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 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 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 depending on the site. Generally, sites operate from 7:00 a.m. until 5:00 p.m., 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.

All 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 contact the Jazz Festival Office at 208-885-5900.
Adopt-A-Site Registration Form

GROUP NAME: _____________________________ TODAY’S DATE: ____________
ADDRESS: _____________________________________________________________
CITY, STATE, ZIP: ______________________________________________________
CONTACT PERSON: ______________________________________________________
EMAIL: ______________________ PHONE: _________________________________

On which day(s) would you like to adopt a site? (Please check all that apply.)

☐ Friday, February 22
☐ Saturday, February 23

Is there a specific site your group would like to adopt? _____________________________

SITE MANAGER NAME: ______________________________________________________
EMAIL: ______________________ PHONE: _________________________________

Has he/she previously managed a jazz festival site?

☐ Yes; Site Name: __________________________________________________________
☐ No

Has he/she previously been an Adopt-A-Site volunteer for the jazz festival?

☐ Yes; Volunteer Position: __________________________________________________
☐ No

How would your group like to receive training?

☐ By attending a previously scheduled volunteer orientation session as a group
☐ Via a session scheduled specifically for your group

Please indicate how many volunteers you will have per shift for the day(s) you adopt.

**A roster of names will be required before festival.**

<table>
<thead>
<tr>
<th>Day/Time</th>
<th>Friday, Feb. 22</th>
<th>Saturday, Feb. 23</th>
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</thead>
<tbody>
<tr>
<td>7:30 a.m. – 12:30 p.m.</td>
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<tr>
<td>12:30 p.m. – 5:30 p.m.</td>
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</table>

Return this form to:
Lionel Hampton Jazz Festival | Class Annex | 404 Sweet Avenue | Moscow, ID 83844
-or-
email to: jazzvolunteer@uidaho.edu

Please contact Ben Price, Volunteer Coordinator, at jazzvolunteer@uidaho.edu or 208.885.5900 with any questions or concerns.