

GLI Volunteer Overview

What is GLI?

Our marching band musicians and color guard along with marching bands of other high schools in our area compete in several Michigan Competing Band Association (**MCBA**) sanctioned marching band contests. These contests are held on the weekends throughout the fall and are hosted by our peer high schools. These competitions provide the area marching bands with the opportunity to perform and be judged on their respective shows, and at the same time provide each hosting high school with the means to generate revenue.

GLI stands for "Great Lakes Invitational" and is the competition sponsored by the Plymouth Canton Music Boosters. Not only does GLI offer area bands a venue for performance, it is one of our primary fundraisers. Income is obtained from participation fees, ticket sales, paid advertisements in our program book, sale of the program book, 50-50 raffle ticket sales, and lunch and snack food sales.

Volunteers make this event a success by selling advertisements (business and personal ads), generating the program, directing the marching band vehicles (buses and trucks), greeting the public (security), selling tickets, selling programs and 50-50 raffle tickets, preparing and selling food, manning equipment gates, chaperoning the visiting bands from practice area to the performing field, running scores, videotaping the performances, announcing the show, attending to the MCBA judge's transportation, lodging and food needs, etc..

Thank you in advance for helping us maintain such a high quality program.

Please check the volunteer roster on <http://www.pcmb.net> which is posted a few weeks prior to the event. If you have not already volunteered please consider one of the positions that is open and sign up with the Chairperson in your desired area.

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The next several pages discuss the responsibilities of the chair personnel for the various GLI teams. Even if you are not ready chair one of the teams, a quick read though will still help you decide where you might like to volunteer.

GLI Event Coordinator

This position may be staffed by a single person or a small team. Your job is to coordinate the total event with the MCBA, our school district, other area Schools/Bands, and our volunteer chair people. Typically you will learn this job by assisting the coordinator in the prior year.

One of your first jobs as the Event Coordinator will be to send application forms and other literature to area bands to help them "sign up" for GLI. You will also solicit for GLI Chair people for each of the areas below. Your team needs to be solidified by the end of June / early July.

Communications Chair

Your job is the procurement of the walkie-talkies (~30), and the recharging / swapping / tabulation of the whereabouts of those walkie-talkies on the day of the event.

Security Chair

Primary Charge is the acquisition (donation!) and coordination of delivery and return of approximately 10 Golf Carts from a local golf course to drive the grounds on the day of the event. 2 Carts go to the event chairs, 8 to the security team members.

At the GLI Booster meeting you will solicit for 7 securities team members for each of 3 four-hour shifts. This team is charged with transporting proceeds from ticket sales and concessions to the Booster Treasurer. Move other monies as needed. Liaison to the public, providing rides to Seniors and Handicap folks to and from their cars as needed. Assure access to restrooms. Notify local EMS-Police in event of need.

Parking Chair

Your job is the coordination of all Car (spectator), Bus (arriving bands), and Truck (Band Gear) parking throughout the day of the event.

At the GLI booster meeting you will solicit for a team of volunteers to assist in this parking coordination (6 to 9 people per shift x 3 four hour shifts ~ 23 parking team members)

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Bus Check-In/Band Guides Chair

Coordinate of a team of people to check-in and direct the incoming bands as they weave their way around our campus.

Solicit for a team of volunteers to assist in this Bus check-in and Band Guides (16 to 21 people per shift x 3 four hour shifts ~ 50 total guides,. These shifts are guidelines and subject to change

Homeroom Chair

Your duties include the coordination of a team of Homeroom Guides

Guides maintain security / integrity of Canton High indoor grounds (and the materials brought in by the visiting band) while those teams are in our homerooms

Solicit for a team of volunteers to assist in this Homeroom duty (2 coordinators + 2 people per shift for the first two four-hour shifts, and 6 people per shift for the last four-hour shift (end rush), total approximately 10 people.

Show & Equipment Gate Chair

This team will cover the gate areas: Check the pit crew credentials for field entry. Evaluate equipment allowed on the marching field. Protect various surfaces with Plywood as needed. Prep and clean up markers on field as required by MCBA. Coordinate turning on the Field Lights. Pits from all bands go into the field to do set up and tear down.

Solicit at the GLI booster meeting for a team of volunteers. (Need 2 coordinators + 7-9 people per shift x 3 four-hour, total ~ 26 people.

Concessions & Food Chair

Procure and oversee the food services for all attendees and event staff at GLI.

Solicit for a HUGE team of volunteers to assist with all Food Services (totaling > 140 volunteers, largely in 4 hour shifts.

Cooking (Kitchen), Grilling (Outdoor), Serving and Selling (Several Concession Stands), Runners, etc. The bulk of the work and profits come from food services!

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Announcer

Announce teams and Composers, get proper pronunciations before hand, GLI Event Coordinators will provide lists of each band's publicity form. Assure a corded microphone (feedback issues on wireless mikes).

Hold Raffle between First part (Flights 4 and 3, then their awards, then dinner & raffle) and the next part (Flights 2 and 1, then their awards, and raffle before closing out the evening).

Special announcements – Trophies& award ceremonies, 50/50 raffle, major football game scores, clean up at the end, etc.

First Aid Chair

Coordinate nurses and any calls for EMS as required on the event day.

Solicit for a team of ~4-6 nurses to cover the event day

Trophy and Scores Chair

Purchase, bring in, and setup the trophies. Monies for trophies come from band booster treasurer.

Solicit approximately 20 others to run the scores from the Judges areas (Press Box, Concession Stand, Field) to the tabulation area.

Hospitality Chair

Coordinate and provide for all needs of the incoming MCBA Judging staff:

Air (2 to 3), Lodging (FRI & SAT night / Pre-Arrange Comfort in Plymouth x 5 - we can cancel some if all 5 are not needed)

Ground transportation to and from Lodging to performance.

Meals during break - have meals brought in from local restaurant to Canton Staff Lounge; coordinate other ad-hoc food and beverage needs with Food Services team.

Solicit for other volunteers as needed to accommodate all MCBA transportation.

Ticket Booth Chair

Make the arrangements to have tickets printed and obtain them Also make sure we have hand stamps and ink for the day of the event.

Responsible for tickets sales and hand stamp on the day of the event. Also responsible for the volunteer check-in at the ticket booth on the day of the event.

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Program Advertisement Chair

Sell ads to be placed in the GLI program booklet. Coordinate with the design crew.

You will solicit volunteers at the GLI booster meeting to help. Your team will sell both Business and Personal ads for the program.

Help choosing a printer that will give us the best overall package.

Program Design Chair

Create the program booklet that we will sell at GLI. You will compile show briefs that are provided by the participating bands, photos, ads, and schedule information. The best way to see what is expected is to look at one or two programs from past competitions.

Desktop publishing experience is needed to design the layout of the booklet.

Coordination with the PCMB ad crew and incoming bands is also necessary.

Program 50/50 Raffle Sales

Sell the programs and raffle tickets on the day of the event.

Solicit for and Coordinate separate crews to sell Programs and 50/50 Raffle Tickets at gate and in the stands (approximately ~ 20 people).

Program and Raffle sales personnel will also monitor the entry points to the stands when bands are performing to discourage spectator entry during the performance.

Insure that the raffle proceeds are tabulated. Inform the GLI announcer of the raffle total so that it may be announced at the drawing.

Treasurer

You will receive all proceeds from each ticket and concession center. Your team will be responsible for counting and tabulation of the proceeds. The Security crew will handle transportation and deposit of funds once counted.

You will assemble a small team of volunteers to help in this process.

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Video Coordinator

Obtain a separate video recording of each band. These will be delivered to the appropriate band director by the same runners responsible for obtaining judges scores. You are not responsible for the runners.

Insure that the proper equipment is available on the day of the event. This includes a camera, tripod, recording unit (DVD or VHS) and all of the necessary accessory items such as extension cords, etc. You should have a backup of each critical item set up and ready to run if needed. You may borrow some of this from the school's media center, your own items, or locate volunteer's equipment.

You will assemble a small crew to help on the day of the event. Two people per shift is adequate.

Clean Up Coordinator

Recruit and Coordinate a crew of approximately 20 people to keep grounds clean, coordinate trash and returnable cans rounds, and cleanup at show's end. Coordinate with Announcer to have announcement made about the need for PCMB Parents to help the cleanup process before picking their kids up for the evening.

Assign specific area to keep returnable cans in throughout the day. Scour stands and all visitor areas for further returnable. Keep all trash receptacles loaded with trash bags.

You will need only a few folks during day. The bulk of your volunteers will be needed at the day's end.