Green Room Manager Guide – 2026

Austin String Band Festival · Austin Friends of Traditional Music (AFTM) · Updated October 2026

At a glance

The Green Room manager(s) stocks, staffs and secures the bands' hospitality room at Camp Ben for the whole festival, on a $500 budget, then returns it clean on Sunday.

Item	2026 detail
Festival dates	Friday to Sunday, October 16 to 18, 2026
Budget	$500. Keep every receipt, including ice, and return them to the AFTM Treasurer for reimbursement.
Room key	Get from Crystal (Camp Ben manager) or Tim Wooten. Return to either one at the end.
Gear from Tim Wooten	Green room box (lights, wall hangings), Green Room sign, full-length mirror, beer-limit sign. Tim will bring these to the festival.
Volunteers	Ask James Seppi (volunteer coordinator) for the finalized list

Approximate Timeline

A few days out

- Confirm the key hand-off with Crystal or Tim.
- Ensure that Tim will bring the green room box, sign, mirror, whiteboard and beer-limit sign to the festival.
- Line up 3 large ice chests plus 1 extra-large empty chest for overnight snack storage.
- Buy all drinks and snacks (see Shopping list).

Night before or morning of

- Pick up the key.
- Sweep out the room before anything goes in. Past years it held debris, leaves and construction leftovers.
- Set up tables, chairs, the mirror, lights, and decorations (see Room setup).
- Tape off or sign any safety hazards.
- Lock the door when you leave.
- Buy ice and keep the receipt.
- Fill and label the chests: one for water, one for beer, one for tea and sodas.

- Put out the snacks, the whiteboard and the beer-limit sign.
- Station a volunteer at the door.

Each festival day

- Morning: restock ice, water and snacks.
- Evening: refresh ice, then secure all food and drinks overnight (see Running the room).
- Lock the door every time you leave for the night.

Sunday

- Clean out and return everything (see Teardown).

Shopping list

Buy within the $500 budget and keep every receipt. Past years show bands drink far more water than expected, so lean on water first.

Category	What to buy	Notes
Snacks	Granola bars, nuts, pretzels, jerky	Packaged individual snacks work best
Fresh fruit	Oranges, apples	Easy to eat by hand. Buy close to the festival date.
Water	Lots of it	There is never enough
Beer	Modelo, Shiner, Dos Equis, or light beer cans	Limit is 2 per band member (Tim has the sign)
Other drinks	Iced tea bottles, fruit drinks, sodas	Tea and fruit drinks were popular
Serving supplies	Napkins, paper plates, plastic silverware, paper towels	
Cleanup	Trash bags, hand sanitizer	
Ice	Enough for 3 large chests, restocked daily	Buy night before or morning of
Setup extras	Colorful tape, warning signs, whiteboard markers, sealed containers	

Example list from past Sam's Club trips

Built from the Sam's Club receipts: $386.30 on 10/10/22 (31 items) and $420.94 on 10/16/23 (30 items), both before ice. The 2023 prices below total about $405 before tax. Prices have likely risen since, so treat them as estimates.

Category	Item	Qty	2023 cost ($)
Beer	Shiner cans	3 packs	$51
Beer	Dos Equis	1 pack	$22
Beer	Bud Light	1 pack	$20
Wine	Bota Box 3L (one was pinot noir)	2	$33
Drinks	Diet Coke 35-pack	1	$16
Drinks	AriZona green tea	1	$13
Drinks	Gatorade variety	1	$15
Drinks	Ozarka water	1 (Get more this year)	$7
Snacks	Trail mix	2	$20
Snacks	Planters nut tub	1	$11
Snacks	Nut bars (Member's Mark)	2	$26
Snacks	Snack almonds, 36-count	1	$12
Snacks	Goldfish, 36-count	1	$13
Snacks	Belvita	1	$13
Snacks	Lance variety pack	1	$12
Snacks	Beef sticks (Jack Link's)	1	$15
Snacks	Welch's fruit snacks, 90-count	1	$14
Snacks	Chocolate favorites	1	$19
Snacks	Halloween candy mix and peanut butter cups	2	$32
Fruit	Clementines	2	$15
Fruit	Honeycrisp apples	1	$8
Fruit	Envy apples	1	$8
Supplies	12 oz cups	1	$11

Gaps to fix for 2026:

- Water: 2023 had only one pack, and the notes say there is never enough. Buy several cases.
- Ice is separate. Leave roughly $50 to $80 of the $500 for ice and fresh fruit.

Volunteers

The volunteers assist in keeping the room in order, making sure food/drinks are well-organized, watch over instruments, etc. The manager does not need to stick around the whole time while a volunteer is present, but should be there during shift changes to help the new volunteer take over. Of course, the manager is welcome to stay as long as they'd like.

Volunteer shifts are below. Each shift has one volunteer.

- Friday, 3-7PM
- Friday, 7-11PM
- Saturday, 12-4PM
- Saturday, 4-8PM
- Saturday, 8-11:45PM

Room setup

Furniture. 4 tables with tablecloths and at least 10 to 12 chairs. Put Tim's full-length mirror in a corner. Line the snack tables up in one long run so bands have open floor to warm up and tune.

Power. The room has finished electrical outlets, so a few extension cords should be enough.

Lighting. The room is dark without help. Hang several strings of lights overhead or lay them along the tables. Tim has a good string, and more are in the green room box.

Decor and signs. Hang the tie-dyed wall hangings or sponsor signs, and put up the Green Room sign (Tim has it).

Whiteboard. Write a welcome to the bands and the day's schedule, with markers handy. The schedule is on the website (aftm.us/2026-austin-string-band-festival) and you can double check with Darrel Mayers.

Safety. Mark hazards with colorful tape and signs such as "Watch your step." Set out trash and recycling bins or hang trash bags on the wall.

Door table. Put a table and chairs at the entrance so a manager, volunteer or board member can greet people and answer questions.

Running the room

Door. Someone is always at the door to welcome bands, answer questions and introduce themselves, especially to people they do not know. Wandering kids try to come in often, so greet and redirect them.

Instruments. The manager or a volunteer keeps an eye on any instruments left in the room.

Ice chests. Keep three large chests, labeled: water, beer, and tea or sodas. Post the two-beers-per-band-member sign.

Daily restock. Each morning, replenish ice and water. Each night, refresh ice in every chest and restock snacks and drinks.

Overnight security. Seal all snacks in closed containers to keep out rodents, raccoons, and insects. Use the extra-large empty ice chest, or load the food into your vehicle. If you aren't staying the night, find an AFTM board member to help keep food secure over night. Lock the Green Room door every time you leave for the night. Pass off the key to Tim or another AFTM board member for the night.

Teardown and return

Do this Sunday morning, or Saturday night after the last band leaves.

- Bag all leftovers and hand them to board members who are still around, or hold them until the next meeting.
- Empty and clean the ice chests.
- Take down lights and decorations.
- Return lights and decor to the green room box, and tables and chairs to the right Camp Ben storage room.
- Clean the room, then lock it.
- Return the key to Tim or Crystal.
- Return all receipts to the AFTM Treasurer for reimbursement.