

DI State Tournament 2017 Position Descriptions

Assignment	Position Description
Appraiser Check in-IC @ Hotel	Check in the Appraisers, give them the Appraiser T-shirt, and provide them directions to their IC room.
Appraiser Check in-Lounge	Check in the Appraisers, give them the Appraiser T-shirt, and provide them directions to their venue.
Appraiser Food @ IC @ Hotel	The Appraisers are provided Breakfast and Lunch, and it is your job to keep the area clean. Please keep Non-Appraisers from entering the Appraiser Lounge (Officials/Volunteers are NOT Appraisers).
Appraiser Food-Conf Center	The Appraisers are provided Breakfast and Lunch, and it is your job to keep the area clean. Please keep Non-Appraisers from entering the Appraiser Lounge (Officials/Volunteers are NOT Appraisers).
Ask Me @ Cordova	The Ask Me people will be provided a binder with detailed information of the tournament (performance schedules sorted by Team Name , Team Manager, Challenge, etc.) and copies of the site map. Please provide answers to questions of the attendees.
Back Loading Dock Prop Drop	At the back of the Conference Center is a loading dock. You will be monitoring the traffic to make sure that cars drop off only and do not park there.
Closing Setup @ Bldg 243 D	Assist with the Closing Ceremony setup as required.
DI Central	Work at DI Central near the main entrance of the Conference Center. DI Central is the Team Manager check-in and provides general information all throughout the day.
Door Monitor @ McClellan	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving.
Door Monitor @ McClellan/Assist with Clean up	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving. At the end of the day, assist with venue cleanup.
Door Monitor @ Mess Hall	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving.
Door Monitor @ Mess Hall/Assist with Clean up	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving. At the end of the day, assist with venue cleanup.
Door Monitor @ Placer	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving.
Door Monitor @ Placer/Assist with Clean up	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving. At the end of the day, assist with venue cleanup.

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Door Monitor @ Rocklin	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving.
Door Monitor @ Room 707	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving.
Door Monitor @ Sacramento	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving.
Door Monitor @ Sacramento/Assist with Clean up	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving. At the end of the day, assist with venue cleanup.
Door Monitor @ SP1	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving.
Door Monitor @ SP1/Assist with Clean up	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving. At the end of the day, assist with venue cleanup.
Door Monitor Room 707/Assist with Clean up	Door Monitors make sure that no one enters the room while a performance is going on. The Announcer will tell you when to close the doors and you will remain outside the room during the performance. After the performance, the doors will open as the audience is leaving. At the end of the day, assist with venue cleanup.
Friday Setup-1st Shift	Assist with the setup at the MCC as required
Friday Setup-2nd Shift	Assist with the setup at the MCC as required
Greeter at Front Door	Give general directions to attendees. Tell Team Managers, Volunteers, and Appraisers where to go to check in (you will provide that information when you arrive).
IC Appraiser Lounge Door Monitor@ Hotel	Door Monitors make sure that the teams do not enter the Appraiser Lounge, and direct them to IC Check in.
IC Cleanup @ Hotel	Help clean-up IC rooms as they finish as directed.
IC Team Checkin @ Hotel	Check in Teams for their Instant Challenge as directed by the IC Challenge Masters.
IC Team Checkin @ Hotel/Cleanup	Check in Teams for their Instant Challenge as directed by the IC Challenge Masters. Assist with cleanup at the end of the day.
Merchandise	Help with the sale of merchandise as required (hats, tee-shirts, etc.).
Merchandise/Cleanup	Help with the sale of merchandise as required (hats, tee-shirts, etc.). At the end of the day, help clean up.
Monitor Outdoor Concession Area	Monitor Outdoor Concession Area in the parking lot.
Morning Setup/DI Central	Help with any final setup and at DI Central

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Prep Area Monitor	Monitor the prop area to ensure that props are not handled by people not associated with the team (interference). This area is also shared with a venue, so teams can only stay long enough to assemble their props and must do it quietly.
Prop Drop @ Bldg 243D	Monitor the Prop Drop area to ensure that cars only drop off, and do not park.
Prop Drop Control at North Side	You will be telling the cars where to go to drop off props. (you will be given specific instructions that morning)
Prop Drop Control at South Side	You will be telling the cars where to go to drop off props. (you will be given specific instructions that morning)
Prop Drop for Lincoln	Monitor the Prop Drop area to ensure that cars only drop off, and do not park.
Prop Drop for Placer	Monitor the Prop Drop area to ensure that cars only drop off, and do not park.
Upstairs "Stairs" Usher	Direct Teams, Audience and Appraisers to the correct location. (you will be provided a map that morning).
Upstairs Elevator Usher (App Lounge)	Direct Teams, Audience and Appraisers to the correct location. (you will be provided a map that morning).
Usher @ Hall @ Fable	There are 4 challenges in Hall A separated by pipe and drape with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET.
Usher @ Hall @ Fable/Assist with clean up	There are 4 challenges in Hall A separated by pipe and drape with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET. As the venues finish, assist with cleanup.
Usher @ Hall A @ In It Together	There are 4 challenges in Hall A separated by pipe and drape with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET.
Usher @ Hall A @ In It Together/Assist with clean up	There are 4 challenges in Hall A separated by pipe and drape with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET. As the venues finish, assist with cleanup.
Usher @ Hall A Main Doors	There are 4 challenges in Hall A separated by pipe and drape with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET.
Usher @ Hall A Main Doors/Assist with clean up	There are 4 challenges in Hall A separated by pipe and drape with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET. As the venues finish, assist with cleanup.
Usher at Bldg 243D Entrance	There are 3 challenges in Bldg. 243D with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET.
Usher at Bldg 24D3 Entrance	There are 3 challenges in Bldg. 243D with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET.
Usher for Show & Tech	There are 2 challenges in Hall B separated by pipe and drape with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET.
Usher for Show & Tech/Assist with Clean up	There are 2 challenges in Hall B separated by pipe and drape with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET.
Usher Inside @ Bldg 243D	There are 3 challenges in Bldg. 243D with no doors. You will direct people to the correct venue and make sure people entering and leaving are QUIET.
Venue cleanup	Assist with venue cleanup as directed.

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Volunteer Checkin	Check the Volunteers in and out. Have them initial the Check-In sheet when they start and end their shift. Give them their assignment card and Volunteer Badge. Explain they need to return the Volunteer Badges when they check out.
Volunteer Checkin (checks in Vols @ IC)	IC is at the Lions Gate Hotel which is 15 minutes from the Conference Center. You will check in the early shift volunteers who will report directly to the Lions Gate Hotel. Have them initial the Check-In sheet when they start, and give them their assignment card and Volunteer Badge. Explain they need to check out at the Volunteer Check-in table at the Conference Center and return the Volunteer Badge. At the end of your shift, return the Check-In sheet to the Volunteer Check-in Table.