

# ROLE OF THE WORLD CHAMPIONSHIP SITE MANAGER

## Pre-Event

- Attend Virtual Meeting(s) ahead of event with WGI Office Staff, Division Directors, Venue Staff, Volunteer Coordinator/Volunteers
- Maintain current awareness of policies, rules and interpretations

## On Site

- Set-up of the competition site inside and out as needed. This includes but is not limited to post signage; set & tape floors to preferred specifications; set up judges', volunteer, & tabulation rooms; set up bus, truck, and trailer parking; set up outdoor warm-up locations; deliver tickets and/or wristbands; manage food & beverages for staff/volunteers; etc.
- Manage the front of the house responsibilities including but not limited to performance floor area/electrical on the floor, spectator entrance/exit/seating, judging area, staff seating, tabulation needs, sound techs, announcers, finales, first aid
- Manage front of house volunteers throughout the event.
  1. Ensure that volunteers are in their assigned places and understand their responsibilities
  2. Make periodic swings through each area of the contest site to check on WGI volunteers/staff.
  3. Ensure that volunteers receive appropriate breaks throughout the event
  4. Be readily available to volunteers throughout the event (provide your cell phone and your primary location to each volunteer)
  5. Provide additional training and site specific information to volunteers (e.g. report location and time for next day) throughout event
- Serve as a source of information for volunteers, boosters, spectators, building staff.
- Ensure the event runs on time according to the schedule issued by the WGI Office.
  - Keep an eye on any weather issues that may arise to disrupt that schedule
- Troubleshoot any minor issues that arise during the event
- Immediately report any major issue that arises to the Director of Color Guard, Percussion, or Winds. Issue should also be reported to the office via the Site Manager Report following the event.
- Ensure, in conjunction with Division Administration, that competing groups are aware of any conditions or problems that may arise at the World Championship event.
- Provide periodic updates to the WGI Office Staff as to what is happening in and around the building throughout the event.
- Assure that all World Championship venues are run in a similar manner to benefit the color guards, percussion ensembles, and winds groups.
- Close out the site at conclusion of the contest as needed. This may include but is not limited to removing signage, removing floors, cleaning judges/volunteer/tabulation rooms, reconcile with the ticket office and sign any additional paperwork to close out the site.

## Post Event

- Give suggestions to the WGI office for any additional needs for each contest site as needed. This may include but is not limited to suggestions regarding tents, portable bathrooms, golf carts or etc.
- Complete Site Manager Report and sign any incident reports if necessary
- Complete volunteer ratings for front of house using form provided by the Volunteer Coordinator

# ROLE OF THE WORLD CHAMPIONSHIP ASSISTANT SITE MANAGER

## Pre-Event

- Attend Virtual Meeting(s) ahead of event with WGI Office Staff, Division Directors, Venue Staff, Volunteer Coordinator/Volunteers
- Maintain current awareness of policies, rules and interpretations

## On Site

- Set-up of the competition site inside and out as needed. This includes but is not limited to post signage; set & tape floors to preferred specifications; set up judges', volunteer, & tabulation rooms; set up bus, truck, and trailer parking; set up outdoor warm-up locations; deliver tickets and/or wristbands; manage food & beverages for staff/volunteers; etc.
- Manage back of the house responsibilities including but not limited to warm up areas (inside and outside), spectator/group parking, prop storage, tunnel management at UD Arena, first aid
- Manage back of house volunteers throughout the event.
  1. Ensure that volunteers are in their assigned places and understand their responsibilities
  2. Make periodic swings through each area of the contest site to check on WGI volunteers/staff.
  3. Ensure that volunteers receive appropriate breaks throughout the event
  4. Be readily available to volunteers throughout the event (provide your cell phone and your primary location to each volunteer)
  5. Provide additional training and site specific information to volunteers (e.g. report location and time for next day) throughout event
- Serve as a source of information for volunteers, boosters, spectators, building staff.
- Check in with venue staff to ensure they understand their responsibilities and the flow of communication as issues arrive.
  - Provide venue/parking staff with up-to-date schedule daily and as changes are made (ie weather issues)
- Ensure the event runs on time according to the schedule issued by the WGI Office.
  - Keep an eye on any weather issues that may arise to disrupt that schedule
  - Monitor the flow of groups in the back of the house
- Troubleshoot any minor issues that arise during the event
- Immediately report any major issue that arises to the Director of Color Guard, Percussion, or Winds. Issue should also be reported to the office via the Site Manager Report following the event.
- Ensure, in conjunction with Division Administration, that competing groups are aware of any conditions or problems that may arise at the World Championship event.
- Provide periodic updates to the WGI Office Staff as to what is happening in and around the building throughout the event.
- Assure that all World Championship venues are run in a similar manner to benefit the color guards, percussion ensembles, and winds groups.
- Close out the site at conclusion of the contest as needed. This may include but is not limited to removing signage, removing floors, cleaning judges/volunteer/tabulation rooms, reconcile with the ticket office and sign any additional paperwork to close out the site.

## Post Event

- Give suggestions to the WGI office for any additional needs for each contest site as needed. This may include but is not limited to suggestions regarding tents, portable bathrooms, golf carts or etc.
- Complete Site Manager Report and sign any incident reports if necessary
- Complete volunteer ratings for front of house using form provided by the Volunteer Coordinator