



# Chairs, Coordinators & Crews

## **Awards Banquet Coordinator**

Help prepare the end of the year awards banquet: plan the meal, decorations, basket raffle and event print programs. Celebrates EEU students and called Hospitality elsewhere. At the end of the year, our band students and families enjoy an evening to honor student achievements and celebrate our seniors. Coordinate the annual unit video & senior slideshow, in addition to awards from the band director/coaches. Parent volunteer is in charge of arranging for the catering of the dinner and a couple more volunteers assist. 4-6 people, 1-2 days for 2-3 weeks, May/June.

## **Awards Banquet Video/Slideshow**

Celebrates EEU students and showcases various events from photos throughout the year. Coordinate senior photos & slideshow. Setup laptop for overhead projector. 1-2 days for 2-3 weeks May-June.

## **Aztec Jazz Festival Fundraiser**

When we host the jazz festival, we provide concessions for the attendees. Roles include: prepare/cook hot food, food runners for hot food tickets, cashiers /concessions, as well as, hospitality for directors & student volunteer supervision. Parent volunteers are in charge of purchases for hot food prep, coordinate grills and volunteers to sell food for this all day event. Concessions require: Member Donation signups/collecting, helping set up the tables, running the concession tables for a shift and helping to clean up at the end of the day. Anywhere from 15-25 people are needed thru the day depending on the demands of the event. 5-7 Volunteers Per Shift: 7-11a/11-3p/3-7p. 2-3 Times Monthly For Jan-Mar.

## **Band Prom Committee (Alternates Year to Year)**

Student Social that replaces HS Prom for Jazz students attending certain spring festivals. Agenda includes deciding a theme, activities, food and favors. Parents help with table set-up/clean-up and bringing food items. 4-6 People/1-2 Days 2 Weeks April-May.

## **Basket Raffle Fundraiser Events**

Coordinate and assemble holiday baskets for raffle at Dec holiday concert & June awards banquet. additionally acquires donations from student/members and local businesses. 2-3 People/1-2 Weekends Nov-Dec & May-June.

## **Big Band Blowout**

Concert Fundraiser is a concert event in support of the Music Program. We need volunteers to work at Admissions. When your student is performing, you are free to go watch that performance while other volunteers continue working. Help with keeping auditorium doors closed during performances. In Collaboration with Fundraising/Graphics by organizing the concert program and distributing promotion to unit members. 5-7 Volunteers, 2-3 Times Monthly, Oct-April Prep May Event.

## **Bingo Night**

A big fundraiser for our program, this team of people solicits organizations and individuals for donations. The team packages items into winning gifts, prints all the necessary bid sheets and descriptions, and manages the tables the night of the event, supervising and collecting payment. In Collaboration with Fundraising/Graphics by organizing advertising for the event and distributing promotion to unit members. 5-7 Volunteers, 2-3 Times Monthly, Oct-April Prep/May Event.

## **Cafe Jazztec Coordinator (Jazz/Classical)**

Celebrates EEU student Performance and called Hospitality elsewhere. Set up, serve treats/drinks, clean up, and someone to pick up the pizza order. 2-3 People, 1-2 Days For 2 Weeks, April-May.

### **Chaperone Coordinator & Chaperone Crews**

As directed by the coordinator, chaperones support students before/during/after Friday & Saturday events during field show season. Supervise students to and from events on the school buses. Highly encouraged to sign-up for additional volunteer positions if riding a bus (i.e. snacks/refreshments/ uniforms/Pit/Sound). The individuals who volunteer in this capacity change each week and are usually not known until the day before the event. 10-15 volunteers for alternates, 2-3 Fridays/Saturdays Monthly, Aug-Nov.

### **Colorguard Team Mom**

Liaison between colorguard parents and instructor. Coordinate activities of the colorguard including costume /shoe purchases and flags. Coordinate with Uniforms committee chair for transportation of guard costumes during marching season. Coordinate with the transportation chair for winterguard equipment to competitions. Ensures ensemble's needs are represented at board meetings. Serving As Team Parent, 2-3 Fridays/Saturdays Monthly, Expected Timeline Aug - June.

### **Communications Chair**

Provides an internal communications network for the purpose of disseminating information to the membership. Maintains Google calendar, schedules, fundraising needs and parent outreach with weekly email and Remind. Ensures member communication needs are represented at board meetings and informs key decisions working closely w/ Exec Board & Band Director. Promotes and celebrates EEU activities/programs to subscribers: including all groups, alumni & families. Chair Position In Communications Crew, Expected Timeline Aug - June

### **Count Meets the Duke**

Concert Fundraiser is a concert event in support of the Music Program. We need volunteers to work at Admissions. When your student is performing, you are free to go watch that performance while other volunteers continue working. Help with keeping auditorium doors closed during performances. In Collaboration with Fundraising/Graphics by organizing concert event program and distributing promotion to band members. 5-7 Volunteers, 2-3 Times Monthly, Oct-Nov Prep/Dec Event.

### **District Pageant Night**

Each school provides helpers at the Valencia Stadium for student Performance event. Every 4 years, schools tradeoff running concessions with 6-8 volunteers. \*See Aztec Jazz Fest for Concessions Needs. Mostly One & Done For 3-4 Volunteers, 1-2 Nights, 1 Week, Oct/Nov.

### **Donor Outreach Coordinator & Sponsorship Committee\***

Contact local businesses to connect to potential donors and sponsors for support of the EEU program. Local business owners with fundraising experience or community contacts would be a great help soliciting new sponsors. Sponsorship offers local businesses the opportunity to support the band in exchange for advertising on our concert program, website, and/or trailers. Works closely w/ Exec Board & Communications Crew: Communication, Graphics, Website positions. Assist with coordination of sponsorship benefits; including concert programs, ensemble guides, potential trailer wrap/decals, banners, video and digital promotion online. Distribute fundraiser promotion materials to unit members.

>>> *Outreach action MUST mean all of us or none of us, because one person simply is NOT effective.*

*At Least 4 People, 1-2 Days Bimonthly, Oct-April. \*(The fundraising committee is constantly underserved & needs expectations/leadership support for process development. Even since the "before-CoVid" times.)*

### **First Aid Chaperone**

Keep first aid kit fully stocked per inventory list and available at all events. First Aid volunteers can be a doctor, nurse but can also be a medical professional, first responder or someone that has been trained in first aid. Needed at all practices, camps, home and away events. 2-3 volunteers, 2-3 Fridays/Saturdays, Aug-JUN

**Graphics Lead**

Part of the media/communication crew, coordinator organizes and distributes graphic materials for concerts/fundraisers and other general EEU designs for communication to unit members. Assist with creation/coordination of print materials, event promotions & sponsorship benefits; including concert programs, ensemble guides, potential trailer wrap/decals, banners, video and digital promotion online. Media team works closely w/ Exec Board & Band Director emails, the unit calendar, and booster meetings as key sources for updates, as well as, support promotions for event coordinators and volunteers. Chair Position In Communications Crew, Expected Timeline Aug - June

**Jazz Bands/Combos Coordinator**

Volunteer position of team parent coordinator is intended to serve as a liaison between team parents and director/coaches. Ensures the Jazz Bands/Combos ensemble needs are represented at board meetings. Coordinate with the transportation chair for equipment to competitions. Serving As Team Parent, 2-3 Fridays/Saturdays Monthly, Expected Timeline Aug - June.

**Jazz Festival Trips Coordinator/s**

Support the band directors in preparation for the trip, including attending all parent meetings and collecting all trip related paperwork and purchase and distribution of t-shirts. May also serve as a trip chaperone.

Trip Chaperone Description: Parents travel with the band on airplanes and busses. Parents are assigned a specific group of students to supervise, including keeping the students updated on daily plans, checking in with the students at regular intervals, and making sure that all students are in their rooms at the appointed time. The chaperones are the first point of contact if there are issues and notifies the nurse or band director as appropriate.

**Logowear Coordinator**

Make arrangements with spirit wear vendors for designs, pricing, online sales, deadlines and delivery. Assist with logowear orders at Uniform Fitting Night and coordinate prompt delivery before competitions as possible.

Maintain & organize sales order carefully to reduce onhand stock when possible. Serving as Chair Position supporting Communication/Uniforms. 1-2 Volunteers, Expected Timeline, Aug - June.

**Meet 'n' Eats Coordinator**

Coordinators connect with various local restaurants to schedule Meet & Eat events. The unit will earn a percentage of sales for the date and time assigned to us as a fundraiser. This coordinator will be point of contact with existing restaurant nights and set up additional restaurant nights, being on the lookout for local/unique businesses we can support. In addition to scheduling dates, this volunteer distributes the flier to Communications coordinator and Boosters to help spread the word. Serving As Fundraising Committee, Expected Timeline, Aug - June.

**Nominating Committee**

Solicits nominations for all Executive Board positions. Verifies membership status of a nominee and contacts the nominee to verify desire to run for board position. The Nominations Committee shall consist of at least three members, including at least one member of the Executive Board and two members from the General Membership. No person shall serve as a member of the Nominations Committee for two consecutive years. Part Of Communications, Chair Position, 1 Evening Monthly, Feb-May.

**Pancake Breakfast**

This fundraiser is entirely staffed by EEU parents to set up, cook and serve breakfast, and clean up afterwards. 100% of the proceeds from the tickets/wristbands. Positions include flipping pancakes, making coffee, food runners, cashiers check-in or supervising student workers. Shifts are approximately 2 hours in length. Coordinate promotion materials to communication/band members. Anywhere from 10-15 people are needed at a time depending on the demands of the event. One & Done Fundraiser, 1-2 Days 1 Week, Sept/Oct

### **Percussion Ensemble Coordinator**

Volunteer position of team parent coordinator is intended to serve as a liaison between team parents and director/coaches. Ensures the ensemble needs are represented at board meetings. Coordinate with the transportation chair for equipment to competitions. Serving As Team Parent, 2-3 Fridays/Saturdays Monthly, Expected Timeline Aug - June.

### **Performance Water/Refreshments Coordinator**

Supports needs of students during marching season, sometimes called Hospitality. Purchase/obtain donations for soda, water, snacks for field show season. refreshments delivered to and from performance events. Provide, fill & load ice chests when needed. Usually Also Volunteers Or Leads Chaperones. 2-3 Fridays/Saturdays Monthly Aug - Nov

### **Photographer**

Take photos/videos at marching, concerts, jazz events, football games, and band events with non-cell phone cameras if possible. Photos are shared for free download and videos are published on the band's YouTube channel. Flexible on the number of events attended. *\*Photograph seniors at Marching Band Senior Night. Photograph Seniors for the year-end program. Provide photos/videos to be used in a school year recap.* Media team consists of photographers, videographers, website designers, social media and graphic creatives. They attend home and away events: practices, marching and concert performances, and even band camp. Flexible on the number of events attended. 2-3 Fridays/Saturdays Monthly, Expected Timeline Aug - June.

### **Preview Night BBQ**

This fundraiser is entirely staffed by EEU parents to set up, cook and serve BBQ, and clean up afterwards. 100% of the proceeds from the tickets/wristbands. Positions include flipping burgers, making coffee, food runners, cashiers check-in or supervising student workers. Shifts are approximately 2 hours in length. Coordinate promotion materials to communication/band members. Anywhere from 10-15 people are needed at a time depending on the demands of the event. One & Done Fundraiser, 1-2 days 1 week, August. Jazz bands 7-12 perform so lots of great entertainment while working! 2022-23 Date is tbd for Spring 2023.

### **Props Crew (Alternates Year to Year)**

Work with the staff to design, build and maintain props for Fall & Winter programs, including designing and painting floors used by Winter Guard & Drumline. Work closely with Pit Crew for cart building and maintenance, prop storage and field logistics.

### **Publicity**

Prepares press releases about recent & upcoming events for EEU website and Weekly email. Establish timely posting guidelines. Distribute news to OC digital media, Editors at OC Register/Voice of OC. Submit to PR.com, as well as, event calendars, like Sparks OC, Evvnt, Patch OC and EEU social accounts. Advertises all events with posters & flyers at EHS, district schools & local colleges, while maintaining outreach to these music community partners/sponsors. Anyone familiar with web publishing software programs, graphics or photography is always needed. Serving as Chair Position - Communications, Expected timeline, Aug - June.

### **Raffle Baskets Coordinator**

This volunteer will coordinate Obtaining basket donations, decorations and raffle materials for fundraisers at Holiday Concert (Dec) & Awards Banquet (June). In preparation for the concert/awards events as needed, volunteers prep baskets, prompt/create flyers promoting the event and raffle ticket sales to EEU members. Requires Member Donations or Donor Outreach. 3-4 Volunteers, 1-2 Weekends, Nov/Dec & May/June.

### **RaiseRight Coordinator (Script)**

EEU Gift Card Fundraising allows families to easily earn rebates with everyday spending. One half of the rebate is deposited to EEU and one half goes directly to the student account. Organize & track EEU's unique enrollment code, EEU earnings and group orders monthly. Distribute group orders, and in Collaboration with Fundraising promote outreach on the website and during booster meetings.

### **Roadies/Pit Crew**

Many parent volunteers are needed to get equipment and props on and off of the field in the allotted time at every competition location. Volunteers are needed to help load and unload props/instruments on and off trailers before and after each event. Pit Crew, at least 10 roadies, moves pit instruments, props and sound system on and off the field at tournament performance and halftime shows. Roadies/Pit Crew need to: assemble/disassemble student instruments, sound equipment, mics, cables and any seasonal props, also load/unload ATV & flat trailer, and assist students move from the bus, to rehearsal area and again to/from the competition site. Supporting students performance during Marching Season, 15-20 Volunteers Alternates, At Least 10 Roadies Weekly, Sep Nov.

### **See's Candy Sales Coordinator**

No door-to-door fundraising. Coordinator sets up an online shop, spreads the word, and sales roll in. All purchases are shipped directly to EEU supporters. Collaboration with Fundraising to promote outreach emails, at the website and during booster meetings. 1-2 volunteers, 1-2 Weekends, Nov/Dec & May/June.

### **Senior Night Flowers**

On Senior Night, senior football players, cheerleaders, dance team members, color guard members and marching band members are honored. One or two band parent volunteers lead Senior Night including presenting senior sashes and flowers to students and their families. One & Done during Marching Season, 1-2 Nights 1 Week, Oct.

### **Senior Sash Coordinator**

On Senior Night, senior football players, cheerleaders, dance team members, color guard members and marching band members are honored. One or two band parent volunteers lead Senior Night including presenting senior sashes and flowers to students and their families. Seniors' Sashes are collected/returned to students at various events throughout the year until the awards banquet. Serving As Chair Position Celebrating Student, Expected Timeline Aug - June.

### **Spring Send-Off BBQ**

This fundraiser is entirely staffed by EEU parents to set up, cook and serve BBQ, and clean up afterwards. 100% of the proceeds from the tickets/wristbands. Positions include flipping burgers, making coffee, food runners, cashiers check-in or supervising student workers. Shifts are approximately 2 hours in length. Coordinate promotion materials to communication/band members. Anywhere from 10-15 people are needed at a time depending on the demands of the event. Jazz bands 7-12 perform so lots of great entertainment while working! One & Done Fundraiser, 1-2 days 1 week in May.

### **Stadium Seat Covers**

To protect band and colorguard uniforms at home football games. Arrive at Bradford by 515pm to attach EEU provided seat covers to stadium bleachers. After the game roll up covers and trade-off to take home and wash. Supporting students during Marching Season, activity requires one coordinator and 2 additional volunteers, 2-3 Fridays/Saturdays Monthly, Aug - Nov.

### **Transportation Chair**

Lead Driver to coordinate trailers to & from events; football games, field shows and some winter competitions. EEU can always use people with a trailer hitch capable of pulling a trailer or willing to drive the truck. Also, as part of the "pit crew" deployment operation, driver lead & alternates must be willing to operate our ATV, which hauls the trailer onto the competition field in preparation for the unloading and loading of percussion instruments/props/sound equipment. At least 2 volunteers, serving as Chair Position, Student Performance, Expected Timeline, Aug - June.

**Uniform Crew**

Assist booster 1st vp with measuring and assigning uniforms to students, as well as, prep uniforms for field show season with alterations and ironing. 10-15 volunteers, 3-4 nights in August, 6-8pm in band room. Weekly Uniform Crew involves: helping students in the uniform room ahead of games/performances with jacket/bib snaps, finding alternate jacket/bib sizes if necessary, lending out gloves, shoes, socks, etc., and also collecting all the items afterwards and making sure everything gets put away. Assist maintenance during field show season before/after performances, at least 3-5 volunteers. 10-15 volunteers alternate, often chaperones alternate, Supporting Students during marching season. 2-3 Fridays/Saturdays Monthly, Aug - Nov.

**Videographer**

Take photos/videos at student performance events with non-cell phone cameras if possible. Photos are shared for free download and videos are published on the band's YouTube channel. Media team consists of photographers, videographers, website designers, social media and graphic creatives. They attend home and away events: practices, marching and concert performances, and even band camp. Flexible on the number of events attended. Serving as Chair Position - Communication, Expected Timeline, Aug - June.

**Website Manager/Webmaster**

Parent volunteer responsible for web design/maintenance, as the primary promotion & communication vehicle for all band programs. With the help of the Comm committee, ensure events and fundraising information is current, and that they are promoted prior to the event. At least bi-monthly updates to News post content, home page routines, photo site gallery and/or the band's YouTube channel. Communication & website manager works closely w/ Exec Board & Band Director, the unit calendar and booster meetings as key sources, as well as promotions for event coordinators and other volunteers. Chair Position in Communications Crew, 2-3 Fridays/Saturdays Monthly, Expected timeline Aug - June.

*NOTE: Assembled from various marching band programs and Irondale Bands. For additional descriptors for position responsibilities, refer to <https://www.irondalebands.org/volunteer-descriptions>.*