



VOLUNTEER JOB DESCRIPTION

OPEN STAGE HOST

- Maintains the sign-up board
- Checks in with performers to get info regarding sound & set-up requirements
- Arranges performers in a varied program
- Introduce the evening
- Opens with own set (if desired – can place it anywhere in program)
- promote memberships through evening
- promote coffee bar through evening
- make everyone comfortable, maintain positive vibe
- thank participants, close the evening