

Your group is invited to...

Adopt-A-Site



In February, over 4,000 students and professional musicians will gather in various buildings on the University of Idaho campus and other venues throughout Moscow for the Lionel Hampton Jazz Festival. They will learn, perform, network and share. You and your group are invited to help us host and direct these many performers and musicians in Moscow and on campus via our "Adopt-A-Site" program.

What is a site? A site is a venue; a location in which student musicians perform as soloists or in ensembles or combos. Each site holds a specific performance type for a day. For example, all vocal soloists will be at one location; large instrumental ensembles or combos will be at another. There are also sites used specifically for educational workshops presented by professional musicians for students and the general public.

Who can Adopt-A-Site? Anyone! This program is perfect for large groups and organizations such as community businesses, groups or student clubs. And more than one group or club can work together. Basically, any group of 4-25 people can become an Adopt-A-Site team. One person from your organization acts as a contact for the jazz festival office. He/she recruits fellow group members and coordinates schedules.

What do the Adopt-A-Site teams do? Adopt-A-Site teams are responsible for managing a single site for an entire day. Team volunteers do everything from greet and escort performers to their assigned warm-up, performance and evaluation rooms, to seat audience members and introduce groups on stage.

How much time will we spend at our site? Schedules vary and depend on the site. But, generally, sites operate from 7:00 a.m. until 5:00 p.m., Wednesday, Thursday, Friday and Saturday of festival week. Time is divided into shifts, depending on the number of volunteers your organization can provide.

Which site will we adopt? Your organization will be assigned a site based on the number of volunteers your Adopt-A-Site team can provide. Each site requires between 4 and 25 volunteers each.

Who is in charge? Each site requires a **Site Manager**. Ideally, the Site Manager is a member of your organization who is interested in taking a leadership role before and during the festival. The Site Manager communicates information about volunteering with other group members, assigns job duties to each volunteer and ensures that the site runs smoothly. We prefer that each Adopt-A-Site team provide their own Site Manager. However, if you are unable to specify a Site Manager, we will provide one for you.

How much training is involved? Site Managers are strongly encouraged to sign up for our Site Management class (MUSX 200/400) offered spring semester for 1-3 university credits. This class covers the history of the Jazz Festival, as well as logistics, customer relations, risk management and other important topics necessary to ensure the festival's success. It's usually a Tuesday/Thursday class, held around noon in the School of Music building. Check the spring class schedule for specifics. This class is also available for audit / no credit.

If, for any reason, a Site Manager is unable to enroll in the class, he/she must attend a 3 hour crash course training session before festival.

All other volunteers must attend a 1-hour volunteer orientation meeting prior to the festival, preferably as a group. There will be several meeting times to choose from during the month of February.

Why Adopt-A-Site? Working together will provide your group with valuable team building and bonding opportunities, all while lending the jazz festival invaluable event support. Your team will also receive free concert tickets for every four hours worked and on-site recognition. Plus, everyone will get to experience great music!

How do we sign up? Fill out an Adopt-A-Site registration form and meet with Sarah Solomon, Lionel Hampton Jazz Festival Assistant Volunteer Coordinator. Sarah can be reached at 885-5900 or solo0999@vandals.uidaho.edu.