



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
- 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. Seal the envelope and write the date, amounts, and venue on the front.
- If someone does not show up to pick up the cash from the session, please contact our Festival Chair or the Festival Coordinator. Their phone numbers are provided in your package.
- 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 venue session, 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 sheet in your in your kit to track approximate numbers.

****If there are any questions or concerns, please contact
your Site Manager, our Festival Chair, or the Festival Coordinator****

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