



# Jazz Fest Parent Volunteers Needed!

Celebrating the 29<sup>th</sup> Annual Frank Mantooth Jazz Festival

## Saturday, February 4<sup>th</sup>, 2012

**WE NEED YOUR HELP - Please volunteer to work a 2-3 hour shift at Jazz Fest!!**

*We need each and every Jazz Family to participate; both parents!*

- **Jazz Cafe Breakfast &/or Lunch** - Help with meals for jazz students and visitors from visiting schools & New Trier (2-3 hour shift between 7 AM - 4 PM) (*choose breakfast and/or lunch*)
- **Cafeteria Monitor** - Supervision of students & light clean up during breakfast & lunch (2-3 hour shifts, between 7 AM - 4 PM)
- **Jazz Cafe Cashier** - Good with math & money? Handle cash sales for breakfast &/or lunch (2-3 hour shifts, between 7 AM - 4 PM) (*choose breakfast and/or lunch*)
- **Director's Lunch** - Make & drop-off food for home cooked lunch in faculty dining room for visiting school band directors and/or help set up & serve (2-3 hour shifts, 10 AM - 2 PM; Food drop-off by 10 AM)
- **Pro Band Dinner** - Make & drop-off food for home cooked dinner in faculty dining room for The Chicago Jazz Ensemble, Michigan State University Jazz Orchestra & New Trier Jazz 1 and/or help set up & serve (2-3 hour shift, 3 PM - 7 PM; Food drop-off by 4 PM)
- **Security/Green Room** - Monitor school hallways (2-3 hour shifts between 7 AM - 4 PM) and set up Green Room for evening ensemble.
- **Traffic** - Direct traffic & parking for visiting school busses (2-3 hour shift between 7 AM - 6 PM, and after evening concert for departure of busses)
- **Transportation** - Help drive professional musicians and clinicians between airport, hotel and school (1 or 2 trips as needed during day or evening)
- **Tickets** - Help with filling ticket orders & box office ticket sales on Festival Day (2-3 hours, 10 AM - 4 PM or 6-8 PM)
- **Lobby Sales** - Help sell New Trier & guest artist CDs & Jazz Fest T-shirts at evening concert (6:30 - 10:30 PM, with time off during concert)
- **Set-up/Tear Down Supervision** - Chaperone students during Friday set-up or Saturday tear down for band and sound equipment (Friday Feb 3, 6-10 PM and/or Saturday Feb 4, 10 PM - about midnight)

**Questions? Please Contact Jazz Fest Parent Directors:**

Mimi Dray	<a href="mailto:mimidray425@aol.com">mimidray425@aol.com</a>
Adrienne Furniss	<a href="mailto:afurniss@comcast.net">afurniss@comcast.net</a>
Kellie Klein	<a href="mailto:kellie.klein@comcast.net">kellie.klein@comcast.net</a>

**Please print the information below and return form:**

**YES! I would like to help at Jazz Fest!** Your name(s): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_ **very important** E-mail: \_\_\_\_\_

Home address: \_\_\_\_\_

Jazz student name(s): \_\_\_\_\_ Circle ensemble: *Freshman Concert Lab Jazz I*

Preferred assignments: \_\_\_\_\_ or  **Wherever I am needed!**

Preferred shift hours: \_\_\_\_\_ **(you may work 2 shifts in different areas)**

*We do not want anyone to miss his/her child's performance! Please do not hesitate to leave your "position" to hear your NT jazz student!!!*

**I am able to make & drop-off food for the Director's Lunch or Pro Dinner**

**Please return form to Mimi Dray, 425 Cedar Lane, Wilmette, IL 60091**