

# Leesville Road High School Bands Club

Sign-up and Worker Assignment Policies for  
Fundraising Events at:

Red Hat Amphitheater, Performing Arts Center, and Raleigh Convention Center.

Revised: August 2017

The following criteria have been developed to establish a process for sign-ups and worker assignments for fundraising events at Red Hat Amphitheater, Performing Arts Center, and Raleigh Convention Center. The goals of the process are to:

- Ensure that the worker assignments at all events are equitable as possible for all students and their families.
  - Prevent the assignment process from becoming overly complex and burdensome for the Events Coordinator who manages these programs for the benefit of all band families.
1. All announcements of fund-raising events at venues (Red Hat Amphitheater, Performing Arts Center, and Raleigh Convention Center) will be made through the Charms email lists (symphonic, concert and 9<sup>th</sup> grade band lists). **Bands club members need to make sure their contact email is correct in Charms.** Also, they should ensure that message filters, anti-spam software or other email client settings do not affect reception of messages coming from the band.
  2. In order to give all potential workers a chance to make plans and respond to announcements of upcoming events, the Events Coordinator will make every effort to announce events well in advance. Workers should note, however, that advance notice may not always be possible and that events often come up at the last minute. In those cases worker assignments will have to be made on short notice. **Workers should pay attention to email announcements and respond to work requests in a timely manner.**
  3. Once they learn of upcoming events, workers should contact the Events Coordinator via email to request assignment to events they wish to work. **Note: contacting the Events Coordinator only establishes a request to work at a given event, not a guaranteed assignment.**
  4. When responding to a multi-event announcement, workers may request assignment to several events at one time. When requesting several events, workers should list the events in order of priority **with the most desired events at the top of the list.** The Events Coordinator will try to assign workers to the events ranked higher in priority, but assignment to higher priority events cannot be guaranteed.
  5. Event requests may contain the names of more than one worker (e.g. both parents or both parents and a student...) but all workers for one student or one family should be included in one single request. Depending on demand for the event, staffing requirements and other factors, the Events Coordinator **may not be able to assign all workers in the request for the event.**

6. The Events Coordinator will make worker assignments based on staffing needs **and requirements** (trained show stand managers, required TIPS training, etc), equitable distribution of assignments and other factors that ensure a high level of service to the venues.
7. After receiving event requests from workers, the Events Coordinator will finalize assignments and inform workers of the assignments as soon as possible. **It is assumed that workers will accept an assignment to every event they have requested, even though they may not be assigned to all events they requested.** Workers should not request multiple events if they cannot work at all the events requested.
8. Occasionally, a venue may make changes to their events or shows that affect our worker assignments: projected attendance at an event may change, concession stands may be taken out of service, etc. **In those cases, the Events Coordinator may have to reduce the number of worker assignments or make other adjustments.** Workers will be notified as soon as possible if they are no longer needed to work an event.
9. **If a worker cannot work at an assigned event for any reason, the worker should notify the Events Coordinator immediately.** The worker should NOT try to find a replacement. The Events Coordinator will have sole discretion of assigning a replacement worker for the event. The replacement **will typically** come from a waiting list that the Events Coordinator will be maintaining for that event.