



# The Grey County Kiwanis Festival of Music

## **DOOR MANAGER: Duties and Responsibilities**

### **NOTES:**

- Programs are **\$15.00 each**, which becomes their **FESTIVAL PASS** to all venues & events.
- Without a programme, a **\$5.00 daily admission** is required.
  - Participants & children under 12 are always free.
- **New in 2024!** The festival now offers online payments via credit or debit.
- Donation envelopes are available for any one requesting a donation receipt (minimum \$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 flash photography permitted.
- **New in 2024!** A special chair has been set up where the participant's parent or teacher can video tape the performance. **Adjudicator's remarks may NOT be recorded.**

### **Preparation:**

#### **Set up your table with your materials**

1. Instruction duo-tang
2. Admission Signage (\$5.00)
3. Programs for sale (\$15.00 ea.)
4. Square device for online payments
5. Cash Box and Donation Box
6. Daily Cash Envelope (*to record audience numbers & program sales*)
7. Donation Envelopes & pen (*for donations of \$20 or more*)
8. Festival at a Glance print-outs
9. Feedback Forms

### **Information to Know for Your Role:**

- **Put all money for \$5.00 admissions and \$15.00 program sales in the cash box.**
- Leave donations and donation envelopes in the donation box.
- Keep track of the audience numbers and the number of programs sold in the appropriate area of the daily cash envelope.
- Learn the location of the washrooms.
- Hand out feedback forms to anyone who requests them.
- At the end of the day, the Site Manager, Chair, or Treasurer will arrive to collect the money.
- **Over coffee and lunch breaks, the Site Manager is responsible for the donation and cash boxes and securing the building.**
- At the end of the venue session, please put all forms, etc., back into the bag provided.

***Thank you for your time and assistance to help make the festival a success!***

**NOTE: Your VOLUNTEER BADGE serves as your FESTIVAL PASS and gives you access to all venues & to the Festival of Stars Awards Concert.**