

The “All-American Championships” & 30th Nation’s Capital Feis (July 22-23) – Volunteer Descriptions

2017

Organize Folders and Competition Materials		
<i>When:</i> Monday – Wednesday (17-19 July)	<i>Where:</i> ONJ Studio	<i>Meet at the O’Neill-James Studio to sort and organize competition materials (trophies, competition folders, and other supplies) prior to the feis as needed</i>
<i>Time:</i> TBD	<i>Volunteers needed:</i> 10	<i>Time commitment -- 1-3 hour shifts in the evening (hours will be announced closer to the feis) No experience necessary</i>
Load Trailer/SUV/Mrs. James’ Car		
<i>When:</i> Thursday, 21 July	<i>Where:</i> ONJ Studio	<i>Help load boxes of feis materials (T-shirts, trophies, stage supplies, flooring, etc.) at the O’Neill-James Studio</i>
<i>Time:</i> 6pm	<i>Volunteers needed:</i> 7	<i>Time commitment -- about 2-3 hours No experience necessary</i>
Unload Feis Materials at Hotel		
<i>When:</i> Thursday, 21 July	<i>Where:</i> Sheraton Premiere	<i>Unload boxes of feis materials at the hotel from trailer/SUV, etc., to staging room at Sheraton Premiere</i>
<i>Time:</i> 7-7:30pm	<i>Volunteers needed:</i> 10	<i>Time commitment – about 30 minutes No experience necessary</i>
Travel arrangements for adjudicators and musicians		
<i>When:</i> Thursday - Monday	<i>Where:</i> Sheraton Premiere and area airports	<i>Meet adjudicators and musicians at the airport on arrival and transport them to their hotels; transport them back to the airport for an on-time departure.</i>
<i>Times vary</i>		<i>Time commitment – 2-3 hours Vehicle and flexible schedule required</i>
Stage Box Registration Materials Set-Up		

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<i>When: Friday, 22 July</i>	<i>Where: Sheraton Premiere Shenandoah Room</i>	<i>Organize the registration materials for each stage (placing appropriate lists into competition folders in the correct order), so that each stage manager has a box containing all of the materials and supplies needed on the day of the feis</i>
<i>Time: 12pm</i>	<i>Volunteers needed: 12</i>	<i>Time commitment: 2-3 hours A range of experience welcomed –this works best when experienced volunteers work in teams with less experienced volunteers</i>
<i>Feis Registration Desk Setup in Lobby</i>		
<i>When: Friday, 21 July</i>	<i>Where: Sheraton Premiere Lobby</i>	<i>Organize the registration materials so that the front desk volunteers can find competitor numbers, programs, and other materials quickly and efficiently</i>
<i>Time: 4 pm</i>	<i>Volunteers needed: 5</i>	<i>Time commitment: 1-2 hours No experience necessary</i>
<i>Stage Set-Up</i>		
<i>When: Friday, Saturday, and Sunday</i>	<i>Where: Sheraton Premiere</i>	<i>Set up stages, working in volunteer teams and with hotel staff to make sure that all stages are ready for competition -- stages will be set up at different times for Saturday’s and Sunday’s competitions as detailed below</i>
<i>Friday, 21 July Time: 4 pm</i>	<i>Tysons Ballroom Volunteers needed: 5</i>	<i>Championship Stage set-up (for Saturday adult and scholarship competitions); help as needed to set up results boards, number hangers, other miscellaneous tasks</i>
<i>Saturday, 22 July Time: 9 am</i>	<i>Tysons Ballroom Atrium Volunteers needed: 1</i>	<i>Set up Jubilee floor outside Tysons Ballroom – this is a special stage for grade exam over-runs and Champ Specials on Sunday</i>
<i>Saturday, 22 July Time: 3 pm</i>	<i>Fairfax and Ash Grove Ballrooms Volunteers needed: 18</i>	<i>Set up stages for Sunday’s competitions in the Fairfax Ballroom (Stages 3-6) and the Ash Grove Ballroom (Stage 7) – this involves moving, unrolling, and securing the flooring materials for each stage</i>

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		<p><i>Time commitment: 3-4 hours</i></p> <p><i>A range of experience welcomed—this works best when experienced volunteers work in teams with less experienced volunteers</i></p>
<p>Transfer feis supplies/equipment/trophies from Shenandoah to Potomac Room</p>		
<p><i>When:</i> <i>Friday, 21 July</i></p>	<p><i>Where:</i> <i>Sheraton Premiere</i> <i>Shenandoah/Potomac Rooms</i></p>	<p><i>Move supplies, trophies, and equipment to Potomac Room</i></p>
<p><i>Time: 7 pm</i> <i>(approximate)</i></p>		<p><i>Time commitment: about one hour</i></p> <p><i>No experience necessary</i></p>

<p>Feis Registration Desk</p>		
<p><i>When:</i> <i>Throughout the feis weekend</i></p>	<p><i>Where:</i> <i>Sheraton Premiere Lobby</i></p>	<p>Give out registration numbers and programs to competitors and answer questions (the Entry Secretary will handle feis entry questions)</p>
<p><i>Friday, 21 July</i> <i>Time: 6-8 pm</i></p>	<p><i>Volunteers needed:</i> 5</p>	<p><i>Time commitment: 2-3 hour shifts during the times listed to the left</i></p>
<p><i>Saturday, 22 July</i> <i>Time: 8 am-10 pm</i></p>	9	<p>Desk is staffed continuously by 2-3 volunteers at a time (3 needed only during peak times, primarily Sunday morning)</p>
<p><i>Sunday, 23 July</i> <i>Time: 7 am-4 pm</i></p>	9	<p><i>No experience necessary</i></p>

<p>Adult Competitions Computer Room Set-Up</p> <p>Adult Trophy Set-Up</p>		
<p><i>When:</i> <i>Saturday, 22 July</i></p>	<p><i>Where:</i> <i>Sheraton Premiere Boardroom</i></p>	<p>Set up the computers for tabulation and organize the trophies for the adult competitions on Saturday</p>
<p><i>Time: 9 am</i></p>	<p><i>Volunteers needed:</i> 4</p>	<p><i>Time commitment: 2 hours</i></p> <p><i>A range of experience welcomed – this works best when experienced volunteers work in teams with less experienced volunteers</i></p>

Computer/Printer Set-Up

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When: Saturday, 22 July	Where: Sheraton Premiere Boardroom	In addition to setting up the computers for the adult competitions, computers and printers will be set up for tabulating results during the Sunday competitions
Time: 8 am – 5 pm	Volunteers needed: 2	Time commitment: 2-3 hours (throughout the day) <i>Best for experienced volunteers</i>

Main Trophy/Awards Set-Up

When: Saturday, 22 July	Where: Sheraton Premiere Potomac Ballroom	Unpack and examine trophies for any damage, and then organize trophies and medals by level and place for Sunday’s competitions so that they can be awarded quickly and efficiently
Time: all day	Volunteers needed: 8	Time commitment : 2-3 hours (throughout the day) <i>No experience necessary – Trophies/Awards Manager will explain levels, etc., on site</i>

Capitol Exhibition Stage Set-Up and Pick-Up

When: Saturday, 22 July	Where: Northern Virginia and US Capitol Grounds	Set-up stage for Capitol Exhibition: load stage sections onto the truck in Northern Virginia at 10 am on Saturday morning, unload and set up stage by 11:30 am for the noon performance at the Capitol Strike/reload the stage after the performance (around 2 pm) and help unload in Northern Virginia Supply dancers with water and support logistics and photographs during the performance
Times: 10-11:30 am 2-3:30 pm	Volunteers needed: 5	Time commitment: Saturday morning through mid-afternoon <i>No experience necessary; lifting is required</i>

Capitol Exhibition Limo Coordination

When: Saturday, 22 July	Where: Sheraton Premiere Lobby and US Capitol Grounds	Manage and chaperone the transport of dancers who have registered for the Capitol Exhibition and have reserved spots in the limo from the Sheraton Premiere to the US Capitol grounds and back
Time: 10 am	Volunteers needed: 1	Time commitment: Saturday morning through mid-afternoon <i>Best for experienced volunteers</i>

Capitol Exhibition Photography

When: Saturday, 22 July	Where: US Capitol Grounds	Photograph performances at Capitol Exhibition
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Time: 11:30 am – 2 pm	Volunteers needed: 2	Time commitment: 2-3 hours for photography (plus formatting and content management) <i>Experience/expertise in Irish dance photography required</i>
Mass		
When: Saturday, 22 July	Where: Sheraton Premiere Tysons Ballroom	Help prepare for and identify lectors, altar servers, etc., to serve at Mass, to be celebrated at 7 pm at the feis hotel; prepare Mass programs during the week before the feis
Time: 7 pm		Time commitment: 2-3 hours (plus prep time)
Ceili		
When: Saturday, 22 July	Where: Sheraton Premiere Tysons Ballroom	Help organize room after mass. Greet guests, collect entrance fee at door. the week before the feis

Stage Managers		
When: Saturday and Sunday	Where: Sheraton Premiere	Check in dancers at side stage for each competition, direct dancers when it is time to move onto and exit the stage, provide competition folders to judges, ensure that musicians are aware of music needed, turn "now" and "next" boards to keep participants apprised of progress, and help dancers manage any timing conflicts.
Saturday, 22 July Time: 12-5 pm	Tysons Ballroom Volunteers needed: 3	Stage managers for adult competitions on Stage 1, followed by scholarship competitions (will also oversee adult trophies)
Sunday, 23 July Time: 7:30 am-5 pm	Tysons Ballroom Volunteers needed: 2-4	Stage manager for Championship Stage – <i>these positions require experience in managing and coordinating feis competitions at the championship level</i>
Sunday, 23 July Time: 7:30 am-5 pm	Fairfax and Ash Grove Ballrooms Volunteers needed: 18	Stage managers for all grade level stages. Stage managers work in pairs to coordinate actions efficiently.
		Time commitment: 3 hours per shift <i>A range of experience welcomed for all levels except Champs – this works best when experienced volunteers work in teams with less experienced volunteers. At least one stage manager in every pair should have feis stage</i>

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		<i>management experience. An orientation for new volunteers will be offered the week before the feis.</i>
Counters/Junior Stage Managers (Dancer Helpers)		
When: Sunday, 23 July	Where: Sheraton Premiere	Assist Beginner/Advanced Beginner dancers in starting their steps and support stage managers
Times: 7:30 am -5 pm	Fairfax and Ash Grove Ballrooms	Time commitment -- 2 hour shifts <i>Feis competition experience necessary -- appropriate for teen/tween dancers</i>

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Runners		
When: Saturday and Sunday	Where: Sheraton Premiere	Collect scoring envelopes from judges at all stages and run them to the Marks/Computer Room
Saturday, 22 July Time: 12-5 pm	Tysons Ballroom Volunteers needed: 4	Stage runners for adult competitions
Sunday, 23 July Time: 8 am-5 pm	All stages Volunteers needed: 12	Time commitment -- 2 hour shifts <i>No experience necessary -- appropriate for younger dancers (must be old enough to move around the hotel independently/in pairs with other dancers)</i>
Marks Room		
When: Saturday and Sunday	Where: Sheraton Premiere Boardroom	Process adjudication sheets and transcribe scores and comments into the tabulation software
Saturday, 22 July Time: 12-5 pm	Volunteers needed: 4	
Sunday, 23 July Time: 8 am – 4 pm	Volunteers needed: 10	Time commitment: 2-3 hour shifts (4-6 volunteers/shift) <i>A range of experience welcomed – comfort with computers and data entry required. Training in the process and software will be offered the week before the feis for those without previous experience.</i>
Results Posting		
When: Sunday, 23 July Time: 8:30 am-5 pm	Where: Sheraton Premiere Lobby	Continuously retrieve printed results from Marks/Computer Room and post them on the poster boards as they become available
	Volunteers needed: 4	Time commitment: 2-3 hour shifts <i>No experience necessary – Results Manager will explain details of posting on site</i>
Lecture		
When: Sunday, 23 July Time: After Feis	Dr. Sean Cullinane Tysons Ballroom	Greet guests, collect entrance fee at door. Sell Books / DVD’s for Dr. Sean Cullinane

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Trophies/Awards		
When: Sunday, 23 July	Where: Sheraton Premiere Potomac Room	Award trophies/medals to dancers who place in grade and team competitions, using the tabulation software to match the right awards to each dancer who presents his/her number in the trophies room.
Times: 8 am – 5 pm	Volunteers needed: 5	Time commitment: 3 hour shifts <i>No experience necessary -- there is also a separate sign-up for Championship Awards, which requires experienced volunteers.</i>
Social Media		
When: Sunday, 23 July	Where: Sheraton Premiere	Share information on stage check-in and champ award times and post pictures from the feis on the NC Feis Facebook page and Twitter accounts to provide real-time updates throughout the day
Times: 8 am – 5 pm	Volunteers needed: 3	<i>Requires some feis experience, as well as comfort with Facebook and Twitter</i>
Raffle		
When: Sunday, 23 July	Where: Sheraton Premiere Lobby	Supervise the selection and notification of raffle winner(s)
Time: 12 pm	Volunteers needed: 1	<i>No experience necessary</i>
Hospitality		
When: Sunday, 23 July	Where: Sheraton Premiere	Prepare and deliver meals and snacks to judges and other volunteers throughout the day.
Time: 8 am – 5 pm		Time commitment: 3-4 hour shifts <i>No experience necessary – Hospitality Manager will explain details on site</i>
First Aid		
When: Saturday, 22 July	Where: Sheraton Premiere	Provide first aid as necessary to feis participants
Sunday, 23 July All day		Time commitment: all day <i>Medical expertise and credentials required</i>

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Stage Breakdown		
When: Sunday, 23 July	Where: Sheraton Premiere	Remove, roll, and box flooring, and pick up and box all remaining competition equipment and materials. Load onto trucks and vans for transport to the O'Neill-James studio.
Time: 5-8 pm		Time commitment: 2-3 hours <i>No experience necessary – vans/SUVs are needed</i>
Marks Room Breakdown		
When: Sunday, 23 July	Where: Sheraton Premiere Boardroom	Box and load all computers, printers, and related materials from the Computer/Marks room for transport
Time: 5-7 pm	Volunteers needed: 3	Time commitment: 2 hours <i>Experience with computers needed</i>
Grade Exams		
When: Monday, 24 July	Where: Sheraton Premiere Tysons Ballroom	Serve as stage manager for grade exam entrants (check in dancers, manage stage schedule, manage music on laptop, provide folders to judges); award certificates; remove, roll, and box flooring; pick up and box all remaining competition equipment and materials; load onto trucks and vans for transport.
Time: 7 am – 12 pm (approximate)	Volunteers needed: 8	Time commitment: 2-3 hour shifts <i>Best for experienced volunteers, but experienced and inexperienced volunteers could work in teams</i>
Trailer Unpack		
When: Monday, 24 July	Where: ONJ Studio	Unload feis materials from trucks and vans and store at the ONJ Studio
Time: 12 pm		Time commitment: 2-3 hours <i>No experience required</i>

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Major Locations

O'Neill-James School of Irish Dance Studio 6406 16th St N Arlington, VA 22205	Sheraton Premiere at Tysons Corner 8661 Leesburg Pike Tysons, VA 22182
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Volunteers and Scheduling

Hosting the Nation’s Capital Feis successfully requires support from the whole O’Neill-James community, and volunteering is an unparalleled opportunity for newcomers to the world of Irish dance competition to learn all about the details.

However, hosting a feis can also put competing demands on the time and concentration of parents and dancers.

To prevent conflicts, the stage/volunteer schedule coordinators take on the duty of assigning volunteers to specific shifts after the stage schedule is finalized. This is critical to ensuring that no parent or dancers is put in the position of having to choose between preparing to dance (or helping a child prepare) and volunteer duties.

This also means that volunteers do not sign up for specific shifts, only for tasks or roles. There are no timeslots on the paper sign-up sheets or in SignUp Genius – it might not be intuitive, but it’s the best way we’ve found to avoid scheduling conflicts. If you know that you will or will not be available for parts of specific days, please let us know when signing up!