

VOLUNTEERS TASK CHANGES to cope with COVID & ensembles relocation

PRE-COVID	POST-COVID
FRONT OF HOUSE	
Pile of programmes & tickets for sale	<ul style="list-style-type: none"> • No cash exchanged at door <i>(if entrant has no card for payment they fill in their contact details on an REIOU slip left at door. This can be repaid online - or at a bank)</i> • Online Tickets shown - exchanged for paper ticket. Order number recorded - and also starting ticket number on roll and final ticket number on roll so numbers may be determined. • Pickup Programme receipt shown - exchange for programme • EFTPOS machine in place of cash. Volunteer enters amount due , then Accept Payment. Entrant swipes card, taps card , inserts card etc. Charging lasts for about 8 hours so could need charging during course of long day. <p>NOTE: At Ryde Eastwood Leagues Club events no EFTPOS machines - Online Tickets only. "Front-of-Door" stays in foyer area checking tickets and passes to marshal to direct people to gallery (audience) or function rooms (performers)</p>
REGISTRATION	
<ul style="list-style-type: none"> • Mark of attendance of performer • Collect music (vocal/instrumental) or CD (popvocal/dance) or own choice verse/prose (speech). Optional submission at Seniors events • Instrumental & Vocal - record music details if not preregistered. Speech - record own choice details • Vocal/Instrumental/Speech - give "designated videographers" authorisation token to give to the MC 	no change from previous case except in ensemble events where the registration desk will be in one of the function rooms upstairs. Sanitiser recommended for people submitting and picking up music.
SCRIBE	
<ul style="list-style-type: none"> • Organise adjudication sheets • Record Prizewinners and Highly Commended Certificates • DANCE ONLY - write adjudicators comments • In Cash events write names of prizewinners on certificates AND names of winners on PRIZE SUBMISSION FORMS 	no change - except that prizewinner certificates, trophies etc. will be laid out for collection by the winners rather than being handed out by adjudicator or sponsor
MC	
<ul style="list-style-type: none"> • welcomes and warnings • organise presentations with sponsors • keep an eye on designated videographer (location and operation) AND call out anyone else breaking the photograph/video ban. • liaise with adjudicator for signal to move on to next competitor 	<ul style="list-style-type: none"> • control no hand shaking and the picking up of trophies, prize forms etc. • remind people of COVID rules including requesting anyone who is not feeling well to report to the front desk and leave the hall.
CATERING	
Food prepared and warmed/cooked in kitchens OR food ordered in from nearby shops etc.	only change in most venues - choice of food to minimise handling, such as separate, packaged biscuits/cakes etc. RYDE EASTWOOD LEAGUES CLUB - vouchers given to volunteers, adjudicators and accompanists to eat at the cafe/restaurant. Catering officer will procure beverage etc. for the adjudicator table as needed.
MARSHALS	
One to two needed - only on choral and ensemble events	A minimum of 4 marshals needed on choral and ensemble events. Ideally one marshal needed on other sessions, Vocal and Instrumental - marshal wipes down piano keys between performers/accompanists.