

DUTIES AND RESPONSIBILITIES FOR MANAGERS

I. PERSONAL

- A. Arrive early/stay late
- B. Be observant/avoid and solve problems
- C. Accept criticism/keep positive attitude
- D. Always look your best

II. MUSIC AND SOUND EQUIPMENT

- A. Have correct CD's for the day or all music on iPod
- B. Check the batteries of sound equipment before going outside
- C. Check sound system--make sure it works--patch cords/extension cords
- D. Make copies of all music for team members

III. GENERAL BUSINESS

- A. Be organized
- B. Do filing
- C. Make checklists
- D. Collect money/Keep accurate records

IV. FIRST AID SKILLS

- A. Keep copies of medical forms at all times
- B. Familiarize yourself with any special medical needs of members
- C. Know what to do in an emergency
- D. Know CPR and general first aid techniques
- E. Keep a **FIRST AID KIT**:
 - 1. 2 paper sacks (for hyperventilation)
 - 2. 4 zip lock bags (for ice)
 - 3. wet wipes
 - 4. band aids
 - 5. ace bandages
 - 6. first aid creme
 - 7. alcohol
 - 8. gauze squares
 - 9. tape (several sizes)
 - 10. feminine products
 - 11. kleenex packets
 - 12. safety pins
 - 13. disposable rubber gloves

V. VIDEO EQUIPMENT

- A. Proper care/never leave unattended
- B. Learn to operate effectively
- C. Have extra tapes
- D. Insure that batteries are charged/ext. cords

VI. COSTUMES & PROPS

- A. Issue and take up
- B. Keep inventory
- C. Keep in good repair
- D. Order and keep up with new items

