

Sign-in Booth - Operational Procedures

Opening Rules

1. Arrive at fair grounds at **5:30 PM**. All volunteers are asked to park on the grass near the North entrance of the church. You will be charged \$2.00 to park, which can be reimbursed at sign-in.
2. Go to the side of barn to the information booth to sign-in and receive a food coupon (for a minimum 4 hour shift), as well as a reimbursement for parking. You will also receive a nametag, which must be worn at all times. The soda tents will give you bottled water all night (while you are working) when wearing a festival nametag.
3. Go to festival bank (in the Parish Office) for your start-up money
4. Pick up the nametags and pens from the festival office.

Play/Operation

1. You are responsible to sign in all volunteers in for the festival. All who work 4 hours or longer are entitled to the food coupon. Any child under 13 may work with their parent. Also, upon request, please return the parking fee to each volunteer.
2. **IMPORTANT: You are not to leave the booth with the start-up money.**
 - a) During the night Security will come to collect extra cash. Please give them all extra money in the plastic deposit bag. It is not necessary to count or record the deposit, the festival bank will take care of it.
 - b) If you need change any time throughout the night, ask a security guard. If security is unavailable and the booth is fully staffed, you can go to the festival bank and receive the required denominations. It is not necessary to bring any money with you, as the change will be deducted from the booth's proceeds.

Additional General Rules:

1. Festival campus is now a non-smoking campus. There is a designated smoking area near the beer and wine garden.
2. If someone falls or gets injured, please go immediately to the sign-in booth and ask for an incident report – to be completed by festival personnel.
3. Strobe lights will light up if there is an unusual emergency for example, a lost child. Wait to find out the details from a security guard.

Closing Rules

1. At the end of the night, the leftover cash will be picked-up by security.
2. Return the pens and nametags to the festival office.