

Fiesta 2011 Volunteer Information

There will be a pre-meeting on Monday following the Opening Ceremonies for those that are able to attend. There will be a meeting for ALL Fiesta Volunteers at 3:45 pm on Friday at the school.

General Timeline

Fiesta begins at 5:30. Children are asked to be dressed and in their seats by 5:20

Assignment Descriptions:

HELPER – Help with set-up of Fiesta prior to the event. Arrive at 1:30.

- Help unload and unpack costumes
- Post signs to help direct guests
- Assist with Lobby set up (tables, chairs, garbage cans, DVD sales & refreshments)
- Assist with stage set up and decorations
- Assist at DVD sales table
- Welcome / Greet / Direct dancers to costume areas and audience to auditorium
- Supervise refreshments table
- Ensure all attendees stay within allowable areas of lobby

COSTUMES – Assist costume staff with various needs. Arrive at 1:30

- Unload costumes from trailer and unpack
- Help facilitate costume changes
- Keep costume room tidy

AUDITORIUM – Assist with Fiesta duties during the event. Arrive at 3:45.

- Hand out programs to audience guests
- Direct dancers and audience to appropriate seating area (see map on back)
- Assist facilitators during the program to ensure kids are quiet
- Facilitate moving dancers into ready, set, go positions and back to their seats

CLEAN UP – Help with clean up of the Fiesta. Available for up to 2 hours following the program.

- Pack costumes and load truck
- Walk through seats after event to remove any debris (programs, lost items)
- Assist with clean up of lobby area (remove signs, collect t-shirts from volunteers)

Please dress casually and comfortably, as you will likely be performing various duties that will require ability to move freely and often. On the night of Fiesta you will be provided with a neon yellow t-shirt to wear so you are easily identified to other La Semana staff, dancers and audience. Please return the shirt when your shift is over.

Thank you for your volunteer commitment!

Fiesta co-chairs:

Kari Parmer 763-370-4311 and Kathy Heafey 612-867-5120

Facilitators

- Meet your class at 5:00 in the designated area of the auditorium (see map). It will be the parent's responsibility to drop off children in costume in that section. If a parent brings a child without a costume, send them back to the costume room.
- Sit with your class in the audience while other groups are performing. Please do not hesitate to ask the children to stay quiet and remain in their seats so that they are respectful of the other groups performing.
- A Fiesta volunteer will come to get your group when it is time to go backstage. **DO NOT LEAVE THE AUDITORIUM BEFORE YOU ARE CALLED.**
 - Grades 1 – 4 exit the auditorium at pick up / drop off spot and enter stage through the stage door.
 - Following their performance, their parents are asked to come to the costume room to help them change and they will return to the auditorium with their parents.
 - Please do not leave your group until their parents have retrieved all children. If you have some children who are not picked up in the costume room, please help them change and return to your seating area to watch the rest of the program.
 - Grades 5 – 7 exit the auditorium through the “hall” on the right side of the designated seating (see map) and circle around the outside of the auditorium past the girls costume room to the stage door (see map).
 - Wait for your group while they change clothes after their performance
 - Return to your group to their seating area
- The program will run in shifts of 3:
 - 1 on stage; 2nd group backstage; 3rd group in the hall.
 - Fiesta helpers will come get the groups from the hall to put them on stage.
 - Please keep track of the program
 - Note that many of the kids will need to switch costumes in the hall as groups come off and go onto the stage. There will be costume people to help those children get the costume material that they need.