



The Grey County
Kiwanis Festival of Music
www.kiwanismusicfestival.net

DOOR MANAGER

DUTIES AND RESPONSIBILITIES

INFORMATION TO PASS ALONG TO PARTICIPANTS AND AUDIENCE MEMBERS:

- Programmes are \$10.00 each, which includes free admission to all venues & events
- Without a programme, a minimum \$2.00 admission is requested (participants, children free)
- Donation envelopes are available for any one requesting a donation receipt (min \$20)
- No talking or entering the hall during performances (must wait until a break in music)
- All cell phones and audible devices must be silenced
- No cameras, video cameras, or cell phone pictures allowed by anyone unauthorized by the board
** The Board may authorize for accredited media, photographs and interviews (see rule 46)

INFORMATION TO KNOW FOR YOUR ROLE:

- Learn the location of the washrooms and telephones
- Hand out feedback forms to teachers and parents who request them.
- After the last class is underway, leave the float in the cash box. Place remaining money in marked envelope and seal with date and venue written on the front.
- If someone does not show up to pick up the cash from the session, please contact John McLachlan at 519-270-8416, or Karen Kyle at 519-270-8446.
- Turn cash box with float over to Kiwanis Festival board member, Site Coordinator, or office staff at the venue, for lock up during breaks and over night.
- At the end of the day, please put all forms, etc., back into the bag provided.

APPROXIMATE AUDIENCE COUNT:

- Our festival is required to submit our audience count to the provincial association.
- Please use the notepad, located in your kit, to track approximate numbers.

****If there are any questions or concerns, please contact
John McLachlan at 519-270-8416 or Karen Kyle at 519-270-8446****

Thank you for your time and assistance to help make our festival a great success!!