

SAMPLE CALLER PROFILE CHART

Codes: B=Basic, M=Mainstream, P=Plus, J=A1, K=A2, C=Challenge, E=Emcee T= Tip, S=Sing, I=Intro, N=Non-Std Workshop
 G=Clogging, L=Lines, R=Rounds, A= Contra, P=Panel, X=Other Conflict

CALLER	Program Request							Morning				Afternoon				Evening				Summary									
	Basic	Mains	Plus	A1 = J	A2 = K	C	Other	10:00	10:30	11:00	11:30	2:00	2:30	3:00	3:30	8:00	8:30	9:00	9:30	Intro	Wks	MC	Basic	Mains	Plus	A1	A2	C	
Aram, Colin		TS	T					---	---	---	---		P	E		M	E				-	PM	-	1	1	-	-	-	
Clarke, Geoff	T	TSI	TSI					---	---	---	---	B			M			P	E		-	-P	1	1	1	-	-	-	
Clasper, Barry	T	T	T IN		T IN	T IN		B		Ci	C	P	E	Kn	K	C	C			C	K	P	1	0	1	-	2	4	
Charlton, Tom	T	T I	T							P	E		B				M	E			-	PM	1	1	1	-	-	-	
Charman, John	T IN	T IN	T IN	T IN					J		M			Pn	E		J		B		P	MP	1	1	1	2	-	-	
Demeule, Norm		TSIN	TSIN				R X		Pi	E		R						M		P		-P	-	1	1	-	-	-	
Fletcher, Kerry	TSIN	TSIN	TSIN	TSIN	TS			P	E	Ji				Bn		J		K	K	J	B	P	1	0	1	2	2	-	
Faye Germon	TS	TS							M	E	B							B		-	-	M	2	1	-	-	-	-	
Hall, Wayne	TSI	TSI	TSI	T				---	---	---	---	M	E	J			B		J		-	M	1	1	0	2	-	-	
Hebert, Terry	T I	TSIN	TSIN	T I	T			J		Mi	E	K	K		J		P	E	M		MP	0	1	1	2	2	-		
Holmes, Doug	T	T IN	T IN	T IN	T		A	M	E	K	K		Jn		B	P	E	J		J	MP	1	1	1	2	2	-		
Moore, Harold	T	T								B				M	E	---	---	---	---	-	-	M	1	1	-	-	-	-	
Sigurdson, Thor			T IN	T IN	T IN	T I		K	Ki		J	C	C		P			C	C	K		0	-	-	1	1	2	4	
Treleaven, Bill	T I	T I	T I					---	---	---	---	---	---	---	---			M	E		-	M	0	1	0	-	-	-	
VanderMeulen,W	TSIN	TSIN	TS						Bi		P		Mn	E		B			B	M	M	M	2	1	1	-	-	-	
Welch, Dottie	TSIN	TSIN	TSIN	TSIN	TSIN	TSIN	R A	C	C		A	J		Cn	C	K	K		P		C	0	0	0	1	1	2	4	
Emcee									2	2	2		2	2	2		2	2	2										
Basic	13							B	Bi	B	B	B	B	Bn	B	B	B	B	B	1	1		12						
Mainstream		15						M	M	Mi	M	M	Mn	M	M	M	M	M	M	1	1	9		12					
Plus			14					P	Pi	P	P	P	P	Pn	P	P	P	P	P	1	1	9			12				
A1 = J				7				J	J	Ji	J	J	Jn	J	J	J	J	J	J	1	1					7			
A2 = K					6			K	Ki	K	K	K	K	Kn	K	K	K	K	K	1	1						6		
C						3		C	C	Ci	C	C	C	Cn	C	C	C	C	C	1	1							3	

There are 12 time slots. Emcee the following time slot in Mainstream and Plus at least long enough to introduce and check sound.

The Mechanics of Scheduling Multiple Callers in Multiple Halls

- 1) Gather Caller Profile Information including contact information, calling experience, time availability, and program information.
- 2) Set up a chart showing the callers names on one axis.
The other axis should show the programs requested, the time slots, and space for summarizing.
- 3) Fill in the information provided by the callers about programs and types of tips they want to call and perhaps a column about experience.
- 4) Line out any times when a caller will not be available.
Talk to those programming other areas to avoid conflicts (Rounds, Contrasts, Panels, etc.)
- 5) Count callers available for a given program and available time slots. Then calculate the average slots per caller.
It may be necessary to change the length of the tips to find a satisfactory solution here.
- 6) Begin scheduling where the resources are scarcest. This is usually workshop presenters and more advanced programs.
- 7) Assign Prime Time slots.
- 8) Assign evenly distributed slots for the big hall. Then fill in the medium sized halls.
- 9) Aim to give callers a break between calling slots.
- 10) Aim to evenly distribute slots in each hall across all callers who requested time in that hall.
This is especially important in the biggest halls, which are usually Mainstream and Plus.
- 11) Assign MCs in the halls where they are needed.
- 12) Look at the summary information and readjust to make assignments as fair as possible.
- 13) Transfer the information from this chart into the usual program format.
- 14) Use this chart during the event to deal with emergencies. This shows the callers who are able and available to fill in unexpected vacancies.