



Entrance Gate Volunteer Procedures Upon Arrival

- Entrance Gate Volunteers are to check in at the volunteer tent, located in between brick building and splash pad, upon arrival. At this time, volunteers will turn in or sign their Staff/Volunteer Information acknowledgement form.
- Volunteers will receive their T-Shirt and be directed to their assigned entrance gate.
- The on-site Volunteer Coordinator will go through the entrance gate rules and responsibilities while providing a short training to all volunteers.

Entrance Gate Volunteer Policies & Responsibilities

- All volunteers must wear their volunteer t-shirt while on shift.
- Two (2) to six (6) volunteers will be stationed at the entrance gates (number of volunteers vary based on assigned gate).
- One (1) to three (3) volunteers will be collecting money while an additional one (1) to three (3) volunteers will be stamping patron's hands.
- Admission is \$3.00 for all patrons ages 13 years & older, \$2.00 for seniors, and children ages 12 years & younger are free on Friday. On Saturday, admission is \$5.00 for all patrons and \$4 for seniors, and all children ages 12 years & younger are free. Please use your best judgement in determining age of patrons.
- Admission is required beginning at 5:00pm for entrance into Gordon Park. There is no admission fee for the Carnival. The festival committee will notify the gates each night of when to shut down entrance gate operations.
- Volunteers will be handling money.
- Radios will be stationed at the gates. Please radio the on-site Volunteer Coordinator to request cash pick-ups, make change, etc.

Entrance Gate Volunteer Check Out

- At the conclusion of your shift, please clean/tidy up your station for the following day.
- Report to the volunteer tent to sign out. Each volunteer will receive two (2) drink tickets at the conclusion of his/her shift at this time. Drink tickets may be used at any time during the festival.