



*Flanagan*  
*Color Guard*

**Extravaganza**

**Volunteer Support Guide**

**2024**



# General Information

**Thank you so very much for supporting us today!!**

**Here is some pertinent information that is useful as you prepare for the day.**

**Please read it in its ENTIRETY.**

**Remember, throughout your day on campus, you are representing the Falcon Sound program.**

- Be sure to dress for the heat - it is going to be 85+ degrees
- Hydrate the day before and day of
- Wear comfy shoes
- Check your WhatsApp team chat that has been set up for any details specific to your area, feel free to also ask questions for any clarification needed.
- Read through your job description thoroughly to make sure you know what is expected and ask questions you may have.
- When you arrive, you **MUST** first check in at our Support Center/Table located on the second floor above the courtyard outside the gym
- At check in, you will receive 10 meal tickets for a meal during your shift. Keep them with you in a safe place. There is no outside food permitted at this event. You will also receive a wrist bracelet and volunteer lanyard that will allow you to go in to watch the shows when you have a break or are at the end of your shift. ***You must sit on the backside of the gym with these (brown) bracelets. If you would like to sit on the front side - you will need to purchase a ticket for \$22 through SFWGA.***
- If you have any unanswered questions or concerns, please reach out to Tracy or Erin (*numbers on roster in this packet*)
- For the first time, we have a fun **Silent Auction** going on throughout the day - be sure to check it out and share it on your socials so we can maximize our fundraising for the day.
- Some of our job descriptions include more specifics than others because the SFWGA has specific expectations and requests of us as the host, or there are specific protocols that need to be followed. Please let us know of any questions or concerns.

# Extravaganza Support Job Descriptions 2024

## For EVERYONE

- **Set Up/Clean Up:** Support here helps set up and break down all event needs -tents, signage, tables, chairs, etc. Each support team should work together to set up their area.
- **What to Wear:** Please dress in spirit wear, green, black, and or white attire if possible. We have a few extras if you need it. Please reach out to Rainy if you do.

## Admission Tickets Sales:

Support will check in all spectators with digital tickets (all tickets are sold online through the SFWGA website <https://www.sfwga.org/event-details/show-4-sfwga-ffcc-combined-show> )we do not take any other forms of payment that includes cash. Be sure to have this site up on your phone so you can show customers if needed. Wristbands CANNOT be handed to spectators. We must place wristband on the wrists of all spectators. SFWGA will supply wrist bands.

## Bake Sale:

Support will need to separate all donated goods into individual servings as needed. Help with set up and breakdown and sale of all desserts and drinks throughout the day. NO CASH ACCEPTED. Tickets only. You will also support concessions with selling beverages if the concession line gets long. Communication between the two booths is imperative. Coordinate with concessions for extra things needed (coffee pot, electricity, ice - etc)

- Prepare a box to collect tickets in.
- Prepare Signs & Price Sheets-all CONCESSIONS snacks and drinks are \$2.00
- Ask for and find donations of sweets to sell.

## Body Warm Up/Equipment Warm Up:

Support will ensure timeliness of groups in and out of specified areas. Monitor warm up rooms to units and their staff only. Time slots for warm ups are organized and must be kept to this schedule. Be sure to have a copy of the schedule for the day.

## Concessions:

Support helps organize, sell, and distribute food at Concessions. Includes food prep on Grills and Fryers. You will work with your concessions lead on times to begin shifts and job roles.

## Cash Bank Support:

Support works with Treasurer to secure monies collected from tickets booth, as well as help with counting monies throughout the day.

## Equipment Hall/ Prop Drop:

Support will help ensure props are dropped in the correct location and help assist with organizing the hallway outside the performance entrance "Equipment hall".

**Equipment Truck/Bus Parking:**

Support and manages entrance to this area to allow only equipment trucks/buses and direct them to their assigned spot.

**First Aid:**

Support here is assigned to help performers who are in need of first aid. Here are the guidelines from SFWGA:

Please ensure the First Aid Station is continuously staffed by at least one adult throughout the event, 9:00 am until the end of retreat, including during all breaks. The purpose of the First Aid Station is to provide immediate assistance and supportive care to event attendees and performers.

In the event of an emergency

1. Determine the severity of the condition
2. If you determine it is a life threatening situation - ie. unresponsive, uncontrollable bleeding, not breathing, etc.. CALL 911.
3. If not life threatening, offer first aid options to the chaperone/parent for student ensuring them that if they want to call 911 they may.

*In the event that 911 must be called please do so and then contact. **Erin Nonaka, FSA President**  
**909-789-9140***

***A chaperone or parent from the performing unit must remain at the First Aid Station while any performer is being treated.***

A First Aid Log Form is on a clip board at this station. Please document all visitors treated at the First Aid Station. At the end of the event, please turn logs into the volunteer sign in/out table. First Aid Area is in the Culinary classroom located outside the Gym, next to the lockers.

First Aid Station needs to be stocked with the following supplies (much of which is located in the band wing shako room & concessions.):

Freezer or cooler with pre-made ice packs(in quart and gallon freezer bags) Water Jug & Gatorade Jug  
- get from Concessions

- Cups
- Assorted adhesive bandages
- Peroxide or wound wash to clean around lacerations
- Gauze pads
- Paper towels
- Tissues
- Hand sanitizer
- Reclining Chairs
- Gummies, and Granola Bars
- Sliced Oranges

**Floor Crew:**

Support will help units that need help pulling their floor onto the performance area, as well as help folding and taking it off the performance area. Mr. Nick will be giving instructions to the first crew on how to handle the floors.

**Food Ticket Sales:**

Support will organize and sell food tickets to performers and spectators throughout the day. Before the event breaks, divide food tickets into groups of 10 & 20 to sell faster. Make sure to explain to all purchasers the ticket value of each ticket: \$1=1 ticket. There should NOT be any reason for tickets to be complimentary for spectators. Need 3 people all day in this area.

Be sure to have the Square App on your phone, set up and logged in (see Jose Suarez, Treasurer, to help with this as needed). Please pair your phone with the Square App before you open so you are ready to go. Get 2 cash boxes from Jose and all the tickets you will need to have on hand. A radio will be provided for the sole purpose to communicate with Jose throughout the day. Please meet with Jose to set up a system.

**Hospitality/Judges:**

Support will help set up breakfast, lunch and dinner while keeping the hospitality suite stocked and clean. Lead Hospitality works with Support coordinator to ensure they have the right parent support needed. A scheduled time for Hospitality lead to pick up food will be determined.

**Judges Support in JUDGING AREAS:**

The Timing and Penalty Judge will mark off Judging Areas in the middle section of the front bleachers. HOST must monitor Judging Areas for the duration of the event and must enforce exclusive access for Judges unless otherwise directed by SWGA Staff. A judge monitor must be assigned to make sure that spectators does not encroach on the judging areas.

**Outer Door Event Entrance:**

Support is assigned to check all spectators for admission bands and redirect those who need to purchase wristbands from the Admission Ticket Booth and provide an extra layer of security as spectators enter and exit the event. Make sure that people are abiding by the “no outside food” and clear bags policy.

**Parking:**

Supports and manages parking lot by directing vehicles to parking spots and monitoring area during event hours.

**Performance Entrance/Exit:**

Support will monitor schedule times to allow units to enter or exit, and help keep things orderly in the hallways leading in and out of the performance area. Assists in staging units and props before going into the Gym. Checks for wristbands of chaperones. Crowd control around performance Entrance, there should only be chaperones, stage crew, and directors along with students.

**Silent Auction:**

Support will monitor and explain auctioned items, give instructions on how to join and generate support by communicating with spectators throughout the day.

Spend time with your team lead to get acquainted the auction as you get started.

**Spectator Door Exit Monitor:**

Support will stand at the door on the inside of the gym to ensure spectators exit only between performances.

**Spectator Door Monitor/Wristband Check:**

Support will man the door entering the gym to ensure spectators enter only between performances and are wearing a wristbands. Spectators without wristbands must be redirected back to ticket booth to purchase entry tickets.

**Support Center:**

Support will greet, sign in, sign out and create service hour forms for support staff. This post has to be manned at all times. It is vital that Support Center staff is acquainted with what is happening at different stations and ensuring adequate coverage at all times. Constant communication with Event Coordinator. Monitor students to avoid congregating in areas throughout the day.

**Unit Check In:**

Support checks in all units, distributes competition information and wristbands for units.

Please set up a 6-foot Check-in table ("CHECK-IN") plus three chairs positioned in the inner hallway next the band wing facing the student parking lot. SFWGA asks that we have check in staffed by 9am until 5pm - unless otherwise directed by the SFWGA staff. SFWGA will provide to HOST a detailed check-in list. Any deviation from this list must be approved by SFWGA staff. They will also provide neutral-colored wristbands for performers and contrasting wristbands for crew/chaperones.

*Let's Go  
Our Loyal Support Team!!*

**SFWGA Show #4 with FFCC @ Charles W. Flanagan High School**



Saturday, March 9, 2024 - Charles W. Flanagan High School

Group Name	Division	Prop Drop	Body Warm-up	Transit	Equipment Warm-up	Transit	At Door	Perform
Cypress Bay JV	SRAA	9:00 AM	9:30 AM	9:37 AM	9:40 AM	9:47 AM	9:48 AM	10:00 AM
Forest Glen MS	SRAA	9:07 AM	9:37 AM	9:44 AM	9:47 AM	9:54 AM	9:55 AM	10:07 AM
Flanagan JV	SRAA	9:14 AM	9:44 AM	9:51 AM	9:54 AM	10:01 AM	10:02 AM	10:14 AM
G. Holmes Braddock JV	SRAA	9:21 AM	9:51 AM	9:58 AM	10:01 AM	10:08 AM	10:09 AM	10:21 AM
Palm Beach Central JV	SRAA	9:28 AM	9:58 AM	10:05 AM	10:08 AM	10:15 AM	10:16 AM	10:28 AM
Southwest Miami HS	SRAA	9:35 AM	10:05 AM	10:12 AM	10:15 AM	10:22 AM	10:23 AM	10:35 AM
Silver Trail Middle JV	SRAA	9:42 AM	10:12 AM	10:19 AM	10:22 AM	10:29 AM	10:30 AM	10:42 AM
Forest Hill HS	SRAA	9:49 AM	10:19 AM	10:26 AM	10:29 AM	10:36 AM	10:37 AM	10:49 AM

**Break 10:56 AM**

Group Name	Division	Prop Drop	Body Warm-up	Transit	Equipment Warm-up	Transit	At Door	Perform
William T Dwyer HS	SRA	10:06 AM	10:36 AM	10:43 AM	10:46 AM	10:53 AM	10:54 AM	11:06 AM
John I Leonard HS	SRA	10:13 AM	10:43 AM	10:50 AM	10:53 AM	11:00 AM	11:01 AM	11:13 AM
Somerset Academy 2	SRA	10:20 AM	10:50 AM	10:57 AM	11:00 AM	11:07 AM	11:08 AM	11:20 AM
Cooper City JV	SRA	10:27 AM	10:57 AM	11:04 AM	11:07 AM	11:14 AM	11:15 AM	11:27 AM
Dr. Joaquin Garcia HS	SRA	10:34 AM	11:04 AM	11:11 AM	11:14 AM	11:21 AM	11:22 AM	11:34 AM
Immokalee HS	SRA	10:41 AM	11:11 AM	11:18 AM	11:21 AM	11:28 AM	11:29 AM	11:41 AM
Mater Academy JV	SRA	10:48 AM	11:18 AM	11:25 AM	11:28 AM	11:35 AM	11:36 AM	11:48 AM

**Break 11:55 AM**

Group Name	Division	Prop Drop	Body Warm-up	Transit	Equipment Warm-up	Transit	At Door	Perform
West Broward A	SAAA	11:05 AM	11:35 AM	11:42 AM	11:45 AM	11:52 AM	11:53 AM	12:05 PM
Pines Charter	SAAA	11:12 AM	11:42 AM	11:49 AM	11:52 AM	11:59 AM	12:00 PM	12:12 PM
G Holmes Braddock HS	SAAA	11:19 AM	11:49 AM	11:56 AM	11:59 AM	12:06 PM	12:07 PM	12:19 PM
Silver Trail Middle School	SAAA	11:26 AM	11:56 AM	12:03 PM	12:06 PM	12:13 PM	12:14 PM	12:26 PM
Boca Raton HS	SAAA	11:33 AM	12:03 PM	12:10 PM	12:13 PM	12:20 PM	12:21 PM	12:33 PM
Okeechobee HS	SAAA	11:40 AM	12:10 PM	12:17 PM	12:20 PM	12:27 PM	12:28 PM	12:40 PM
Western HS	SAAA	11:47 AM	12:17 PM	12:24 PM	12:27 PM	12:34 PM	12:35 PM	12:47 PM
Flanagan A	SAAA	11:54 AM	12:24 PM	12:31 PM	12:34 PM	12:41 PM	12:42 PM	12:54 PM
Hialeah Gardens	SAAA	12:01 PM	12:31 PM	12:38 PM	12:41 PM	12:48 PM	12:49 PM	1:01 PM

**Lunch Break 1:08 PM**

**FFCC Percussion & Winds 1:48 PM**

**First Half Retreat and Dinner 4:12 PM**

Group Name	Division	Prop Drop	Body Warm-up	Transit	Equipment Warm-up	Transit	At Door	Perform
Palm Beach Gardens HS	SAA	4:39 PM	5:09 PM	5:17 PM	5:20 PM	5:28 PM	5:29 PM	5:42 PM
Mater Academy	SAA	4:47 PM	5:17 PM	5:25 PM	5:28 PM	5:36 PM	5:37 PM	5:50 PM
Hialeah HS	SAA	4:55 PM	5:25 PM	5:33 PM	5:36 PM	5:44 PM	5:45 PM	5:58 PM
South Fork HS	SAA	5:03 PM	5:33 PM	5:41 PM	5:44 PM	5:52 PM	5:53 PM	6:06 PM
Cypress Bay HS	SAA	5:11 PM	5:41 PM	5:49 PM	5:52 PM	6:00 PM	6:01 PM	6:14 PM
Nova HS	SAA	5:19 PM	5:49 PM	5:57 PM	6:00 PM	6:08 PM	6:09 PM	6:22 PM
Seminole Ridge HS	SAA	5:27 PM	5:57 PM	6:05 PM	6:08 PM	6:16 PM	6:17 PM	6:30 PM
J P Taravella HS	SAA	5:35 PM	6:05 PM	6:13 PM	6:16 PM	6:24 PM	6:25 PM	6:38 PM

**Break 6:46 PM**

Group Name	Division	Prop Drop	Body Warm-up	Transit	Equipment Warm-up	Transit	At Door	Perform
Monarch HS	SA	5:53 PM	6:23 PM	6:31 PM	6:34 PM	6:42 PM	6:43 PM	6:56 PM
South Miami HS	SA	6:01 PM	6:31 PM	6:39 PM	6:42 PM	6:50 PM	6:51 PM	7:04 PM
Jupiter HS	SA	6:09 PM	6:39 PM	6:47 PM	6:50 PM	6:58 PM	6:59 PM	7:12 PM
Palm Beach Central HS	SA	6:17 PM	6:47 PM	6:55 PM	6:58 PM	7:06 PM	7:07 PM	7:20 PM
Cooper City HS	SA	6:25 PM	6:55 PM	7:03 PM	7:06 PM	7:14 PM	7:15 PM	7:28 PM

**Break 7:36 PM**

Group Name	Division	Prop Drop	Body Warm-up	Transit	Equipment Warm-up	Transit	At Door	Perform
Relentless	IO	6:35 PM	7:05 PM	7:14 PM	7:17 PM	7:26 PM	7:27 PM	7:41 PM

**Class Break 7:50 PM**

Group Name	Division	Prop Drop	Body Warm-up	Transit	Equipment Warm-up	Transit	At Door	Perform
Somerset Academy World	SW	6:43 PM	7:13 PM	7:23 PM	7:26 PM	7:36 PM	7:37 PM	7:52 PM
Flanagan World	SW	6:53 PM	7:23 PM	7:33 PM	7:36 PM	7:46 PM	7:47 PM	8:02 PM
West Broward World	SW	7:03 PM	7:33 PM	7:43 PM	7:46 PM	7:56 PM	7:57 PM	8:12 PM
FIU Blue	EXSR	7:13 PM	7:43 PM	7:53 PM	7:56 PM	8:06 PM	8:07 PM	8:22 PM

*Color Guard Schedule*

*Color Guard Schedule*

# Percussion & Winds Schedule

**This schedule is for planning purposes. Times are subject to change.**

Pembroke Pines Charter HS Percu...	Pembroke Pines	PSNOV	1:48 PM
CLASS BREAK			1:57 PM
Park Vista HS Percussion	Park Vista	PSA	2:00 PM
Jupiter HS Percussion	Jupiter	PSA	2:09 PM
Seminole Ridge HS Percussion	Loxahatchee	PSA	2:18 PM
West Broward HS Percussion	Pembroke Pines	PSA	2:27 PM
Hialeah Gardens HS Percussion	Hialeah	PSA	2:36 PM
CLASS BREAK			2:45 PM
Western HS Concert Percussion	Davie, Florida	PSCA	2:55 PM
West Boca Raton HS Concert Perc...	Boca Raton	PSCO	3:04 PM
Stoneman Douglas HS Percussion	Parkland	PSO	3:14 PM
CLASS BREAK			3:24 PM
STRYKE Percussion	Palm Beach	PIW	3:30 PM
DIVISION BREAK			3:41 PM
John I. Leonard Winds	Palm Beach	WSA	3:45 PM
Legacy	Miami	WIW	3:54 PM
STRYKE Wynds	Palm Beach	WIW	4:05 PM
FIRST HALF AWARDS AND DINNER BREAK			4:16 PM
South Fork HS	Stuart, FL	SAA	6:06 PM



# Public Bathrooms

- Courtyard by cafeteria
- 700 building bathrooms
- Gym Bathrooms
- 800 Building (band wing) bathrooms.



Truck  
PARKING

SPECTATOR  
PARKING

Body Makers Church

Performer Check In



GYM

Charles W. Flanagan  
High School

Floor Fold

EQ Warm Up

Perc / Winds  
Warm Up

Charles W. Flanagan  
High School Tennis...

Taft St

**TKTS - FOOD TICKETS**  
**VC - VOLUNTEER CHECK-IN**  
**V - VENDOR**  
**WB - WRIST BANDS**

# *Marketplace*



# *Silent Auction Information*

<https://web.bidbeacon.com/share/auction.php?code=FALCON24>

**Auction will run from at 8am and ends at 8pm**



# Concessions Menu

## ENTREES

<b>CHICKEN TENDERS (3)</b> .....	<b>6 TICKETS</b>
<b>HAMBURGER</b> .....	<b>5 TICKETS</b>
<b>CHEESEBURGER</b> .....	<b>6 TICKETS</b>
<b>IMPOSSIBLE BURGER</b> .....	<b>6 TICKETS</b>
<b>HOT DOG</b> .....	<b>3 TICKETS</b>

## SNACKS

<b>FRENCH FRIES</b> .....	<b>3 TICKETS</b>
<b>CHIPS/CANDIES</b> .....	<b>2 TICKETS</b>
<b>POPCORN</b> .....	<b>1 TICKET</b>

## DRINKS

<b>SODA</b> .....	<b>2 TICKETS</b>
<b>GATORADE</b> .....	<b>2 TICKETS</b>
<b>WATER BOTTLE</b> .....	<b>2 TICKETS</b>

## SPECIALS

<b>TERIYAKI TOFU BOWL (VEGAN)</b> .....	<b>9 TICKETS</b>
-- TERIYAKI MARINATED TOFU, BASMATI RICE, EGG ROLL VEGETABLES, CHILI CRISP SAUCE, SESAME SEEDS, GREEN ONIONS	
<b>TERIYAKI CHICKEN BOWL</b> .....	<b>9 TICKETS</b>
-- TERIYAKI MARINATED CHICKEN, BASMATI RICE, EGG ROLL VEGETABLES, CHILI CRISP SAUCE, SESAME SEEDS, GREEN ONIONS	
<b>ELOTE BOWL</b> .....	<b>5 TICKETS</b>
-- SEASONED CORN, COTIJA CHEESE, CREMA, PICKLED RED ONIONS, CILANTRO, CRUSHED FLAMIN HOT LIME CHEETOS	

**Tickets available for purchase \$1.00 each**



# Concessions Menu

## Meal Deals

<b>CHICKEN TENDERS MEAL.....</b>	<b>10 TICKETS</b>
<b>HAMBURGER.....</b>	<b>9 TICKETS</b>
<b>CHEESEBURGER .....</b>	<b>10 TICKETS</b>
<b>BEYOND BURGER.....</b>	<b>10 TICKETS</b>
<b>HOT DOG.....</b>	<b>7 TICKETS</b>

**ABOVE ITEMS COME WITH FRIES AND A DRINK**

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**TERIYAKI TOFU BOWL (VEGAN).....9 TICKETS**

-- TERIYAKI MARINATED TOFU, BASMATI RICE, EGG ROLL VEGETABLES, CHILI CRISP SAUCE, SESAME SEEDS, GREEN ONIONS

**TERIYAKI CHICKEN BOWL.....9 TICKETS**

-- TERIYAKI MARINATED CHICKEN, BASMATI RICE, EGG ROLL VEGETABLES, CHILI CRISP SAUCE, SESAME SEEDS, GREEN ONIONS

**ADD A DRINK TO ANY BOWL FOR 1 TICKET**



**TICKETS AVAILABLE FOR PURCHASE \$1.00 EACH**

# Entry Badges & Bracelets

<b>Directors/Judges/VIP/SFWGA Staff</b>	<b>Lanyards</b>
<b>Performers</b>	<b>Light Blue</b>
<b>Crew &amp; Chaperones</b>	<b>Neon Green</b>
<b>Spectators</b>	<b>Red with lightening bolt</b>
<b>Volunteers</b>	<b>Brown</b>

# Team Leader Contact Sheet

Event Staff Roles	Event Staff Personel	Phone
Program Director	S. Rees	520-909-4717
Associate Director	K. Gilbert	561-530-9257
Guard Director	N. Rodriguez	305-988-5755
President	Erin Nonaka	909-789-9140
VP Operations	Nick E.	754-332-5852
Treasurer	Jose S.	954-205-4415
Treasurer Support	Natasha J.	(954) 394-7501
Event Co-Coordinator	Tracy W.	954-647-8774
Event Co-Coordinator	Shannon R.	954-483-5658
VP Ways and Means	Ted T.	305-281-7998
Concessions	Evan N.	909-789-9130
Bake Sale	Tricia LaMarche	954-668-5878
Equipment / Electrical Coordinator	Nick E.	754-332-5852
Volunteer Check In/Out/Volunteer Room Management	Rainy E. & Cyndi V.	954-618-9755
Band/Guard Check-In	Lily Suarez	954-294-5307
Spectator Ticket Sales	Erica Carter	(786)797-2888
Food Ticket Sales Co-Chair	Shannon & Renee	(954)483-5658/ 954-701-3493
Hospitality/Judge Runners Co-Chair	Amanda E.	305-915-0008
Spectator/Bus/Truck Parking Chair	Eddie Malave	305-281-7998
First Aid	Jessica Thomas/Elizabeth Stevens	954-243-1876/ 954-638-2013
Outside Event Entrance	Larry Jackson	954-348-2396
Performance Entrance	Michael Thomas	954-599-8024
Performance Exit	Katie McKissick	954-802-9996
Spectator Entrance	Anna Singh	(786)346-1980
Judging Area Monitor	Erin Nonaka	909-789-9140
Body Warm Up	Patricia DeLeon	954-200-2405
Equipment Hallway	Nick E.	754-332-5852
Equipment Warm Up	Patricia DeLeon	954-200-2405
Silent Auction Booth	Tyler Erel	419-283-3353
Vendor Booth Coordinator	Tracy W.	954-647-8774
"Rainy Day Plan" Chair	Whole Board	--

# Team Leader Contact Sheet



# *School Address*

**Charles W. Flanagan High School**

**12800 Taft St.**

**Pembroke Pines, FL 33028**

# *Where is First Aid*

**In the Culinary Classroom  
next to the lockers as you walk straight back  
from the parking lot towards the school  
through the “market place”.**





*Thank you  
Again for  
your support.*

