

Overview of volunteer jobs at the 2025 New York Flute Fair, arranged by location

Registration Table:

Volunteers will assist with welcoming guests, check-in and day-of registration, providing badges, and selling raffle tickets.

Flute Club Table/Tag Sale:

Set up the tables and merchandise/tags, log the items sold and their prices.

Event Rooms:

Check-in with the presenter/performer before their session/s begins to ensure they are ready to go, check for guest's Flute Fair name tags, and monitor when guests can enter a session.

Exhibit Room:

Make sure each person entering has a Flute Fair name tag (or send to the registration table if they don't). Greet and introduce yourself to the exhibitors and ask if they need anything (be a runner if need be, please).

Competition:

Please check contestants in and escort them to and from the competition rooms. Please note that the first round of the competition is at the Manhattan School of Music. For the finals at Allen-Stevenson, we will need a page turner volunteer, as well as someone to be stationed by the door.