

# Equinox Festival 2011

## Volunteer Job Description Details

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## ACCOUNTING ROOM

AREA COORDINATORS: GORDON DRESSLER &  
DAVID EISENBERG

Assist festival accountant in a secure room. This job has very high responsibility. Specific training will occur during your shift.

- Report to “Festival Office”. This is a secured locked area.
- You must present your GREEN copy of the SIGN-IN sheet to be admitted to the Accounting Room. You may keep the Sign-in Sheet after your shift.
- Accounting room is inside the “Festival Office.” Report to Gordon Dressler or David Eisenberg for instructions.
- Money collected at the ticket booth and various other stations will be brought to the Accounting Room throughout the day.
- Gordon Dressler and/or David Eisenberg will be responsible for paying all artists. Artists will be instructed to go to the accounting room after their performance.
- DO NOT LET ANYONE ENTER WITHOUT PERMISSION FROM THE DESIGNATED SECURITY PERSON. There may also be non-accounting individuals who will enter.
- Everyone should be aware of who these individuals are. A list will be provided.

## ARTIST HOSPITALITY

### AREA COORDINATOR:

Assist Area Coordinators as requested.

- This area for Festival Staff and Artists ONLY (VIP wristbands).
- Hospitality will be located in 2 areas:
  - The Outdoor Stage
  - The Porch behind the Theater
- At the end of the day, all remaining items need to be packed-up and taken to area just inside the Main Gate for transport back to the Center.
- Please train your replacement.

## ARTIST CHECK-IN

Artists have been instructed to check in here when they first arrive at the Festival.

- Your booth will have a list of festival artists and their contact information.
- Check-in Artist and give the first arrival their artist packet. Included in their packet will be assorted items informational.
- If an artist still needs to sign their Performance Contract, the outside of the envelope will indicate same. You will have a list of individual authorized to sign Contract. Have Contract signed and keep in an envelope marked "Signed Contracts". Do not give back to Artist.
- Place the VIP wristband on their wrist.
- Inform the stage manager (name provided) via walkie-talkie that they have now arrived.
- Artist will indicate if they need help moving their instruments or equipment. If they need help, send them to Volunteer Check-in to secure runner help.
- Direct artists to the appropriate stage or area.
- If a stage manager notices an artist is running late, they will contact Artist Check-in via walkie-talkie. You will then contact the artist (List provided with cell phone info), get their estimated time of arrival and communicate that to the stage manager.
- Please train your replacement.

- If you have the last shift of the day (3:30-6:30), please pack-up items and place in tub. Leave at Artist check-in.

## **AUDIO CREW**

AREA COORDINATOR: MICK BERG

Sound engineers:

Audio Helpers – help move equip and whatever sound engineer requires.

- There are 3 areas with sound systems noted above.
- You will be assigned to one or more of these areas when you Check-in. Volunteer Check-in will advise you of the various stages. If no help is need, you will be sent to another stage.
- If you are no longer needed, report back to Volunteer Check-in to be reassigned, if your shift has not ended.
- When musicians first arrive, you will-may be called upon via walkie-talkie to assist them in moving equipment from their car to the stage. Ask the person in charge if you are still needed.
- There are several bands that will - may also need assistance to quickly move from one stage to another (ie: concert stage to workshop area, etc.). This must be done quickly as some bands have back-to-back performances.
- Please train your replacement.

## **BACK-UP RUNNERS**

This is a VERY Important job!!

You may find yourself doing a variety of jobs or running errands, according to need!

You'll wait to find out at the Volunteer Check-in Booth, then be assigned wherever the need is greatest.

Communication will be from area of need to Volunteer Check-in Booth.

When musicians arrive, you will / may be called upon via walkie-talkie to assist them in moving equipment from their car to the stage.

Please train your replacement.

## COUNTRY STORE

AREA COORDINATOR: LINDA STONE

Sell CTMS items (magnets, bottled water, assorted books) and all festival artist CDs, and to restock Artist CD displays.

You will be trained in accounting procedure by Gordon Dressler or David Eisenberg.

- There will be 2 cash boxes with petty cash provided by CTMS (one for General Country Store and 1 for Artist CD's. The only items CTMS is selling is magnets, bottled water (\$1.00 each) & assorted books (\$15.00 each).
- IF YOU NEED TO BREAK A LARGE BILL, BE CERTAIN THAT IT IS A DOLLAR FOR DOLLAR EXCHANGE from one cash box or envelope to another B4 YOU SELL AN ITEM!!!!!! Be careful NOT to co-mingle CTMS and ARTIST money envelopes!!!!!!
- Artists have been instructed to bring CDs they want to sell and an inventory to the Country Store. Please leave an area on the table for artists to autograph their CD's.
- You will have a large envelope labeled for each artist, plus a sheet for them to sign in and out. Write on outside of envelope the price(s) of their

product for easy reference.

- The artist may provide their own sheet and money. Check all inventory and money before they leave their product.
- Artists leaving festival: artists will check in with you to receive their envelope and un-sold CDs. Make sure they acknowledge their unsold inventory and sign the sign-out sheet.
- Bottled water: First water crew will bring ice chest and water. Subsequent crews will make sure water is being kept cold and will check your supply from time to time. \$1.00 per bottle.
- At the end of the day, please pack-up items into tubs....and if not too heavy, bring to area just inside the Main Gate.

## **FAMILY AREA**

**AREA MANAGERS:**

**CRAFT Coordinator:**

Assist staff members with children's activities (this is NOT childcare - parents will attend). Games, songs, dances, crafts. Guaranteed fun!

- If assisting with crafts, Craft Coordinator will train you.
- Some set-up (moving of chairs), assisting kids with activities
- At the end of the day, help clean-up area, pack boxes. If not too heavy, please bring to area in front of Main Gate for Transport back to Center.

- Please train your replacement.
- Be prepared to be a kid again!

## GROUNDS CREW

Pick up trash, remove full trash bags from cans and replace liners.

Bring full bags to dumpster, located in Handicap Parking.

Place trash directly into bin. Place tied bag of recyclables next to trash bin.

Portolets should be fine. Very basic cleaning and restocking of toilet paper, if necessary. Active job but low pressure!

- All supplies will be adjacent to Handicap portolet in the handicap parking lot, located south of the Main Gate.

- During your shift, continually rotate around the site, inspect all trash cans, remove and replace full liners and bring to dumpster.
- You will also need to check two indoor bathrooms: one on the end of the Festival Office building (on Cantina side), the other at the indoor workshop area marked “Various” near the festival entryway.
- Please train your replacement.
- At the end of the day, please pack-up items and leave stacked next to the Handicap Portolet.

## INFORMATION BOOTH

AREA COORDINATOR:

Sitting in the shade adjacent to front fountain.

Answer questions about the festival and every subject imaginable

- Information booth will be supplied with festival information and plenty of maps and program guides.
- Please train your replacement.
- At the end of the day, please pack-up items and leave at Information Booth.

**INSTRUMENT CHECK:  
ARTISTS AND GENERAL PUBLIC**

LOCATION: Outside of FESTIVAL OFFICE  
AREA COORDINATOR:

You will check instruments in and out around the Festival Office for festival artists and attendees. This is active work inside, with some heavy lifting. Very busy during workshop breaks & slow in between.

Artists who have a long time between performances or workshops and people who bring instruments to the festival but don't want to carry them around can store their instruments here.

- Your table will be under the overhang on the porch next to the doorway of the Festival Office. Sign-in the instrument on form provided and take instrument into Festival office.
- NEVER-EVER leave an instrument unattended!!

- If you need help with a large or heavy instrument, instruct the owner to stay with the instrument and you (only you) ask for assistance from the Festival Office staff.
- You will be supplied with numbered tags to both put on the instrument and give to the person leaving it.
- Keep a separate list for name and instrument. Have individual sign-out when they retrieve their instrument. You will be provided the forms.
- If possible, should have separate areas for the Artist's Instruments and the General Public's Instruments. It will be easier to find when it comes time to return instrument to owner.
- Please train your replacement.
- If you have concerns, ask Gordon Dressler, inside the Festival office.
- At the end of the day, please pack-up items and leave in Festival office. Hand the Sign-out sheets to Gordon or David.

## **INSTRUMENT CONSIGNMENT (Sales)**

AREA COORDINATOR: TOM HUBBARD

Help supervise the sale of used instruments and monitor security at the entrance / exit.

- Report to the Instrument consignment
- Tom Hubbard will instruct you on the sales system.
- Festival attendees who want to sell instruments at the festival will bring them to the instrument consignment area, near the outdoor stage.

- You will be provided with a cash box with petty cash, tags to mark the price of the instruments and a receipt pad.
- At the end of the day, please help pack-up unclaimed instruments and consignment supplies.

## PARKING

\*Please note, parking arrangements are still being negotiated and may change prior to festival.

AREA COORDINATOR:

Handicap Parking: 30 feet south of Main Gate

Artist parking: Across the street from Main Entrance

Guide people to park in orderly rows. These areas are NOT for General Public parking. Direct them to street parking

which is ample throughout the neighborhood.

- There are two parking areas:

HANDICAP PARKING ON-SITE – CARS WILL ENTER @ 30 feet south of Main Gate. Must have Handicap Plackard or Official License Plate.

ARTIST PARKING-ACROSS THE STREET- ENTRANCE ON WILBUR. Give RED Parking Permit to artists on authorized list.

- All parking in the lots is free – BUT there are a limited number of spaces
- ALL OTHER PARKING IS ON THE STREET. You will have a list of suggested areas for festival attendees looking for parking.

## **PHOTOGRAPHER - VIDEOGRAPHER**

Take pictures and video of the Festival. Please include the following sites:

Artist close-ups

Audience having a good time

Family Area  
Sponship Banners

How to submit photos to CTMS

A CD is preferable with all pictures rather than emailing.  
Please mark CD with: "Equinox 2011" & "Photos taken by  
YOUR NAME"

It is understood that your photography and videotaping is  
done with the expressed permission that the photos and  
videos become the property of CTMS to edit and to post as  
appropriate to promote CTMS

Please mail your CD to:

Lisa Richardson  
c/o CTMS  
4924 Balboa, #637  
Encino, CA 91316

**RAFFLE TICKET BOOTH +  
ROVING RAFFLE TICKET SALES**

AREA COORDINATOR:

TWO types raffle tickets:

GENERAL RAFFLE: White copy paper (Winner drawn at 5:00)

## HANDMADE QUILT:

Heavy white card stock (Winner drawn at CTMS New Year's Camp 2010)

Winner does NOT have to be present at either drawing.

Purchaser will buy a specified number of tickets. Fill out the raffle tickets and place them in the bin appropriate to the item at the RAFFLE Booth.

BEFORE tickets are deposited in containers, ask person to give them to you. Cut the tickets where appropriate and give "stub" back to purchaser.

Quilt tickets are NOT cut. If you run out of quilt tickets, CTMS will transfer information onto quilt ticket after the Festival.

Check for legibility! If we can't read their information they will not get their prize.

RAFFLE TICKET BOOTH: will have tickets, ticket containers, a cash box and the items being raffled and all other supplies.

ROVING TICKET SALES: Wear a funny hat and big sign, wander the Festival grounds offering raffle tickets for sales. Be ready to have fun!

Purchaser will buy a specified number of tickets.

Tell purchaser to fill out the raffle tickets and take them to the Raffle booth to be cut and placed in appropriate container.

DO NOT WAIT FOR THEM TO FILL OUT Instrument Raffle TICKET as they must be cut and placed in appropriate container(s).

## **SECURITY**

AREA COORDINATOR: SEQUOIA SCHOEDER

Make sure everyone's playing nicely (and we don't mean onstage!).

Communication by Sequoia Schroeder with local police in case of problem.

- Coordinator will give you your assigned area, instructions. There will be security personnel placed at critical areas of the festival including the entry, at the Festival Office, at the Country Store/Information booth, the Family Area and near the backstage area of the outdoor stage.
- Please alert Sequoia if you observe any security issues.
- DO NOT physically approach troublesome festival attendees

## **SIGNAGE**

AREA COORDINATOR:

SIGNAGE: Help put up and take down information signs

and sponsor banners at the stages and around the festival grounds.

Involves some ladder climbing. If allowed by the City, teams of two will follow maps and drive around the Northridge area, putting up direction signs.

You will receive instructions on where to pick up signs, map, ladder and placement directions from Area Coordinator.

## **SITE SET-UP**

Area Coordinator:

Set up the festival workshop areas. This job entails setting up some popup tents and moving chairs around. Active physical job.

You will be instructed by the Area Coordinator as to what is necessary.

**STAGE ANNOUNCING**

Check-in with the following Stage Managers per your assignment

OUTDOOR STAGE

INDOOR STAGE

M.C. - You will be provided with a festival information folder that includes thank you announcements to sponsors and information on the overall festival schedule.

- Give brief introductions on each artist during your time period.
- After performances, please thank our performers and sponsors and let the audience know what is going on at that time on other stages and areas from info folder on festival/sponsors

**STAGE MANAGEMENT**

## OUTDOOR STAGE

## INDOOR STAGE

## DANCE STAGE

When artists check-in, you will be notified by Artist check-in.

This involves communicating with artist check-in if artist has not shown up prior to call time. It is your responsibility to call artist check-in to confirm arrival.

If you notice an artist is running late, notify artist check-in. They will contact the artist and communicate back to you their estimated time of arrival.

Make sure you introduce yourself to the audio crew at your stage or area.

You will be provided with a complete schedule of artist performances and required performance times.

The festival schedule is very tight – it is your job to keep artists on schedule.

- Communicate to the MCs when they should begin announcing.
- Communicate to artists when it is time to begin & end their set by being in front of them (as discreetly as possible).
- Communicate to the audio crew if there is an audio issue not being addressed
- Keep area clean, may involve some sweeping.
- Make sure artists have water.

## TEAR-DOWN

One of the most important jobs!!

Tearing down all CTMS material at end of festival and taking materials to area inside the main gate for loading for transport back to the Center.

CTMS items includes but is not limited to: signs, popup tents, bins from various stages and workshop areas, cleaning supplies, t-paper, etc. (next to portolet in handicap parking area-lot south of Main Gate).

Cleaning grounds.

- Report to Volunteer Check-In booth at 6pm to receive instructions and/or ladder. If you see a need, do it.
- Disassemble all CTMS popup tents. Take down and stack all signs. Load into volunteer truck(s). Trucks will enter through Main Gate after guests have left.

Trash containers & trash go directly into dumpster. If the dumpster becomes too full, please breakdown the trash box and leave box and trash bag on the opposite side of the recyclables. You pick which side is which.

Recycle cans and bottles: Place tied bag of recyclables – cans and bottles - next to trash bin.

Clean all debris from site...Let's leave area in better condition than found.

## TICKET SALES (MAIN GATE ENTRY)

### AREA COORDINATORS:

Sell tickets to incoming attendees. You will be provided with cash boxes and petty cash.

You will be trained and/or given written instructions by Gordon Dressler or David Eisenberg on what do to if you need more cash.

Entryway will be divided into cash – checks – will call - on one side. All will receive wristbands. Procedure will be in place for money exchange.

Their Entry “Ticket” is a wristband. Wristbands will be provided to all attendees, including paying children. If someone objects to wearing a wristband, they must display it so it is visible (thru buttonhole on shirt, etc.)

Ticket prices are as follows. There will be signs indicating this as well

General admission \$25

Students with ID \$10

Children age 10 and under FREE

After 4:45 pm: \$15.00 General Admission

There is no senior discount unless seniors are also students with ID.

There will be a security volunteer posted at the entryway. If there is any difficulty, please alert them.

DO NOT argue with disagreeable attendee! But DO be polite and smile as you are a representative of CTMS. Security will handle difficult attendees!

## VENDOR DIRECTION

### AREA COORDINATOR:

Direct vendors to their correct booth location. NOTE All vendors are providing their own tents/tables/chairs.

**VENDORS ARE RESPONSIBLE FOR CARRYING THEIR OWN MERCHANDISE!**

This is a directing job only, no cartage involved although you may have to walk them to their site if they are confused.

Remind vendors to go **QUICKLY** to their site as there are many wishing to come in and set up.

You will be provided with a vendor site map.

## WATER CREW (free water)

Yellow containers and 1-gallon-sized water bottles and cups will be at the outdoor Cantina – use the 1-gal bottles to refill the larger containers throughout the festival. Refill as needed at the sink in the Cantina.

You'll work in teams to set out the containers, check and refill them, and collect them if you are the last shift.

Areas needing containers: Workshop areas (8), Dance Stage (1) & Family Area (1). You will be given a map of water containers placement.

Ice and bottled water is stored at either the Cantina or adjacent building. You will be advised.

Make sure bottled water is available at the 2 Artist Hospitality areas: 1 by the outdoor stage & 1 off the back of the Theater –and the Country Store and is kept cold in ice chests.

Fill the yellow containers HALF-FULL using 3 1-gallon containers. Filling yellow containers ½ full should make this pretty easy.

“Dump” unused water around trees, fountains and meadows. Do NOT dump water around plants as these are carefully watered by The Rancho staff!

At the end of your shift, please return to Volunteer check-in to meet and train your replacement.

At the end of the day, collect the containers and return them to area inside front gate for transport back to the Center.

The 1-gal water bottles should be discarded next to the dumpster in the Handicap parking area for recycling.

## **WATER SALES @ OUTDOOR CANTINA**

Sell bottled water to festival attendees. Make sure water is being kept cold in ice chests.

- Bottled water will be sold in two locations: The Country Store and the Outdoor Cantina. You are only responsible for the Cantina.
- First Water Crew will fill ice chests with ice and bottled water.
- Subsequent crews make sure there is plenty of water being kept cold in ice chests
- Collect \$1 per bottle. Accounting team will occasionally switch out your cash box and will instruct you as to how that is to be done.
- Please train your replacement at the end of your shift.

You will most likely be sharing the space with our Coffee Vendor so please share the space, who will most likely

need more room than you.

## WORKSHOP AREA MANAGEMENT

### AREA COORDINATOR:

There are 8 workshop areas that need coordination. Like a stage manager, it is your job to make sure the workshops begin and end on time. If an artist is running late, communicate this to the Artist Check-in Booth. They will locate the artist and update you with that information.

Each workshop is 1 hour and 15 minutes long. You are required to be at the workshop BEFORE it begins AND at least 15 minutes BEFORE it ends.

You are not required to be at the workshop unless you want to.

You will have a schedule of where your workshop Leaders will be throughout the festival.

All blank Evaluation Forms are in one envelope. Leader envelopes are labeled for each workshop for completed Evaluations.

Communicate to artists when it is time to begin and end their workshops. Work out a “signal” with the Workshop Leader.

Before the workshop begins or as attendees arrive, distribute Evaluation Forms to attendees. Do not take workshop time. The form is self-explanatory with instructions where to take form if not completed.

Ask artists to introduce themselves and briefly describe their workshop at the beginning of the session.

At the end of the workshop THANK THE LEADER, and encourage attendees to fill out evaluations. Collect the evaluations and place in labeled Leader envelopes and then into bin.

Remind attendees to follow instructions on form if they haven't filled out workshop Evaluation at the workshop. There will be an Evaluation Drop Box at the Main Entrance or mail-in instructions on the form. DO NOT give them back to the Workshop Leader.

If you are at the LAST workshop, please place all materials into bin. If not too heavy, it would be helpful for you to take to area just inside the Main Gate for transport back to the Center.