

FESTIVAL & VOLUNTEER OVERVIEW



Welcome to the 77th annual Toronto Kiwanis Festival! The Music and Dramatic Arts component is being held February 18-28, 2020. The Dance Festival will take place April 1-5, 2020. We look forward to having you join us as a volunteer this year!

COMPETITORS: Children, students and young adults perform at the annual Festival in various “disciplines” eg: bands, junior piano, guitar, speech arts, classical voice, orchestras, etc. All classes are assessed by professional adjudicators who provide feedback to the performers.

VENUES: Classes are scheduled over a 10-day period at a number of churches and schools across the city; the needs of each class are matched to the competition venues’ facilities.

AUDIENCE: Competition performances are open to the public with purchase of an admission ticket (or Festival Pass) at the venue door. A program is provided with each ticket purchase, at no additional cost.

VOLUNTEERS:

TRAINING: Training is available for all volunteers via a conference call.

POLICE CHECKS: We encourage all volunteers to have a valid Police Record Check (which includes a Vulnerable Sector Screening (VSS)); it is best practice for Kiwanis. For assistance contact Kerry-Ann Watkis at info@torontokiwanis.ca.

SHIFTS: There are 2 shifts per day. Morning shifts start 45 minutes before competition classes begin, to allow for set-up & participant registration. At mid-day, morning and afternoon shifts overlap by 30-45 minutes to allow for a hand-over between volunteers. Afternoon shifts end 30 minutes after classes are due to finish, to allow for reporting and packing up for the day. There is one evening shift on Tue Feb 25th; there are no shifts on Sundays.

SUPPLIES: Festival signage and supply boxes are delivered to each venue before the start of the Festival

- boxes contain all supplies needed by volunteers; they are stored in a secure area each night, often the venue’s office

- at the start of each day, the Venue Manager (or the morning-shift Reception-Ticket Sales person) retrieves the equipment, places one sign outside, at the venue entrance or in the venue’s lobby; delivers the 2nd sign and the hard-sided box to the Reception desk and the plastic box(es) to the performance area (for the Keynote and adjudicators)
- signage and boxes are returned to storage each day at the end of competition and are picked up from each venue at the close of Festival

A number of volunteers work at Festival venues, filling a variety of roles.

VOLUNTEER ROLES at ALL VENUES:

- **Reception-Ticket Sales:** works primarily just outside the performance area; greets and registers performers and audience members; sells tickets and distributes programs to the latter; usually 1 volunteer each shift, although there may be 2 at venues where large audiences are expected or the situation warrants
- **Keynote:** assistant to the adjudicator(s); helps with paperwork and record-keeping; usually 1 volunteer each shift

VOLUNTEER ROLES at LARGE VENUES or where large groups compete (ie all schools, some churches).
In addition to the volunteers listed above:

- **Venue Manager:** works primarily inside the performance area; is in charge of the overall timely and smooth running of the day, including “traffic control” for large-group competitors; 1 volunteer per shift
- **Master of Ceremonies (MC):** welcomes the audience and competitors; introduces the adjudicators & each class; makes announcements; 1 volunteer each shift, where possible