

## **Staff/Volunteer Duties – Winterfolk Festival**

### **MC - Master of Ceremonies**

- Welcome the crowd.
- Thank the sponsors of the event
- Show the button and encourage donations to Winterfolk.
- Mention the CD store & location, maybe who is there after this set, script provided
- Introduce the next performer with a little background info (bios to be provided)

### **Stage Manager:**

- Ensure next performer is there before the set. (Check if artist has back-to-back sets) Notify site manager if artist not present. Keep the timing of the performers acts.
- Sets must start on time
- At 20 minutes before the hour give a “five minute” warning
- Sets should end 15 minutes prior to the next set, to allow artists to finish & remove their equipment from stage, and the next artist to set up, before top of the hour
- Help the performers off stage with equipment
- Facilitate next performer getting on stage to set up
- Can fill in for MC if not present
- **NOTE:** artists are permitted to sell CD's from the stage during their time

### **Door**

- Greet guest arrivals
- Hand out performer schedules
- Encourage \$10 donations to Winterfolk for button
- Give out buttons to those who donate
- Answer any questions or refer them to one of the staff.
- Be secure about the money collected
- Direct guests to various venues
- Ask if they want to be added to email list

### **Secure Instrument Storage**

- Securely store instruments for performers
- Tape # tag on item and give other # tag to artist
- Keep guitars sitting up to save on space
- Hand out performer schedules
- Answer questions or refer them to the staff.

### **Merchandise Table**

- Give artists receipts for their CDs when they bring them
- Use merchandise sign in sheets – count amount of each Title
- Sell artists CD's.

- Assist the artists who are selling their own CDs.
- Make appropriate change.
- Direct people to hotel bank machine, cash only
- Hand out performer schedules
- Hand out location maps
- Verify Performers payments and have them sign the sheet
- Answer questions or refer them to the staff.

### **Media Table**

- The media person would be assisting Beverly Kreller with media who are attending the fest for reviews/interviews and taking footage of the concerts.
- Keep a media guest list, provided by Beverly and take note of all who arrive and when.
- Person the media table to welcome media (make sure they have a schedule etc) and alert Beverly to their presence/escort them to a particular stage or location.
- Along with Beverly, they will help facilitate any interviews which will happen at the media area (where hopefully we can have some logo posters or banners)

### **Surveys**

- Cheerfully approach audience members at quiet times, in between sets or on the way in or out of the venues
- Ask if they would mind answering a few questions, to help in the planning of Winterfolk XII
- Fill out the questionnaire
- Omit any questions if the person does not want to answer
- Hand in completed questionnaires to Vicki
- We need about 200 for statistical accuracy

### **Extras**

- Sign in and be willing to be flexible as far as positions that may have come be available.
- Be knowledgeable of and prepared to do whatever is required of the other positions.

### **Everyone**

- Be pleasant and cheerful and SMILE!