

# 2009 MCBA CHAMPIONSHIP WORKFORCE

Work Assignments are by shifts. There are four shifts.

- Shift 1**            Depending upon the job, this shift may start as early as 7:00 A. M. (move-in) or when Flight III bands are scheduled to arrive and unload
- Shift 2**            Depending upon the job, this shift may start when Flight IV bands are scheduled to arrive and unload
- Shift 3**            Depending upon the job, this shift may start when Flight I bands are scheduled to arrive and unload
- Shift 4**            Depending upon the job, this shift may start when Flight II bands are scheduled to arrive and unload

## **WB COORDINATOR/ADMINISTRATOR**

Location - Inside GATE A            Begins at 7:00 A. M.

This person coordinates and administers the work force. He/she should be at Ford Field at 7:00 A. M. (move-in) and help set up *Registration* and *Check In*. In the past, only one person has held this job and that person has worked all four shifts. This person will be given an *MCBA 2-Way Radio* so that he/she may communicate with the *contest director* and indirectly with *Ford Field*. He/she should also have a *West Bloomfield 2-way radio* so that he/she can communicate with the rest of the *volunteer workforce*.

## **REGISTRATION - CHECK IN TABLE**

Location - Inside GATE A            Shift 1 begins at 7:00 A. M.

2 people per shift (*one of these people may be the coordinator/administrator*)

Job Description - Greet the band directors and hand them their packet of materials. (The directors receive in their packets the following items: chaperone tickets, contest schedule, judging panel, 2 Club Level passes, Official Championship Program, Championship Contest Finalist patches). People at Registration should also be able to answer questions and give direction.

**Note:** People holding this job should be *thick skinned*. Many attempts will be made by people to gain entry into Ford Field without benefit of a valid credential or ticket. Verbal abuse has happened in the past.

## **HAND STAMPERS**

Location - Inside GATE A            Shift 1 begins at 7:30 A. M.

2 people - shifts 1 & 2            3 people - shifts 3 & 4 (*larger bands*)

Job Description - Stamp hands of student band members

# 2009 MCBA CHAMPIONSHIP WORKFORCE

## **PARKING / GREETERS**

Location - St. Antoine St. & Beacon St.      Shift 1 begins at 7:30 A. M.

2 people per shift

Job Description - Meet busses and equipment vehicles and direct them to unloading location (Beacon St.) and to parking (Service Drive). *Note: Bands should be informed that equipment vehicles, after unloading, should move to Adam St. for reloading and then move to the Service Drive to park.*

## **EQUIPMENT VEHICLE UNLOADING**

Location - Beacon St.      Shift 1 begins at 7:15 A. M.

2 people per shift

Job Description - direct and facilitate unloading of vehicles. Directing pit crews to the bands' *Outside Warm-up Areas A & B. Note: There will be an MCBA official on Beacon St., throughout the event, to enforce time limits, etc.*

## **BAND GUIDES**

Location - Outside warm-up A or B      Shift begins 15 min. prior to the band's outside warm-up time

10 people per shift (*unless 2 people do double duty - 1st two and last 2 bands in a flight*)

Job Description - meet band at their outside warm-up area and guide them into their inside warm-up area. Help the band stay on schedule during inside warm-up (*let director # of minutes remaining before having to move*). Guide band down the tunnel and into performance area. **Important** - know the locations of restrooms in the tunnel.

## **INSIDE TUNNEL**

Location - Tunnel      Shift 1 begins at 7:00 A. M.

2 people per shift

Job Description - organize pit crews, color guards, percussion batteries, and the band proper so that they can move through the tunnel efficiently and perform ON TIME. Props and pit percussion may enter the performance area ahead of the band - but not earlier than one band prior to their own. Monitor the color guard area (no tosses allowed). Traffic control - keep traffic to the right (*just like vehicles on our roads*).

Inspect everything for cleanliness (tarps, tires, bases, stands, etc.) Have the band clean any dirty items that can mar Ford Field's artificial surface. Make sure tractors, ATVs, etc. have a diaper under their crankcases. (*If possible - bring a good supply of rags*).

Help bands secure equipment on wheels with chocks. (*If possible - bring chocks*).

It is a lengthy tunnel and it takes a while to traverse it. The people working it should be in good health and have strong legs.

# 2009 MCBA CHAMPIONSHIP WORKFORCE

## Outside Tunnel

Location - Beacon St. tunnel entrance      Shift 1 begins at 7:45 A. M.

2 people per shift

Job Description - Crowd control outside the mouth of the tunnel. Direct pit percussion crews into the tunnel. Facilitate the efficient movement of bands into and out of the tunnel. Direct bands to Adam St. to reload their busses and inform them that they must MOVE their vehicles to the SERVICE DRIVE as soon as they are reloaded. Monitor Adam St. and let MCBA know when vehicles need to be moved from Adam St.

## Performance Report

Location - Tunnel entrance onto the field and the end zone      Shift 1 begins at 9:00 A. M.

2 people per shift

Job Description - Locate orange cones to mark staging area. Direct props to the staging area. Greet band as it enters the performance area. Stage the band in a location that will not impede the band on the field moving to photography. Direct the band moving to photography to the stairs that lead into the seats. Direct the band moving onto the field to final staging.

## Pit Crew Organization

Location - Tunnel entrance onto the field and the end zone      Shift 1 begins at 9:00 A. M.

2 people per shift

Job Description - Locate orange cones to mark staging area. Direct percussion pit crews as to how to unload, where to move trailers after unloading, and where to take props and percussion equipment after the band performs. (Tractors and trailers must be driven up the tunnel and out of the building. Other percussion equipment may be pushed to the auxiliary tunnel until after the band's photography sessions).

## RUNNERS - JUDGE SHEETS & DIGITAL RECORDERS

Location - front of the contest field      Shift 1 begins at 8:45 A. M. (to learn route to tabulation)

2 people per shift

Job Description - Take field judges' sheets and digital recorders to tabulation (located at CLUB LEVEL). Deliver items from Tabulation to judges at Field Level (such as H20 and contest results). *Shift does not end until contest results have been delivered to the field where band directors may obtain the sheets, etc.).*

**Note:** This is an *important* job. Runners must move quickly in order to keep the contest running on schedule. The persons doing this job must be of good health and have strong legs. The job involves repeatedly climbing stairs from the field to street level, taking the Beaubien St. Elevator to Club Level, and taking the judging materials to Tabulation. *Often times, this is done through heavy pedestrian traffic.*

# 2009 MCBA CHAMPIONSHIP WORKFORCE

## SECURITY - FRONT SIDE/STEPS INTO THE SEATS

Location -2 sets of steps at the front of the field      Shift 1 begins at 8:00 A. M. (ticket booths open)

2 people per shift

Job Description - Inspect credentials and allow only authorized people to go into the seats from the field, or go onto the field from the seats. *People must have the proper credential or a ticket to go into the seats.*

**Note:** There will be Ford Field Security in the area to provide backup.

## ALL AREAS - ROAMER

Location - everywhere      Shift 1 begins 7:00 A. M. (helps with organization of WB volunteers)

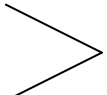
2 people per shift

Job Description - do what ever is needed by West Bloomfield volunteers

## Miscellaneous

In the past Ford Field has provided us with a few 2-Way radios.

1 for Mack Pittard (at field level)  
1 for Ed Warren (at club level)  
several for parent volunteers use



these will communicate with Ford Field

MCBA has six 2-Way radios

1 for Mack Pittard (at field level)  
1 for Ed Warren (at club level)  
1 for Tabulation (at club level)  
1 for the parent volunteers Administrator (at the check in table)  
1 for the MCBA official on Beacon St. (unloading area)  
1 at the field judges table

If you have any 2-Way radios that you can use that would be good. In the past they have been used by:

Volunteer Administrator - to communicate with his/her people  
Parking Greeters -to let Check-In know when bands arrive on site  
Outside Tunnel - to let Check-In know when there is a problem on Beacon St. or on Adams St.  
Inside Tunnel - to let the Volunteer Administrator know of any problems in the tunnel  
Performance Report - to let the Volunteer Administrator know of any problems at field level  
Etc.