

Runner Coordinator

Arrive 1 hour before the show in which you are volunteering is scheduled to begin.

Note: At Swarthmore's request, to preserve the floor, street shoes may not be worn in Dressing Room A. Please plan accordingly - you may want to bring a pair of slippers to wear.

Purpose

- During the show, the students are in one of several dressing rooms (A,B,C, D,E,Q and H). We have volunteers (called Runners) who are to bring the students from the dressing rooms to the stage. They have been given instructions as to where to go and what to do. However, because they are running all over the place it is tough for them to communicate with each other. They need a focal point. The Runner Coordinator is the focal point, and is stationed downstairs right in front of the two stairways that go up to the stage. The runners need someone to let them know where we are in the show, and they need someone to pace the speed at which the numbers are brought to the stage. In general, we like to have 1 number on stage, a 2nd in the wings, a 3rd in the stairway, and a 4th and/or 5th in the hallway down by where you are standing.

Info You Will Need:

- The instructions given to the Runners. Please read these over as you will need to know the details.
- Lineup lists of the show, specifying the show order, and dancers' names and dressing rooms.
- Note: The runners will have similar information.

Before The Show

- Stop by the table in the lobby, pick up a name tag, write your name on it, and put it on.
- Meet with the Runners and introduce yourself.
- Meet with the Dressing Room A, B, C, D, and E Leaders and introduce yourself.
- I told the people in these positions that you would be standing outside of Dressing Room B to help coordinate the dancers moving from the dressing rooms to the stage.
- Should you need help with anything, the volunteer in Dressing Room B often does not have a lot to do. You can call on her for help if needed.
- You will have a headset. The headset will allow you to speak to (and hear) head volunteers in Dressing Rooms Q and A, the Front Table, Mr. Paul, Miss Kim, and several other people.
- Report to Mr. Paul to find out the status of the show and when we plan to start. We need to keep all dressing rooms informed as to when we are going to start.

During the Show

- My hope is that, unless there is a problem, you will have little or nothing to do.
- Please oversee that the two or three runner teams have the dancers moving to the stage from the dressing rooms. The Runners have been informed that you will be helping to coordinate them.
- I have probably make mistakes somewhere on these Lineup Sheets. The students listed should be correct, however it is possible a wrong dressing room is listed. (e.g. The list says they are in Dressing Room C when in fact they are in the Quick Change Room.) If you can't find someone, and none of the runners know where the person is, inform Mr. Paul.

End of Show

- We will need to get any students who are receiving Awards up on stage.