

Ambassadors and Staging Ambassadors Training

- Ambassadors and Staging Ambassadors are key to making sure the event runs smoothly and students are where they need to be, when they need to be there.
- Your primary role is to bring students in the room at the right time and keep the noise down in the hallway outside the event room
- Please plan to arrive ten min early and check in with the room coordinator or event coordinator
- Plan to be there for the duration of your allotted time
- Do not have conversations with parents, students, church coordinators or other ambassadors, as you need to be an example for others.
- Please keep the area outside the event rooms as quiet as possible. You might have a “Quiet Please” sign. Hold it up to remind people to keep noise to a minimum, so that we minimize distractions in the event room.
- If a participant or observer has questions or comments, please direct to room coordinator
- Please do not allow students or observers to enter the room during the middle of a performance.
- When you hear the applause from inside the room, you may open the door to allow the team to exit.
- You will wait until the emcee invites the next team into the room before allowing that team to enter.
- Remember, this is a ministry of encouragement. Thank you for volunteering in this way!

Heart of America Leadership Training for Christ

Job Description

Staging Ambassadors (Puppets, Drama, Bible Reading, Song Leading)

Ambassador (all other events)

Purpose:

Staging Ambassadors work under the direction of the Staging Coordinator and are responsible for coordinating the logistics of getting groups into their performance room timely and efficiently, while minimizing distractions in the performance rooms or staging area and doorways.

Tasks:

- Welcomes teams to the staging area and orients them to the staging process.
- Moves teams from the staging area to be prepared to enter the room when announced.
- Maintains calmness in the staging area and hallway outside the performance room to minimize disturbances to the judges and students performing.

Ambassadors work under the direction of the Event Coordinator, assisting as needed, mostly by keeping distractions away from the event at the doorways.

Tasks:

- Assists the Event coordinator as needed.
- Maintains calmness in the event area and hallway outside the performance room to minimize disturbances to the judges and students performing.

Note: There will be several Staging Ambassadors and Ambassadors for each event. If all is calm, the Staging Ambassador and Ambassadors can quietly step inside to watch a particular event of one of their students.