

SPECIFIC RESPONSIBILITIES of the World Championships Front of House (FOH) Manager & Back of House (BOH) Manager

*Please note that responsibilities may vary based on the site

Front of House (FOH) Manager will:

- Manage the front of the house responsibilities, including but not limited to performance floor area/electrical on the floor, spectator entrance/exit and seating, judging area, staff seating, tabulation needs, sound techs, announcers, finales, spectator first aid, ticket setup, and vendors.
- Manage & support front of house volunteers throughout the event. (See ** for more details)
- Check in with front of house venue staff to ensure they understand their responsibilities and their point of contact as issues arrive.
- Execute Weather Communication Tree when applicable.

Back of House (BOH) Manager will:

- Manage back of the house responsibilities, including but not limited to overall flow of groups (i.e. warm up areas (inside and outside), spectator/group parking, prop storage, tunnel management/ backstage venue flow, performer first aid, and finale.
- Manage & support back of house volunteers throughout the event. (See ** for more details)
- Check in with back of house venue staff to ensure they understand their responsibilities and their point of contact as issues arrive.
 - Provide venue/parking staff with up-to-date schedule daily and as changes are made (i.e. weather issues)
- Ensure Back of House staff & volunteers are prepared and able to activate Weather Plans when applicable.

**** Management of volunteers in your designated areas throughout the event:**

- Ensure that volunteers are in their assigned places and understand their responsibilities
- Be readily available to volunteers and make periodic swings through each area of the contest site to check on WGI volunteers/staff.
- Ensure that volunteers receive appropriate breaks throughout the event
- Provide additional training and site specific information to volunteers throughout event

SHARED RESPONSIBILITIES OF BOTH the World Championships Front of House (FOH) Manager & Back of House (BOH) Manager.

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Pre-Event

- Attend Pre-event Virtual Meeting(s), and Volunteer Local Trainings in Feb/March.
- Maintain current awareness of policies, rules and interpretations
- Organize volunteer assignments in early March.

Setup/Event Day(s)

- Set-up the performance venue 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 wristbands, etc.
- 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.
- Troubleshoot any minor issues that arise during the event.
- In conjunction with Division Administration,
 - ensure that competing groups are aware of any conditions or problems that may arise at the World Championship event.
 - guarantee that all World Championship venues are run in a similar manner to benefit the color guards, percussion ensembles, and winds groups.
 - immediately report any major issue that arises to the Director of Color Guard, Percussion, or Winds.
- Distribute & collect all medical reports from EMT's on site at the end of each day. Issue should also be reported to the office via the Site Manager Report following the event.
- 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, collect spectator wristbands if able, and sign any additional paperwork to close out the site.

Post Event

- Complete WC FOH/BOH Manager Report & give suggestions to the WGI office for any additional needs for each contest site as needed.
- Complete volunteer ratings in VolunteerLocal