

Azalea International Folk Fair Community Ambassadors

(Need up to and limited to 24 volunteers - Will wear AIFF t-shirt)

Be sure to attend rehearsal on
Friday, March 5, 6:00 - 8:00 p.m. at
Valdosta-Lowndes County Conference Center!!

(1) Admission Tickets Controllers (4 persons):

The admission ticket controllers will need to start to work as early as **8:00 a.m.** to check in the directors (with blue plastic cards), food vendors (with blue plastic cards), & volunteers (LHS CIA & FBI t-shirts). **The folk dance competition judges will need to arrive at 9:30 (peach color).**

All public guests will NOT be admitted till 9:30 a.m. They need to wait outsides.

We need to have very strict rules in controlling the admission tickets.... in order to fix our \$20,000 debt.

I will mail all folk dance teams' admission tickets in advance. Their tickets are **yellow colored**, so you will know immediately when the dance teams arrive. When they show their admission tickets, please verify which team/country they represent and call their ambassadors to come to meet them, or the ambassadors should be standing by to welcome them.

No-one will be admitted without admission tickets. **Whoever request to enter free will be required to write down their names and reason(s) why they must enter without admission tickets for me to verify later.**

Persons (VIP) with guest admission tickets (peach color) are invited to come at **11:30 a.m.** for our board members to greet them and show them around. Once

they arrive, please call our board members, **Dr. Julie Reffel (229-563-5267)**, **Debra Davis & Rosetta Coyne**, to welcome and greet them and show them around.

(2) Survey Form Controller (2 persons)

Once the guests pay the admission and enter, this survey form controller will greet them and give the survey form to encourage them to fill out the survey. Will constantly go around to see if they may pick up the finished survey forms and patrons and thank them.

These two volunteers may also serve **the narrator & Judges' lunch**.

The narrator & 5 Judges will come in the meeting room to eat **lunch at around 12:00 noon**. **Between 11:45 - 12:00**, these two volunteers need to fix the tray from food vendors and be ready by 12:00.

(3) Scores Recording Team (2 persons & 1 captain)

One supervisor/captain is needed to verify the correctness of all scores keyed in. Two score recorders are needed to key in the scores.

The captain needs to join the judges, the narrators for a meeting on **Friday, March 5, 7:00 p.m. at the Conference Center** to make sure all paperwork is well prepared.

(4) Stage Managers (2 persons)

We need two stage managers for the dance competition who will stand by the stage to greet the dance teams (one on the right side and one on the left side) and to work with the PA technician to control the music.

We need to be sure that all music will be turned in immediately and put in correct sequence for the technician.

We need to be sure the dance team is standing by and ready to enter for the competition.

The PA technician will not be able to walk away for lunch or restroom break. The stage manager needs to bring lunch and drink to him. When the technician really needs to take the bathroom break, the stage manager would need to quickly learn to take over the sound system control.

(5) Dining Area Service (2 persons)

We got several complaints about the dining tables not being clean for the next guests to sit down at and eat. We need to have at least two persons constantly cleaning up the tables and even wiping the floor when necessary to ensure a nice, clean environment for our guests to enjoy a meal. These two persons will need to stay in the dining room areas for whole day.

VERY IMPORTANT!! Monitor the trash can constantly!! Once they are full, please bring the bag outside to dump and replace new trash bags.

(6) Dance Competition Team Ambassadors (Need 10 persons)

(1) All ambassadors need to call the team leader on Thursday or Friday to give them a welcome and introduce themselves to the team. Give the team leader their cell phone number and ask the team to call them when they are about to arrive. The ambassador can then come to the front door to welcome them.

ONCE greet the team, give every member the welcome letter from the panel of judges. Then, **MUST** review the timeframe with the team leader.

(2) All competition team members or the team leader should have their admission tickets. Any visitors that do not have tickets will then need to purchase their admissions.

(3) Turn in the music immediately to the stage managers who will be stationed next to the stage/audio systems.

(4) Show the team to the dressing room for changing costumes. The ambassadors will also need to show them where to store their belongings and hang clothes.

Please keep this in mind and explain this policy to the dance team nicely that "all of the dressing rooms need to be kept empty and clean for other teams to use. None of the personal belongings and clothes should be left in the rooms".

(5) The dance teams should only use the room for changing and make-up and then leave the rooms for other teams to use.

After all preparations are done, please bring the team to go around the exhibits, explore all activities and to have some fun with our folk fair. They are not supposed to occupy the dressing room all the time.

(6) Bring the dance team to the lobby area to look for photographers for pictures. They may take pictures either before the competition or after. The photographer will be with us for whole day and should accommodate whenever the teams are ready to take pictures.

(7) Show the team where to line up.

(8) Before the award ceremony, every team needs to go back to the stage to receive the certificates and then stay in the stage for awards announcement. Advise the team they should still wear their costumes until **the award ceremony**.

The schedule is as follows:

Youth team at around 1:15.

Adult small group teams at around 3:15.

Adult Large group team, at around 5:50.

(10) Please cheer with your mighty voice for all of the dance teams. For the team who do not win, please give them your most heartfelt salute and tell them how much you enjoy their performance.... We are truly do!!

(11) Be sure to open storage chest for the team to change costumes.

(12) Please hug the team good-bye and invite them to come back next year for the competition again.

(13) Each **dance** (that pay \$40.00 registration fees) will receive one complimentary DVD. If any of the dancers would like to order additional DVD, the cost is \$12.00 + \$3.00 for shipping. Please bring the order form for the dancers to fill out and get the payment to the treasure, Ms. Mary Ann Gay at the Souvenir Area. The DVD will be ready to send by end of March.