**Volunteer Expectations & Information Sample**

Thank you for volunteering for our festival!

* Safety is our top priority. If there is an emergency, campus police emergency number is 901-678-HELP (901-678-4357). The festival coordinator (xxxxxxx) and director (xxxxx) have emergency contact information. Call them at xxx-xxx-xxxx and xxx-xxx-xxxx.
* Welcome everyone! You are “Managers of First Impressions!” Remember that you are representatives of the University and the School of Music. How you act, talk, help others, etc. reflects our University and the School of Music.
* Students should stay in their groups. Help students with directions to the bathroom or classroom areas. We do not want students wandering around.
* Be attentive to students in your group or area.

**Registration Check-In:**

1. Here?- Mark (**✓)** students present as they check-in.
2. Personal Information - Verify each student’s information – phone numbers, email, etc. If anything needs changing, make notes of changes. Please write legibly!
3. Parental Consent Form Returned?
4. Parking pass needed? – Please give students who requested a parking pass their pass (they are in the envelope) and check-off on form. You may give other students parking passes as well. Please make a note of this on the registration check-in form. Remind them that this is general parking only.
5. Schedule/Map – Hand each student a festival schedule and a campus map (if needed).
6. Music – Give students their music folder.

If there are any questions or issues, contact the coordinator at any time.

Thank you for your help!

**Rudi E. Scheidt School of Music**

**The University of Memphis**   
123 Music Building   
3775 Central Ave  
Memphis, TN 38152

901-678-2541

[**memphis.edu/music/**](https://www.memphis.edu/music/)