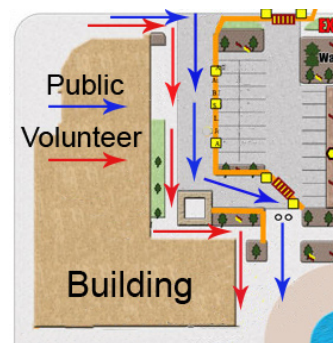


# Gates - Supervised by Dr. Linda Pickle

## All Volunteers, All Shifts, All Stations

- Enter near Gate 1 on State St. (red arrows on diagram). You must be registered and enter here for free admission. No exceptions made at the main gates (blue arrows).
- Checkin at the volunteer booth to receive instruction. Wear your volunteer tag for identification.
- Maintain a clean & organized work area. Use care with all materials/equipment - we reuse.
- Before leaving train your replacement. Last shifts do not leave early unless area is completely clean, all supplies properly put away and you are released by Volunteer Coordinator at Site Tent.
- Do not leave area unattended - If you feel unneeded, check with your supervisor.
- After your shift check out at the volunteer tent to receive: Confirmation/thank you letter and Restaurant Discount Card. If working 9 hours or more you will get a tshirt. All volunteers can purchase tshirts for \$8 (regularly \$12).



**Specific Duties:** Booth workers collect admission fees & greet guests.

**Inventory:** Bin contains admission stamps, signs, discount cards, a cashbox and other materials.

## 8:00 am - 11:15 am:

- Finish set up according to diagrams at right. Get materials out of bins and set up station including posting signs.
- Follow directions below for each person.

## 11:00 am - 2:15 pm, 2:00 pm - 5:15 pm:

### Volunteer #3:

- Stand a little distance in front of the table.
- Help visitors form two lines to keep things moving better.
- Tell people about Restaurant Card deal
- Point out t-shirts & encourage them to visit Merchandise Booth by fountain.
- Encourage them to visit Information Booth by fountain for brochures.
- Direct any vendors, performers or volunteers to Volunteer entrance.

### Volunteer #1 and #2:

- Position yourselves on each end to admit two lines of visitors.
- Familiarize yourself with fees.
- Keep all cash in cash box and restaurant coupon cards in box until sold.
- Put any on-line discount coupons into the bucket.
- Do not admit anyone for free except Children 12 & under or someone with VIP pass (put VIP pass in bucket - Thank them as they are donors/promoters).
- Stamp the hand of everyone admitted and use the counter to click off everyone you admit, even children & VIPs admitted free.
- When the counter reaches approximately 200, write down the number and the time on the sheet provided & reset the counter. Record totals & time when your shift ends & reset the counter.
- Each hour or so a volunteer will come to switch out your cash drawer. Do not give money to anyone other than trading for a new cash drawer.

## 5:00 pm - 8:15:

- Greet people entering the festival. Click counter for each person that enters.
- Tell people they can get a Restaurant Discount Card that saves them 10% or a T-Shirt at the Merchandise Booth by the fountain.
- At 7 pm write the number from the counter on the sheet provided and record the time. Separate the \$1 Off Admission coupons by source (email, website) and count & record each type. Take the sheet to the Information Booth.
- Carefully remove signs & materials & place them neatly in the appropriate bin. Take them to Site Tent/Truck.
- Get volunteer from Site Tent to help gently fold tent - Do not use force. Replace in box or bag and send it back with them
- Fold the chairs and table and take them inside the building.
- Pick up trash around area & put in trash can.
- Check out at the Site Tent.

