuring key milestones are completed on schedule
- Oversee logistics across all festival operations to ensure activities are coordinated and aligned
- Coordinate planning meetings and communicate progress to the Band Director, volunteer Captains, and Executive Board members
- Recruit, support, and provide guidance to volunteer Captains, ensuring each area has the resources needed for success
- Serve as the primary point of contact for planning, coordination, and execution of festival operations
- Maintain an active presence throughout the festival, checking in regularly with volunteer Captains and key operational areas
- Support smooth volunteer shift transitions by confirming coverage at major stations and assisting with staffing needs as they arise



Monarch Marching Festival

2026 Volunteer Descriptions

Assistant Festival Coordinator

Purpose of Role: The Assistant Festival Coordinator works closely with the Festival Coordinator to support the planning, organization, and execution of the annual Monarch Marching Festival. This role provides hands-on experience in all aspects of festival operations, while helping ensure the event's continued success. The Assistant Coordinator collaborates with the Festival Coordinator, Executive Board, Band Director, volunteer captains, and event volunteers to learn the processes, timelines, and logistics required to manage the festival effectively. Responsibilities may include assisting with volunteer coordination, communications, planning meetings, vendor and participant support, and event-day operations.

This position serves as the primary succession path for the Festival Coordinator role, offering an excellent opportunity to gain knowledge, build leadership skills, and become familiar with the established processes and documentation that support the festival. The Assistant Coordinator is expected to gradually assume increasing responsibility and be prepared to step into the Festival Coordinator role when the position becomes available.

Responsibilities

- Assist the Festival Coordinator with planning, organizing, and executing all aspects of the Monarch Marching Festival
- Help maintain the festival planning timeline by tracking assignments, deadlines, and follow-up activities
- Attend planning meetings, document action items, and assist with coordinating communications
- Partner with the Volunteer Coordinator to support volunteer recruitment, training, and coordination
- Assist with preparing festival materials, forms, maps, signage, and other event documentation
- Serve as a resource for volunteer Captains by answering questions, gathering information, and helping resolve issues during planning and on festival day
- Monitor festival operations on event day, checking in with volunteer Captains and assisting with logistics, staffing adjustments, and problem-solving
- Learn the overall festival planning process, documentation, timelines, and key relationships to ensure continuity from year to year
- Participate in the post-festival wrap-up

Additional Details

- Works under the guidance of the Festival Coordinator, while progressively assuming greater responsibility
- Serves as the designated backup for the Festival Coordinator
- Helps maintain and improve festival documentation to support future coordinators.



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, ensures volunteers are informed and supported, and helps maintain festival operations. This role provides direction to the Volunteer Check-In Assistant during the Festival.

Location: Volunteer table

Time of Shift: Arrive one hour 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 the full volunteer list from the sign up (Festival Coordinator or Webmaster will provide):
 - Sorted by position (for communications)
 - Sorted alphabetically by volunteer last name (for check-in)
- Review volunteer descriptions; Coordinator will provide a copy for volunteer 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) (Coordinator)
- Print list of event reminders to reference day of event (Coordinator)

Day-of-Festival Duties

- Set up the Volunteer table and maintain a welcoming, organized space
- Confirm lanyards, name cards, wristbands, maps, and supplies are stocked
- Teach the Volunteer Check-In Assistant how to check in volunteers
- 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 on table to reference
- Take notes on commonly asked questions or recommendations for improvement
- Fill in temporarily at other volunteer stations, if needed
- Monitor volunteer stations throughout the day, especially at shift change to check on volunteers
- Monitor and check in on Director's lounge
- Fill out Volunteer Certificate for specific students (provided at end of shift)

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



Monarch Marching Festival

2026 Volunteer Descriptions

Additional Details

- Volunteer table must be attended to at all times
- Pit and Prop Pushers receive admission wristband, but do not receive lanyard

Free Entry to 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. All volunteers can 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 ensure they have all necessary instructions. This role also distributes Band Director packets to Band Hosts.

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 always 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 list
 - Provide a lanyard with name card
 - Provide a wrist band, dependent on role
 - Review position instructions and direction to station
- Communicate to each volunteer:
 - 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
 - Request that volunteers 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
- 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 admission wristband, but do not receive lanyard
- Extra water cups, toilet paper, and other basic supplies are stored at the volunteer table

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions



Monarch Marching Festival

2026 Volunteer Descriptions

Band Director Lounge Monitor

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, the lounge is inside the front doors of Centaurus

Responsibilities

Before the Festival

- Set up lounge one-hour before the first band is scheduled to arrive
- Organize and present food and drinks in an orderly fashion
- Fill coolers with ice and drinks

During the Festival

- 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
- Contact the Festival Coordinator if you are unable to answer questions or run out of food or drinks
- Take notes if the lounge runs out of food or drinks, so we can plan for next year

After the Festival

- Clean up the space returning it to how you found it (or better)
- Empty trash can, place garbage in the dumpster
- Coordinate a golf cart to help return remaining items to the volunteer table

Additional Details

- The Band Director lounge does not need to be monitored continuously throughout the day
- 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

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

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.

Supplies Needed

- Band Director Packets (one per visiting band) will be held at the volunteer table

Responsibilities

Before Band Arrival

- Pick up Director Welcome Packets and instructions from the volunteer table
- Review arrival times and schedules for the bands you have been assigned
- Familiarize yourself with festival grounds, warm-up areas, restrooms, and key locations

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 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 with snacks and beverages, in the school lobby. This area may also be used to have meetings with staff, as necessary. Point to the front doors of the school.

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 Directors to answer questions or troubleshoot issues
- Bring questions or special requests from directors to the Festival Coordinator

After Performance

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



Monarch Marching Festival

2026 Volunteer Descriptions

Additional Details

- 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

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

Cash Collector and Counter

Purpose of Role: Collect cash from Concessions and Ticketing, assist Treasurer with counting cash throughout the festival

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

Responsibilities

- Coordinate with Treasurer to understand the schedule for collection
- Collect cash from Concessions and Ticketing stations
- Maintain separate tally sheets for cash collected at Concessions and Ticketing
- Assist with final count at the end of the festival

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

Festival Last Minute Helper

Purpose of Role: Flexible, on-call support volunteer who assists with unexpected needs throughout the day. This position 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 and takes direction from the Festival Coordinator.

Location: After checking in at the volunteer table, report to Festival Coordinator

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 needs a break
- Maintain communication with the Festival Coordinator and Volunteer Captain 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 and activities

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

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 the volunteer table, go to the East side of the football field, next to the gate leading to the parking lot (off of Warrior Way)

Supplies Needed

- Chair (Optional)
- 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 equipment with wheels
- Secure the exit gate after the bands have exited, nobody should enter at this gate from the outside
- After each band, ensure the ramp is safely pushed up against the curb
- Allow judges to come and go through the small side gate and the large gate; spectators should not use this gate

Before The Festival

- Make sure the gate is closed

During the Festival

- 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, verbally call out "There is a curb. Watch your step!"
- For heavy equipment on wheels, warn the band that there is a hill just after the ramp; If they're not ready for it, heavy equipment could easily accelerate away from them
- Pit and prop volunteers must exit the stadium with their band; Pit and prop volunteers must purchase a ticket at the ticket booth to enter the stadium

Free Entry to the Festival

- Volunteers in this position are provided a wristband that provides them with free entry into the festival. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

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. 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.

Location: After checking in at the 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

- 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.
Note: It is important that 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 is served
 - **On Field:** This area is located inside the field (on the west side). The Timing and Penalties (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
- 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. Nobody else is allowed on the field. If a conflict arises, inform 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 instructions
- No minors are allowed through this gate or on the field, except band members

Free Entry To 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

Prop Staging Area Monitor

Purpose of Role: Oversee the organization, safety, and flow of all props in the designated Prop Staging area. This role helps maintain the festival schedule by directing bands and volunteers as props move to and from the performance field.

Location: After checking in at the volunteer table, Prop Staging Area behind the RV

Responsibilities

- Oversee the assigned prop staging area before the band performs
- Direct each band's props to the appropriate holding area according to the festival schedule
- Maintain clear traffic lanes to ensure the safe movement of large props, equipment, and personnel
- Coordinate with the Gate 2 Monitor to prepare bands for entry onto the field
- Signal prop crew when it is their turn to move toward the field entrance
- Provide clear, friendly instructions to bands, staff, and volunteers
- Monitor and restock the water station next to the prop staging area

Free Entry to the Festival

- Volunteers in this position are provided a wristband that provides them with free entry into the festival. All volunteers can 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, and open in between band performances. Volunteers are 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: After checking in at the volunteer table, the 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 Bandmasters Association (CBA)
 - The festival can be penalized if spectators enter stands during a performance
 - Access will reopen for 3-5 minutes at the end of a 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 is the closest to concessions
- **Back:** Entrance is in the middle of the stands; closest to the bathrooms
- **Far:** Where bands exit the field after their band's performance. This area is busy and often requires gentle but firm reminders, especially for pit and prop pushers trying to enter the stands

Free Entry to 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. All volunteers can 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 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: After checking in at the volunteer table, Water Station in the grassy area on the north side of Centaurus. The map has this area labeled as "Battery / Pit Warm Up A&B".

Responsibilities

- Monitor warm-up times for each band and ensure they remain on schedule
- Inform the Band Director when it's time to move to the next warm-up area 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
- Greet Band Directors as they arrive, answer questions and provide guidance - including festival flow, maps, and where to go next
- Contact Festival Coordinator or Volunteer Captain if Band Directors have special requests
- Be familiar with the following locations: Instrument repair, First aid, Restrooms
- Assist band directors with questions and troubleshoot issues
- Late shift breaks down station after last band has departed station

Additional Details

- This position is required by the Colorado Bandmasters Association (CBA)
- 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 and accommodating
- If there are questions you are unable to answer, contact the Volunteer Captain. If the Volunteer Captain is unable to answer the question, they will radio the Festival Coordinator

Free Entry to 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. All volunteers can 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 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: After checking in at the volunteer table, the Water Station in the grassy area on the south side of Centaurus. The map has this area labeled as “Body warm up A”, “Body warm up B” and “Color Guard warm up”.

Responsibilities

- Monitor warm-up times for each band and ensure they remain on schedule
- Inform the Band Director when it is time to move to the next warm-up area 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
- Greet Band Directors as they arrive, answer questions and provide guidance - including festival flow, maps, and where to go next
- Contact Festival Coordinator or Volunteer Captain if Band Directors have special requests
- Be familiar with the following locations: Instrument repair, First aid, Restrooms
- Assist band directors with questions and troubleshoot issues
- Late shift breaks down station after last band has departed station

Additional Details

- This position is required by the Colorado Bandmasters Association (CBA)
- Bands begin at Music Warm-Up Station A or B, located on the west side of Centaurus
- 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 and accommodating
- If there are questions you are unable to answer, contact the Volunteer Captain. If the Volunteer Captain is unable to answer the question, they will radio the Festival Coordinator

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



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 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: After checking in at the volunteer table, the Water Station in the grassy area on the west side of Centaurus (behind the building). The map has this area labeled “Music warm up A” and “Music warm up B”.

Responsibilities

- Monitor warm-up times for each band and ensure they remain on schedule
- Inform the Band Director when it is time to move to the next warm-up area 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
- Greet Band Directors as they arrive, answer questions and provide guidance - including festival flow, maps, and where to go next
- Contact Festival Coordinator or Volunteer Captain if Band Directors have special requests
- Be familiar with the following locations: Instrument repair, First aid, Restrooms
- Assist band directors with questions and troubleshoot issues
- Late shift breaks down station after last band has departed station

Additional Details

- This position is required by the Colorado Bandmasters Association (CBA)
- From this station, bands go 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 and Pit warm up, and walk in front of the high school to reach the first staging area
- Bands begin at Music Warm-Up Station A or B, located on the west side of Centaurus
- 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 and accommodating
- If there are questions you are unable to answer, contact the Volunteer Captain. If the Volunteer Captain is unable to answer the question, they will radio the Festival Coordinator

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.



Monarch Marching Festival

2026 Volunteer Descriptions

Post-Festival



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 Natural Spring Water in Louisville. A vehicle is required to perform this activity.

Location:

Eldorado Natural Spring Water
1783 Dogwood Street
Louisville, CO 80027
303.604.3000

Timing: The water jugs can be returned the Monday after the festival

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 the jugs at Eldorado Natural Spring Water in Louisville on the Monday after the festival

Free Entry to 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. All volunteers can watch Monarch perform, with the exception of a small crew at Concessions.