

## FESTIVAL REGISTRATION

### TEAM TITLE

Festival Registration

### TEAM COORDINATOR

Jim Rhodes & Melany Laycock

### PLACE & TIME REQUIREMENTS

Thursday 8am through to Monday midnight

### NUMBER OF VOLUNTEERS IN TEAM

There are approximately 35 members of this team

### PURPOSE OF TASK (RELATIONSHIP TO THE FESTIVAL)

Welcoming performers and volunteers on site and issuing them wristbands and relevant information

### CONCISE DESCRIPTION OF DUTIES & RESPONSIBILITIES

The Volunteer and Performer Reception team do two things:

For Volunteers they check volunteers onto the site, marking their name off a list and ensuring volunteers receive a relevant wristband, program, name tag, badge, relevant car passes and any other relevant information.

For Performers they check their name off a list, and ensure performers receive a relevant wristband, program and relevant car pass

This team is very busy at the beginning of the festival and works 24 hours until about Saturday to deal with the demand.

### BASIC QUALIFICATIONS

Good people skills, problem solving and troubleshooting. You must have the ability to follow procedures. You will have to deal with people who are trying to talk their way into the festival, so need to recognise this and have the maturity to say 'no' when necessary. You need to be able to deal with stress and pressure as most volunteers and performers turn up at the same time!

### ORIENTATION REQUIREMENTS

Volunteer and Performer Reception team members are encouraged to attend any pre-festival training sessions that are organised, and the Volunteer Training and Orientation Day held the Sunday prior to the Festival.