

## CHAMBER MUSIC CHARLESTON SALON SERIES PROCEDURES

updated 3/6/23

Venue: Various downtown homes

Venue Manager: varies by home

Sandra Cell: 843-345-9820

Parking: Street Parking

Docent: (information from .pdf document)

Prior to event:

- Confirm with volunteer coordinator that the number of volunteers have signed up for event

Day of event:

- Arrives **an hour** earlier than concert to check in with Director on any “day of” needs and stays until end of concert to make certain concert venue is cleared of debris. If there are two concerts, the docent will stay to hand off to the docent for the second concert if applicable.
- Obtain guest list from Director to be available for check in process
- Learn where the restroom is and if there are any specific requests of the host. We are only allowed in the concert area, reception area, and restrooms. Kitchen use is available if the host agrees.
- Confirms brochures, pamphlets, program, etc. are available at concert as needed
- Conduct pre-concert meeting with volunteers to assign concert tasks and a post-concert meeting to get concert feedback.
- Greet and Check In Guests as they arrive at venue. This can be delegated to a volunteer as needed.

Volunteer positions (new information) 2 positions

Volunteers arrive for pre-concert meeting \_\_\_ minutes prior to concert start time. All positions to be in place (especially street level greeter) 35 minutes prior to concert start time.

- Greeter/Ticket Taker
  - Stand outside at street entrance to greet guests and check them off as they arrive
  - Collect tickets if the guest has them
- Usher/Program Distributor
  - Pass out programs and direct to concert area

When concert takes place, volunteers may sit in any empty seats to enjoy the concert.

Sandra to bring to House Concerts:

- Guest list
- Volunteer badges
- Programs and brochures
- Chairs (audience and musicians)
- Tripods/Cameras/Music Stands (if recording concert)
- Reception extra items (trays, napkins, plates, cups, etc)