

ROLE OF ASSISTANT SITE MANAGER (COLOR GUARD REGIONALS ONLY)

Pre-Event

- Attend Virtual Meeting(s) ahead of event with WGI Office Staff, Division Directors, Venue Staff, Volunteer Coordinator/Volunteers as necessary
- 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, first aid
- Manage back of house boosters throughout the event.
 - a. Ensure that boosters are in their assigned places and understand their responsibilities
 - b. Make periodic swings through each area of the contest site to check on everyone
 - c. Ensure that boosters receive appropriate breaks throughout the event
 - d. Be readily available to boosters throughout the event (provide your cell phone and your primary location to each volunteer)
 - e. Provide additional training and site specific information to boosters 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.
 - a. Keep an eye on any weather issues that may arise to disrupt that schedule
 - b. Monitor the flow of groups in the back of the house
 - c. Color Guard ONLY - work with the Contest Administrator to ensure the event runs on time.
- Troubleshoot any minor issues that arise during the event
- Immediately report any major issue that arises to the Contest Administrator on site. Issue should also be reported to the office via the ASM report following the event.
- Assure that all regional venues are run in a similar manner to benefit the color guard 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.
- Complete ASM Report and sign any incident reports if necessary