STAFF + VOLUNTEER ORIENTATION





THANK YOU!

Welcome to the

19th Edition of

SF MUSIC DAY 2026

Sunday, October 25

This music festival could not happen without YOUR SUPPORT.

On behalf of InterMusic staff and Board of directors, THANK YOU for your dedication to Bay Area music.

SF Music Day is a daylong celebration of Bay Area Music, featuring **95+ artists (20 ensembles)** performing an array of genres, including **Latin contemporary, Classical, Chamber, Jazz, Folk, Bluegrass** – and *everything in between* — showcasing the brilliant artistry that defines the Bay Area music scene.



San Francisco War Memorial & Performing Arts Center

401 Van Ness Ave, San Francisco
(cross-street is McAllister St)

https://sfwarmemorial.org/virtual-tour/

SF MUSIC DAY



Back Door Artist Entrance

https://maps.app.goo.gl/UDcKP1yWqeaoRLrDA



INFORMATION

DRESS CODE- all black, comfortable shoes



PARKING + RIDESHARE

ARRIVAL- Enter through the Lobby to receive your lanyard and to be directed to where you will be working.

There are dressing rooms behind the Herbst with day-use lockers for jackets, purses, etc. (See Sienna for code to door)

ARRIVAL TIMES

9:30AM

Jacob, Sarah, Jonathan, Sienna and Mia arrive in Lobby, go to Green Room

Volunteers arrive to Lobby, report to Mark

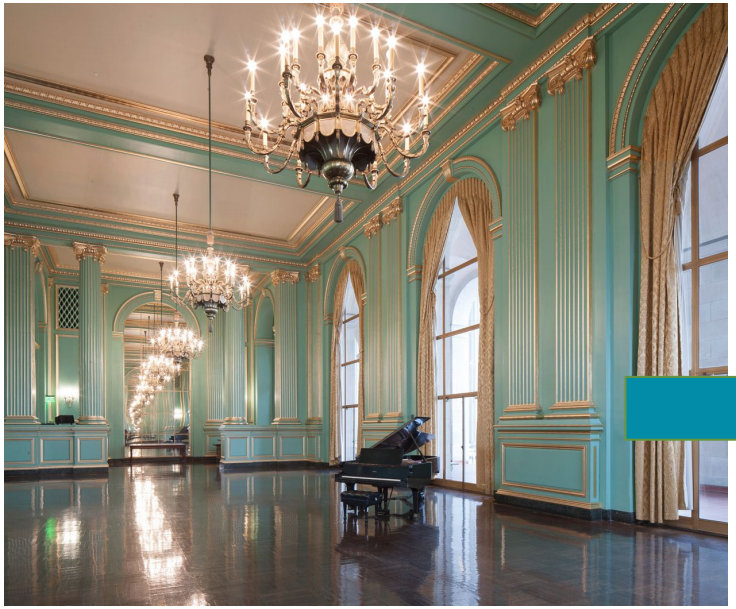
10:00am
Spice arrives, report to Kerry

10:30AM

Nipuna and Alexa arrive, check in with Kerry then head to theater



9:30AM- All Hands On Deck!
Green Room set 185 chairs
5:40PM- We break down all chairs







STAFF (only) + Volunteers working more 4+ hours



- MEALS will be available/provided during your assigned Lunch Break in the Herbst Rehearsal Studio.

- Please bring **refillable water bottle** with you to stay hydrated.



On Van Ness at Entrance



The JazzMobile is a mobile Jazz venue that can present outdoor stand-alone concerts.
Contact: Omar



Senor Sisig Food Truck

Inspired by Filipino classics and shaped by Bay Area creativity.

Their menu showcases a bold fusion of flavors, featuring burritos, tacos, rice bowls, nachos—all customizable with your choice of their signature sisig or other proteins.

LOBBY of the HERBST THEATRE



- THE MARKETPLACE
  - Vendors
  - InterMusic SF staff
- SF Music Day Programs
- Security Desk
- Cafe Valor

MARKETPLACE

Mia Jang, **vendor liaison**

10am Load In, 5:05pm Load Out

InterMusic Table 1
InterMusic Table 2
InterMusic Table 3
InterMusic Table 4
3232 Music
Music at Kohl Mansion
Musicians Union Local 6
SFCMP
Community Music Center
Wyldflowr
Rhythmx
San Francisco Arts Commission
Oakland Music Matters



DUTIES IN THE LOBBY

- Set-up Marketplace (9AM-12PM)
- Fashion tables with tablecloths and signage; banners on tables; vertical banners assembled.
- Hand-out programs
- Answer questions
- Sell merchandise
- Direct musicians to artist check-in desk
- Help out Intermusic SF



Where do I send a Musician?

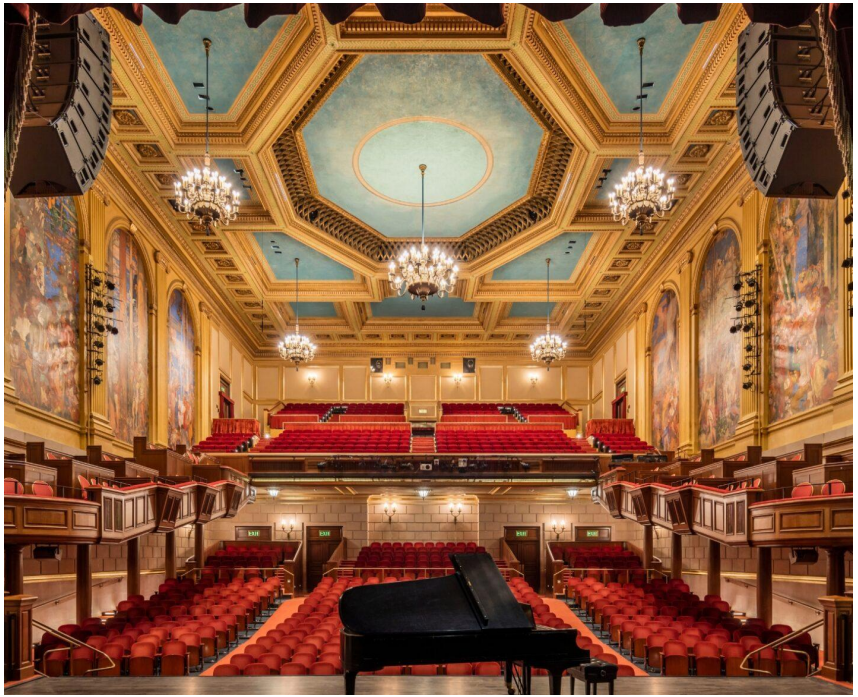


ARRIVAL: The backstage artists' entrance is in the back of the building, off of Franklin Street. Check in Table in front of Herbst Performer Lounge.

CHECK-IN DESK: Sienna, our Artist Liaison, will be there to check every artist in and send them with the appropriate staff member to the appropriate theater.

Where do they get paid? Direct payments through Ramp. See Intermusic SF table if there are questions in regards to this.

1st Floor HERBST THEATER





12:15pm Jordan Glenn's BEAK

1:10pm Ensemble Humanité

2:05pm San Francisco Chamber Orchestra

3:00pm Marielle V Jakobsons

4:00pm Sundra Manning Organ Quintet

5:00pm Bululú

STAGE MANAGER: **Chelsea "Spice" Spicer**
ASST TO SM: Jacob Ellgass
ANNOUNCER: Maggie Clennon Reberg
WAR MEMORIAL: STACEY COBALT
END: 5:40 PM

2nd Floor GREEN ROOM





12:35pm	Nippon Kobo
1:25pm	SixEight: Maclauchlan & Quale
2:15pm	Rova Saxophone Quartet
3:15pm	Pawlik-Zwiebel Duo
4:10pm	Quinteto Latino
5:00pm	Cornelius Boots

STAGE MANAGER: **ALEXA FLAGG**
ASST TO SM: Sarah Harris
ANNOUNCER: Simon Barrad
War Memorial: Julie
NOTES: 9:30AM + 5:40PM END ALL STAFF ON CHAIRS

4th Floor Taube Atrium Theater

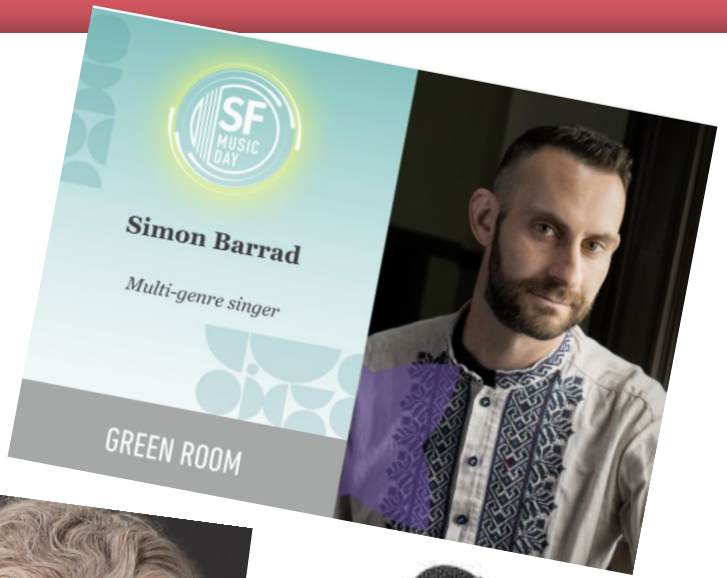




12:20pm	The Sampaguitas
1:15pm	Anne Sajdera Quintet
2:15pm	Ian Carey and Wood Metal Plastic
3:15pm	Raffi Garabedian Quartet
4:10pm	Dutt Campbell Duo
5:10pm	Trillian Welch

STAGE MANAGER: NIPUNA RAJAPAKSHA
ASST TO SM: Jonathan Roberts
ANNOUNCER: Jesse “Chuy” Varela
WAR MEMORIAL: TIM TUNKS
END: 5:50 PM


SF MUSIC DAY
Jesse "Chuy" Varela
KCSM JAZZ 91, Program/Music Director
TAUBE ATRIUM


SF MUSIC DAY
Simon Barrad
Multi-genre singer
GREEN ROOM


SF MUSIC DAY
Maggie Clennon Reberg
Classical California, Host of "Mid-Mornings with Maggie" and "California Sings"
HERBST THEATRE



THE HORN BAR



Artist's are invited to the Horn Bar (underneath the Herbst Theatre), following their performance, for wine and hors d'oeuvres for a post-performance reception between **5:30-7PM.**

HORN BAR RECEPTION

4-5:30pm Set-up event bring in food, bev, and other items from the Performers Lounge

5:30pm Guest check-in **+** replenish food, pour wine

7pm Post-event clean-up

Alcohol must stay in the Horn Bar. It cannot be brought to other areas of the venue.

HORN BAR: Hannah (pour wine), Sienna (check in)

Mark Clifford, InterMusic SF (415) 818-2825

Kerry Fiero, production manager (510) 684-3429



